



The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget Fiscal Year 2021

Montgomery County

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2021

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Gerald R. Cichy
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Adrian R. Gardner, General Counsel

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Director of Planning

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For the Fiscal Year Beginning

January 1, 2019

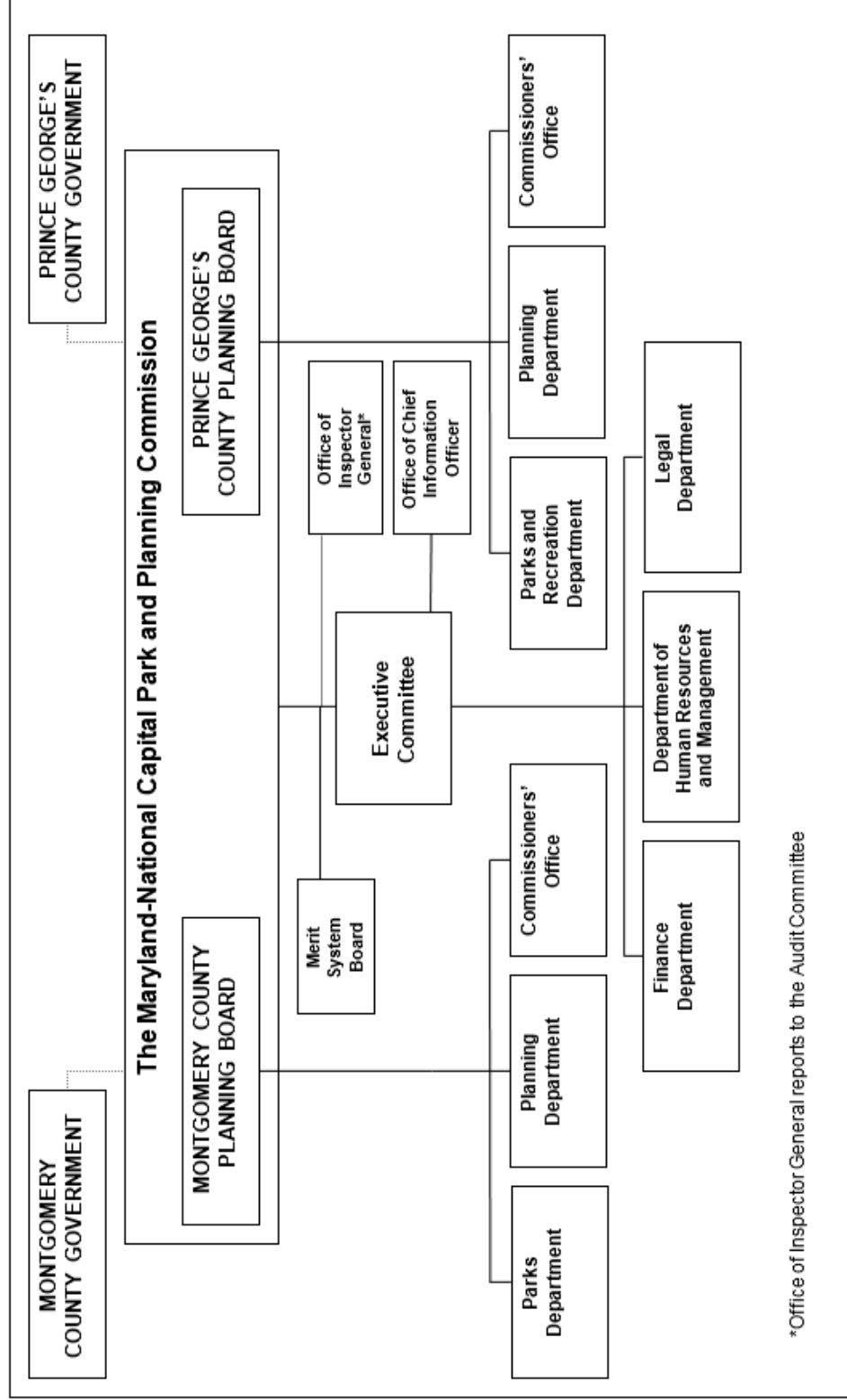
Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Parks and Planning Commission for its annual budget for the fiscal year beginning July 1, 2019. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



*Office of Inspector General reports to the Audit Committee

**The Maryland-National Capital Park and Planning Commission
Proposed Annual Budget Fiscal Year 2021
Montgomery County**

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MONTGOMERY COUNTY PLANNING BOARD
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

OFFICE OF THE CHAIR

January 15, 2020

The Honorable Marc Elrich
Montgomery County Executive
Executive Office Building
101 Monroe Street
Rockville, MD 20850

The Honorable Sidney Katz
President, Montgomery County Council
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, MD 20850

Dear Mr. Elrich and Mr. Katz:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, the Montgomery County Planning Board is pleased to transmit the FY21 Proposed Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This comprehensive document is presented at the budget appropriate departmental and divisional levels, including lists of the programs and services provided by each division.

We have been made aware of the County's potential fiscal challenges in FY21. We fully understand the county's financial challenges but have proposed increases where needed to address critical needs.

On-going Service Provision

The Commission's primary mission remains unchanged: providing clean and safe parks, and delivering a timely, comprehensive development review program, key master plans, and other critical planning programs which drive economic development. It is our goal to continue to give our customers/residents excellent service. We are proud to have been awarded the National Gold Medal Award for excellence in Parks and Recreation Management in 2015. This is the sixth time we have been so recognized by the American Academy for Park and Recreation Administration in partnership with the National Recreation and Park Association. In addition, our Planning efforts were recognized in 2018 with awards from the National Capital Area Chapter of the American Planning Association for the Bethesda Downtown Plan and for our outreach efforts on the Veirs Mill Corridor Plan.

The FY21 Proposed Budget focuses on maintaining service levels, responding to federal/state/local mandates, and addressing a limited number of critical needs. The FY21 Proposed Budget includes increases related to necessary planning studies, legislative mandates, and operating costs of new parks.

The FY21 proposed tax-supported operating budget is \$153.2 million. This is \$11.1 million more than the FY20 adopted budget, a 7.8 percent change, reflecting both critical needs requests and the additional costs of the new Wheaton Headquarters building. The total proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$182.8 million, an increase of \$15.2 million or 9.1 percent from the FY20 adopted budget.

**Summary of FY21 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY20 Adopted	FY21 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 32,619,879	\$ 34,386,602	\$ 1,766,723	5.4%
Park (2)	107,395,961	116,720,143	9,324,182	8.7%
ALA Debt	2,075,264	2,087,700	12,436	0.6%
Subtotal Tax Supported	142,091,104	153,194,445	11,103,341	7.8%
Enterprise (3)	10,197,934	13,184,588	2,986,654	29.3%
Property Management	1,563,320	1,586,500	23,180	1.5%
Special Revenue	7,084,740	7,352,429	267,689	3.8%
Park Debt	6,624,410	7,440,410	816,000	12.3%
Total Montgomery	\$ 167,561,508	\$ 182,758,372	\$ 15,196,864	9.1%

(1) Includes transfer to Park and Capital Projects

(2) Includes transfer to Park Debt Service and Capital Projects

(3) Includes transfer to Capital Projects

Fiscal challenges remain at all levels of government, including the Commission. The latest projections provided by Montgomery County's Finance Department show the County's FY21 assessable base (both real and personal) projected to grow by less than one percent next year.

Costs, however, continue to grow at a higher rate. National Pollutant Discharge Elimination System (NPDES) and American with Disabilities Act (ADA) mandates and Operating Budget Impacts (OBI) from previously approved CIP projects impact the base budget. Maintenance needs are more expensive to address the longer they are deferred. With property tax revenue making up approximately 94 percent of operating revenues, growth, although modest, means the Commission must manage its resources carefully to sustain a stable financial position.

The following table begins with our FY20 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 7.9 percent.

M-NCPPC
Summary of FY21 Proposed Budget Major Changes
Montgomery County General Fund Accounts
Administration and Park Funds (excludes property management and reserves)

	<u>Budget Amount</u>	<u>% Change</u>
FY20 Adopted Budget	\$ 140,015,840	
<i>FY21 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo and prefunding	669,124	
Health Insurance	1,873,687	
Pension (ERS)	1,046,604	
Employee Compensation Marker	2,234,156	
Reclassification Marker	184,319	
Subtotal Major Personnel Changes	6,007,890	4.3%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	541,000	
Transfer to Development Review	-	
Transfer from Admin Fund to Park Fund	(125,000)	
One Time Reductions	(773,000)	
Park- NPDES	297,309	
OBI (non-NPDES and non-Wheaton)	261,962	
Wheaton Headquarters (net of one time reductions)	340,661	
Investment in Critical Needs	3,009,738	
Operating Major Known Commitments	1,530,345	
Subtotal FY21 Major NonPersonnel Changes	5,083,015	3.6%
Total Dollar Change for Major Changes	11,090,905	7.9%
TOTAL FY21 Proposed Budget	\$ 151,106,745	7.9%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY21 that includes increases for major known commitments and investments in critical needs, and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY21:

- Medical insurance and benefit costs;

- Full funding of OPEB Pay-Go and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- Dollar markers to adjust employee compensation, and possible position reclassification due to a multi-year classification study of the workforce.

As shown in the following table, personnel expenses reflect an increase of \$6.0 million.

FY21 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Montgomery County Administration Fund and Park Fund					
	FY20	FY21	\$	%	
	Adopted	Proposed	Change	Change	
OPEB					
OPEB Paygo & Prefunding	\$ 6,898,761	\$ 7,567,885	\$ 669,124	9.7%	
Pension (ERS)					
Pension (ERS)	7,929,534	8,976,138	1,046,604	13.2%	
Health and Benefits(1)					
Employee Health Benefits	14,225,174	16,098,861	1,873,687	13.2%	
Subtotal Personnel Costs	<u>\$ 29,053,469</u>	<u>\$ 32,642,884</u>	<u>\$ 3,589,415</u>	<u>12.4%</u>	
Employee Compensation					
Marker for Changes to Employee Comp.		2,234,156	2,234,156	-	
Marker for Possible Reclassifications	501,124	685,443	184,319	36.8%	
Total Major Personnel Costs			<u>\$ 6,007,890</u>		

(1) Health and Benefits includes medical insurances (health, dental, vision, prescription), long-term disability, accidental death and dismemberment, and life insurance.

The compensation marker represents the largest cost increase, followed by the increased cost for health insurance. Health costs are increasing due to increased utilization and cost trends.

The net change for total OPEB costs is an increase of \$670,000, or 9.7 percent. Total OPEB funding is \$7.6 million. OPEB is shown in the Non-Departmental accounts in individual funds rather than being allocated to each department.

As determined by the actuary, pension costs will increase by 13.2 percent in FY21, representing an additional cost of \$1.0 million above the FY20 budget. Health benefit costs are projected to increase by 13.2 percent, resulting in additional cost of \$1.9 million over the FY20 Budget.

As for employee compensation, the budget includes a dollar marker of \$2.2 million in the General Fund. The Commission is in full contract negotiations with the FOP, and will begin shortly a wage and benefit re-opener with MCGEO, the results of which will be presented for approval at the Joint

County Council Meeting in May 2020. Also included is \$685,000 for possible reclassification adjustments based on the multi-year classification study that is under way.

Investing to Meet Critical Equipment, Maintenance, and Essential Service Needs

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$3.0 million to address critical maintenance, equipment, and essential service needs. Each department’s budget sections provide detailed information on how this increased investment is proposed to be used. The following is a summary of the requests by department.

Fund	Department	Essential Needs	
		Investment Amount	
Administration	Planning	\$	1,110,100
Administration	Commissioners' Office		30,000
Administration	DHRM		-
Administration	Legal		50,942
Administration	Finance		58,514
Administration	Inspector General		57,248
Administration	Corporate IT		43,265
Administration	Share of CIO/CWIT Initiatives		113,370
Park	Parks		1,546,299
Total		\$	3,009,738

Summary of FY21 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY21 proposed budget to the FY20 adopted budget for the General Fund. Specific changes in each of the departments are explained in full detail in the Department sections of the Budget Book.

**Summary of FY21 Proposed Budget General Fund Accounts
 By Fund by Department (excludes reserves)**

	FY20 Adopted	FY21 Proposed	\$ Change	% Change
Administration Fund				
Commissioners' Office	\$ 1,299,038	\$ 1,265,196	\$ (33,842)	-2.6%
Planning Department Operating	20,573,790	21,280,031	706,241	3.4%
CAS Departments	8,735,536	9,220,686	485,150	5.6%
Transfer to Development Review	-	-	-	-
Transfer to Park	125,000	-	(125,000)	-100.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	1,736,515	2,470,689	734,174	42.3%
Subtotal Admin Fund	32,619,879	34,386,602	1,766,723	5.4%
Park Fund				
Park Department Operating	94,487,219	100,678,688	6,191,469	6.6%
Transfer to Debt Service	6,624,410	7,165,410	541,000	8.2%
Transfer to Capital Projects	350,000	450,000	100,000	28.6%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	5,534,332	8,026,045	2,491,713	45.0%
Subtotal Park Operating	107,395,961	116,720,143	9,324,182	8.7%
Montgomery Operating Subtotal	140,015,840	151,106,745	11,090,905	7.9%
Property Management	1,563,320	1,586,500	23,180	1.5%
Montgomery General Fund Total	\$ 141,579,160	\$ 152,693,245	\$ 11,114,085	7.9%

(1) Non-Departmental for both years include OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

PROGRAM HIGHLIGHTS

We are committed to a FY21 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in each Department's section of the Budget Book.

Parks Department

The Department of Parks will focus on delivering core services to properly operate, maintain and protect our park system.

The Commission continues to develop and maintain one of the largest and most diverse park systems in the nation with over 36,900 acres in 422 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active life styles, and serving as stewards and interpreters of Montgomery

County's natural and cultural resources by conserving parkland. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn and grow. Proximity to parks has been shown to increase property values.

Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of the County's residents. Montgomery Parks' Vision 2030 plan, prepared together with the County's Department of Recreation, is a comprehensive planning effort to develop long range plans and serves as a guide for future park development and resource protection to better address changing needs and growth forecasts through 2030.

The Department's FY21 budget includes increases for:

- Unfunded Operating Budget Obligations, including Operating Budget Impacts from Capital Improvement Projects;
- Known operating commitments;
- Debt service on general obligation park bonds and capital equipment;
- National Pollutant Discharge Elimination System (NPDES) mandates; and
- Wheaton Headquarters operating budget impact.

In addition, the FY21 budget includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the future needs of the department such as:

- Improving customer service;
- Improving the quality and playability of ballfields;
- Maintaining and improving existing equipment, facilities and services;
- Addressing social equity; and
- Responding to legislative mandates.

Together, we have created a highly popular, valued, and nationally-recognized park system. Our entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible, safe, and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves." We will continue to aggressively seek new funding opportunities and to improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with our stakeholders and within our communities.

The FY21 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

Planning Department

The Planning Department continues to deliver its core services to improve the quality of life in Montgomery County by conserving and enhancing both natural and man-made environments for current and future generations. Central to this role, the Department develops master plans, reviews development applications, and researches, analyzes and presents information to the community and public officials to aid in planning for Montgomery County's future.

In addition to the FY21 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

One-Time projects:

- Takoma Park Minor Master Plan Amendment support
- Fairland-Briggs Chaney Minor Master Plan Amendment
- General Plan Update support
- Mixed-Use Trip Generation Tool
- I-270 Transit Corridor Functional Master Plan support
- Silver Spring Master Plan support
- Equal Opportunity Index
- Historic Preservation at 40
- Bikeway Branding Plan
- Noise Guidelines Update
- Mixed-Use Development: Current Status and Future Trends
- Urban Loading and Delivery Management Study

On-going projects:

- Conversion of a Term Contract maintenance position to Full-Time Career receptionist position for Wheaton Headquarters
- Strategic Communications Consulting
- Countywide Historical Markers

Other Initiatives:

- Wheaton Headquarters operating budget impact

Central Administrative Services (CAS)

For FY21, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Finance Department: one career position in the Secretary-Treasurer's Office to monitor and administer the legislatively mandated Supplier Diversity Program currently under development.
- Inspector General: one career position to assist with an increased workload.
- Corporate IT Division: additional funding for a new Help Desk system.
- Chief Information Officer:
 - Increased costs of Microsoft and Adobe operational licenses
 - Funding for the following IT initiatives
 - ERP improvements
 - ERP Upgrade planning

- Kronos time keeping system improvements
- Enterprise Content Management, Phase I
- Funding to complete the Alliance building security upgrade
- Commission’s website upgrade and ADA improvements

Commissioners’ Office

The role of the Commissioners’ Office staff is to support the Chair and Planning Board in the performance of their official duties, serve as the point of contact for meeting related issues, and coordinate prompt responses to issues and inquiries from agencies and the general public. This also includes preparing and web posting the Board’s meeting agenda; producing and preserving records of official Board proceedings; and managing correspondence between the Board and other agencies and the public.

In addition to known operating commitments, the FY21 Proposed Budget for the Commissioners’ Office includes increased funding for staff and Planning Board training.

Capital Budget

This transmittal also includes the Capital Budget (the first year of the six-year Capital Improvements Program (CIP). Highlights of this budget can be found within the Department of Parks detail pages.

TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY

Beyond meeting the immediate FY21 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise approximately 94 percent of operating revenue in the tax-supported funds. The Commission, in proposing this budget, is requesting a change in the property tax rates for both the Administration Fund and the Park Fund. The requested increase in the real property tax rate is 0.16 cent for the Administration Fund and 0.52 cent for the Park Fund.

The FY21 Proposed Budget reflects a total tax rate for property tax supported funds of 8.08 cents real property and 20.20 cents personal property. The breakdown by fund is:

- Administration Fund: 1.86 cents real and 4.65 cents personal, an increase of 0.16 and 0.40, respectively;
- Park Fund: 6.12 cents real and 15.30 cents personal, an increase of 0.52 and 1.30, respectively; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.25 cents personal, unchanged.

At these tax rates, the Commission will have sufficient property tax revenues to meet the proposed expenditures and reserve requirements for the Administration Fund and the Park Fund although both funds will continue to utilize fund balance in FY21.

MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)													
FUNDS	ACTUAL FY09	ACTUAL FY10	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ADOPTED FY19	ADOPTED FY20	PROPOSED FY21
Administration Fund													
Real	1.90	1.80	1.50	1.70	1.80	1.80	1.70	1.80	1.70	1.72	1.56	1.70	1.86
Personal	4.70	4.50	3.80	4.30	4.50	4.50	4.25	4.50	4.25	4.30	3.90	4.25	4.65
Park Fund													
Real	5.30	5.00	4.50	4.80	5.40	5.30	5.60	5.52	5.48	5.54	5.30	5.60	6.12
Personal	13.20	12.50	11.20	12.00	13.50	13.25	14.00	13.80	13.70	13.85	13.25	14.00	15.30
Advance Land Acquisition Fund													
Real	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Personal	0.30	0.30	0.30	0.30	0.30	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)													
Real	7.30	6.90	6.10	6.60	7.30	7.20	7.40	7.42	7.28	7.36	6.96	7.40	8.08
Personal	18.20	17.30	15.30	16.60	18.30	18.00	18.50	18.55	18.20	18.40	17.40	18.50	20.20

CONCLUSION

The Proposed 2021 Budget is respectfully submitted for your consideration. In this document, we are proposing a budget that addresses critical needs and planning and parks initiatives. We continue to explore potential collaborative efforts across departments and counties in our effort to provide efficient, effective quality service, while maintaining our fiscal responsibility and commitment to the community we serve.

We continue to strive to find new ways to save taxpayer dollars while providing quality service and achieving progress in our many areas of focus. Working together, we will do everything in our power to ensure that taxpayer dollars are invested wisely in our collective future.

Sincerely,



Casey Anderson
 Chair

CHAIR’S MESSAGE..... i

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One
Commission
Mission

- **A Leader in Managing Public Resources and Delivering Quality Customer-Focused Services**

- **Manage physical growth and plan communities**
 - **Protect and steward natural, cultural and historic resources**
 - **Provide leisure and recreational experiences**
-

Strategic
Focus

- **Mission-driven Core Services:** Delivery of quality, high performance programs and services directly related to the statutory mandates of the Land Use Article.
 - **Revenue Diversification:** Outreach for additional funding sources such as public/private partnerships and grants to diversify revenue sources and reduce reliance on the property taxes as a source of funds; development of fee structure for services and programs with an overall goal of covering cost but also recognizing equity and ability to pay realities; encouraging active volunteer participation to augment programs, services and service delivery.
 - **Customer Focused Programs:** Maintain on-going communication with users, key stakeholders and funders to determine needs, service performance and receive feedback. Use this information to help develop programs, facilities and services.
 - **Management and Employee Accountability:** Establish clear lines of accountability at all levels of the Commission that customers are a priority, innovation is promoted, service capacities are continuously developing and productivity is constantly improving.
 - **Contemporary Technologies:** Facilitate programs and services by advanced information technologies improving the flow of information and access to services by customers and stakeholders.
 - **Prioritized Capital Improvement Program:** Manage and direct the Commission's capital program in a method that permits the operating budget to absorb the impact of implementing new programs, facilities and services.
 - **Performance Measurement: Promote greater** efficiency, increase fiscal responsibility and meet customer and stakeholder expectation through a performance measurement system that reports and produces information to plan, monitor, evaluate, and adjust programs and services.
-
-



Montgomery County Overview - Budget Guide

BUDGET GUIDE

The Commission generates two budget documents annually – one for Montgomery County and one for Prince George’s County. Each budget document contains detailed information on the proposed operating budget and summary information on the Commission’s proposed capital budget and capital improvement program (CIP).

The Commission’s budget is adopted and managed by Fund, Department, and Division. Accordingly, the Budget Book is primarily organized by fund, department and division to clearly and consistently show the planned use of resources in a standard layout across the multiple service areas in Montgomery County, Prince George’s County, and Central Administrative Services.

BUDGET STRUCTURE AND CONTENT

The Budget Book can be read in an unfolding manner with each section first providing higher level information followed by the supporting and more detailed information. The **Overview, Fiscal and Budget Summary Schedules** sections of the Book are intended to provide the reader “the big picture” of the Commission and information on the budget as a fiscal plan. The **Department Budget Pages** are intended to present the budget as an operations and policy guide and provide the reader more targeted information about specific departments, the services they provide, and the resources needed to deliver services.

The Budget Book begins with a **Transmittal Letter** from the Planning Board Chair to the County Executive and Council Chair. The letter provides background information, summarizes the budget request, and highlights pressing issues. It establishes the framework and context under which each department’s budget should be considered.

This section is followed by the **Overview Section**, which is made up of four subsections:

- Budget Guide
- Background and Policies
- Budget Issues
- Fiscal and Budget Summary Schedules

The **Budget Guide** introduces the structure and content of the budget book, explains the basis of accounting and budgeting, and also provides a brief description of the budgetary process and timeline.

Background and Policies provide the following information:

- Historic, geographic, and demographic information on the County.
- Discussion of how the Commission defines and serves its customers.
- The Commission’s fiscal policies and fund structure.
- The Commission’s process for preparing long-range fiscal projections.
- The Commission’s performance measurement initiatives.

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY21 budget and the Commission’s long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget’s development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



Montgomery County

Overview - Budget Guide

The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide the reader summary level information about the budget as a fiscal plan for the coming year. Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2021 are included:

- Commission Summary of FY21 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY19 and Budgeted Use of Fund Balance/Net Position for FY20 and FY21;
- Montgomery County FY21 Proposed Budget Summary by Fund Summary by Department by Division;
- Montgomery County FY21 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$187,063,072;
- Montgomery County FY21 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$187,063,072;
- Montgomery County FY21 Proposed Budget Expenditure Summary by Major Object;
- Montgomery County FY21 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$187,063,072;
- Montgomery County Budget Presentation in County Council Resolution Format and Groupings;
- Montgomery County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Ending Fund Balance General Fund Accounts FY12 Actual to FY21 Proposed;
- Montgomery County Revenues and Expenditures General Fund Accounts FY12 Actual to FY21 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Montgomery County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Property Management Subfund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position;
- Montgomery County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;



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- Montgomery County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Wheaton Headquarters Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Commission-wide CIO and IT Initiatives Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Commission-wide Executive Office Building Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Commission-wide Group Health Insurance Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Tax Rates and Assessable Bases;
- Montgomery County Positions/Workyears Summary by Fund

Department Budget Section

This section of the Budget Book provides specific information about each department and division to help the reader understand the budget as an operations guide and policy guide.

The Department sections are comprised of:

- The Commissioners' Office
- Central Administrative Services (CAS):
 - Department of Human Resources and Management
 - Department of Finance
 - Legal Department
 - Office of Inspector General
 - Corporate IT
 - Merit System Board
 - CAS Support Services
- Planning Department
- Department of Parks

To the extent possible, departments are grouped by Fund. In Montgomery County, for example, the three component units of the Administration Fund – the Commissioners' Office, CAS and the Planning Department are presented first. The Department of Parks section includes the Park Fund, Enterprise Fund and Property Management subfund, a brief discussion of the capital improvement program and the Capital Projects Fund.

Department budget sections are organized at two levels: department summary level and division detail level. The same basic budget information is reported for both levels. The department level is intended to provide the reader a high level overview of what services the department provides and the budget for those services. The division level reports the same information types, but focuses on the services provided by just that division. Not all departments have division level budgets. The basic information included in each level is outlined below.

- An **Organization Chart** that illustrates the structure of the department or division;
- An **Overview**, department or division as is appropriate, that describes the department or division, how it is organized and how it serves its customers.
- A **Mission** or purpose statement;
- A list of the **Services and Programs Provided** and, where appropriate, a description;
- **Accomplishments** attained during the prior fiscal year and fiscal year to date;



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- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts;
- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY21 Proposed Budget**. This section points out significant changes in the budget and any additional information to help the reader understand major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide the reader a better understanding about a significant aspect of department operations. For example, the Planning Department's pages will include information about the planning work program.
- The last section for each department's budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

Other Funds

The Budget Book also provides information on funds that are not included in the department section of the Proposed Budget Book. These are referred to as Other Funds and include the following:

- **Special Revenue Funds**
- **Advance Land Acquisition (ALA) Funds**
 - ALA Debt Service Fund
 - ALA Revolving Fund
- **Park Debt Service Fund**
- **Internal Service Funds**
 - Risk Management Fund
 - Capital Equipment Fund
 - Wheaton Headquarters Building Fund
 - Chief Information Officer (CIO) and Commission-wide IT Initiatives (CWIT) Fund
 - Commission-wide Executive Office Building Fund
 - Commission-wide Group Insurance Fund

There is an executive overview for each of the Other Funds explaining its structure and purpose, a budget overview identifying relevant information on the proposed budget, a summary table of revenues, expenditures, positions and workyears, and proposed budget year major changes, if any. The Special Revenue Fund also provides information by specific program.

This Other Funds Section can be found towards the end of the budget document.



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Capital Improvement Program

Summary information regarding the CIP is provided in the operating budget books. In the Montgomery County document, the capital budget section includes a brief overview and highlights. The Capital Projects Fund, representing the capital budget, or first year of the CIP, is included in this section. The Commission does not publish a separate document for the Capital Budget and CIP. Readers interested in project description detail for individual projects should consult the capital budget documents prepared by the respective County governments. They are generally published by March 15th by both the Montgomery and Prince George's County governments.

Appendices

The final section of the Budget Book provides a glossary of relevant budget terms, other information helpful to understand and interpret the budget, as well as selected historical data and position pay schedule information.

BUDGETARY BASIS

Basis of Accounting

The General, Debt Service, Special Revenue, and Capital Projects Funds are maintained on the current financial resources measurement focus and the modified accrual basis of accounting under Generally Accepted Accounting Principles (GAAP). Revenues and expenditures are recorded in the accounting period in which they become both available and measurable. Tax revenues which are recognized when they have been levied are due on or before June of each year, and collection is expected within 60 days thereafter. All other revenue sources are recorded on the accrual basis of accounting. Expenditures are generally recorded as the liabilities are incurred. The exception to the rule is that principal and interest on general long-term debt are considered expenditures when due. All proprietary funds (Enterprise and Internal Service) are maintained on the accrual basis of accounting under which revenues are recorded when earned and expenses are recorded when incurred.

Basis of Budgeting

The Commission maintains budgetary controls to ensure compliance with legal provisions embodied in the annual budget approved by the Montgomery and Prince George's County governments, and in the Land Use Article of the Annotated Code of Maryland. Formal budgetary integration is employed as a management control device for the General Fund, the Special Revenue Funds, the Debt Service Fund, and the Capital Projects Fund. The budget for the General Fund is adopted on a basis consistent with GAAP except that encumbrances are treated as expenditures within the current fiscal year and inventories are treated as expenditures when purchased.

The Commission is authorized to transfer budget appropriations of up to 10 percent for each account, project, department or function as defined in the approved budget, but may not alter total expenditure authority without approval of the respective County Council through a budget amendment. Budgets may be amended by Resolution by the respective County Council on its initiative, or at the request of the Commission, and only after receipt of recommendations from the County Executive and public hearings.

The Commission's expenditures may not exceed the total approved budget for its General Fund and Special Revenue Funds without prior approval. Unencumbered expenditure authority for the General Fund, Special Revenue Funds, and the Debt Service Fund lapses at the end of the fiscal year and is rolled into the next year's fund balance. Capital project appropriations do not lapse until the project is completed.



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The budget plan for the proprietary funds serves as a guide to the Commission and is not a legally binding limitation. Facilities in the Enterprise Funds must be able to respond to consumer demand; the Commission's enabling legislation does not require strict expenditure limitation, but requires that increasing expenditures are offset by increasing revenues. For example, if increased participation in ice rinks generates more revenue, additional maintenance expenditures may be permitted to support greater attendance.

BUDGET PROCESS

Budget development at the Commission is a collaborative, iterative effort that uses input from many sources. The process involves citizens, agency staff, and appointed and elected officials. The Corporate Budget Office of the Department of Human Resources and Management in Central Administrative Services coordinates the preparation, development, and monitoring of the operating budget in a cooperative and collaborative relationship with department management and budget staff.

Planning for the proposed budget begins in July. The Corporate Budget Office develops preliminary six-year projections including revenue projections for the next fiscal year after incorporating input from the Counties (Finance Department in Montgomery and Office of Management and Budget in Prince George's) and individual departments. Preliminary salary and benefits projections by position are prepared and distributed to each department. Budget guidelines, including major budget assumptions and other budget development information are then prepared and disseminated to each department. In autumn, a rigorous review period is conducted by the respective Planning Boards. The Boards review, modify, and approve each department's budget proposal typically by early December. At its December meeting, the Commission approves the proposed operating budget of the Commission for transmittal to the respective approving bodies.

On or before January 15, the Commission submits to the County Executive and County Council of each County the proposed annual operating budget for the respective accounts of the General Fund, Special Revenue Funds, and the Debt Service Fund and a budget plan for the respective Enterprise and Internal Service Funds. The budget of the Capital Projects Fund and six-year expenditure plan are submitted prior to November 1, every other year in Montgomery County as a biennial process. In Prince George's County the Capital Projects Fund and six-year expenditure plan are submitted by January 15. These budgets and plans include the means of financing them.

By March 1, the County Executive transmits the budget, with recommendations, to the County Council. The County Council and County budget staff review the budget and conduct at least one public hearing on the operating and capital budgets and plans. State law requires final adoption prior to the beginning of the new fiscal year on July 1.

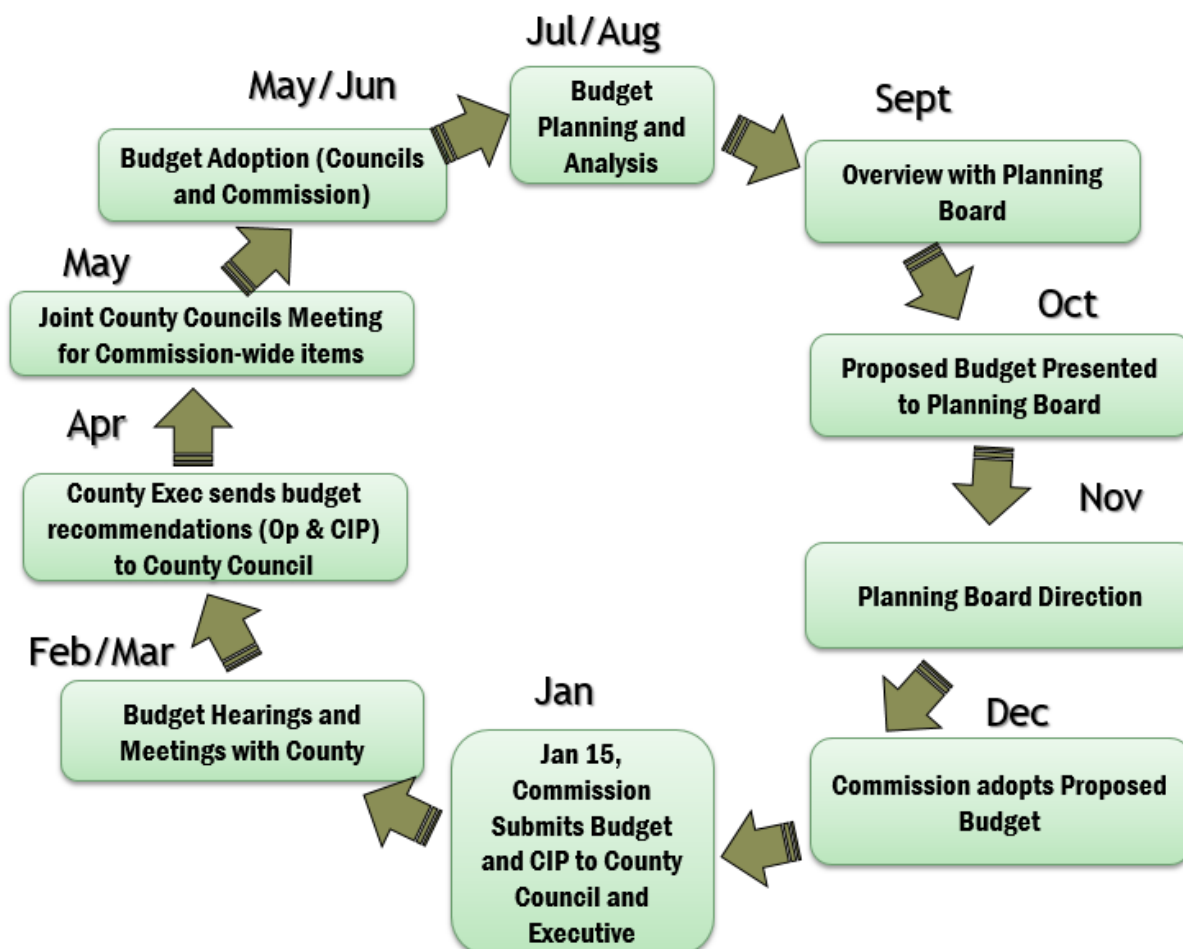
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



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Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2019
• Budget Overview with Planning Board	September to November 2019
• Staff Develops Budget	September to November 2019
• Planning Board Work Sessions	September to December 2019
• Commission Approves Proposed Budget	December 18, 2019
• Staff Produce Proposed Budget Book	December 2019 to January 2020
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2020
• County Executive Makes Recommendations	January 15 to March 1, 2020
• County Council Holds Public Hearings	April 2020
• County Council Reviews Budget	April 2020
• County Councils Meet Jointly	May 2020
• County Councils Adopt Budget	By June 1, 2020
• Commission Adopts Budget Resolution	June 17, 2020



Montgomery County Overview – Background

BACKGROUND

AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 1.96 million citizens and extends over 1,000 square miles of Maryland, adjacent to the Nation's Capital. The purpose, powers and duties of the Commission are found in the Land Use Article of the Annotated Code of Maryland. Pursuant to this Article, the Commission is empowered to:

- Acquire, develop, maintain and administer a regional system of parks defined as the Metropolitan District;
- Prepare and administer a general plan for the physical development in the areas of the two Counties defined as the Regional District; and
- Conduct a comprehensive recreation program for Prince George's County.

The Commission is a nationally recognized planning, parks and recreation agency. M-NCPPC is the only six-time gold medal winner of the National Parks and Recreation Association Award for Excellence, and is one of 175 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

MONTGOMERY COUNTY PROFILE

Montgomery County was established by the State Convention in 1776; and from its establishment until 1948, the Montgomery County government functioned under the County Commission system. In 1948, the voters adopted a charter giving the county home rule and a council-manager form of government. In 1968, the voters approved a new charter providing for separate legislative and executive branches of government, with legislative power vested in an elected County Council and executive power in an elected County Executive. The new charter became effective with the election of the County Executive and County Council in November 1970. The Montgomery County Council is composed of nine members, four of whom are elected by all voters in the county (at large). The remaining five Council members are each elected from one of five Councilmanic districts.

Montgomery County contains 491 square miles (or 317,000 acres) of land area, with the Commission providing approximately 37,000 acres of parkland (over 10 percent of total acreage) within the County. Montgomery County lies in central Maryland west of the Fall Line, a geographic line of demarcation separating the upland plateau from the coastal plain, east of the Line. The topography of the upland plateau is rolling, with small hills. The County is bounded by the Potomac River to the west, Frederick County and Howard County to the north, Prince George's County to the east, and Fairfax County, Va. and Washington D. C. to the south.

THE RESIDENTS WE SERVE

With an estimated population of 1,052,567 as of July 1, 2018, Montgomery County is the most populous county in Maryland. One of the County's greatest resources and strengths lies in the diversity of its population, according to census data compiled by the Commission's Research and Special Projects Division. According to most recent Census Bureau data, minorities comprise about 57 percent of the population; 19.9 percent of residents are Hispanic or Latino; 19.9 percent are black or African American; 15.6 percent are Asian; and 43.4 percent are non-Hispanic white. About



Montgomery County Overview – Background

32.3 percent are foreign born, compared to the state of Maryland which shows about 15.1 percent. According to the 2013-2017 American Community Survey, of the population above age 5, over 40.6 percent speak a language other than English at home. This is substantially greater than it is statewide (18.4 percent).

Over the past four decades, the median age of the county's population has matured from 30 in 1970 to 38.8 in 2017 with the maturing of baby boomers and improving life expectancy of the U.S. population. About 23.4 percent of the population is under 18 years old and another 14.1 percent is age 65 or older. About 35 percent of households have school age children. Student enrollment in public grades K-12 was projected to be 165,267 during the school year 2019-2020. In Montgomery County, one of the most highly educated counties in the nation, over half of adults age 25 and over have at least a bachelor's degree. Less than 9 percent did not graduate from high school.

Based on the American Community Survey, the 2018 median household income is \$106,287 compared to the state median household income of \$81,868. The median value of owner occupied housing units between 2014 and 2018 in Montgomery County is \$476,500 compared to the state median of \$305,500.

CUSTOMER DEFINITION AND FOCUS

It is important for the Commission to justify its operations based on the services it provides to its customers. We must clearly define our customer base, ascertain their needs and desires, and then communicate what services we can provide. The information that follows defines our customer base and explains the benefits of Commission programs and services.

A primary customer of the Commission is the County Council, who in their role, want to ensure that constituent needs for planning and park services are met. This customer relationship is a collaborative and ongoing relationship, where the Commission strives to be responsive to the Council and the Council strives to be responsive to its constituents. The service expectation relationship with the Council takes form in the Annual Budget and the Semi-Annual Report, both of which establish the Commission's work program. The Commission also maintains a customer relationship with other governmental units on a variety of issues, from renovating and maintaining athletic fields at some County schools to participating in the County's geographic information system consortium, to working with the Department of Public Works and Transportation on issues of road design and pedestrian safety.

Residents and visitors to Montgomery County, who actively use and enjoy our services, are primary Commission customers. Skating enthusiasts enjoy afternoons at Cabin John or Wheaton ice rinks; walkers, joggers, and bicyclists utilize our system of trails; people seek assistance in understanding the permitting process or with questions regarding new housing developments in their neighborhood.

The services provided by the Department of Parks and the Planning Department are vital to maintaining and enhancing the quality of life and economic vitality of the County. In this respect all the residents of, and visitors to, Montgomery County benefit from the services provided. Consider, for example, our stream valley parks. The Commission actively seeks to acquire land along County streams to serve as a buffer against development. This buffer serves to reduce the levels of pollution and sediment going into the stream, thus improving the water quality of the stream. Since citizens do not get their drinking water from streams, it may not sound important. However, these streams flow into rivers that a) supply the raw water that the Washington Suburban Sanitary Commission utilizes to provide potable water to citizens of both Montgomery and Prince George's



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Counties; or b) eventually flow into the Chesapeake Bay. Protecting our stream valleys and reducing the level of silt and pollution entering those waters is a major benefit to our communities and to society at large.

The Commission's reforestation efforts have had a major impact on air quality in the region. Consider the time and effort Commission planners spend reviewing requests for housing developments to ensure that they are not built on flood plains, or ground otherwise unsuitable for development; that they are spaced properly; that there are amenities such as adequate open space and sidewalks; and that existing and planned infrastructure can adequately support the development. When these factors are considered, it becomes clear that all the County's residents, visitors, and neighbors are customers of the Commission.

ORGANIZATION

The Commission is a bi-county agency, serving Montgomery County and Prince George's County. It is empowered under State law to acquire, develop, maintain and administer a regional system of parks in a defined Metropolitan District, and to prepare and administer a general plan for the physical development of a defined Regional District. In Montgomery County, the boundaries of the Metropolitan and Regional Districts are coterminous and include the entire County except for the incorporated municipalities of Rockville, Gaithersburg, Barnesville, Brookeville, Laytonsville, Poolesville, and Washington Grove.

The Commission consists of ten members – five from each county. In Montgomery County, the five Commissioners are appointed by the County Council, subject to approval by the County Executive. A Commissioner from each county serves as chair and vice-chair of the Commission, and the chairmanship rotates annually between counties. Terms of office are staggered, and no more than three of the five Commissioners from either county can belong to the same political party.

The Commission coordinates and acts collectively on regional and administrative issues, and divides into the two respective County Planning Boards to conduct all other matters. Organizationally, there are seven departments. In Prince George's County, these are the Department of Planning and the Department of Parks and Recreation; in Montgomery County, these are the Department of Planning and the Department of Parks. The Human Resources and Management, Finance, and Legal departments comprise the Central Administrative Services (CAS) that support operations in both counties along with the Office of the Inspector General, the Office of the Chief Information Officer, and the Merit System Board.

The budget for the CAS staff functions is divided between the two counties based on service levels where applicable. Other CAS services due to their nature are divided equally, such as the Merit System Board. The budget for CAS units must be approved jointly by both counties. If the two counties cannot reach agreement on the budget for Central Administrative Services, the budget, as proposed by the Commission, is automatically implemented. Unlike the remainder of the budget, which must be adopted by June 1st, the two counties have until June 15th, under State law, to reach agreement on the budget for CAS.



Montgomery County Overview – Background

FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning and general administrative functions are financed primarily by five statutorily designated property taxes that must be levied on a separate county basis. In Montgomery County, county-assessed property taxes support more than 95 percent of the Commission's tax-supported operations. Remaining funding is derived from grants, interest income, fees and charges, and fund balance.

The five accounts (funds) are separately maintained within the General Fund, as follows:

District by County	Tax & Fund	Purpose
Regional District Montgomery County	Administration	Planning, Zoning, and General Administration
Metropolitan District Montgomery County	Park	Park Acquisition, Development and Park Operations
Regional District Prince George's County	Administration	Planning, Zoning, and General Administration
Metropolitan District Prince George's County	Park	Park Acquisition, Development and Park Operations
Prince George's County	Recreation	Comprehensive Public Recreation Program

Note: Park Tax in Montgomery County includes a statutorily required Park Maintenance Tax.

In Montgomery County, there are three tax-supported funds. Two of the three tax-supported funds constitute the Commission's General Fund, and are used to account for tax and non-tax revenues that fund general Commission operations. They are listed below.

The Administration Fund was established to provide funds to support current operational and administrative expenses. These include the costs necessary to exercise the powers and functions granted to the Commission, as well as the Commission's planning function. Additionally, funds to support staff operations serving the entire Commission, such as human resources, accounting, purchasing, and legal services, are budgeted in this Fund. Under State law, Montgomery County is required to levy a tax of at least 1.2 cents per \$100 of real property and 3.0 cents per \$100 of personal property to support operations paid from this Fund.

The Park Fund provides funds to support park maintenance, development and security operations; manage natural resources; and provide active and passive recreational opportunities. Payment of principal and interest on bonds sold to acquire and develop parkland is supported by the taxes from this Fund. Under State law, Montgomery County is required to levy a tax of at least 3.6 cents per \$100 of real property and 9.0 cents per \$100 of personal property first dedicated to support debt service with the balance available for operations paid from this Fund.

The third tax-supported fund is the **Advance Land Acquisition Debt Service Fund**. Revenues generated by this Fund's property tax rate support debt service payment on bonds sold to acquire land in advance of the need for governmental purposes, including school sites, and rights-of-way for State highways. This Fund is classified as a Debt Service Fund and is supported by a dedicated property tax rate which is currently 0.1 cent per \$100 of real property and 0.25 cents per \$100 of personal property. It is not part of the General Fund.

The Commission has five other types of funds in the budget. They are the Special Revenue Funds, Park Debt Service Fund, Capital Projects Fund, Enterprise Fund, and Internal Service Funds. They are discussed in the following sections.



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Special Revenue Funds

Special Revenue Funds account for revenue sources that are restricted or committed for specific purposes other than capital projects or debt service, if that revenue is a substantial portion of the fund's resources. Special Revenue Funds are used when the revenue is restricted or committed by grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. For example, the Park Police have the authority to seize certain assets when making an arrest on drug-related charges. Following conviction, the court can award those assets to the Commission. Pursuant to State law, proceeds are placed in a Special Revenue Fund where they can only be expended for costs associated with drug enforcement activities within the County's park system.

Park Debt Service Fund

The Park Debt Service Funds are used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs of bonds issued to fund the acquisition and development of parkland and park facilities.

Capital Projects Fund

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. This fund's budget consists of the first year of the 6-year Capital Improvement Program (CIP).

Enterprise Fund

The Commission has determined that certain recreational and cultural facilities should be predominantly self-supporting through user fees. Enterprise Fund accounting and reporting is used to emphasize the self-supporting nature of these activities and to provide improved cost accounting information. The fiscal management of ice rinks and indoor tennis facilities are good examples of the use of these funds.

Internal Service Funds

Internal Service Funds are used to account for the consolidated funding of those goods or services that are provided centrally to the departments on a cost reimbursement basis. Internal Service Funds are used by the Commission to account for such functions as the Commission's group insurance and risk management programs, financing of capital equipment purchases, and the enterprise-wide information systems operations.



Montgomery County

Overview – Policies

POLICIES

The Commission abides by the following policies in the development and execution of its budget.

FISCAL POLICY

Throughout the management of the Commission’s fiscal resources, the following policies are maintained for tax-supported funds:

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. We have different reserve levels for different fund types. The Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund and Park Fund. In FY21, the proposed budget includes a designated fund reserve equaling 3 percent of expenditures in the General Fund accounts in Montgomery County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability, and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission’s goal is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

The Commission pays specific attention to the impact of the Capital Improvement Program (CIP) on the Operating Budget. The capital budget and operating budget must work in tandem. Decisions on the capital budget determine levels of debt service and operating and maintenance expenditures that must be supported by the operating budget, while the operating budget can impose limitations on the level of long-term debt that can be supported. Operating budget resources are governed by Commission revenues and debt management policies, and guide the levels and composition of the capital budget. The capital budget may receive direct project funding from the operating budget in the form of pay-as-you-go (PayGo), which reduces reliance on long-term debt.

Operating and maintenance costs (O&M) inherent in capital acquisition and construction have a direct and continuing effect on the operating budget. New facilities must be staffed, maintained, and provided with supplies. Some CIP projects, such as the purchase of raw parkland, require relatively little O&M funding, but other projects, such as the Sports and Learning Center in Prince George’s County, require intensive staffing and maintenance. Additional facilities also place indirect stress on areas such as general maintenance, park police or information technology that



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Overview – Policies

support the entire system. Some CIP projects, such as renovations, can result in a decrease of O&M costs. O&M costs are budgeted in the Park Fund and Enterprise Fund.

Knowing that each dollar spent on construction must be funded by taxes, grants, contributions, debt or operating revenue, the Commission reviews each CIP project intensively to minimize short- and long-term operating budget impact. However, through the budget review process, the County has the opportunity to add, delete or modify projects.

INVESTMENT POLICY

The Commission has a comprehensive Investment Policy. Key components of the Policy are presented here. The Commission's Investment Policy applies to the investment of all unexpended or surplus funds held by the Commission and debt proceeds managed by investment management firms. Except for cash in certain restricted and special funds and debt proceeds, the Commission pools cash balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income is allocated to the various funds based on their respective cash balances. These funds are reported in the Commission's Comprehensive Annual Financial Report and include:

1. General Fund
2. Capital Project Funds
3. Enterprise Funds
4. Special Revenue Funds
5. Debt Service Funds
6. Internal Service Funds
7. Trust and Agency Funds
8. New funds authorized by the Commission unless specifically exempted

In accordance with the Annotated Code of Maryland, Article 95, Section 22, the responsibility for conducting investment transactions rests with the Secretary-Treasurer, Department of Finance. The Secretary-Treasurer shall establish written procedures for the operation of the Commission's investment programs consistent with the adopted Investment Policy.

The primary objectives of the Commission's Investment Policy are:

1. Protecting investment principal and mitigating credit risk by limiting investments to those investments authorized by State law; pre-qualifying financial institutions, brokers and advisers; diversifying the investing portfolio; and requiring third-party collateralization and safekeeping.
2. The Commission's investment portfolio will remain sufficiently liquid to enable the Commission to meet all operating requirements which might be reasonably anticipated.
3. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, with consideration of investment risk constraints and liquidity needs taking priority over return on investment.

The Secretary-Treasurer shall hold periodic investment strategy meetings with the delegated Accounting Division staff and shall document the resulting investment strategies approved to meet the objectives of the Investment Policy. Monthly investment reports of investment activities will be submitted to the Secretary-Treasurer for review and to the Executive Committee for information. The Secretary-Treasurer shall provide the Commission with quarterly and annual reports summarizing policy compliance, investment activity and the average rates of return.



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Overview – Policies

The Secretary-Treasurer shall establish and maintain a system of internal controls designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties or imprudent actions by employees and investment officers of the Commission. An Independent Auditor, as part of the Annual Financial Audit, will review the internal controls of the investment program.

In strict accordance with state law, the Commission invests in obligations backed by the federal government, certificates of deposit and time deposits, bankers' acceptances, commercial paper, money market mutual funds, bonds, and other similar instruments. Awards are made on a competitive bid basis whenever possible. Generally, Commission investments will have a maximum maturity of one year to maintain appropriate liquidity. The Commission strictly adheres to policy on diversification, both by type of security and institution to minimize risk. All investment policies are subject to periodic review by the Secretary-Treasurer and amendment with the approval of the Commissioners.

DEBT MANAGEMENT POLICY

The Commission has a comprehensive Debt Management Policy. Key components of the policy are presented here. The Debt Management Policy is intended to provide written guidelines and restrictions that affect the amount and type of debt permitted to be issued, the issuance process, and the management of the debt portfolio. The Policy provides justification for the structure of the debt issuance, identifies policy goals, and demonstrates a commitment to long-term financial planning, including a multi-year capital plan. The Policy is a critical aspect of our efforts to communicate to the Commissioners, County Officials, State Officials, the public, rating agencies and capital markets that the Commission is well managed and capable of meeting its financial obligations within its available resources and in a timely manner.

The Commission has legal authority under the Land Use Article of the Annotated Code of Maryland to issue Park Acquisition and Development Bonds (Park Bonds), Advance Land Acquisition Bonds (ALA Bonds), Revenue Bonds and Refunding Bonds for Park Bonds, ALA Bonds and Revenue Bonds as well as tax anticipation notes. Park and ALA bonds are secured by the full faith and credit of both the Commission and the county in which the bond proceeds will be spent. The Commission has legal authority to issue bond anticipation notes in accordance with Section 12 of Article 31 of the Annotated Code of Maryland (Article 31), and additional legal authority to issue Refunding Bonds in accordance with Section 24 of Article 31. Under the Commission's general powers, it is permitted to issue certificates of participation and to enter into master lease agreements to finance capital equipment, software systems, and other assets.

The Commission generally issues fixed-rate debt. Variable rate debt can be issued, but it must be monitored carefully so that the Commission is not subject to undue interest rate, liquidity, remarketing, and credit risks. The Commission determines the best form of debt and the most favorable debt structure based on the projects to be financed, market conditions and advice of the Commission's Secretary-Treasurer in consultation with the Commission's Bond Counsel and Financial Advisor. Bond and note issues are approved through the budget process in each county, and resolutions authorizing the issuance are subsequently adopted by the Commission. The Commission's Debt Management Policy incorporates the following debt limit targets and/or policies:



Montgomery County Overview – Policies

1. If, at any time, the planned debt levels of the approved capital budget are projected to be unaffordable based on conservative financial assumptions, the respective Planning Board will slow down the implementation of the capital program to a level that meets the affordability standards of the policy.
2. In both counties, debt service cannot exceed the level of revenue generated by a portion of the Park Fund tax rate designated in state law. In the case of Montgomery County, the revenue limit is equivalent to the revenue generated by three and six-tenths cents of real property tax and nine cents of personal property tax, per \$100 of assessed value. For the Advance Land Acquisition Fund, the limit is the equivalent to the revenue generated by a one and two-tenths cents real property tax rate (three cents personal property).
3. Debt service as a percentage of General Fund expenditures in the Montgomery County Administration Fund and Park Fund should not exceed 10 percent.
4. Debt service as a percentage of General Fund expenditures in the Prince George's County Administration Fund, Park Fund and Recreation Fund should not exceed 10 percent.
5. Financing a major project critical to Commission business that will cause the debt service ratio to exceed 10 percent may be permitted as a special exception by a vote of the Commission that specifically grants the exception; however, the debt ratio will be brought back into conformance with the target within the next six-year period.
6. The percentage of principal to be paid over the next ten years should remain between 60 percent and 70 percent of the outstanding debt in each of the Commission's county debt portfolios.

Additionally, the two counties may impose further limitations through their respective spending affordability processes.

With regard to debt issuance, long-term debt will be issued only for acquisition, construction or renovation of capital assets, not for operation or general maintenance. PayGo capital financing is utilized when feasible. A competitive bidding process in issuing debt is employed unless there are unusual or complex reasons which justify an alternative method. The Commission's decision is rendered based on the advice of the Secretary-Treasurer after consultation with Bond Counsel and other financial advisors. The Commission also maintains regular communication with the bond rating agencies to keep them informed of the Commission's financial condition.

The Commission generally issues debt with a maximum term of 20 years. Dependent upon Commission financial planning, debt may be structured as level principal, equal payment, or another amortization schedule may be used. The Commission generally issues fixed rate debt. Variable rate debt is permissible, but cannot exceed 15 percent of the Commission's total outstanding debt. These policies are reviewed by the Secretary-Treasurer every three years. Any revisions must be approved by the Commission.

LONG-TERM SUSTAINABILITY

In 2009, the Commission re-initiated the development of a six-year model with projections of revenues, expenditures, debt service, reserves and changes in uncommitted and available fund balances in the two primary tax-supported funds – the Administration Fund and the Park Fund. The projections serve as an early warning device to alert the Commission and the County to any issues that could jeopardize the Commission's long-term fiscal soundness, including structural balance, reserve levels, debt affordability, and stability of the Commission's property tax rates (overall and in the individual funds). It allows for long-term fiscal planning and developing strategies jointly to bring on-going revenues and expenditures into better balance.



Montgomery County

Overview – Policies

With regard to revenues, the Commission generally employs the following assumptions.

- The County’s total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation and Montgomery County Finance Department. Based on historical patterns, a collection factor is calculated (we currently assume collecting 99.4 percent for real property taxes and 99.8 percent for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year, unless trend changes on collection factors warrant modifications.
- Fees and Charges are generally projected with modest annual growth (2-4 percent), unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

On the expenditure side, the following factors are taken into account.

- The projection factors in committed (based on ratified union contracts) annual cost-of-living adjustments and merit increases. Compensation adjustments for projected years without a contract commitment are based on historical trend and other considerations such as annual affordability and long-term sustainability.
- Based on actuarial projections, payroll growth and trend analysis, we separately project changes in social security, retirement, health insurance, and retiree health benefit costs over the six years.
- Operating expenses in the categories of supplies and materials, other services and charges, and capital outlay are projected to grow in the future based on anticipated changes in CPI-U (consumer price index - urban) for the Baltimore-Washington MSA (metropolitan service area) and other factors.
- Using the assumptions contained in the most recent six-year Capital Improvement Program (CIP) and developed by the CIP team, projections are developed on debt service and PayGo requirements, as well as the expected impact to the operating budget as these capital facilities are completed in the future.

These projections are presented to the Planning Board in September, and are updated during the year as events warrant.

PERFORMANCE MEASURES

All government agencies must examine how well they meet their financial obligations and continually demonstrate value to their taxpayers. The Commission is using performance measurement as a means of documenting these efforts. In each of the department pages of the budget book, performance measurement information and data is provided. The Commission’s performance measures are comprehensive and continue to evolve, including a continued effort to develop more outcome measures to evaluate results of the services delivered.



Montgomery County Overview – Budget Issues

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission’s FY21 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Property tax revenues constitute approximately 94 percent of the General Fund operating revenues in Montgomery County. The latest projections provided by Montgomery County’s Finance Department show the County’s FY21 assessable base (both real and personal) projected to grow by less than one percent next year. The remaining 6 percent of General Fund revenues are projected to increase by 3.9 percent in FY21 due primarily to increased Water Quality Protection funds from the County.

Property Tax Revenue and Tax Rates

To provide sufficient revenues, the FY21 Proposed Budget reflects the need for tax rate increases in the real and personal property tax rates for the Administration Fund and the Park Fund from the FY20 Adopted Budget.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$13.1 million or 9.8 percent in FY21 to \$146.6 million.

The FY21 Proposed Budget reflects a total tax rate for property tax supported funds of 8.08 cents real property and 20.20 cents personal property. The breakdown by fund is:

- Administration Fund: 1.86 cents real and 4.65 cents personal, an increase of .16 and .40, respectively;
- Park Fund: 6.12 cents real and 15.30 cents personal, an increase of .52 and 1.30, respectively; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.25 cents personal, unchanged.

At these tax rates, the Commission will have sufficient property tax revenues to meet the proposed expenditures and reserve requirements for the Administration Fund and the Park Fund although both funds will continue to utilize fund balance in FY21.

The SDAT will update its assessable base projections at the end of March. Based on those revised projections, we will work with the County government to modify the projected property tax revenues if warranted.

Fees, Charges, and Rentals

Revenues resulting from operations and functions of the Parks and Planning Departments are considered non-tax operating revenues. These are mainly fees and charges from services and programs, and revenues from the rental of Commission properties. Some small miscellaneous fees are collected, such as parking fines from Park Police enforcement operations. Service charges and fees of the two major tax-supported funds (Administration and Park) are projected at \$3.43 million in FY21, a 0.6 percent increase from the FY20 budget.

The Planning Board continues to review the Commission’s fee schedules with the objective of generating fee revenue to lessen the burden on taxpayers, while maintaining programs that are affordable and desirable. FY21 numbers reflect the ongoing effort and cost recovery pyramid approach to setting fees.



Montgomery County

Overview – Budget Issues

Interest Income

Each tax-supported fund maintains a cash balance, and the balance fluctuates from the effects of tax and program revenue inflows as well as expenditure outflows. The cash balance from each fund is held in a cash pool, and cash in the pool is invested at the highest responsible rate within the constraints of protection of principal and liquidity requirements. Interest income depends on the cash balance in each fund as well as the prevailing interest rates earned throughout the year.

Total General Fund interest income for FY21 is proposed at \$200,000, unchanged from the FY20 budgeted amount.

Grant Revenues

Total grant revenue is projected at \$550,000 in the Administration and Park funds, the same as last year.

Other Revenues

The FY21 Proposed Budget includes \$415,600 of continued funding from the Water Quality Protection Fund for the Administration Fund. In the Park Fund, funding from the Water Quality Protection Fund is increased to \$3,719,782. This is a total increase of 8.1 percent from FY20. The increase is necessary to cover staffing and other costs for the Parks Department to meet NPDES requirements. \$100,000 is proposed from the County Cable fund to continue the extension of Wi-Fi in additional parks. The budget also includes \$102,100 of miscellaneous revenue in the Park Fund.

Enterprise Fund Revenues

In FY21, total Enterprise Fund revenues are proposed at \$12.6 million and expenditures at \$10.6 million before transfers to the Capital Projects Fund. Due to strong fiscal and operational management, the Enterprise Fund budget no longer depends on any subsidies from the Park Fund.

EXPENDITURES

The Commission is putting forth a budget for FY21 that includes increases for major known commitments, invests in critical needs, and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY21:

- Medical Insurance and Benefit Costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- A dollar marker to adjust employee compensation and possible reclassifications due to a multi-year classification study.

As can be seen in Exhibit 1, personnel expenses are proposed to increase by \$6.0 million, mostly due to increased health insurance costs and employee compensation markers.



Montgomery County Overview – Budget Issues

Exhibit 1

**FY21 Proposed Budget
Summary of Changes in Major Personnel Costs
Montgomery County Administration Fund and Park Fund**

	FY20 Adopted	FY21 Proposed	\$ Change	% Change
OPEB				
OPEB Paygo & Prefunding	\$ 6,898,761	\$ 7,567,885	\$ 669,124	9.7%
Pension (ERS)				
Pension (ERS)	7,929,534	8,976,138	1,046,604	13.2%
Health and Benefits(1)				
Employee Health Benefits	14,225,174	16,098,861	1,873,687	13.2%
Subtotal Personnel Costs	\$ 29,053,469	\$ 32,642,884	\$ 3,589,415	12.4%
Employee Compensation				
Marker for Changes to Employee Comp.		2,234,156	2,234,156	-
Marker for Possible Reclassifications	501,124	685,443	184,319	36.8%
Total Major Personnel Costs			\$ 6,007,890	

(1)Health and Benefits includes medical insurances (health, dental, vision, prescription), long-term disability, accidental death and dismemberment, and life insurance.

An overview of the changes for each major personnel category is provided below.

OPEB

OPEB costs for FY21 have been determined by the actuary. The net change for total OPEB costs is about a \$669 thousand increase or 9.7 percent greater than FY20 adopted budget.

Total OPEB funding is \$7.6 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension (ERS)

As determined by the actuary, pension costs are increasing by 13.2 percent in FY21. This represents an additional cost of \$1.0 million over the FY20 adopted budget.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 13.2 percent in FY21, or \$1.9 million more than the FY20 adopted budget.

Employee Compensation

The Commission's FY21 budget includes a compensation adjustment marker of \$2.2 million in the General Fund. The Commission is in full contract negotiations with the FOP, and in a wage and benefit re-opener with MCGEO. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is under way (\$685 thousand).



Montgomery County Overview – Budget Issues

Total expenditures for tax supported funds in the FY21 Proposed Budget (excluding reserves) are \$153.2 million, a 7.8 percent increase from FY20. The total FY21 proposed budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise Fund, the Park Debt Service Fund, the Property Management subfund and the Special Revenue Fund, is \$182.8 million, 9.1 percent higher than the FY20 budget. Exhibit 2 provides a comparative total funds summary.

Exhibit 2

Summary of FY21 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)

	FY20 Adopted	FY21 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 32,619,879	\$ 34,386,602	\$ 1,766,723	5.4%
Park (2)	107,395,961	116,720,143	9,324,182	8.7%
ALA Debt	2,075,264	2,087,700	12,436	0.6%
Subtotal Tax Supported	142,091,104	153,194,445	11,103,341	7.8%
Enterprise (3)	10,197,934	13,184,588	2,986,654	29.3%
Property Management	1,563,320	1,586,500	23,180	1.5%
Special Revenue	7,084,740	7,352,429	267,689	3.8%
Park Debt	6,624,410	7,440,410	816,000	12.3%
Total Montgomery	\$ 167,561,508	\$ 182,758,372	\$ 15,196,864	9.1%

(1) Includes transfer to Park Fund in FY20 only

(2) Includes transfer to Park Debt Service and Capital Projects

(3) Includes transfer to Capital Projects

Investing to Meet Critical Equipment, Maintenance, and Essential Service Needs

One of the primary objectives in the FY21 proposed budget is to meet core public service needs in the present and future. Included in the funding levels of the Administration Fund and the Park Fund is a funding request of \$3.0 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Planning and Parks Departments. In the Parks Department, new initiatives include efforts to improve customer service; to improve the quality and playability of ballfields; to maintain and improve existing equipment, facilities and services; to address social equity; and respond to legislative mandates. In the Planning Department, new initiatives include various planning studies and analyses. For the Commissioners' Office, funding for staff and Planning Board training; for Legal, it is restoration of prior year operating reductions; for Finance, it is staffing needed to meet legislatively mandated procurement oversight; for the Inspector General, it is staffing to assist with an increased workload; and for Corporate IT, it is for a new Help Desk system. Each department's budget section provides detailed information on how this increased investment will be used. Below is a summary of the investment by department.



Montgomery County Overview – Budget Issues

Fund	Department	Essential Needs Investment Amount
Administration	Planning	\$ 1,110,100
Administration	Commissioners' Office	30,000
Administration	DHRM	-
Administration	Legal	50,942
Administration	Finance	58,514
Administration	Inspector General	57,248
Administration	Corporate IT	43,265
Administration	Share of CIO/CWIT Initiatives	113,370
Park	Parks	1,546,299
Total		\$ 3,009,738

Some of these costs will be offset with savings and removal of one-time requests from the prior year.

FUND BALANCE

At the end of FY19, the Commission had \$3.1 million in fund balance in the Administration Fund and \$3.9 million fund balance in the Park Fund (which includes \$848,547 from the Property Management subfund). Based on current estimates, \$1.8 million and \$1.1 million respectively, of these fund balances will be utilized in FY20. This will leave \$1.3 million in the Administration Fund and \$2.0 million in the Park Fund (or \$2.8 million when the Property Management subfund is included) going into FY21. Therefore, coupled with the proposed tax rate increases, the fund balance in the Administration Fund and Park Fund is anticipated to be adequate to meet the proposed budgeted revenue, expenditure, and reserve requirements for both funds. This is based on the FY21 Proposed Budget being developed in accordance with the Commission's Fund Balance Policy of a 3 percent reserve requirement. Based on projected revenues from property taxes and other sources, with the requested rate increases, projected expenditures and other uses, the ending fund balances after meeting reserve requirements for FY21 are projected to be \$384,919 in the Administration Fund and \$538,656 in the Park Fund (not including \$751,827 in the Property Management subfund).

DEBT

Debt Service in the Park Fund is proposed to be \$7.4 million in FY21. Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$142,600 in FY21, as part of the continuing debt service repayment. Tax rates for the ALA debt service fund are proposed without change from the FY20 rates of personal property tax rate at 0.25 cent and real property tax rate at 0.10 cent.

Debt service is the amount the Commission must pay each year for the principal and interest on the Commission's bonded indebtedness. The debt limit is established by State law using a formula that is based on the mandatory tax rate over the next 30 years. For Park Acquisition and Development Bonds, the Commission's legal debt margin on June 30, 2019 is estimated at \$1.8 billion. This represents the excess of anticipated tax revenue from the mandatory 9-cent personal property and 3.6-cent real property tax available during the next 30 years over the debt service on the \$77.8 million of outstanding Park Acquisition and Development bonds. The Commission's Montgomery



Montgomery County

Overview – Budget Issues

County bonds are rated AAA by Standard & Poor’s Rating Services and Fitch Ratings, and Aaa by Moody’s Investor Services Inc.

SPENDING AFFORDABILITY PROCESS

The Montgomery County Council annually adopts spending affordability guidelines (SAG) for the operating budgets of all County agencies as well as the Commission. The law stipulates that the Council set three preliminary guidelines for the upcoming fiscal year’s budget no later than the third Tuesday in February, including:

- A ceiling on property tax revenues.
- A ceiling on the aggregate operating budget. This is defined as the total appropriation from current operating revenues, including current revenue funding for capital projects, but excluding grants and Enterprise Fund operations.
- An allocation of the budget among operating expenses, current revenue funding for the capital budget, and debt service for the County government, the County’s school system, the Community College and the Commission.

Because the Commission is mandated to submit its proposed budget by January 15, the Commission’s proposed budget is produced while the SAG is still being developed.

DEVELOPMENT REVIEW

The Development Review Special Revenue Fund was created in recognition of the fact that a certain portion of the costs associated with the review of plans would be recovered through fees. However, there was always an understanding that a certain percentage of the costs of development review would continue to be covered by the Administration Fund. This was an acknowledgement of the fact that the regulatory review of plans was necessary to protect the public’s interest and that it was not reasonable to expect fees to cover 100 percent of such review.

In past years, fee collections have been greater than anticipated and allowed the fund balance to grow. This allowed for the discontinuance of the subsidy from the Administration Fund in FY14 through FY16. However, in anticipation of needing a larger subsidy in future years, a partial subsidy was restored in FY17 and FY18, was proposed but not funded for FY19 and FY20. Higher fee collections in FY19 have resulted in sufficient fund balance to cover the FY21 Development Special Revenue Fund proposed budget.



FY21 Proposed Budget
Fiscal and Budget Summary Schedules



Montgomery County Overview - Fiscal and Budget Summary Schedules

COMMISSION SUMMARY of FY21 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			% Change
	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
Administration Fund	\$ 58,106,191	\$ 58,742,600	\$ 61,785,617	\$ 27,710,840	\$ 31,468,209	\$ 34,538,700	\$ 85,817,031	\$ 90,210,809	\$ 96,324,317	6.8%
Park Fund	159,037,925	164,039,900	171,133,642	97,916,831	108,328,799	118,496,175	256,954,756	272,368,699	289,629,817	6.3%
Recreation Fund	87,810,258	92,290,807	96,365,399	-	-	-	87,810,258	92,290,807	96,365,399	4.4%
ALA Debt Service Fund	304,954,374	315,073,307	329,284,658	125,627,671	139,797,008	153,034,875	430,582,045	454,870,315	482,319,533	6.0%
ALA Debt Service Fund	287	-	-	1,976,076	2,075,264	2,087,700	1,976,363	2,075,264	2,087,700	0.6%
Tax Supported Funds Total	304,954,661	315,073,307	329,284,658	127,603,747	141,872,272	155,122,575	432,558,408	456,945,579	484,407,233	6.0%
Park Debt Service Fund	10,390,139	15,296,269	15,064,619	6,624,410	7,440,410	7,440,410	16,374,130	21,920,679	22,505,029	2.7%
Property Management Fund	-	-	-	1,393,824	1,466,600	1,586,500	1,393,824	1,466,600	1,586,500	8.2%
Capital Projects Fund	68,578,712	75,345,205	64,230,000	29,118,446	52,619,000	48,470,000	97,697,158	127,964,205	112,700,000	-11.9%
Special Revenue Funds	7,509,744	8,092,163	8,129,362	6,274,868	5,180,873	5,980,710	13,784,612	13,273,036	13,710,072	3.3%
Governmental Funds Total	391,433,256	413,806,944	416,708,639	170,374,876	207,763,155	218,200,195	561,808,132	621,570,099	634,908,834	2.1%
Proprietary Funds:										
Enterprise Fund	17,404,427	19,050,792	19,309,224	14,667,285	11,597,042	12,608,136	32,071,712	30,647,834	31,917,360	4.1%
Internal Service Funds:										
Risk Management Fund	5,061,497	3,391,800	4,456,100	3,792,647	2,649,900	3,411,900	8,854,144	6,041,700	7,868,000	30.2%
Capital Equipment Fund	1,994,798	2,297,927	789,127	2,596,713	4,839,900	3,696,094	4,591,511	7,137,827	4,485,221	-37.2%
Wheaton Headquarters Bldg Fund	-	-	-	734,836	-	2,794,400	-	734,836	2,794,400	280.3%
CIO & Comm-wide IT Initiatives Fund	2,369,065	2,417,808	3,098,599	1,314,707	1,889,978	1,998,333	3,683,772	4,307,786	5,096,932	18.3%
Executive Office Building Fund*	-	-	-	-	-	-	1,450,527	1,377,000	1,402,000	1.8%
Group Insurance Fund*	-	-	-	-	-	-	48,201,894	60,865,271	71,189,849	17.0%
Internal Service Funds Total	9,425,360	8,107,535	8,343,826	7,704,067	10,114,614	11,900,727	66,781,848	80,464,420	92,836,402	15.4%
Proprietary Funds Total	26,829,787	27,158,327	27,653,050	22,371,352	21,711,656	24,508,863	98,853,560	111,112,254	124,753,762	12.3%
Private Purpose Trust Funds:										
ALA Revolving Fund	7,384	-	-	1,966,190	2,005,064	2,045,100	1,973,574	2,005,064	2,045,100	2.0%
GRAND TOTAL	\$ 418,270,427	\$ 440,965,271	\$ 444,361,689	\$ 194,712,417	\$ 231,479,875	\$ 244,754,158	\$ 662,635,266	\$ 734,687,417	\$ 761,707,696	3.7%
Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)										
Governmental Funds:										
Administration Fund	44,561,636	58,820,939	60,542,887	30,343,807	33,594,679	35,418,202	74,905,443	92,415,618	95,961,089	3.8%
Park Fund	155,731,537	189,101,294	191,819,680	101,899,271	110,408,561	119,993,243	257,630,808	299,509,855	311,812,923	4.1%
Recreation Fund	91,177,091	97,867,534	100,610,416	-	-	-	91,177,091	97,867,534	100,610,416	2.8%
General Funds Total	291,470,264	345,789,767	352,972,983	132,243,078	144,003,240	155,411,445	423,713,342	489,793,007	508,384,428	3.8%
ALA Debt Service Fund	287	-	-	1,973,388	2,075,264	2,087,700	1,973,675	2,075,264	2,087,700	0.6%
Tax Supported Funds Total	291,470,551	345,789,767	352,972,983	134,216,466	146,078,504	157,499,145	425,687,017	491,868,271	510,472,128	3.8%
Park Debt Service Fund	10,390,139	15,296,269	15,064,619	5,985,991	6,624,410	7,440,410	16,374,130	21,920,679	22,505,029	2.7%
Property Management Fund	-	-	-	1,529,451	1,563,320	1,586,500	1,529,451	1,563,320	1,586,500	1.5%
Capital Projects Fund	38,937,313	75,345,205	64,230,000	20,082,384	52,619,000	48,470,000	59,019,697	127,964,205	112,700,000	-11.9%
Special Revenue Funds	7,322,653	8,145,469	8,158,062	5,234,046	7,084,740	7,352,429	12,556,699	15,230,209	15,510,491	1.8%
Governmental Funds Total	348,120,656	444,576,710	440,425,664	167,046,338	213,969,974	222,348,484	515,166,994	658,546,684	662,774,148	0.6%
Proprietary Funds:										
Enterprise Fund	21,515,890	19,050,792	19,309,224	12,704,304	10,197,934	13,184,588	34,220,194	29,248,726	32,493,812	11.1%
Internal Service Funds:										
Risk Management Fund	5,924,907	4,315,069	5,082,275	4,364,872	2,997,702	3,613,275	10,289,778	7,312,771	8,695,550	18.9%
Capital Equipment Fund	1,537,347	386,890	-	2,980,600	4,610,355	3,656,413	4,517,947	4,997,245	3,656,413	-26.8%
Wheaton Headquarters Bldg Fund	-	-	-	734,836	-	2,794,400	-	734,836	2,794,400	280.3%
CIO & Comm-wide IT Initiatives Fund	3,100,755	2,403,537	3,007,717	1,720,821	1,833,664	1,987,970	4,821,576	4,237,201	4,995,687	17.9%
Executive Office Building Fund*	-	-	-	-	-	-	935,437	1,437,703	1,479,338	2.9%
Group Insurance Fund	-	-	-	-	-	-	51,824,553	62,012,345	71,864,348	15.8%
Internal Service Funds Total	10,563,009	7,105,496	8,089,992	9,066,292	10,176,557	12,052,058	72,389,291	80,732,101	93,485,736	15.8%
Proprietary Funds Total	32,078,899	26,156,288	27,399,216	21,770,596	20,374,491	25,236,646	106,609,485	109,980,827	125,979,548	14.5%
Private Purpose Trust Funds:										
ALA Revolving Fund	-	291,835	299,279	532,093	8,952,029	10,466,606	532,093	9,243,864	10,765,885	16.5%
GRAND TOTAL	\$ 380,199,555	\$ 471,024,833	\$ 468,124,159	\$ 189,349,028	\$ 243,296,494	\$ 258,051,736	\$ 622,308,572	\$ 777,771,375	\$ 799,519,581	2.8%

* The Executive Office Building Fund and the Group Insurance Fund are Commission-wide Internal Service Funds.

Explanatory Note: This schedule summarizes the total revenues and total funds required for FY21. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

Montgomery County Overview - Fiscal and Budget Summary Schedules

COMMISSION SUMMARY Summary of Changes in Actual Fund Balance/Net Position for FY19 and Budgeted Use of Fund Balance/Net Position for FY20 and FY21

	Prince George's County			Montgomery County			Total Commission		
	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	FY 19 Actual	FY 20 Adopted	FY 21 Proposed
Governmental Funds:									
Administration Fund	13,544,555	(78,339)	1,242,730	(2,632,967)	(2,126,470)	(879,502)	10,911,588	(2,204,809)	363,228
Park Fund	3,306,388	(25,061,394)	(20,686,038)	(3,982,440)	(2,079,762)	(1,497,068)	(676,052)	(27,141,156)	(22,183,106)
Recreation Fund	(3,366,833)	(5,576,727)	(4,245,017)				(3,366,833)	(5,576,727)	(4,245,017)
General Funds Total	13,484,110	(30,716,460)	(23,688,325)	(6,615,407)	(4,206,232)	(2,376,570)	6,868,703	(34,922,692)	(26,064,895)
ALA Debt Service Fund	-	-	-	2,688	-	-	2,688	-	-
Tax Supported Funds Total	13,484,110	(30,716,460)	(23,688,325)	(6,612,719)	(4,206,232)	(2,376,570)	6,871,391	(34,922,692)	(26,064,895)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(135,627)	(96,720)	-	(135,627)	(96,720)	-
Capital Projects Fund	29,641,399	-	-	9,036,062	-	-	38,677,461	-	-
Special Revenue Funds	187,091	(53,306)	(28,700)	1,040,822	(1,903,867)	(1,771,719)	1,227,913	(1,957,173)	(1,800,419)
Governmental Funds Total	43,312,600	(30,769,766)	(23,717,025)	3,328,537	(6,206,819)	(4,148,289)	46,641,137	(36,976,585)	(27,865,314)
Proprietary Funds:									
Enterprise Fund	(4,111,463)	-	-	1,962,981	1,399,108	(576,452)	(2,148,482)	1,399,108	(576,452)
Risk Management Fund	(863,410)	(923,269)	(626,175)	(572,225)	(347,802)	(201,375)	(1,435,634)	(1,271,071)	(827,550)
Capital Equipment Fund	457,451	1,911,037	789,127	(383,887)	229,545	39,681	73,564	2,140,582	828,808
Wheaton Headquarters Bldg Fund	-	-	-	-	-	-	-	-	-
Comm-wide CIO & IT Initiatives Fund	(731,690)	14,271	90,882	(406,114)	56,314	10,363	(1,137,804)	70,585	101,245
Executive Office Building Fund*	-	-	-	-	-	-	515,090	(60,703)	(77,338)
Group Insurance Fund *	-	-	-	-	-	-	(3,622,659)	(1,147,074)	(674,499)
Internal Service Funds Total	(1,137,648)	1,002,039	253,834	(1,362,226)	(61,943)	(151,331)	(5,607,443)	(267,681)	(649,334)
Proprietary Funds Total	(5,249,111)	1,002,039	253,834	600,755	1,337,165	(727,783)	(7,755,925)	1,131,427	(1,225,786)
Private Purpose Trust Funds:									
ALA Revolving Fund	7,384	(291,835)	(299,279)	1,434,097	(6,946,965)	(8,421,506)	1,441,481	(7,238,800)	(8,720,785)
GRAND TOTAL	38,070,873	(30,059,562)	(23,762,470)	5,363,390	(11,816,619)	(13,297,578)	40,326,693	(43,083,958)	(37,811,885)

* The Executive Office Building Fund and the Group Insurance Fund are Commission-wide Internal Service Funds.

Explanatory Note: This schedule summarizes the change in fund balances and net position for FY19 Actual. For the current and proposed budget amounts, the change represents the gain (use) of fund balance necessary to balance the budget. This includes any fund balance needed to fund the reserve requirement. Fund balance used to fund the budgeted reserve requirements will not actually be spent. Therefore, the actual change in fund balance will be less.

Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY21 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Comm-wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Internal Service Fund	Total
Sources:														
Property Taxes	\$ 33,668,400	\$ 110,815,500	\$ -	\$ -	\$ 2,087,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146,571,600
Intergovernmental	565,600	4,219,782	-	200,000	-	-	34,420,000	1,902,450	-	-	-	-	1,592,808	42,900,640
Sales	1,200	5,000	-	-	-	-	-	43,100	886,500	-	-	-	-	935,800
Charges for Services	203,500	2,473,793	-	-	-	-	-	3,079,760	7,015,680	3,211,900	1,323,900	1,998,333	1,201,592	20,508,378
Rentals and Concessions	-	755,000	1,561,500	-	-	-	-	162,400	3,535,795	-	-	-	-	6,014,695
Interest	100,000	100,000	25,000	-	-	100,000	25,000	110,000	393,000	200,000	10,000	-	-	1,063,000
Miscellaneous	-	102,100	-	-	-	1,945,100	3,650,000	283,000	777,241	-	-	-	-	6,757,441
Total Revenues	34,538,700	118,471,175	1,586,500	200,000	2,087,700	2,045,100	38,095,000	5,580,710	12,608,136	3,411,900	1,333,900	1,998,333	2,794,400	224,751,554
Transfers In	-	25,000	-	7,165,410	-	-	3,000,000	-	-	-	562,194	-	-	10,752,604
Bond Proceeds	-	-	-	75,000	-	-	7,375,000	-	-	-	1,800,000	-	-	9,250,000
Use of Fund Balance/Net Assets	879,502	1,497,068	-	-	-	842,156	-	1,771,719	576,452	201,375	-	-	-	13,347,622
Total Available Funds	\$ 35,418,202	\$ 119,993,243	\$ 1,586,500	\$ 7,440,410	\$ 2,087,700	\$ 10,466,806	\$ 48,470,000	\$ 7,352,429	\$ 13,184,588	\$ 3,613,275	\$ 3,696,094	\$ 1,998,333	\$ 2,794,400	\$ 288,101,780
Uses:														
Commissioners' Office	\$ 1,265,196	-	-	-	-	-	-	-	-	-	-	-	-	1,265,196
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office of The Planning Director	1,441,992	-	-	-	-	-	-	-	-	-	-	-	-	1,441,992
Management Services	1,270,426	-	-	-	-	-	-	-	-	-	-	-	-	1,270,426
Communications Division	1,575,036	-	-	-	-	-	-	-	-	-	-	-	-	1,575,036
Functional Planning & Policy	3,054,058	-	-	-	-	-	-	-	-	-	-	-	-	3,054,058
Area 1	1,692,059	-	-	-	-	-	-	-	-	-	-	-	-	1,692,059
Area 2	2,250,563	-	-	-	-	-	-	-	-	-	-	-	-	2,250,563
Area 3	1,693,553	-	-	-	-	-	-	-	-	-	-	-	-	1,693,553
Dev. Applications & Regulatory Coordination	919,206	-	-	-	-	-	-	-	-	-	-	-	-	919,206
Information Technology and Innovation	3,611,371	-	-	-	-	-	-	-	-	-	-	-	-	3,611,371
Research and Special Projects	1,139,647	-	-	-	-	-	-	-	-	-	-	-	-	1,139,647
Support Services	2,632,120	-	-	-	-	-	-	-	-	-	-	-	-	2,632,120
Grants	150,000	-	-	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	4,385,001	4,385,001	-	-	-	-	-	4,385,001
Planning Operations Total	21,430,031	-	-	-	-	-	4,385,001	4,385,001	-	-	-	-	-	25,815,032
Central Administrative Services (CAS):														
Dept. of Human Resources and Mgmt.	2,459,657	-	-	-	-	-	-	-	-	-	-	-	-	2,459,657
Department of Finance	2,254,622	-	-	-	-	-	-	-	-	-	-	-	-	2,254,622
Legal Department	1,639,427	-	-	-	-	-	-	-	-	-	-	-	-	1,639,427
Merit System Board	87,200	-	-	-	-	-	-	-	-	-	-	-	-	87,200
Office of Inspector General	391,353	-	-	-	-	-	-	-	-	-	-	-	-	391,353
Corporate IT	1,735,335	-	-	-	-	-	-	-	-	-	-	-	-	1,735,335
Support Services	653,092	-	-	-	-	-	-	-	-	-	-	-	-	653,092
CAS Total	9,220,686	-	-	-	-	-	-	-	-	-	-	-	-	9,220,686



Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY21 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

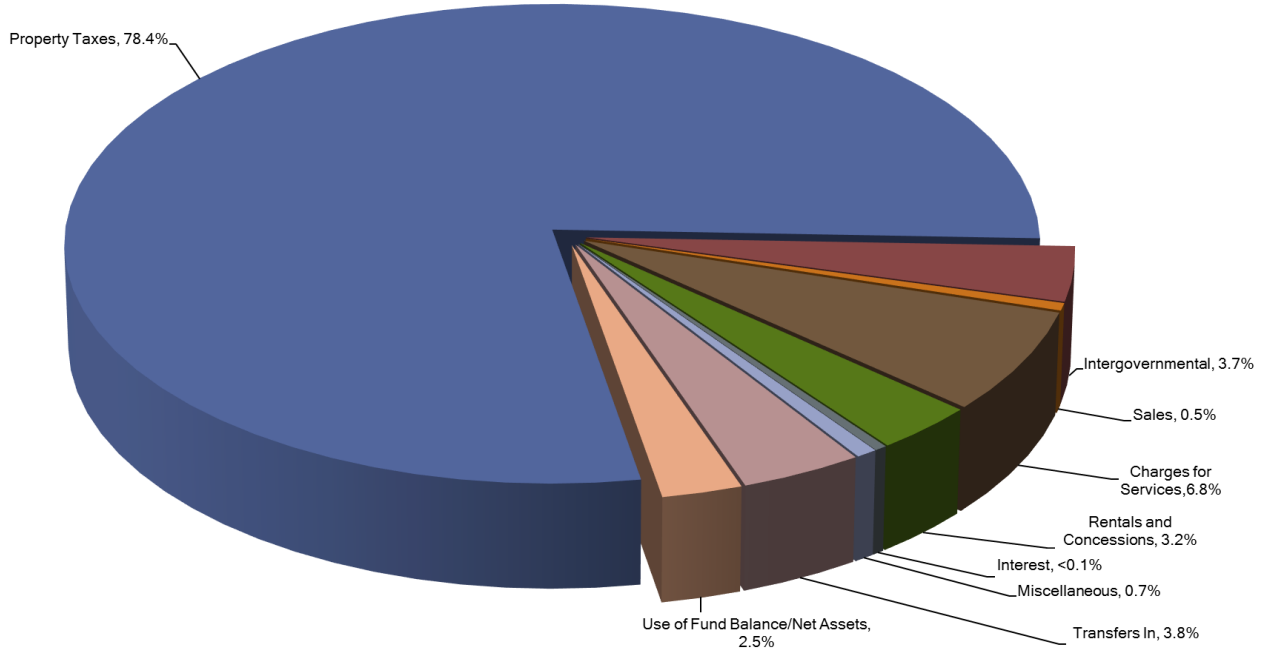
	Administration		Property Management		Park Debt		ALA		Special Revenue		Enterprise		Risk Management		Capital Equipment		CIO & Comm-wide IT		Wheaton		Total
	Fund	Park Fund	Fund	Management	Service Fund	ALA Debt	Revolving	Projects Fund	Fund	Service Fund	Fund	Service Fund	Internal	Service Fund	Internal	Service Fund	Internal	Service Fund	Internal	Service Fund	
Park Department/Operating Divisions:																					
Office of the Director	-	1,589,025	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,589,025
Public Affairs & Community Partnerships	-	3,612,639	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,612,639
Management Services	-	2,844,865	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,844,865
Information Technology & Innovation	-	2,728,668	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,728,668
Park Planning & Stewardship	-	6,711,207	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,711,207
Park Development	-	4,143,841	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,143,841
Park Police	-	15,018,761	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,018,761
Horticulture, Forestry & Environmental Education	-	10,662,939	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,662,939
Facilities Management	-	13,885,513	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,885,513
Northern Parks	-	11,026,996	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,026,996
Southern Parks	-	15,708,914	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,708,914
Support Services	-	12,745,320	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,745,320
Special Revenue Operations	-	-	-	-	-	-	-	-	2,967,428	-	-	-	-	-	-	-	-	-	-	-	2,967,428
Grants	-	400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400,000
Property Management	-	-	1,586,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,586,500
Enterprise Operations	-	-	-	-	-	-	-	-	-	-	10,634,588	-	-	-	-	-	-	-	-	-	10,634,588
Total Park Department Operations	-	101,078,688	-	1,586,500	-	-	-	-	2,967,428	-	10,634,588	-	-	-	-	-	-	-	-	-	116,267,204
NonDepartmental	2,470,689	8,026,045	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,496,734
Debt Service	-	-	-	-	7,440,410	142,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,583,010
Capital Projects	-	-	-	-	-	-	-	48,445,000	-	-	-	-	-	-	-	-	-	-	-	-	48,445,000
Transfer to Debt Service	-	7,165,410	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,165,410
Advanced Land Acquisition	-	-	-	-	-	1,945,100	10,466,606	-	-	-	-	-	-	-	-	-	-	-	-	-	12,411,706
Risk Management Operating	-	-	-	-	-	-	-	-	-	-	3,613,275	-	-	-	-	-	-	-	-	-	3,613,275
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	-	3,656,413	-	-	-	-	-	-	-	-	3,656,413
CIO & Commission-wide IT Operating	-	-	-	-	-	-	-	-	-	-	-	1,987,970	-	-	-	-	-	-	-	-	1,987,970
Wheaton Headquarters Building	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,794,400	-	-	-	2,794,400
Transfers Out	-	450,000	-	-	-	-	25,000	-	-	-	2,550,000	-	-	-	-	-	-	-	-	-	3,025,000
Total Uses	\$ 34,386,602	\$ 116,720,143	\$ 1,586,500	\$ 7,440,410	\$ 2,087,700	\$ 10,466,606	\$ 48,470,000	\$ 7,352,429	\$ 13,184,588	\$ 3,613,275	\$ 3,656,413	\$ 1,987,970	\$ 2,794,400	\$ 253,747,036							
Designated Expenditure Reserve @ 3%	1,031,600	3,273,100	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	4,304,700
Total Required Funds	\$ 35,418,202	\$ 119,993,243	\$ 1,586,500	\$ 7,440,410	\$ 2,087,700	\$ 10,466,606	\$ 48,470,000	\$ 7,352,429	\$ 13,184,588	\$ 3,613,275	\$ 3,656,413	\$ 1,987,970	\$ 2,794,400	\$ 258,051,736							
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,681	\$ 10,363	\$ -	\$ 50,044							
Total Funded Career/Term Positions	227.25	785.00	4.00	-	-	-	-	-	38.00	3.00	-	3.50	-	1,060.75							
Total Funded Workyears	187.89	773.60	5.80	-	-	-	-	38.25	121.80	3.40	-	3.50	-	1,134.24							



Montgomery County Overview – Fiscal and Budget Summary Schedules

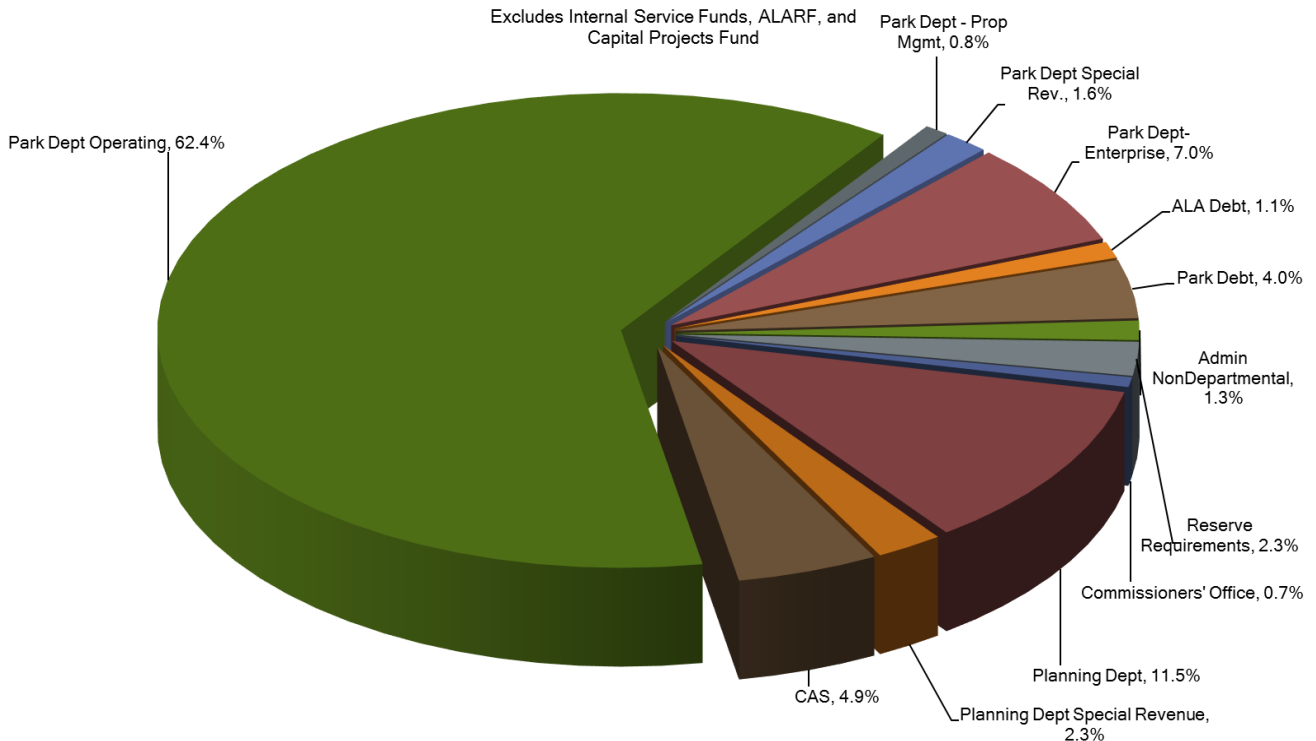
Montgomery County FY21 Proposed Budget
Revenue Sources (Percent of Total by Type)
Operating Funds Total \$187,063,072

Excludes Internal Service Funds, ALARF,
and Capital Projects Fund



Montgomery County FY21 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$187,063,072

Excludes Internal Service Funds, ALARF, and
Capital Projects Fund



Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY21 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

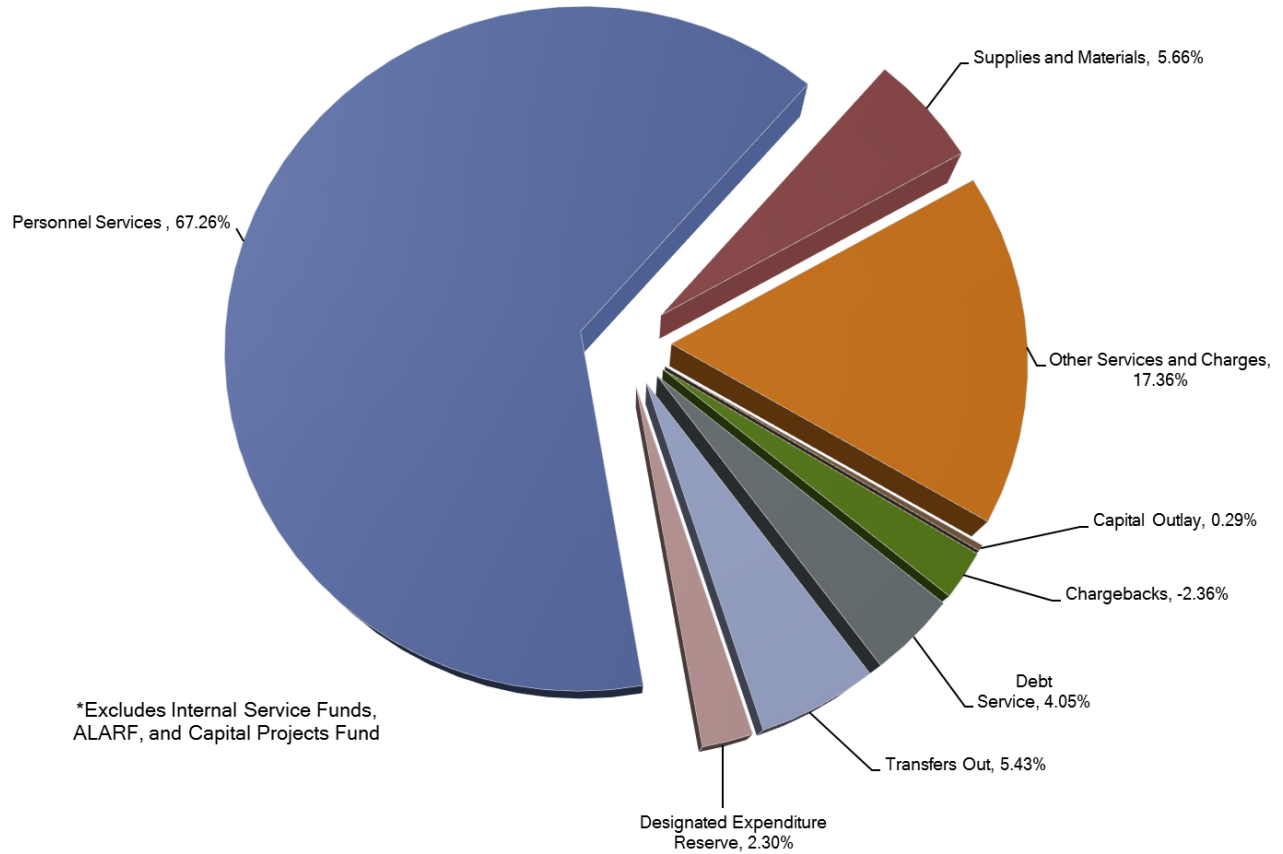
	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Charge- backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:									
General Funds:									
Administration Fund									
Commissioners' Office	\$ 1,181,439	\$ 28,957	\$ 54,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,265,196
Planning Department	18,832,297	478,440	5,445,617	-	(3,326,323)	-	-	-	21,430,031
DHRM	2,288,005	29,411	345,398	-	(203,157)	-	-	-	2,459,657
Department of Finance	2,486,103	25,592	223,927	-	(481,000)	-	-	-	2,254,622
Legal Department	2,077,199	16,873	205,474	-	(660,119)	-	-	-	1,639,427
Merit System Board	70,155	900	16,145	-	-	-	-	-	87,200
Office of Inspector General	366,270	2,400	22,683	-	-	-	-	-	391,353
Corporate IT	1,329,997	77,777	1,048,593	1,473	(722,505)	-	-	-	1,735,335
CAS Support Services	4,440	22,422	626,230	-	-	-	-	-	653,092
Non-Departmental	2,470,689	-	-	-	-	-	-	-	2,470,689
Budgetary Reserve	-	-	-	-	-	-	-	1,031,600	1,031,600
Administration Fund Total	31,106,594	682,772	7,988,867	1,473	(5,393,104)	-	-	1,031,600	35,418,202
Park Fund									
Parks Department	86,718,544	8,375,497	17,061,309	473,553	(3,524,170)	-	7,615,410	3,273,100	119,993,243
Park Fund Total	86,718,544	8,375,497	17,061,309	473,553	(3,524,170)	-	7,615,410	3,273,100	119,993,243
General Funds Total	117,825,138	9,058,269	25,050,176	475,026	(8,917,274)	-	7,615,410	4,304,700	155,411,445
ALA Debt Service Fund	-	-	1,945,100	-	-	142,600	-	-	2,087,700
Tax Supported Funds Total	117,825,138	9,058,269	26,995,276	475,026	(8,917,274)	142,600	7,615,410	4,304,700	157,499,145
Park Debt Service Fund	-	-	-	-	-	7,440,410	-	-	7,440,410
Property Management Fund									
Parks Department	514,522	191,183	723,195	-	157,600	-	-	-	1,586,500
Property Management Fund Total	514,522	191,183	723,195	-	157,600	-	-	-	1,586,500
Capital Projects Fund	-	-	-	48,445,000	-	-	25,000	-	48,470,000
Special Revenue Funds									
Planning Department	-	29,000	671,000	35,000	3,650,001	-	-	-	4,385,001
Parks Department	849,000	287,830	1,563,457	35,000	232,141	-	-	-	2,967,428
Special Revenue Funds Total	849,000	316,830	2,234,457	70,000	3,882,142	-	-	-	7,352,429
Governmental Funds Total	119,188,660	9,566,282	29,952,928	48,990,026	(4,877,532)	7,583,010	7,640,410	4,304,700	222,348,484
Proprietary Funds:									
Enterprise Funds									
Parks Department	6,633,002	1,019,875	2,513,500	-	468,211	-	2,550,000	-	13,184,588
Enterprise Funds Total	6,633,002	1,019,875	2,513,500	-	468,211	-	2,550,000	-	13,184,588
Internal Service Funds:									
Risk Management Fund	525,593	34,750	2,771,694	-	281,238	-	-	-	3,613,275
Capital Equipment Internal Service Fund	-	-	-	2,896,941	54,472	705,000	-	-	3,656,413
Wheaton Headquarters Building Fund	-	-	2,602,400	-	192,000	-	-	-	2,794,400
CIO & Commission-wide IT Initiatives Fund	579,945	21,494	1,386,531	-	-	-	-	-	1,987,970
Internal Service Funds Total	1,105,538	56,244	6,760,625	2,896,941	527,710	705,000	-	-	12,052,058
Proprietary Funds Total	7,738,540	1,076,119	9,274,125	2,896,941	995,921	705,000	2,550,000	-	25,236,646
Private Purpose Trust Funds:									
ALA Revolving Fund	-	-	-	10,466,606	-	-	-	-	10,466,606
Private Purpose Trust Funds Total	-	-	-	10,466,606	-	-	-	-	10,466,606
GRAND TOTAL	\$ 126,927,200	\$ 10,642,401	\$ 39,227,053	\$ 62,353,573	\$ (3,881,611)	\$ 8,288,010	\$ 10,190,410	\$ 4,304,700	\$ 258,051,736

* Park Fund transfers out includes the transfers to Capital Projects Fund (Pay-Go) (\$450K) and to Debt Service (\$7,165M).



Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County FY21 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$187,063,072



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2021

Part I. Administration Fund

	FY 20 Adopted	FY 21 Proposed	% Change
Commissioners' Office	1,299,038	1,265,196	-2.6%
Planning Department			
Planning Director's Office	1,677,230	1,441,992	-14.0%
Management Services	2,375,619	1,270,426	-46.5%
Communications Division	-	1,575,036	100.0%
Functional Planning & Policy	2,827,520	3,054,058	8.0%
Area 1	1,605,080	1,692,059	5.4%
Area 2	2,054,382	2,250,563	9.5%
Area 3	1,712,232	1,693,553	-1.1%
Dev. Applications & Regulatory Coordination	805,536	919,206	14.1%
Information Technology and Innovation	3,603,151	3,611,371	0.2%
Research and Special Projects	1,194,606	1,139,647	-4.6%
Support Services	2,718,434	2,632,120	-3.2%
Subtotal Planning	20,573,790	21,280,031	3.4%
Central Administrative Services			
Department of Human Resources and Management	2,393,177	2,459,657	2.8%
Department of Finance	2,353,443	2,254,622	-4.2%
Legal Department	1,487,160	1,639,427	10.2%
Merit System Board	84,280	87,200	3.5%
Office of Inspector General	285,643	391,353	37.0%
Corporate IT	1,488,157	1,735,335	16.6%
Support Services	643,676	653,092	1.5%
Subtotal Central Administrative Services	8,735,536	9,220,686	5.6%
Non-Departmental	1,736,515	2,470,689	42.3%
Total Expenditures	32,344,879	34,236,602	5.8%

Part II. Park Fund

	FY 20 Adopted	FY 21 Proposed	% Change
Director of Parks	1,640,303	1,589,025	-3.1%
Public Affairs & Community Partnerships	3,428,009	3,612,639	5.4%
Management Services	2,457,331	2,844,865	15.8%
Information Technology & Innovation	2,660,893	2,728,668	2.5%
Park Planning and Stewardship	5,845,617	6,711,207	14.8%
Park Development	4,082,158	4,143,841	1.5%
Park Police	14,490,620	15,018,761	3.6%
Horticulture, Forestry & Environmental Education	10,360,810	10,662,939	2.9%
Facilities Management	12,973,556	13,885,513	7.0%
Northern Parks	10,591,560	11,026,996	4.1%
Southern Parks	15,047,350	15,708,914	4.4%
Support Services	10,909,012	12,745,320	16.8%
Subtotal Park Operations	94,487,219	100,678,688	6.6%
Non-Departmental	5,534,332	8,026,045	45.0%
Debt Service	6,624,410	7,165,410	8.2%
Total Expenditures	106,645,961	115,870,143	8.6%



Montgomery County Overview – Fiscal and Budget Summary Schedules

-CONTINUED-
MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2021

Part III. Grants

	FY 20 Adopted	FY 21 Proposed	% Change
Admin Fund Future Grants	150,000	150,000	0.0%
Park Fund Future Grants	400,000	400,000	0.0%
Total Expenditures	550,000	550,000	0.0%

Part IV. Self Supporting Funds

	FY 20 Adopted	FY 21 Proposed	% Change
Enterprise Fund	9,697,934	10,634,588	9.7%
Property Management	1,563,320	1,586,500	1.5%
Total Expenditures	11,261,254	12,221,088	8.5%

Part V. Advance Land Acquisition Debt Service Fund

	FY 20 Adopted	FY 21 Proposed	% Change
Debt Service	145,200	142,600	-1.8%
Total Expenditures	145,200	142,600	-1.8%

Part VI. Internal Service Funds

	FY 20 Adopted	FY 21 Proposed	% Change
Risk Management Fund	2,997,702	3,613,275	20.5%
Capital Equipment Fund	4,610,355	3,656,413	-20.7%
CIO/CWIT Fund	1,833,664	1,987,970	8.4%
Wheaton Headquarters Building	734,836	2,794,400	280.3%
Total Expenditures	10,176,557	12,052,058	18.4%

Part VII. Special Revenue Funds

	FY 20 Adopted	FY 21 Proposed	% Change
Park Activities	2,861,133	2,967,428	3.7%
Planning Activities	4,223,607	4,385,001	3.8%
Total Expenditures	7,084,740	7,352,429	3.8%

Explanatory Notes to Reconcile to Commission Budget Resolution:

This schedule differs from the budget resolution adopted by the Commission. The budget resolution adopted by the County Council does not include all the funds required to operate the Commission as presented in the Commission Budget Resolution, and it groups certain budget units differently. The Commission's Budget Resolution is organized by the fund and organization structure of the Commission's accounting system. The table summarizes the different treatment between the two resolutions.

	<u>County Resolution</u>	<u>Commission Resolution</u>
* Budgetary Reserve Requirements	Not included	Included in Admin. and Park Funds
* Administration Fund Transfer to Special Revenue Fund and to Park Fund	Not included	Transfer Out in Admin. Fund
* Park Fund Transfer to the Capital Projects Fund	Not included	Transfer Out in Park Fund
* Grants	Included as separate section	Included in Admin. and Park Funds
* Advance Land Acquisition - Revolving Fund	Not Included	Included
* Enterprise Fund Transfers to Capital Projects	Not Included	Included as Transfer Out
* Park Debt Service Fund	Not Included	Included
* Capital Projects Fund	Not Included	Included



Montgomery County Overview - Fiscal and Budget Summary Schedules

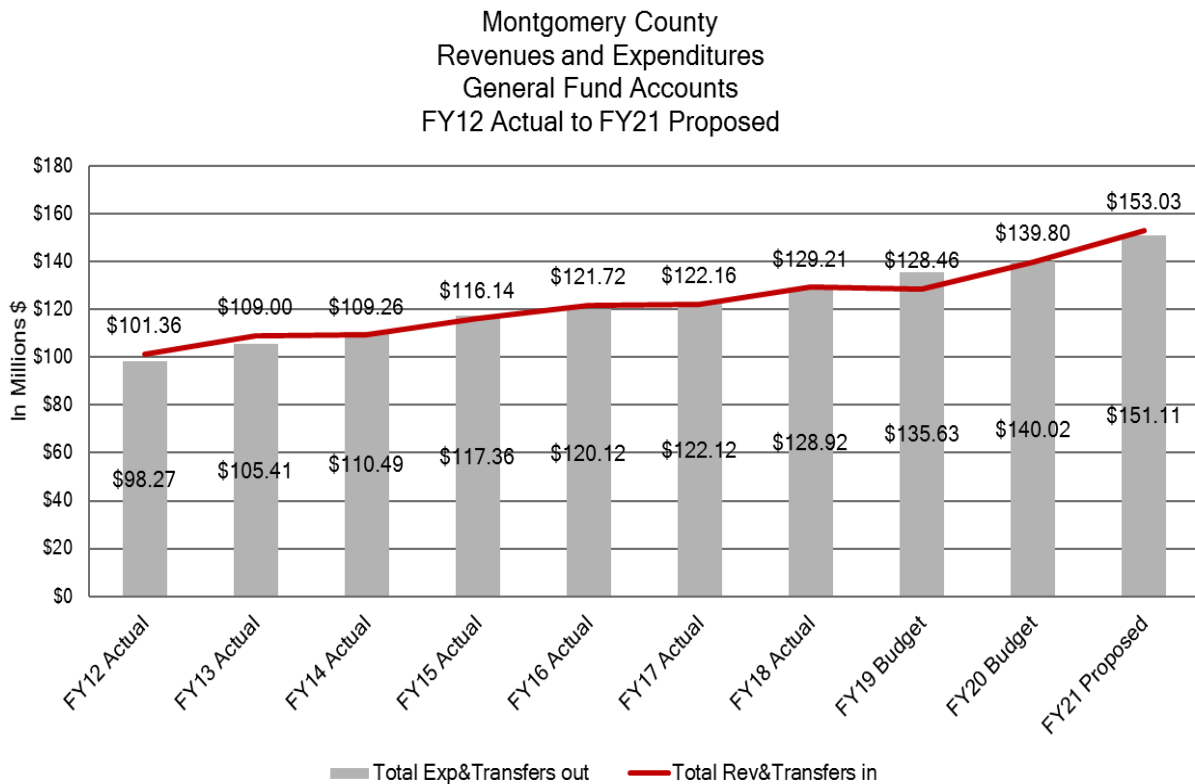
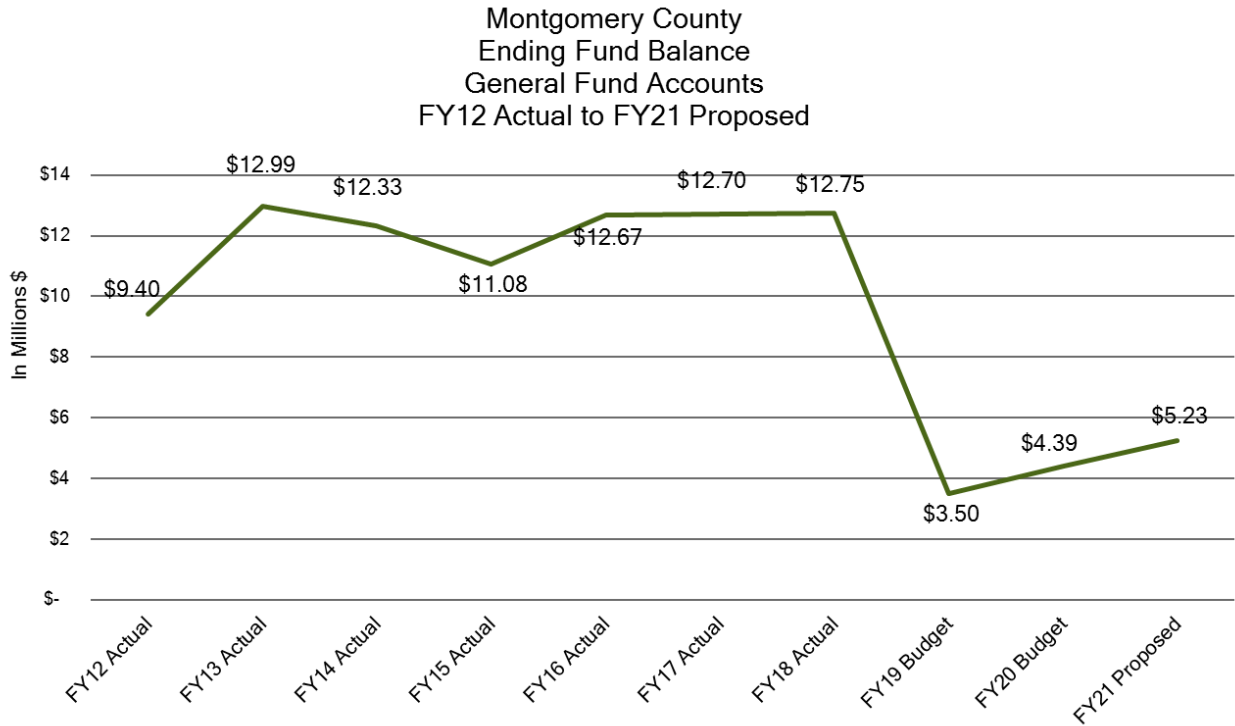
MONTGOMERY COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2021

	General Fund Accounts		Advance Land Acquisition Debt Service Fund		Total Tax Supported Funds		Park Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds	
	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed	FY 20 Adopted	FY 21 Proposed
Revenues:														
Property Taxes	\$ 131,440,621	\$ 144,483,300	\$ 2,075,264	\$ 2,087,700	\$ 133,515,885	\$ 146,571,600	\$ -	\$ -	\$ -	\$ -	\$ 1,688,430	\$ -	\$ 133,515,885	\$ 146,571,600
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	-	-	1,688,430	1,902,450
State	550,000	550,000	-	-	550,000	550,000	-	-	6,225,000	11,923,000	-	-	6,775,000	12,473,000
County-Other	100,000	100,000	-	-	100,000	100,000	-	-	14,897,000	22,497,000	-	-	14,997,000	22,797,000
County - Water Quality Protection	3,829,973	4,135,382	-	-	3,825,973	4,135,382	-	-	-	-	-	-	3,825,973	4,135,382
Sales	1,200	6,200	-	-	1,200	6,200	-	-	-	-	17,800	-	19,000	49,300
Charges for Services	2,658,437	2,677,293	-	-	2,658,437	2,677,293	-	-	-	-	3,051,863	-	3,079,780	5,757,053
Rentals and Concessions	754,977	755,000	-	-	754,977	755,000	-	-	-	-	128,380	-	883,357	917,400
Interest	200,000	200,000	-	-	200,000	200,000	-	-	25,000	25,000	55,000	-	110,000	335,000
Miscellaneous	115,800	102,100	-	-	115,800	102,100	-	-	11,000,000	3,650,000	-	-	11,355,200	4,035,100
Total Revenues	138,647,008	153,009,875	2,075,264	2,087,700	141,722,272	155,097,575	-	-	32,147,000	38,095,000	5,180,873	-	179,050,145	198,973,285
Expenditures by Major Object:														
Personnel Services	110,017,817	117,825,138	-	-	110,017,817	117,825,138	-	-	-	-	799,190	-	110,817,007	118,674,138
Supplies and Materials	8,594,800	9,058,289	-	-	8,594,800	9,058,289	-	-	-	-	315,980	-	8,910,780	9,374,569
Other Services and Charges	22,197,820	25,050,176	1,930,064	1,945,100	24,127,884	26,995,276	-	-	-	-	2,305,806	-	26,433,690	29,297,733
Debt Service	-	-	145,200	142,600	145,200	142,600	6,624,410	7,440,410	-	-	-	-	6,769,610	7,583,010
Capital Outlay	464,268	475,026	-	-	464,268	475,026	-	-	52,594,000	48,445,000	32,000	-	53,090,268	48,990,026
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Chargebacks	(8,358,275)	(8,917,274)	-	-	(6,358,275)	(8,917,274)	-	-	-	-	3,631,764	-	(4,726,511)	(5,095,132)
Total Expenditures	132,916,430	143,491,335	2,075,264	2,087,700	134,991,694	145,579,035	6,624,410	7,440,410	52,594,000	48,445,000	7,084,740	-	201,294,844	208,816,874
Excess of Revenues over Expenditures	6,730,578	9,518,540	-	-	6,730,578	9,518,540	(6,624,410)	(7,240,410)	(20,447,000)	(10,350,000)	(1,903,867)	-	(22,244,699)	(9,843,589)
Other Financing Sources (Uses):														
Bond Proceeds	-	-	-	-	-	-	-	75,000	16,122,000	7,375,000	-	-	16,122,000	7,450,000
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Fund	-	-	-	-	-	-	6,624,410	7,165,410	350,000	450,000	-	-	6,974,410	7,615,410
Capital Projects Fund	25,000	25,000	-	-	25,000	25,000	-	-	4,000,000	2,550,000	-	-	25,000	2,550,000
Enterprise Fund	-	-	-	-	-	-	-	-	4,000,000	-	-	-	4,000,000	-
Administration Fund	125,000	125,000	-	-	125,000	125,000	-	-	-	-	-	-	125,000	-
Total Transfers In	150,000	150,000	-	-	150,000	150,000	6,624,410	7,165,410	4,350,000	3,000,000	-	-	11,724,410	10,190,410
Transfers (Out) To:														
Park Fund	(125,000)	(125,000)	-	-	(125,000)	(125,000)	-	-	(25,000)	(25,000)	-	-	(150,000)	(25,000)
Capital Projects Fund	(350,000)	(350,000)	-	-	(350,000)	(350,000)	-	-	-	-	-	-	(350,000)	(450,000)
Debt Service Fund	(6,624,410)	(7,165,410)	-	-	(6,624,410)	(7,165,410)	-	-	(25,000)	(25,000)	-	-	(6,624,410)	(7,165,410)
Total Transfers (Out)	(7,099,410)	(7,615,410)	-	-	(7,099,410)	(7,615,410)	-	-	(25,000)	(25,000)	-	-	(7,124,410)	(7,640,410)
Total Other Financing Sources (Uses)	(6,949,410)	(7,590,410)	-	-	(6,949,410)	(7,590,410)	6,624,410	7,240,410	20,447,000	10,350,000	-	-	20,122,000	10,000,000
Total Uses	140,015,840	151,106,745	2,075,264	2,087,700	142,091,104	153,194,445	6,624,410	7,440,410	52,619,000	48,470,000	7,084,740	-	208,419,254	216,457,284
Excess of Sources over (under) Total Uses	(218,832)	1,928,130	-	-	(218,832)	1,928,130	-	-	-	-	(1,903,867)	-	(2,122,699)	156,411
Designated Expenditure Reserve @ 3%	3,987,400	4,304,700	-	-	3,987,400	4,304,700	-	-	-	-	-	-	3,987,400	4,304,700
Total (Required) Funds	144,003,240	155,411,445	2,075,264	2,087,700	146,078,504	157,499,145	6,624,410	7,440,410	52,619,000	48,470,000	7,084,740	-	212,406,654	220,761,984
Excess of Sources over (under) Total Funds Required	(4,206,232)	(2,376,570)	-	-	(4,206,232)	(2,376,570)	-	-	-	-	(1,903,867)	-	(6,110,099)	(4,148,288)
Fund Balance - Beginning	4,605,448	3,300,145	-	-	4,605,448	3,300,145	-	-	3,983,189	13,019,251	5,137,876	-	5,891,910	13,726,513
Fund Balance - Ending	4,386,616	5,228,275	-	-	4,386,616	5,228,275	-	-	3,983,189	13,019,251	3,234,009	-	4,120,191	11,603,814
Classification of Ending Fund Balance:														
Designated Expenditure Reserve	3,987,400	4,304,700	not applicable	not applicable	3,987,400	4,304,700	not applicable	not applicable	not applicable	not applicable	1,062,711	-	5,050,111	5,407,564
Undesignated Fund Balance	398,216	923,575	-	-	398,216	923,575	-	-	3,983,189	13,019,251	2,171,298	-	6,555,703	16,960,152
Total Ending Fund Balance	4,386,616	5,228,275	-	-	4,386,616	5,228,275	-	-	3,983,189	13,019,251	3,234,009	-	11,603,814	22,367,717

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, this not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



Montgomery County Overview - Fiscal and Budget Summary Schedules



Montgomery County Overview - Fiscal and Budget Summary Schedules

**CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2021**

	Montgomery County			Prince George's County			Combined Department Total				
	FY 20 Adopted	FY 21 Proposed	% Change	Allocation* %	FY 20 Adopted	FY 21 Proposed	% Change	Allocation* %	FY 20 Adopted	FY 21 Proposed	% Change
DHRM											
Personnel Services	2,225,384	2,288,005	2.8%	41.6%	3,022,981	3,212,007	6.3%	58.4%	5,248,365	5,500,012	4.8%
Supplies and Materials	29,762	29,411	-1.2%	41.6%	39,939	41,289	3.4%	58.4%	69,701	70,700	1.4%
Other Services and Charges	330,518	345,398	4.5%	42.6%	427,319	465,439	8.9%	57.4%	757,837	810,837	7.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,585,664	2,662,814	3.0%	41.7%	3,490,239	3,718,735	6.5%	58.3%	6,075,903	6,381,549	5.0%
Chargebacks	(192,487)	(203,157)	5.5%	29.6%	(472,776)	(484,080)	2.4%	70.4%	(665,263)	(687,237)	3.3%
Total	2,393,177	2,459,657	2.8%	43.2%	3,017,463	3,234,655	7.2%	56.8%	5,410,640	5,694,312	5.2%
Department of Finance											
Personnel Services	2,550,570	2,486,103	-2.5%	42.3%	3,176,738	3,391,196	6.8%	57.7%	5,727,308	5,877,299	2.6%
Supplies and Materials	26,438	25,592	-3.2%	42.3%	34,062	34,908	2.5%	57.7%	60,500	60,500	0.0%
Other Services and Charges	233,814	223,927	-4.2%	43.7%	277,334	288,433	4.0%	56.3%	511,148	512,360	0.2%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,810,822	2,735,622	-2.7%	42.4%	3,488,134	3,714,537	6.5%	57.6%	6,298,956	6,450,159	2.4%
Chargebacks	(457,379)	(481,000)	5.2%	35.7%	(865,017)	(867,300)	0.3%	64.3%	(1,322,396)	(1,348,300)	2.0%
Total	2,353,443	2,254,622	-4.2%	44.2%	2,623,117	2,847,237	8.5%	55.8%	4,976,560	5,101,859	2.5%
Legal Department											
Personnel Services	1,923,030	2,077,199	8.0%	51.1%	1,888,978	1,987,772	5.2%	48.9%	3,812,008	4,064,971	6.6%
Supplies and Materials	16,477	16,873	2.4%	51.1%	16,543	16,147	-2.4%	48.9%	33,020	33,020	0.0%
Other Services and Charges	189,479	205,474	8.4%	51.1%	188,559	196,339	4.1%	48.9%	378,038	401,813	6.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,128,986	2,299,546	8.0%	51.1%	2,094,080	2,200,258	5.1%	48.9%	4,223,066	4,499,804	6.6%
Chargebacks	(641,826)	(660,119)	2.9%	44.2%	(811,299)	(834,674)	2.9%	55.8%	(1,453,125)	(1,494,793)	2.9%
Total	1,487,160	1,639,427	10.2%	54.6%	1,282,781	1,365,584	6.5%	45.4%	2,769,941	3,005,011	8.5%
Merit System Board											
Personnel Services	67,310	70,155	4.2%	50.0%	67,310	70,155	4.2%	50.0%	134,620	140,310	4.2%
Supplies and Materials	900	900	0.0%	50.0%	900	900	0.0%	50.0%	1,800	1,800	0.0%
Other Services and Charges	16,070	16,145	0.5%	50.0%	16,070	16,145	0.5%	50.0%	32,140	32,290	0.5%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	84,280	87,200	3.5%	50.0%	84,280	87,200	3.5%	50.0%	168,560	174,400	3.5%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
Total	84,280	87,200	3.5%	50.0%	84,280	87,200	3.5%	50.0%	168,560	174,400	3.5%

Montgomery County Overview - Fiscal and Budget Summary Schedules

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2021

	Montgomery County			Prince George's County			Combined Department Total		
	FY 20 Adopted	FY 21 Proposed	% Change	FY 20 Adopted	FY 21 Proposed	% Change	FY 20 Adopted	FY 21 Proposed	% Change
Office of Inspector General									
Personnel Services	272,931	366,270	34.2%	513,613	602,699	17.3%	786,544	968,969	23.2%
Supplies and Materials	2,203	2,400	8.9%	4,147	3,948	-4.8%	6,350	6,348	0.0%
Other Services and Charges	10,509	22,683	115.8%	16,460	30,302	84.1%	26,969	52,985	96.5%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	285,643	391,353	37.0%	534,220	636,949	19.2%	819,863	1,028,302	25.4%
Chargebacks	-	-	-	(135,138)	(143,289)	6.0%	(135,138)	(143,289)	6.0%
Total	285,643	391,353	37.0%	399,082	493,660	23.7%	684,725	885,013	29.3%
Corporate IT									
Personnel Services	1,134,757	1,329,997	17.2%	1,415,245	1,378,749	-2.6%	2,550,002	2,708,746	6.2%
Supplies and Materials	93,094	77,777	-16.5%	116,106	80,626	-30.6%	209,200	158,403	-24.3%
Other Services and Charges	907,377	1,048,593	15.6%	1,057,866	1,074,105	1.5%	1,965,243	2,122,698	8.0%
Capital Outlay	-	1,473	-	-	1,527	-	-	3,000	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,135,228	2,457,840	15.1%	2,589,217	2,535,007	-2.1%	4,724,445	4,992,847	5.7%
Chargebacks	(647,071)	(722,505)	11.7%	(1,130,679)	(1,265,172)	11.9%	(1,777,750)	(1,987,677)	11.8%
Total	1,488,157	1,735,335	16.6%	1,458,538	1,269,835	-12.9%	2,946,695	3,005,170	2.0%
CAS Support Services									
Personnel Services	4,460	4,440	-0.4%	5,540	5,560	0.4%	10,000	10,000	0.0%
Supplies and Materials	22,127	22,422	1.3%	27,374	28,078	2.6%	49,501	50,500	2.0%
Other Services and Charges	617,089	626,230	1.5%	761,574	782,382	2.7%	1,378,663	1,408,612	2.2%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	643,676	653,092	1.5%	794,488	816,020	2.7%	1,438,164	1,469,112	2.2%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	643,676	653,092	1.5%	794,488	816,020	2.7%	1,438,164	1,469,112	2.2%
Total Central Administrative Services									
Personnel Services	8,178,442	8,622,169	5.4%	10,090,405	10,648,138	5.5%	18,268,847	19,270,307	5.5%
Supplies and Materials	191,001	175,375	-8.2%	239,071	205,896	-13.9%	430,072	381,271	-11.3%
Other Services and Charges	2,304,856	2,488,450	8.0%	2,745,182	2,853,145	3.9%	5,050,038	5,341,595	5.8%
Capital Outlay	-	1,473	-	-	1,527	-	-	3,000	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	10,674,299	11,287,467	5.7%	13,074,658	13,708,706	4.8%	23,748,957	24,996,173	5.3%
Chargebacks	(1,938,763)	(2,066,781)	6.6%	(3,414,909)	(3,594,515)	5.3%	(5,353,672)	(5,661,296)	5.7%
Total	\$ 8,735,536	\$ 9,220,686	5.6%	\$ 9,659,749	\$ 10,114,191	4.7%	\$ 18,395,285	\$ 19,334,877	5.1%

* % Allocation is the amount of budget funded by each County.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ADMINISTRATION FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ 26,630,664	\$ 30,616,309	\$ 29,977,279	\$ 33,668,400	10.0%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	150,000	-	150,000	0.0%
County - Other	24,000	-	-	-	-
County - Water Quality Protection	391,700	403,500	403,500	415,600	3.0%
Sales	2,589	1,200	1,200	1,200	0.0%
Charges for Services	251,948	197,200	197,200	203,500	3.2%
Rentals and Concessions	-	-	-	-	-
Interest	405,855	100,000	100,000	100,000	0.0%
Miscellaneous	4,084	-	-	-	-
Total Revenues	27,710,840	31,468,209	30,679,179	34,538,700	9.8%
Expenditures by Major Object:					
Personnel Services	27,158,712	29,518,211	29,518,211	31,106,594	5.4%
Supplies and Materials	752,294	600,587	600,587	682,772	13.7%
Other Services and Charges	7,145,370	7,544,294	7,394,294	7,988,867	5.9%
Capital Outlay	229,389	-	-	1,473	-
Other Classifications	-	-	-	-	-
Chargebacks	(4,941,958)	(5,168,213)	(5,168,213)	(5,393,104)	4.4%
Total Expenditures	30,343,807	32,494,879	32,344,879	34,386,602	5.8%
Excess of Revenues over (under) Expenditures	(2,632,967)	(1,026,670)	(1,665,700)	152,098	-114.8%
Other Financing Sources (Uses):					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	-	(125,000)	(125,000)	-	-100.0%
Special Revenue Fund	-	-	-	-	-
Total Transfers (Out)	-	(125,000)	(125,000)	-	-100.0%
Total Other Financing Sources (Uses)	-	(125,000)	(125,000)	-	-100.0%
Total Uses	30,343,807	32,619,879	32,469,879	34,386,602	5.4%
Excess of Sources over (under) Total Uses	(2,632,967)	(1,151,670)	(1,790,700)	152,098	-113.2%
Designated Expenditure Reserve @ 3%	-	974,800	970,300	1,031,600	5.8%
Total Required Funds	\$ 30,343,807	\$ 33,594,679	\$ 33,440,179	\$ 35,418,202	5.4%
Excess of Sources over (under) Total Funds Required	\$ (2,632,967)	\$ (2,126,470)	\$ (2,761,000)	\$ (879,502)	-58.6%
Fund Balance - Beginning	5,688,088	1,962,081	3,055,121	1,264,421	-35.6%
Fund Balance - Ending	\$ 3,055,121	\$ 810,411	\$ 1,264,421	\$ 1,416,519	74.8%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	974,800	970,300	1,031,600	5.8%
Undesignated Fund Balance	3,055,121	(164,389)	294,121	384,919	-334.2%
Total Ending Fund Balance	\$ 3,055,121	\$ 810,411	\$ 1,264,421	\$ 1,416,519	74.8%

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PARK FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ 90,674,169	\$ 100,824,312	\$ 98,619,269	\$ 110,815,500	9.9%
Intergovernmental:					
Federal	-	-	-	-	-
State	-	400,000	-	400,000	0.0%
County - Other	100,000	100,000	100,000	100,000	0.0%
County - Water Quality Protection	3,344,909	3,422,473	3,422,473	3,719,782	8.7%
Local	-	-	-	-	-
Sales	4,921	-	-	5,000	-
Charges for Services	2,074,498	2,461,237	2,461,237	2,473,793	0.5%
Rentals and Concessions	723,394	754,977	754,977	755,000	0.0%
Interest	348,171	100,000	100,000	100,000	0.0%
Miscellaneous	422,133	115,800	115,800	102,100	-11.8%
Total Revenues	<u>97,692,195</u>	<u>108,178,799</u>	<u>105,573,756</u>	<u>118,471,175</u>	<u>9.5%</u>
Expenditures by Major Object:					
Personnel Services	75,195,440	80,499,606	80,499,606	86,718,544	7.7%
Supplies and Materials	7,359,161	7,994,213	7,994,213	8,375,497	4.8%
Other Services and Charges	14,168,676	14,653,526	14,253,526	17,061,309	16.4%
Capital Outlay	1,815,822	464,268	464,268	473,553	2.0%
Other Classifications	-	-	-	-	-
Chargebacks	(2,973,819)	(3,190,062)	(3,190,062)	(3,524,170)	10.5%
Total Expenditures	<u>95,565,280</u>	<u>100,421,551</u>	<u>100,021,551</u>	<u>109,104,733</u>	<u>8.6%</u>
Excess of Revenues over (under) Expenditures	<u>2,126,915</u>	<u>7,757,248</u>	<u>5,552,205</u>	<u>9,366,442</u>	<u>20.7%</u>
Other Financing Sources (Uses):					
Transfers In					
Capital Projects Funds	224,636	25,000	25,000	25,000	0.0%
Capital Equipment Fund	-	-	-	-	-
Administration Fund	-	125,000	125,000	-	-100.0%
Total Transfers In	<u>224,636</u>	<u>150,000</u>	<u>150,000</u>	<u>25,000</u>	<u>-83.3%</u>
Transfers(Out)					
Capital Projects Funds	(350,000)	(350,000)	(350,000)	(450,000)	28.6%
Debt Service Fund	(5,983,991)	(6,624,410)	(6,399,410)	(7,165,410)	8.2%
Total Transfers (Out)	<u>(6,333,991)</u>	<u>(6,974,410)</u>	<u>(6,749,410)</u>	<u>(7,615,410)</u>	<u>9.2%</u>
Total Other Financing Sources (Uses)	<u>(6,109,355)</u>	<u>(6,824,410)</u>	<u>(6,599,410)</u>	<u>(7,590,410)</u>	<u>11.2%</u>
Total Uses	<u>101,899,271</u>	<u>107,395,961</u>	<u>106,770,961</u>	<u>116,720,143</u>	<u>8.7%</u>
Excess of Sources over (under) Total Uses	<u>(3,982,440)</u>	<u>932,838</u>	<u>(1,047,205)</u>	<u>1,776,032</u>	<u>90.4%</u>
Designated Expenditure Reserve @ 3%	-	3,012,600	3,000,600	3,273,100	8.6%
Total Required Funds	<u>\$ 101,899,271</u>	<u>\$ 110,408,561</u>	<u>\$ 109,771,561</u>	<u>\$ 119,993,243</u>	<u>8.7%</u>
Excess of Sources over (under) Total Funds Required	<u>\$ (3,982,440)</u>	<u>\$ (2,079,762)</u>	<u>\$ (4,047,805)</u>	<u>\$ (1,497,068)</u>	<u>-28.0%</u>
Fund Balance - Beginning	<u>7,065,369</u>	<u>2,643,367</u>	<u>3,082,929</u>	<u>2,035,724</u>	<u>-23.0%</u>
Fund Balance - Ending	<u>\$ 3,082,929</u>	<u>\$ 3,576,205</u>	<u>\$ 2,035,724</u>	<u>\$ 3,811,756</u>	<u>6.6%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	3,012,600	3,000,600	3,273,100	8.6%
Undesignated Fund Balance	<u>3,082,929</u>	<u>563,605</u>	<u>(964,876)</u>	<u>538,656</u>	<u>-4.4%</u>
Total Ending Fund Balance	<u>\$ 3,082,929</u>	<u>\$ 3,576,205</u>	<u>\$ 2,035,724</u>	<u>\$ 3,811,756</u>	<u>6.6%</u>

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PROPERTY MANAGEMENT SUBFUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,352,558	1,456,600	1,456,600	1,561,500	7.2%
Interest	34,516	10,000	10,000	25,000	150.0%
Miscellaneous	6,750	-	-	-	-
Total Revenues	<u>1,393,824</u>	<u>1,466,600</u>	<u>1,466,600</u>	<u>1,586,500</u>	<u>8.2%</u>
Expenditures by Major Object:					
Personnel Services	473,575	487,723	487,723	514,522	5.5%
Supplies and Materials	120,485	191,183	191,183	191,183	0.0%
Other Services and Charges	766,591	725,114	725,114	723,195	-0.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	168,800	159,300	159,300	157,600	-1.1%
Total Expenditures	<u>1,529,451</u>	<u>1,563,320</u>	<u>1,563,320</u>	<u>1,586,500</u>	<u>1.5%</u>
Excess of Revenues over Expenditures	<u>(135,627)</u>	<u>(96,720)</u>	<u>(96,720)</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Transfer to Special Revenue Fund	-	-	-	-	-
Use of Fund Balance	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (135,627)</u>	<u>\$ (96,720)</u>	<u>\$ (96,720)</u>	<u>\$ -</u>	<u>-100.0%</u>
Fund Balance - Beginning	984,174	888,735	848,547	751,827	-15.4%
Fund Balance - Ending	<u>\$ 848,547</u>	<u>\$ 792,015</u>	<u>\$ 751,827</u>	<u>\$ 751,827</u>	<u>-5.1%</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Property Taxes	\$ 1,976,076	\$ 2,075,264	\$ 2,030,034	\$ 2,087,700	0.6%
Intergovernmental -					-
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,976,076</u>	<u>2,075,264</u>	<u>2,030,034</u>	<u>2,087,700</u>	<u>0.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,822,038	1,930,064	1,892,691	1,945,100	0.8%
Debt Service:	151,350	145,200	145,200	142,600	-1.8%
Debt Service Principal	135,000	130,000	130,000	130,000	0.0%
Debt Service Interest	16,350	13,700	13,700	11,100	-19.0%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,973,388</u>	<u>2,075,264</u>	<u>2,037,891</u>	<u>2,087,700</u>	<u>0.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>2,688</u>	<u>-</u>	<u>(7,857)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>2,688</u>	<u>-</u>	<u>(7,857)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	5,169	-	7,857	-	-
Fund Balance, Ending	<u>\$ 7,857</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND
Summary of Revenues, Expenditures, and Changes in Net Position
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	144,152	75,000	75,000	100,000	33.3%
Miscellaneous (Contributions)	1,822,038	1,930,064	1,892,691	1,945,100	0.8%
Total Revenues	<u>1,966,190</u>	<u>2,005,064</u>	<u>1,967,691</u>	<u>2,045,100</u>	<u>2.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	532,093	8,952,029	-	10,466,606	16.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>532,093</u>	<u>8,952,029</u>	<u>-</u>	<u>10,466,606</u>	<u>16.9%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>1,434,097</u>	<u>(6,946,965)</u>	<u>1,967,691</u>	<u>(8,421,506)</u>	<u>21.2%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,434,097</u>	<u>(6,946,965)</u>	<u>1,967,691</u>	<u>(8,421,506)</u>	<u>21.2%</u>
Total Net Position - Beginning	<u>5,019,718</u>	<u>6,946,965</u>	<u>6,453,815</u>	<u>8,421,506</u>	<u>21.2%</u>
Total Net Position - Ending	<u>\$ 6,453,815</u>	<u>\$ -</u>	<u>\$ 8,421,506</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY DEBT SERVICE FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	-	-	200,000	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	5,983,991	6,624,410	6,624,410	7,440,410	12.3%
Debt Service Principal	3,855,000	4,135,000	4,135,000	4,900,000	18.5%
Debt Service Interest	1,915,762	2,239,410	2,239,410	2,290,410	2.3%
Debt Service Fees	213,229	250,000	250,000	250,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>5,983,991</u>	<u>6,624,410</u>	<u>6,624,410</u>	<u>7,440,410</u>	<u>12.3%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(5,983,991)</u>	<u>(6,624,410)</u>	<u>(6,624,410)</u>	<u>(7,240,410)</u>	<u>9.3%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	75,000	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	5,983,991	6,624,410	6,624,410	7,165,410	8.2%
Total Transfers In	<u>5,983,991</u>	<u>6,624,410</u>	<u>6,624,410</u>	<u>7,165,410</u>	<u>8.2%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>5,983,991</u>	<u>6,624,410</u>	<u>6,624,410</u>	<u>7,240,410</u>	<u>9.3%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CAPITAL PROJECTS FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	1,414,158	4,425,000	4,425,000	9,523,000	115.2%
State (Other)	(234,847)	1,800,000	1,800,000	2,400,000	33.3%
County	11,392,674	14,897,000	14,897,000	22,497,000	51.0%
Interest	224,636	25,000	25,000	25,000	0.0%
Contributions	367,444	11,000,000	11,000,000	3,650,000	-66.8%
Miscellaneous	-	-	-	-	-
Total Revenues	13,164,065	32,147,000	32,147,000	38,095,000	18.5%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	1,338,547	-	-	-	-
Other Services and Charges	4,037,101	-	-	-	-
Capital Outlay	10,914,509	52,594,000	52,594,000	48,445,000	-7.9%
Park Acquisition	9,707,729	15,215,000	15,215,000	9,550,000	-37.2%
Park Development	1,206,780	37,379,000	37,379,000	38,895,000	4.1%
Other Classifications	-	-	-	-	-
Chargebacks	3,567,591	-	-	-	-
Total Expenditures	19,857,748	52,594,000	52,594,000	48,445,000	-7.9%
Excess of Revenues over Expenditures	(6,693,683)	(20,447,000)	(20,447,000)	(10,350,000)	-49.4%
Other Financing Sources (Uses):					
Bond Proceeds	13,006,596	16,122,000	16,122,000	7,375,000	-54.3%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	450,000	28.6%
Transfer from Enterprise Fund	2,597,785	4,000,000	4,000,000	2,550,000	-36.3%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	2,947,785	4,350,000	4,350,000	3,000,000	-31.0%
Transfers Out					
Transfer to Park Fund	(224,636)	(25,000)	(25,000)	(25,000)	0.0%
Total Transfers Out	(224,636)	(25,000)	(25,000)	(25,000)	0.0%
Total Other Financing Sources (Uses)	15,729,745	20,447,000	20,447,000	10,350,000	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	9,036,062	-	-	-	-
Fund Balance, Beginning	3,983,189	3,983,189	13,019,251	13,019,251	226.9%
Fund Balance, Ending	\$ 13,019,251	\$ 3,983,189	\$ 13,019,251	\$ 13,019,251	226.9%



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,239,560	\$ 1,688,430	\$ 1,737,260	\$ 1,902,450	12.7%
Sales	16,752	17,800	37,875	43,100	142.1%
Charges for Services	4,447,231	3,051,863	2,980,250	3,079,760	0.9%
Rentals and Concessions	134,047	128,380	128,800	162,400	26.5%
Interest	166,385	55,000	64,350	110,000	100.0%
Miscellaneous	270,893	239,400	363,303	283,000	18.2%
Total Revenues	<u>6,274,868</u>	<u>5,180,873</u>	<u>5,311,838</u>	<u>5,580,710</u>	<u>7.7%</u>
Expenditures by Major Object:					
Personnel Services	617,426	799,190	843,349	849,000	6.2%
Supplies and Materials	104,583	315,980	176,280	316,830	0.3%
Other Services and Charges	1,037,821	2,305,806	2,195,460	2,234,457	-3.1%
Capital Outlay	28,540	32,000	32,000	70,000	118.8%
Other Classifications	-	-	-	-	-
Chargebacks	3,445,676	3,631,764	3,642,864	3,882,142	6.9%
Total Expenditures	<u>5,234,046</u>	<u>7,084,740</u>	<u>6,889,953</u>	<u>7,352,429</u>	<u>3.8%</u>
Excess of Revenues over Expenditures	<u>1,040,822</u>	<u>(1,903,867)</u>	<u>(1,578,115)</u>	<u>(1,771,719)</u>	<u>-6.9%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Property Management Fund	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,040,822</u>	<u>(1,903,867)</u>	<u>(1,578,115)</u>	<u>(1,771,719)</u>	<u>-6.9%</u>
Fund Balance - Beginning	<u>6,429,204</u>	<u>5,137,876</u>	<u>7,470,025</u>	<u>5,891,910</u>	<u>14.7%</u>
Fund Balance - Ending	<u>\$ 7,470,025</u>	<u>\$ 3,234,009</u>	<u>\$ 5,891,910</u>	<u>\$ 4,120,191</u>	<u>27.4%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	785,107	1,062,711	1,033,493	1,102,864	3.8%
Undesignated Fund Balance	6,684,919	2,171,298	4,858,417	3,017,327	-
Total Ending Fund Balance	<u>\$ 7,470,025</u>	<u>\$ 3,234,009</u>	<u>\$ 5,891,910</u>	<u>\$ 4,120,191</u>	<u>27.4%</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ENTERPRISE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	834,786	854,350	854,900	886,500	3.8%
Charges for Services	6,913,671	6,470,275	6,842,500	7,015,600	8.4%
Rentals and Concessions	3,389,722	3,294,795	3,315,022	3,535,795	7.3%
Miscellaneous	823,830	777,622	756,652	777,241	0.0%
Total Operating Revenues	11,962,009	11,397,042	11,769,074	12,215,136	7.2%
Operating Expenses:					
Personnel Services	5,855,241	6,192,434	6,241,655	6,633,002	7.1%
Goods for Resale	452,122	394,800	454,500	476,000	20.6%
Supplies and Materials	542,698	449,505	563,722	543,875	21.0%
Other Services and Charges	2,477,847	2,309,125	2,533,498	2,513,500	8.9%
Depreciation & Amortization Expense	1,097,362	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	161,333	352,070	352,070	468,211	33.0%
Indirect Charges (Admin Chargeback)	-	-	-	-	-
Total Operating Expenses	10,586,603	9,697,934	10,145,445	10,634,588	9.7%
Operating Income (Loss)	1,375,406	1,699,108	1,623,629	1,580,548	-7.0%
Nonoperating Revenue (Expenses):					
Interest Income	587,575	200,000	296,500	393,000	96.5%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenues (Expenses)	587,575	200,000	296,500	393,000	96.5%
Income (Loss) Before Operating Transfers	1,962,981	1,899,108	1,920,129	1,973,548	3.9%
Operating Transfers In (Out):					
Transfer in - Park Fund	-	-	-	-	-
Transfer - Other	2,117,701	-	-	-	-
Total Transfers In	2,117,701	-	-	-	-
Transfer Out - Capital Projects Funds	(2,117,701)	(500,000)	(500,000)	(2,550,000)	410.0%
Net Operating Transfer	-	(500,000)	(500,000)	(2,550,000)	410.0%
Change in Net Position	1,962,981	1,399,108	1,420,129	(576,452)	-141.2%
Total Net Position - Beginning	24,448,650	22,075,403	26,411,631	27,831,760	26.1%
Total Net Position - Ending	\$ 26,411,631	\$ 23,474,511	\$ 27,831,760	\$ 27,255,308	16.1%

Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,332,100	2,465,900	2,465,900	3,156,300	28.0%
Planning	45,600	24,400	24,400	35,100	43.9%
CAS	1,850	7,800	7,800	7,200	-7.7%
Enterprise	9,500	11,800	11,800	13,300	12.7%
Miscellaneous (Claim Recoveries, etc.)	317,809	-	-	-	-
Total Operating Revenues	2,706,859	2,509,900	2,509,900	3,211,900	28.0%
Operating Expenses:					
Personnel Services	457,962	499,400	499,400	525,593	5.2%
Supplies and Materials	12,641	34,750	34,750	34,750	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	2,680,660	1,556,500	1,556,500	2,099,600	34.9%
Planning	40	33,100	33,100	22,000	-33.5%
CAS	(2,132)	4,300	4,300	4,500	4.7%
Enterprise	(1,577)	6,600	6,600	8,300	25.8%
Insurance Reimbursement	145,098	-	-	-	-
Misc., Professional services, etc.	37,929	607,674	607,674	637,294	4.9%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	264,507	255,378	255,378	281,238	10.1%
Total Operating Expenses	3,595,128	2,997,702	2,997,702	3,613,275	20.5%
Operating Income (Loss)	(888,269)	(487,802)	(487,802)	(401,375)	-17.7%
Nonoperating Revenue (Expenses):					
Interest Income	316,044	140,000	140,000	200,000	42.9%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	316,044	140,000	140,000	200,000	42.9%
Income (Loss) Before Operating Transfers	(572,225)	(347,802)	(347,802)	(201,375)	-42.1%
Operating Transfers In (Out):					
Transfer In	769,744	-	-	-	-
Transfer (Out)	(769,744)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(572,225)	(347,802)	(347,802)	(201,375)	-42.1%
Total Net Position - Beginning	5,501,451	5,039,472	4,929,227	4,581,425	-9.1%
Total Net Position - Ending	\$ 4,929,227	\$ 4,691,670	\$ 4,581,425	\$ 4,380,050	-6.6%
Designated Position	647,722	1,286,337	1,296,294	3,749,033	191.5%
Unrestricted Position	4,281,505	3,405,333	3,285,130	631,017	-81.5%
Total Net Position, June 30	\$ 4,929,227	\$ 4,691,670	\$ 4,581,425	\$ 4,380,050	-6.6%

Note: Allocation of administrative expense paid to Montgomery County for insurance pool management

Parks	\$ 473,000	\$ 477,600	\$ 477,600	\$ 512,100	7.2%
Planning	11,200	10,200	10,200	5,400	-47.1%
CAS	1,500	1,300	1,300	1,100	-15.4%
Enterprise	2,800	2,000	2,000	2,000	0.0%
Total	\$ 488,500	\$ 491,100	\$ 491,100	\$ 520,600	6.0%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Planning	273,600	144,400	144,400	144,400	0.0%
Parks	1,961,417	795,000	795,000	1,018,000	28.1%
Corporate IT	149,150	180,500	180,500	161,500	-10.5%
Miscellaneous (Sale of Equipment, etc.)	104,697	-	-	-	-
Total Operating Revenues	<u>2,488,864</u>	<u>1,119,900</u>	<u>1,119,900</u>	<u>1,323,900</u>	<u>18.2%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	71,704	-	-	-	-
Other Services and Charges:	65,285	-	-	-	-
Debt Service:					
Debt Service Principal	-	690,300	690,300	600,000	-13.1%
Debt Service Interest	-	158,300	158,300	105,000	-33.7%
Depreciation & Amortization Expense	2,786,956	-	-	-	-
Capital Outlay	-	3,710,000	3,710,000	2,896,941	-21.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	51,755	51,755	54,472	5.2%
Total Operating Expenses	<u>2,923,944</u>	<u>4,610,355</u>	<u>4,610,355</u>	<u>3,656,413</u>	<u>-20.7%</u>
Operating Income (Loss)	<u>(435,080)</u>	<u>(3,490,455)</u>	<u>(3,490,455)</u>	<u>(2,332,513)</u>	<u>-33.2%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	32,200	3,710,000	3,710,000	1,800,000	-51.5%
Interest Income	75,649	10,000	10,000	10,000	0.0%
Interest Expense, Net of Amortization	(105,417)	-	-	-	-
Loss on Sale/Disposal Assets	48,761	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>51,193</u>	<u>3,720,000</u>	<u>3,720,000</u>	<u>1,810,000</u>	<u>-51.3%</u>
Income (Loss) Before Operating Transfers	<u>(383,887)</u>	<u>229,545</u>	<u>229,545</u>	<u>(522,513)</u>	<u>-327.6%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	562,194	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>562,194</u>	<u>-</u>
Change in Net Position	(383,887)	229,545	229,545	39,681	-82.7%
Total Net Position - Beginning	<u>11,561,683</u>	<u>12,456,016</u>	<u>11,177,796</u>	<u>11,407,341</u>	<u>-8.4%</u>
Total Net Position - Ending	<u>\$ 11,177,796</u>	<u>\$ 12,685,561</u>	<u>\$ 11,407,341</u>	<u>\$ 11,447,022</u>	<u>-9.8%</u>

Note: Future Financing Plans

Capital equipment financed for Planning	\$	760,000	\$	760,000	\$	-
Capital equipment financed for Parks		2,700,000		2,700,000		1,800,000
Capital equipment financed for Corporate IT		250,000		250,000		-

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Montgomery County		549,244	75,000	1,592,808	190.0%
Charges for Services (Office Space Rental):					
MC Planning		92,796	92,796	600,796	547.4%
MC Parks		92,796	92,796	600,796	547.4%
Rental Revenues		-	-	-	-
Miscellaneous		-	-	-	-
Total Operating Revenues	<u>-</u>	<u>734,836</u>	<u>260,592</u>	<u>2,794,400</u>	<u>280.3%</u>
Operating Expenses:					
Personnel Services		-	-	-	-
Supplies and Materials		-	-	-	-
Other Services and Charges		434,836	131,592	2,602,400	498.5%
Capital Outlay		300,000	129,000	-	-100.0%
Chargebacks		-	-	192,000	-
Total Operating Expenses	<u>-</u>	<u>734,836</u>	<u>260,592</u>	<u>2,794,400</u>	<u>280.3%</u>
Operating Income (Loss)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Position - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Position - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds;	\$	\$	\$	\$	
DHRM	55,908	39,398	39,398	41,127	4.4%
CIO	3,010	2,150	2,150	9,420	338.1%
Finance	164,012	38,646	38,646	39,407	2.0%
Legal	21,729	14,573	14,573	24,425	67.6%
Inspector General	4,334	3,395	3,395	10,570	211.3%
Corporate IT	67,956	108,577	108,577	124,866	15.0%
Parks	524,925	1,199,207	1,199,207	1,249,677	4.2%
Planning	300,815	484,032	484,032	498,841	3.1%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,142,689</u>	<u>1,889,978</u>	<u>1,889,978</u>	<u>1,998,333</u>	<u>5.7%</u>
Operating Expenses:					
Personnel Services	312,930	516,636	516,636	579,945	12.3%
Supplies and Materials	27,783	20,144	20,144	21,494	6.7%
Other Services and Charges:	1,152,231	1,277,826	1,277,826	1,386,531	8.5%
Debt Service:					
Debt Service Principal	-	14,958	-	-	-100.0%
Debt Service Interest	-	4,100	-	-	-100.0%
Depreciation & Amortization Expense	63,153	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>1,556,097</u>	<u>1,833,664</u>	<u>1,814,606</u>	<u>1,987,970</u>	<u>8.4%</u>
Operating Income (Loss)	<u>(413,408)</u>	<u>56,314</u>	<u>75,372</u>	<u>10,363</u>	<u>-81.6%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	7,294	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>7,294</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(406,114)</u>	<u>56,314</u>	<u>75,372</u>	<u>10,363</u>	<u>-81.6%</u>
Operating Transfers In (Out):					
Transfer in	164,724	-	-	-	-
Transfer (Out)	<u>(164,724)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	(406,114)	56,314	75,372	10,363	-81.6%
Total Net Position - Beginning	<u>1,003,006</u>	<u>973,364</u>	<u>596,891</u>	<u>672,263</u>	<u>-30.9%</u>
Total Net Position - Ending	<u>\$ 596,891</u>	<u>\$ 1,029,678</u>	<u>\$ 672,263</u>	<u>\$ 682,626</u>	<u>-33.7%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND

Summary of Revenues, Expenses, and Changes in Fund Net Position

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	126,178	0.0%
Retirement System	108,680	108,680	108,680	108,680	0.0%
Chief Information Office	59,644	59,644	59,644	59,644	0.0%
Risk Management	54,808	54,808	54,808	54,808	0.0%
Group Insurance	65,338	65,338	65,338	65,338	0.0%
CAS Departments	937,352	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,352,000	1,352,000	1,352,000	1,352,000	0.0%
Operating Expenses:					
Personnel Services	201,525	237,965	237,965	248,676	4.5%
Supplies and Materials	27,253	42,500	42,500	43,400	2.1%
Other Services and Charges:	504,961	977,530	977,530	1,003,490	2.7%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	120,740	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	85,000	85,000	85,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	80,958	94,708	94,708	98,772	4.3%
Total Operating Expenses	935,437	1,437,703	1,437,703	1,479,338	2.9%
Operating Income (Loss)	416,563	(85,703)	(85,703)	(127,338)	48.6%
Nonoperating Revenue (Expenses):					
Interest Income	98,527	25,000	25,000	50,000	100.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	98,527	25,000	25,000	50,000	100.0%
Income (Loss) Before Operating Transfers	515,090	(60,703)	(60,703)	(77,338)	27.4%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	515,090	(60,703)	(60,703)	(77,338)	27.4%
Total Net Position - Beginning	4,645,464	5,160,554	5,160,554	5,099,851	-1.2%
Total Net Position - Ending	\$ 5,160,554	\$ 5,099,851	\$ 5,099,851	\$ 5,022,513	-1.5%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 1,567,781	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	0.0%
Charges for Services:					
Employer Contributions, Other	-	14,180	14,180	-	-100.0%
Employee/Retiree Contributions	7,462,625	12,737,218	12,737,218	14,618,370	14.8%
Employer Contributions/Premiums	35,569,797	45,913,873	45,913,873	54,271,479	18.2%
Miscellaneous (Claim Recoveries, etc.)	3,162,450	-	-	-	-
Total Operating Revenues	<u>47,762,653</u>	<u>60,665,271</u>	<u>60,665,271</u>	<u>70,889,849</u>	<u>16.9%</u>
Operating Expenses:					
Personnel Services	753,261	781,425	781,425	831,483	6.4%
Supplies and Materials	20,476	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	2,031,269	483,928	483,928	504,018	4.2%
Insurance Claims and Fees	40,088,899	52,215,757	52,215,757	60,507,264	15.9%
Insurance Premiums	8,497,531	8,169,825	8,169,825	9,066,340	11.0%
Change in IBNR	73,000	-	-	-	-
Other Classifications	6,477	-	-	-	-
Chargebacks	353,640	311,410	311,410	343,049	10.2%
Total Operating Expenses	<u>51,824,553</u>	<u>62,012,345</u>	<u>62,012,345</u>	<u>71,302,154</u>	<u>15.0%</u>
Operating Income (Loss)	<u>(4,061,900)</u>	<u>(1,347,074)</u>	<u>(1,347,074)</u>	<u>(412,305)</u>	<u>-69.4%</u>
Non-operating Revenue (Expenses):					
Interest Income	439,241	200,000	200,000	300,000	50.0%
Total Non-operating Revenue (Expenses)	<u>439,241</u>	<u>200,000</u>	<u>200,000</u>	<u>300,000</u>	<u>50.0%</u>
Income (Loss) Before Operating Transfers	<u>(3,622,659)</u>	<u>(1,147,074)</u>	<u>(1,147,074)</u>	<u>(112,305)</u>	<u>-90.2%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(562,194)	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>(562,194)</u>	<u>-</u>
Change in Net Position	<u>(3,622,659)</u>	<u>(1,147,074)</u>	<u>(1,147,074)</u>	<u>(674,499)</u>	<u>-41.2%</u>
Total Net Position, Beginning	<u>15,852,905</u>	<u>12,230,246</u>	<u>12,230,246</u>	<u>11,083,172</u>	<u>-9.4%</u>
Total Net Position, Ending	<u>12,230,246</u>	<u>11,083,172</u>	<u>11,083,172</u>	<u>10,408,673</u>	<u>-6.1%</u>
Designated Position	5,182,455	6,201,235	6,201,235	7,130,215	15.0%
Unrestricted Position	7,047,790	4,881,937	4,881,937	3,278,457	-32.8%
Total Net Position, June 30	<u>\$ 12,230,246</u>	<u>\$ 11,083,172</u>	<u>\$ 11,083,172</u>	<u>\$ 10,408,673</u>	<u>-6.1%</u>

Policy requires a reserve equal to 10% of Total Operating Expense



Montgomery County Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY TAX RATES AND ASSESSABLE BASE

		FY 19 Actual	FY 20 Adopted	FY 21 Proposed	Rate Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration					
	Real	1.56	1.70	1.86	0.16
	Personal	3.90	4.25	4.65	0.40
Park					
	Real	5.30	5.60	6.12	0.52
	Personal	13.25	14.00	15.30	1.30
Adv. Land Acquisition					
	Real	0.10	0.10	0.10	-
	Personal	0.25	0.25	0.25	-
Total Tax Rates (Cents)					
	Real	<u>6.96</u>	<u>7.40</u>	<u>8.08</u>	<u>0.68</u>
	Personal	<u>17.40</u>	<u>18.50</u>	<u>20.20</u>	<u>1.70</u>

		FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
<u>Assessable Base:</u>					
(in billions \$)					
Administration Fund*					
	Real	167.323	171.429	173.069	0.96%
	Personal	3.426	3.652	3.494	-4.33%
Park Fund*					
	Real	167.323	171.429	173.069	0.96%
	Personal	3.426	3.652	3.494	-4.33%
Adv. Land Acquisition (Entire County)					
	Real	192.599	197.610	199.406	0.91%
	Personal	4.238	4.452	4.235	-4.87%

* The assessable base for both the Administration Fund and the Park Fund covers all of Montgomery County except the municipalities of Rockville, Gaithersburg, Washington Grove, Barnesville, Brookeville, Poolesville, and Laytonsville.



Montgomery County Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY POSITIONS/WORKYEARS SUMMARY BY FUND

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	210.22	209.14	210.42	209.37	213.30	212.25
Unfunded Career (Planning Dept)	3.00	-	3.00	-	3.00	-
Part-Time Career	8.94	5.07	8.94	4.85	8.95	4.85
Career Total	222.16	214.21	222.36	214.22	225.25	217.10
Term Contract	3.00	2.50	3.00	2.50	2.00	1.75
Seasonal/Intermittent		0.20		0.20		0.20
Chargebacks		(23.55)		(23.55)		(23.55)
Less Lapse		(7.61)		(7.61)		(7.61)
TOTAL ADMINISTRATION FUND	225.16	185.75	225.36	185.76	227.25	187.89
PARK FUND						
Full-Time Career	743.00	743.00	759.00	759.00	777.00	777.00
Part-Time Career	6.00	4.10	4.00	2.90	2.00	1.50
Career Total	749.00	747.10	763.00	761.90	779.00	778.50
Term Contract	7.00	6.80	6.00	5.80	6.00	5.80
Seasonal/Intermittent		72.60		76.60		84.30
Chargebacks		(36.70)		(32.10)		(35.80)
Less Lapse		(57.20)		(58.20)		(59.20)
TOTAL PARK FUND	756.00	732.60	769.00	754.00	785.00	773.60
TOTAL TAX SUPPORTED (Admin. and Park)						
Full-Time Career	953.22	952.14	969.42	968.37	990.30	989.25
Unfunded Career (Planning Dept)	3.00	-	3.00	-	3.00	-
Part-Time Career	14.94	9.17	12.94	7.75	10.95	6.35
Career Total	971.16	961.31	985.36	976.12	1,004.25	995.60
Term Contract	10.00	9.30	9.00	8.30	8.00	7.55
Seasonal/Intermittent		72.80		76.80		84.50
Chargebacks		(60.25)		(55.65)		(59.35)
Less Lapse		(64.81)		(65.81)		(66.81)
TOTAL TAX SUPPORTED (Admin. and Park)	981.16	918.35	994.36	939.76	1,012.25	961.49
ENTERPRISE FUND						
Full-Time Career	37.00	37.00	36.00	36.00	37.00	37.00
Part-Time Career	-	-	-	-	-	-
Career Total	37.00	37.00	36.00	36.00	37.00	37.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		95.80		81.80		81.00
Chargebacks		(0.60)		1.90		2.80
Less Lapse		-		-		-
TOTAL ENTERPRISE FUND	38.00	133.20	37.00	120.70	38.00	121.80
PROPERTY MANAGEMENT FUND						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		3.00		1.80		1.80
Less Lapse		-		-		-
TOTAL PROPERTY MANAGEMENT FUND	4.00	7.00	4.00	5.80	4.00	5.80
SPECIAL REVENUE FUND						
Seasonal/Intermittent		34.15		34.65		38.25
INTERNAL SERVICE FUNDS						
Full-Time Career	6.00	6.40	6.50	6.90	6.50	6.90
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.40	6.50	6.90	6.50	6.90
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,000.22	999.54	1,015.92	1,015.27	1,037.80	1,037.15
Unfunded Career (Planning Dept)	3.00	-	3.00	-	3.00	-
Part-Time Career	14.94	9.17	12.94	7.75	10.95	6.35
Career Total	1,018.16	1,008.71	1,031.86	1,023.02	1,051.75	1,043.50
Term Contract	11.00	10.30	10.00	9.30	9.00	8.55
Seasonal/Intermittent		202.75		193.25		203.75
Chargebacks		(57.85)		(51.95)		(54.75)
Less Lapse		(64.81)		(65.81)		(66.81)
GRAND TOTAL	1,029.16	1,099.10	1,041.86	1,107.81	1,060.75	1,134.24



**Commissioners' Office and CAS Departments
(Administration Fund)**

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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Montgomery County Commissioners' Office



EXECUTIVE OVERVIEW

Appointed by the Montgomery County Council, the Planning Board consists of one full-time Chair and four Commissioners who meet weekly (or more often, as needed) as the Montgomery County Planning Board. The Board plans for livable communities by developing large - and small - scale plans, providing guidelines for the pattern and pace of future development, preserving historic resources throughout the 323,000-acre county, and developing and managing Montgomery County's nearly 37,000 acre nationally recognized park system, including 422 parks.

The Planning Board sets policy on planning and parks issues, prepares master plans for County Council action, and acts as the final decision-maker in subdivision reviews and for sketch, preliminary, and site project plans. The Board makes recommendations to the County Council, the Board of Appeals, Montgomery County Public Schools, and other local, county, state, and federal agencies on projects affecting land use. The Planning Board reviews and makes recommendations on the County's Capital Improvements Program, reviews and approves land acquisitions and major park development plans. The Planning Board also exercises oversight authority over the Parks Department and the Planning Department.

COMMISSIONERS' OFFICE STAFFING

The Commissioners' Office staff supports the Chair and Commissioners in the performance of their official duties, serves as the point of contact for meeting-related issues, and coordinates responses to issues and inquiries from agencies and the general public. Staff prepare and web post the Board's meeting agenda, produce and maintain records of official Board proceedings, manage correspondence between the Board and other agencies and the public, and coordinate Board meeting schedules and activities.

PROGRAMS AND SERVICES

In FY21, the Commissioners' Office will continue to carry out the following responsibilities:

CHAIR'S OFFICE UNIT

- Coordinate and provide administrative, technical, and public support at Board hearings.
- Develop and manage the Planning Board meeting agenda.
- Web post the Board's meeting agenda, approved meeting minutes, and adopted resolutions.



Montgomery County Commissioners' Office

- Receive, acknowledge, and distribute correspondence directed to the Chair and Planning Board members for hearings.
- Assist members of the public in accessing online Board hearings and related documents.
- Serve as point of contact for local, county, state, regional, and federal officials and agencies.
- Manage the correspondence tracking system in the Commissioners' Office and ensure timely response to inquiries.
- Act as liaison to the public to assist with resolution of issues, as needed.
- Develop and manage the budget for the Commissioners' Office.
- Manage the human resource functions for the Commissioners' Office.
- Serve as liaison for callers and visitors to the Chair and Planning Board.
- Represent the Commission on internal committees related to outreach, diversity, and special events.

SENIOR TECHNICAL WRITERS/EDITORS UNIT

This unit serves the Planning Board by performing the following duties:

- Staff Planning Board public and closed session meetings and produce meeting minutes.
- Coordinate transcription of specific Planning Board meetings as requested by the Office of the General Counsel, and as needed for master plans.
- Assist members of the public and staff with locating archived records of Board meetings.
- Participate with issues specifically related to general writing, archiving documents, and other related topics.
- Assist with the editing of Commission documents, as requested.

ACCOMPLISHMENTS

Achievements by the Commissioners' Office staff in calendar year 2019 included the following:

- Staffed 43 Planning Board meetings as clerks/webcasters and technical writers.
- Coordinated, produced, and posted timely Planning Board agendas for each meeting.
- Produced and posted approved Planning Board meeting minutes and adopted resolutions.
- Processed correspondence and other documents directed to the Chair and Planning Board for meetings and general planning and parks issues, including coordinating responses.
- Represented the Commissioners' Office on the Wheaton Headquarters Relocation Committee.
- Provided input to the Commission's Archives Department digitization process for Board meeting files and proposed revisions to the Commission Records Retention Schedule.
- Completed various mandatory and general Commission trainings, including Enterprise Resource Planning (ERP) and required cyber security trainings.
- Served on various Montgomery and bi-county internal planning committees, work groups and participated in events including the Diversity Council, Black History Month, Asian Pacific American Heritage Month, Women's History Month, LGBTQ Celebrations, Hispanic Heritage Month and Veteran's Appreciation.
- Coordinated working lunches/dinners for the Planning Board with the Historic Preservation Commission, Montgomery County Board of Education, Montgomery Agricultural Producers and Commission on People with Disabilities.



Montgomery County Commissioners' Office

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The Montgomery County Commissioners' Office proposes an FY21 Operating Budget of \$1,265,196, a reduction of 2.6%, \$33,842, from the FY20 adopted budget.

The proposed FY21 Operating Budget includes the following major categories:

- \$1,181,439 in Personnel Services, a reduction of \$64,896 from the FY20 adopted budget due to staffing changes in FY20.
- \$28,957 in Supplies and Materials, an increase of \$6,054 over the FY20 adopted budget, for additional support of diversity initiatives and for general inflation costs.
- \$54,800 for Other Services and Charges, which represents an increase of \$25,000 over the FY20 adopted budget for a Planning Board retreat, Board and staff trainings and conferences and other events that support the Board's mission.

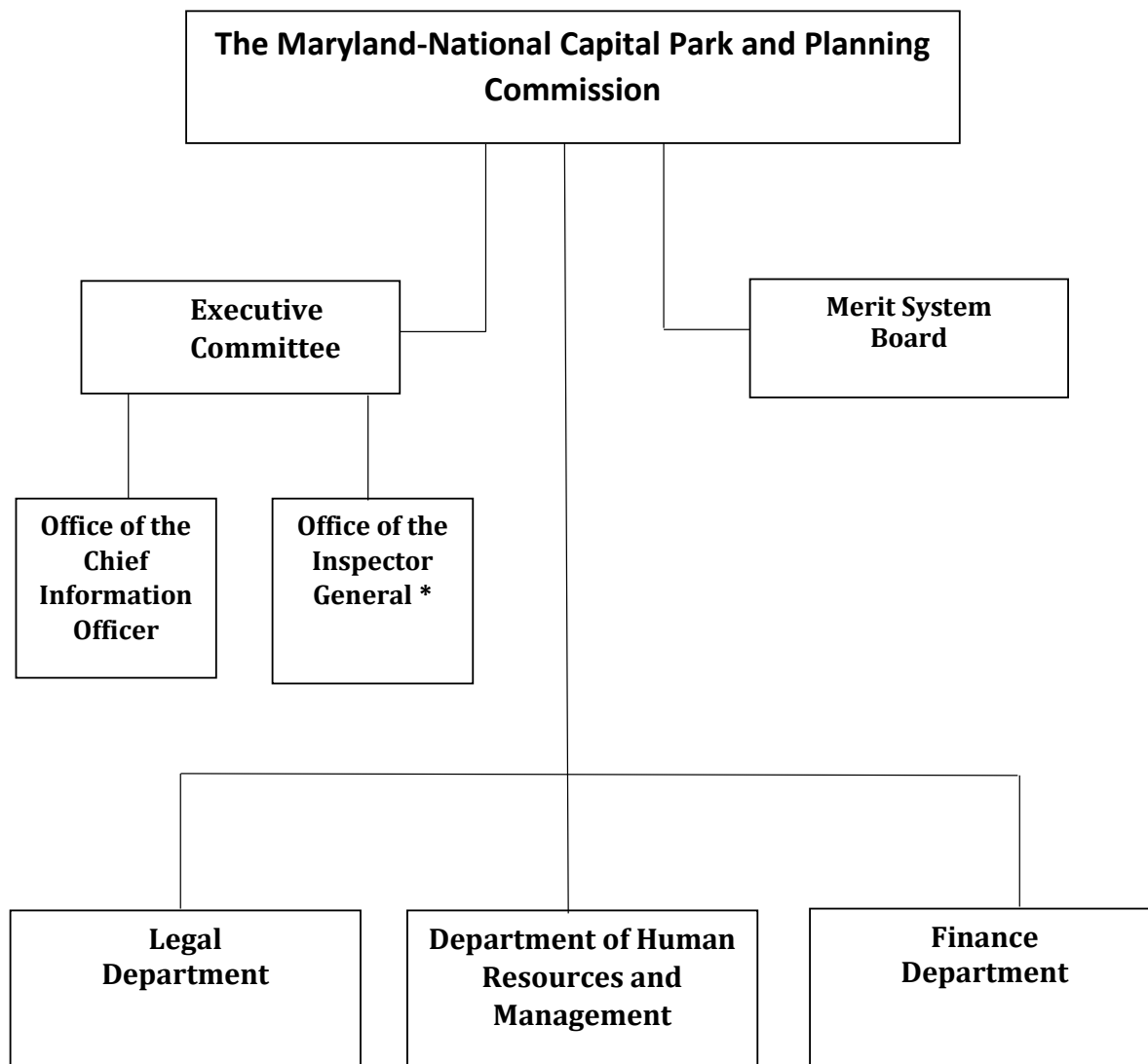
	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Commissioners' Office				
Personnel Services	1,197,315	1,246,335	1,181,439	-5.2%
Supplies and Materials	13,561	22,903	28,957	26.4%
Other Services and Charges	17,292	29,800	54,800	83.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,228,168	1,299,038	1,265,196	-2.6%

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
<u>COMMISSIONERS' OFFICE</u>						
Full-Time Career	6.00	6.00	6.00	6.00	6.00	6.00
Part-Time Career	5.00	2.50	5.00	2.50	5.00	2.50
Career Total	11.00	8.50	11.00	8.50	11.00	8.50
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		-		-		-
Subtotal Commissioner's Office	12.00	9.50	12.00	9.50	12.00	9.50



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



*Office of the Inspector General reports to the Audit Committee.



Central Administrative Services Overview

EXECUTIVE OVERVIEW

Central Administrative Services (CAS) consists of the following departments and units that provide corporate administrative governance and support to the agency as a whole:

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Office of the Inspector General
- Office of the Chief Information Officer
- Merit System Board
- Support Services

The Commission's three Officers – the Executive Director, the Secretary-Treasurer, and the General Counsel – are responsible for corporate functions as well as leading their respective departments. The Office of the Inspector General is overseen by the Audit Committee to increase independence. Administrative oversight for the Inspector General is provided by the Executive Director. The Chief Information Officer reports to the Executive Committee (Chair, Vice-Chair, and Executive Director) to enable focus on Enterprise-wide Information Technology (IT) initiatives. Enterprise-wide IT initiatives are recommended by the IT Council which is comprised of the leadership from each of the operating departments, the Executive Director and the Secretary-Treasurer.

CAS provides oversight of enterprise-wide administrative, human resources, corporate budgeting and governance functions, financial business services, legal counsel and representation, application of internal controls to ensure regulatory compliance, IT strategic planning and agency-wide systems, and risk mitigation and workplace safety to protect and support the agency's employees and patrons.

CAS also includes funding for the Merit System Board and CAS Support Services. The budget for the Office of the Chief Information Officer and Commission-wide IT initiatives are shown in the Internal Service Fund section of the FY21 Proposed Budget Document, under the Commission-wide CIO & IT Initiatives Internal Service Fund.

PROGRAMS AND SERVICES PROVIDED

Department of Human Resources and Management

The Department of Human Resources and Management (DHRM), which operates under the direction of the Executive Director, provides enterprise-wide administrative and human resource management, corporate governance and quality corporate budgeting and forecasting. The Department delivers executive and operational leadership through a set of best management practices, strong fiscal planning, and fair employment and compensation programs. It is composed of four cross-functional divisions which include the Office of the Executive Director, Corporate Budget, Corporate Policy and Management Operations, and Corporate Human Resources.

Finance Department

The Finance Department operates under the direction of the Secretary-Treasurer, and is organized into three divisions: Administrative Services, Accounting, and Corporate Procurement. The Department is responsible for corporate financial policy, management of debt and investments, payroll administration and disbursements, accounting and financial reporting, procurement, and Enterprise Resource Planning (ERP) program management.



Central Administrative Services

Overview

Legal Department

The Office of the General Counsel (OGC or Legal Department) provides a comprehensive program of legal services to the agency, supporting almost every facet of the agency's work program. The OGC guides the agency's internal corporate operations, advises staff and the Planning Boards as they navigate their important quasi-judicial and regulatory responsibilities, advocates on the agency's behalf in litigation before state and federal courts, and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the agency.

Office of the Inspector General

The Office of the Inspector General provides a systematic disciplined approach to evaluating and improving the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.

Office of the Chief Information Officer

The Office of the Chief Information Officer (CIO) strategically plans and implements enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the agency's Chief Technology Security Officer, ensuring confidentiality, availability, and integrity of the agency's data.

Merit System Board

The Merit System Board, which is authorized by the agency's enabling legislation, is an impartial board comprised of three appointed members. The Board is responsible for making recommendations to the agency's Merit System, hearing appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.) and hearing appeals on administrative grievances. With support of the agency's Corporate Policy and Management Operations Division, and with input from employees and management, the Board recommends changes to Merit System Rules and Regulations to the Commission for adoption. With the support of the agency's Human Resources Division, the Board reviews proposed changes to compensation and classification plans and submits recommendations to the Commission.

Support Services

CAS Support Services accounts for non-discretionary shared operating expenses attributable to the departments and units that make up CAS. These expenses include the costs associated with housing (office rent), unemployment insurance, shared document production, centralized office supplies, and insurance premiums.

Full descriptions of the CAS departments and units are provided in their respective sections.



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY19 Budget	FY20 Adopted	FY21 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	66,250	66,250	68,250	3.0%
	Park Fund - Park Police Support	DHRM	45,000	45,000	50,000	11.1%
	Risk Management	DHRM	20,387	23,106	24,314	5.2%
	Capital Equipment Fund	Finance	42,000	32,286	33,600	4.1%
	Enterprise Funds	Finance	204,000	118,382	131,200	10.8%
	Park Fund - ERP Operations	Finance	93,400	88,000	76,100	-13.5%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	-	-	-
	Risk Management	Finance	34,000	16,143	19,600	21.4%
	Spec Rev Fund - Planning	Finance	28,000	36,272	44,300	22.1%
	Spec Rev Fund - Parks	Finance	-	19,000	20,000	5.3%
	Capital Equipment Fund	Corporate IT	-	19,469	20,872	7.2%
	Enterprise Funds	Corporate IT	-	71,388	79,112	10.8%
	Park Fund - Data Center	Corporate IT	344,745	352,455	443,739	25.9%
	Pension Trust Fund	Corporate IT	-	23,600	68,767	191.4%
	Risk Management	Corporate IT	-	9,735	12,686	30.3%
	Spec Rev Fund - Planning	Corporate IT	-	21,873	27,015	23.5%
	Spec Rev Fund - Parks	Corporate IT	-	11,457	12,206	6.5%
	Admin Fund - Planning	Legal	85,000	87,550	90,177	3.0%
	Park Fund	Legal	153,709	158,320	163,070	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	200,383	206,394	212,586	3.0%
	Spec Rev Fund - Development Review	Legal	152,876	157,462	162,186	3.0%
	Subtotal Montgomery		1,586,650	1,657,442	1,853,080	11.8%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	19,641	21,709	21,235	-2.2%
	Admin Fund - Planning - Recruitment	DHRM	12,860	14,182	14,488	2.2%
	Park Fund - HRIS/CC	DHRM	42,844	47,246	48,266	2.2%
	Park Fund - Labor Relations	DHRM	66,250	66,250	68,250	3.0%
	Park Fund - Park Police Support	DHRM	45,000	45,000	50,000	11.1%
	Park Fund - Recruitment	DHRM	49,091	54,261	53,074	-2.2%
	Rec Fund - Recruitment	DHRM	49,091	54,261	53,074	-2.2%
	Recreation Fund - HRIS/CC	DHRM	70,311	74,804	76,366	2.1%
	Risk Management	DHRM	20,387	23,106	24,314	5.2%
	Capital Equipment Fund	Finance	44,000	14,529	14,300	-1.6%
	Enterprise Funds	Finance	306,000	172,191	178,600	3.7%
	Park Fund - New Positions	Finance	108,000	108,000	108,000	0.0%
	Park Fund - ERP Operations	Finance	190,000	210,000	119,400	-43.1%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	-	-	-
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - ERP Operations	Finance	-	-	73,800	-
	Risk Management	Finance	43,000	32,286	27,600	-14.5%
	Special Revenue Funds (multiple)	Finance	136,000	80,715	89,400	10.8%
	Capital Equipment Fund	Corporate IT	-	8,761	8,775	0.2%
	Enterprise Funds	Corporate IT	-	103,836	109,067	5.0%
	Park Fund - Data Center	Corporate IT	635,970	777,904	948,790	22.0%
	Pension Trust Fund	Corporate IT	-	23,600	68,767	191.4%
	Risk Management	Corporate IT	-	19,469	17,677	-9.2%
	Special Revenue Funds (multiple)	Corporate IT	-	48,673	53,988	10.9%
	Park Fund	Inspector General	127,118	135,138	143,289	6.0%
	Admin Fund - Planning	Legal	273,393	281,595	290,042	3.0%
	Park Fund	Legal	192,253	198,020	203,961	3.0%
	Park Fund - Atty support	Legal	80,000	82,400	84,872	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	210,858	217,184	223,699	3.0%
	Subtotal Prince George's		2,938,967	3,108,420	3,366,394	8.3%
Commission-Wide						
	EOB	DHRM	80,958	94,708	98,772	4.3%
	Group Insurance	DHRM	31,040	35,382	36,833	4.1%
	Group Insurance	Corporate IT	-	103,836	116,216	11.9%
	Group Insurance	Finance	322,600	172,192	190,000	10.3%
	Subtotal Commission-Wide		434,598	406,118	441,821	8.8%
COMBINED TOTAL			4,960,215	5,171,980	5,661,295	9.5%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		619,110	665,265	687,236	3.3%
	Finance		1,820,600	1,322,396	1,348,300	2.0%
	Corporate IT		980,715	1,596,056	1,987,677	24.5%
	Legal		1,412,672	1,453,125	1,494,793	2.9%
	Inspector General		127,118	135,138	143,289	6.0%
	TOTAL		4,960,215	5,171,980	5,661,295	9.5%



Central Administrative Services Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The bi-county proposed FY21 operating budget for Central Administrative Services before chargebacks is \$24,996,173, which is a 5.3% increase over FY20. The budget sustains, at a minimum, the same service level as FY20, and incorporates the compensation and benefit assumptions utilized for all operating departments. The level of services, and therefore, funding allocation by county, is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver, such as number of employees paid. Some functions, such as the Merit System Board, are funded evenly by both counties.

Annual Review of Cost Allocation and Chargebacks

Each year, cost drivers and labor distribution are analyzed to better reflect county service levels. The FY21 proposed budget is based on the analysis performed in the Fall of 2019.

The FY21 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 45.2% Montgomery County and 54.8% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

The proposed budget for each Department/Unit is provided in the individual sections that follow the CAS summary.

Investing in an Essential Needs Budget

In FY21, the proposed budget addresses major known commitments and essential needs. Most operations have not requested funding of new positions. The proposed budget focuses on such core needs as identified in each department's budgets.

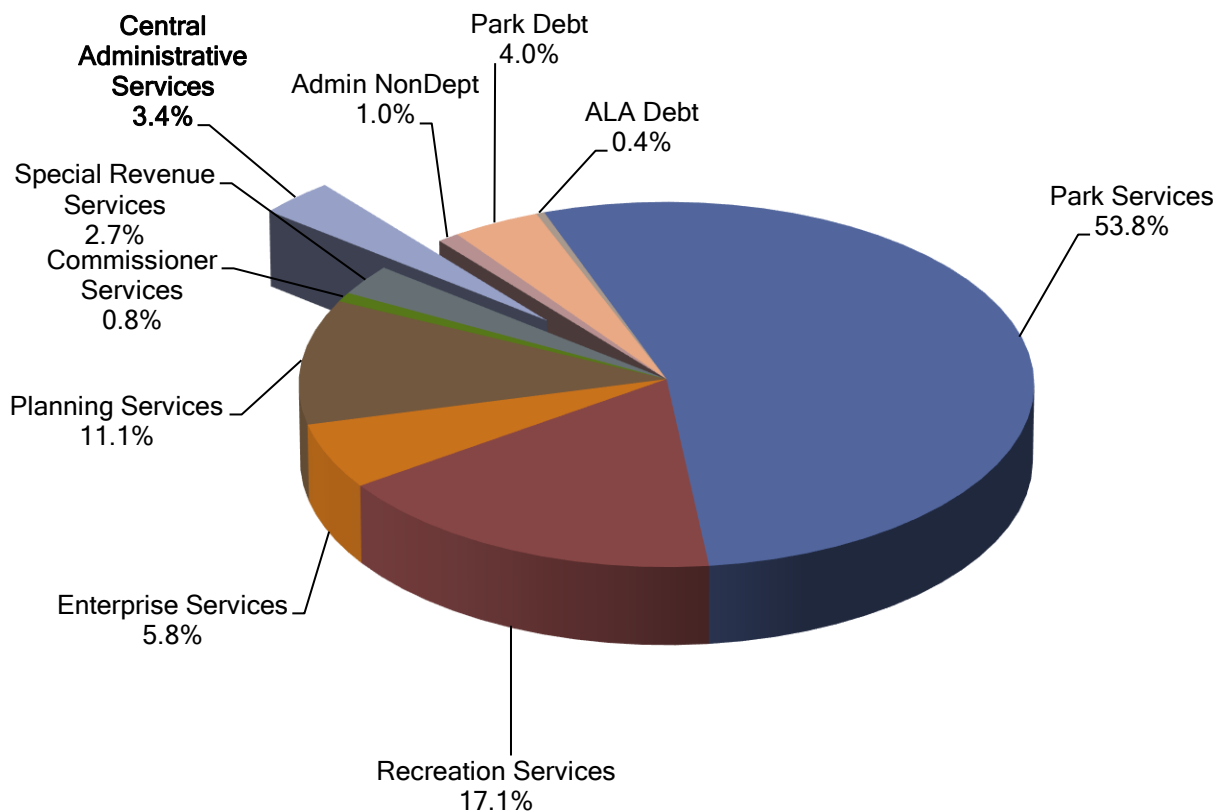
The CAS budget proposal reflects positions and workyears comparable to FY 2011 levels, even while work program demands have increased over the past nine years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued rollout of ERP functionality increase the demand for CAS departments' services.

The CAS proposed budget is 3.4% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS) FY21 Proposed Budget as a Percent of Total Operating Budget (excludes reserves, ISF, ALARF, and Capital Projects Fund)

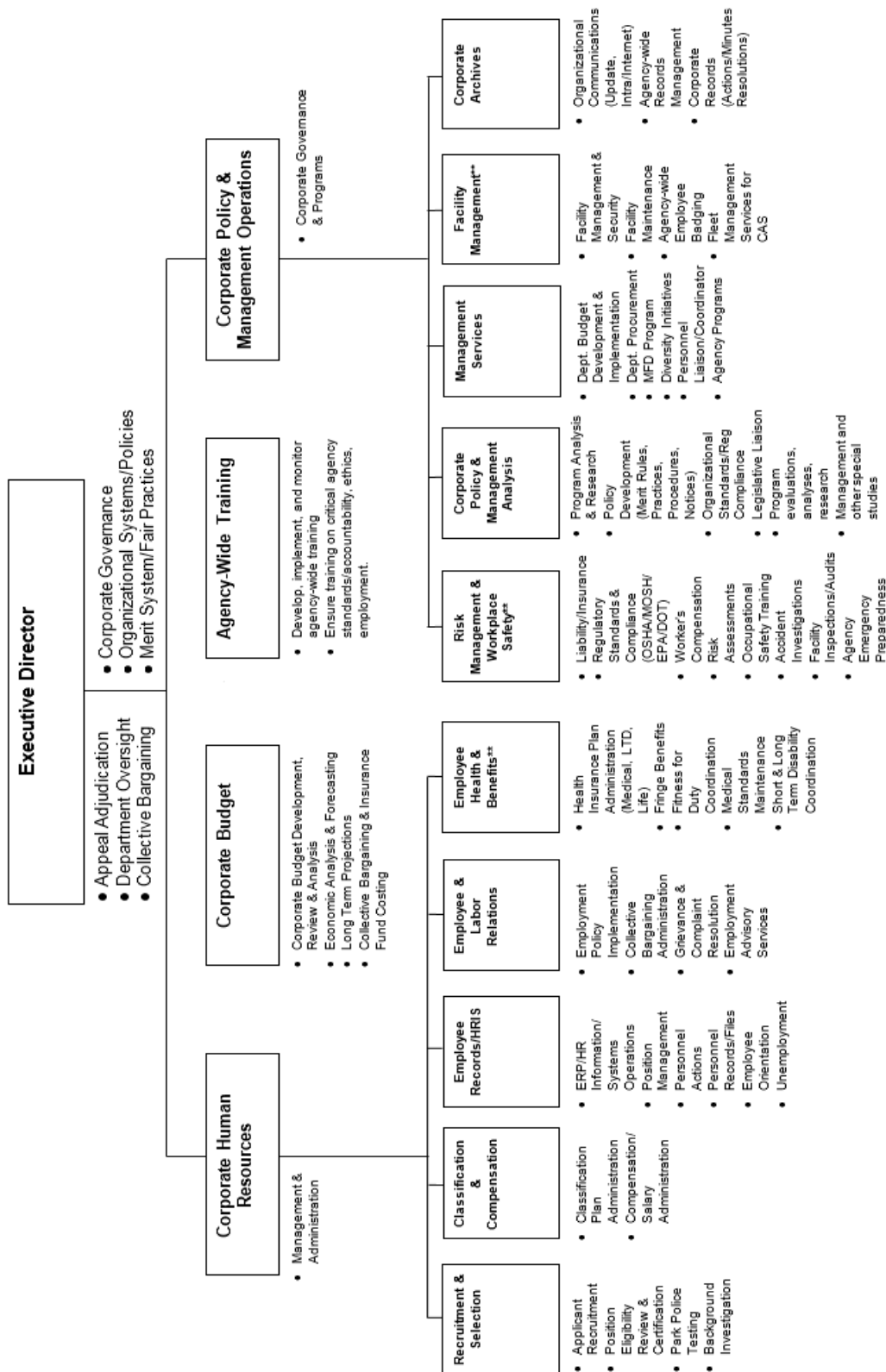


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



ORGANIZATIONAL STRUCTURE

Department of Human Resources and Management



** Internal Service Funds

Central Administrative Services

Department of Human Resources and Management

OVERVIEW

The Department of Human Resources and Management (DHRM) carries out three functional areas for the overall agency including effective corporate governance and operating guidance, fiscal planning and budgeting services, and human resources administration. The Executive Director oversees this Department and carries out chief administrative officer duties for the agency.

Many of the Department's functions are funded in the Administration Fund. However, the Department also is responsible for programs associated with the Risk Management Fund (Risk and Safety), the Commission-Wide Executive Office Building Fund, and the Commission-Wide Group Insurance Fund (health insurance and employee benefits).

The Department performs with integrity, innovation, and responsiveness and delivers exceptional customer service to agency employees, elected and appointed officials, and the citizens and patrons served in the bi-county region.

MISSION

DHRM operations provide corporate governance and administer agency-wide initiatives to ensure fair and equitable practices and programs, competitive and cost-effective employment compensation and benefits, prudent fiscal planning, and sound workplace and liability protections.

PROGRAMS AND SERVICES PROVIDED

Office of the Executive Director

The Office of the Executive Director provides executive leadership, coordination, and administrative direction for the operation of the agency and the Department. The Executive Director assures public accountability through a set of responsible, corporate management best practice systems and programs that meet local, state, and federal regulatory requirements. Services provided by the Office include ensuring fair and prudent workplace practices, implementation of the Merit System Rules and Regulations, and oversight of organizational policies and union contracts. The Office ensures compliance with adopted policies, monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program, conducts contract execution and procurement waiver reviews, reviews employment concerns and handles adjudication of grievance appeals, negotiates collective bargaining agreements, serves as liaison with both County Councils and County Executives, and provides oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs.

The Executive Director also meets regularly with the two respective Planning Board Chairs as the Executive Committee to support and administer the business of the agency.

Corporate Budget

The Corporate Budget Division promotes the responsible and sustainable use of public resources to meet the needs of bi-county residents by providing the agency and departments with central budget coordination, comprehensive fiscal and budget analysis, revenue estimates, and long-term fiscal policies and strategies.

The Corporate Budget Division oversees the agency's budget preparation process and provides sound, timely, and transparent fiscal information to support effective resource allocation



Central Administrative Services Department of Human Resources and Management

management, accuracy and uniformity across the agency. It works to understand customer needs and applies creative analyses to develop information that helps governance and operations to better meet customer needs.

Corporate Policy and Management Operations

The Corporate Policy and Management Operations team assists the Executive Director with carrying out agency-wide corporate governance duties and programs and manages five programs including Corporate Policy, Corporate Records, Management Operations and Internal Services, Risk Management and Workplace Safety, and Facility Operations.

Corporate Policy administers and develops agency-wide organizational policy, assists with organizational governance, conducts research and analysis of organizational needs, regulatory mandates, and best practices, and provides legislative support on bills or actions impacting policy or operational standards. The agency's policy system, as issued through Merit System Rules and Regulations, Notices, Resolutions, and Administrative Practices and Procedures, is managed by this Office.

Corporate Records manages the agency-wide Archive program to ensure official records are safeguarded and retained in accordance with Federal and State public record mandates, coordinates and supports corporate meetings of the Commission, the Executive Committee, Directors, and other ad hoc or standing committees, formally documents the actions of the Commission and conducts research of historical records and actions.

Management Operations and Internal Services carries out agency-wide and departmental operational activities including agency communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.), agency-wide training and programs including diversity and literacy initiatives, departmental staff development, EOB facility operations, department procurement administration, and overseeing the development and management of six operational budgets including the DHRM, CAS Support Services, the Merit System Board, Risk Management Internal Service Fund, Commission-Wide Group Insurance Internal Service Fund, and the Executive Office Building Internal Service Fund.

Risk Management and Workplace Safety develops and implements programs that to reduce risk of personal injury to employees and patrons, protect and secure the agency's assets, and mitigate losses. Goals are achieved through supervisory and employee training, compliance with federal and state safety regulations issued by the Maryland Occupational Safety and Health (MOSH), the Federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT), administers workers' compensation and liability programs, insurance portfolios for loss control, safety programs such as drug and alcohol testing, blood-borne pathogens and hazards handling, drivers' license and driver safety training, and emergency response initiatives, accident and damage inspections, and risk assessments. The unit also provides oversight of the agency's participation in the Montgomery County Government's Self-Insurance Program (MCSIP). The self-insurance program provides specialized services related to third party reviews of workers' compensation and liability claims and participation in group insurance. This program is funded in the Risk Management Internal Services Budget.

Facility Operations manages the facility operations that house the Central Administrative Services Departments and units, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board. Operations include facility



Central Administrative Services

Department of Human Resources and Management

maintenance, support compliance with state and local fire and workplace codes. The agency-wide employee identification badging program is also managed by this team. This program is funded in the EOB Facility Internal Services Budget.

Human Resources

The Human Resources (HR) Division ensures fair and equitable treatment of all employees, a diverse, qualified and available applicant pool, a merit-based employee recognition and compensation program, and an affordable, responsive, and attractive array of benefits and health programs. The Division administers two collective bargaining agreements that cover Park Police Officers through the rank of Sergeant (FOP) and general service career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO). The Division's five programs include Classification and Compensation, Human Resources Information Systems, Recruitment and Selection Services, Employee and Labor Relations and Employee Health and Benefits.

Classification and Compensation establishes and administers a personnel system to assure equal pay for equal work. Staff analyzes and evaluates positions based on duties, responsibilities, and minimum qualifications, and recommends the agency's compensation schedule. Related work includes benchmarking, salary exception review, classification specification development and maintenance, and position control in accordance with adopted budgets.

Human Resources Information System safeguards and maintains official employee records (physical and electronic) according to federal and state regulations. The Division maintains the employee records database, and reviews, enters, authorizes, and approves employee actions (e.g., hire, pay, terminate) in accordance with personnel policy and collective bargaining agreements. Responsibilities include custodianship of employee records, oversight and coordination of state unemployment reimbursement claims, employment verification and legal garnishments tracking, employee-data reporting and supporting and integrating existing timekeeping and payroll systems.

Recruitment and Selection Services supports the provision of a diverse, skilled, and effective workforce. The team provides full-cycle recruitment activities to the agency including position advertising, testing, application processing, selection, background and reference checks, delivering employment and promotion offers, and new employee orientation coordination. An outsourced online applicant tracking system is used to provide full-service recruitment support to departments as requested. Park Police entry and advancement testing is also administered through this team.

Employee and Labor Relations fosters management-employee partnerships and assists management in handling complex employment concerns. The team investigates complaints, resolves grievances, reviews disciplinary and performance issues, provides alternate dispute resolution, supports the Park Police Chiefs' Committee and Grievance Mediation Boards, and administers the Performance Recognition and Performance Management Programs. The Division also assists with the negotiation and administration of employment policy and collective bargaining contracts, conducts ongoing training on updated and current agency employment policies and reviews reasonable accommodation requests for compliance with the Americans with Disabilities Act.

Employee Health and Benefits administers a comprehensive health benefits program, including medical, dental, vision, and prescription drug plans, life and long-term disability insurance



Central Administrative Services Department of Human Resources and Management

programs, the flexible spending account program, the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees' Sick Leave Bank, deferred compensation plans, and a tuition assistance program. This program is funded out of the Group Insurance Fund.

The team ensures implementation of programs such as the Affordable Care Act, Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA), and the Family Medical Leave Program (FMLA). Programs aimed at improving the health and well-being of employees, such as health screenings, financial wellness counseling, smoking cessation classes and weight loss programs are also managed by the team. Other services include specialized medical testing and monitoring of return to work, pre-employment, police physicals, fitness for duty examinations programs and psychological evaluations workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with federal and state mandates.

FY20 ACCOMPLISHMENTS

Corporate Governance: Provided sound guidance and oversight in areas related to upholding the Merit System, organizational policies and standards, collective bargaining and agency-wide programs, Enterprise Resource Planning, conflict resolution, equal employment opportunity, and employee appeals adjudication.

National Recognition as a Workplace of Excellence: Once again, the agency achieved national recognition for our innovative policies and programs from the Alliance for Workplace Excellence. Following a rigorous review by a panel of industry leaders, the agency was one of only a handful of organizations to earn all four awards for outstanding and innovative policies and programs. The Workplace Excellence Award/Seal of Approval was awarded for the agency's exceptional commitment to the overall success of workforce initiatives such as management practices, workplace standards, and comprehensive work/life policies. The Health and Wellness Seal of Approval, the Diversity Champion Award, and the EcoLeadership Award for visionary leadership and commitment to environmentally sustainable workplace practices were also awarded to the agency.

Collective Bargaining and Labor Relations: The Executive Director led the management bargaining team in full contract negotiations with the Fraternal Order of Police Union (FOP) and a wage reopener with the Municipal and County Government Employees Organization/UFCWU Local 1994 (MCGEO) Union.

Fiscal Responsibility and Budget Management: The agency was a recipient of the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the 33rd consecutive year.

Compensation and Classification Systems: DHRM continued implementing multi-year recommendations from the comprehensive agency-wide compensation and classification study to support the ability to recruit and retain a highly skilled career workforce.

Workforce Development: A number of agency-wide programs have been designed and implemented by the Department. The Apprenticeship Program was revitalized as a means for career development. Staff development efforts through the Language and Literacy program and Diversity Council initiatives continued.



Central Administrative Services Department of Human Resources and Management

Policy Development and Management Studies: Examples of policy and program analyses completed during this fiscal period include: continued comprehensive review and update of all agency policies with emphasis in the current cycle on those concerning employment, finance and budgeting, and office services, facilities and equipment, addressing new management directives such as establishing standby coverage for certain positions, and strengthening internal controls such as lobbying disclosure.

Employee Benefits: As a result of competitive bidding processes, health care plans remain competitive and cost effective with emphasis on access and quality care. A robust health and wellness program continued to be strengthened to encourage employees to remain proactive about their health and help reduce overall health care costs.

Enterprise Resource Planning (ERP) and Employee Records: Automated the Digital Personal Action (DPA) and Seasonal Payroll Automation (SPA) to eliminate paper timecards by integrating ERP and the timekeeping system and automate personnel actions for seasonal employees.

Recruitment and Selection: Began implementing a new employee onboarding module and developed integration with ERP to automate the onboarding process.

FY21 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY21 include:

- Continued implementation of management-supported recommendations from the Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.
- Conduct collective bargaining negotiations to include a full labor agreement with the Municipal and County Government Employees Organization (MCGEO) and a wage reopener with the Fraternal Order of Police (FOP).
- Continue analysis and updates of agency-wide corporate policies. These policies encompass nearly 200 functional areas and it is necessary to maintain them to ensure regulatory compliance, fair practices, and accountability. This is a high priority supported by operating departments, Inspector General, and the findings of the external accreditation process of the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- Conduct succession planning in collaboration with operating departments to address critical staffing and operational needs.
- Complete work with the State on public records compliance for agency-wide archives program. Continue to move records to a digital platform to ensure continued compliance with changes in public records laws and revised State of Maryland protocols.



Central Administrative Services Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	FY20 Adopted	FY21 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$2,393,177	\$2,459,657	2.8%	43.2%
Staffing				
Funded Career Positions	17.49	17.49	0.0%	42.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	16.64	16.64	0.0%	41.6%
Prince George's County Budget				
Expenditures	\$3,017,463	\$3,234,655	7.2%	56.8%
Staffing				
Funded Career Positions	23.51	23.51	0.0%	57.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.36	23.36	0.0%	58.4%
Combined Department Total Budget				
Expenditures	\$5,410,640	\$5,694,312	5.2%	100.0%
Staffing				
Funded Career Positions	41.00	41.00	0.0%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	40.00	40.00	0.0%	100.0%

* Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 proposed budget is \$5,694,312, representing an increase of 5.2% (\$283,672) over the FY20 adopted budget level. This increase represents operations administered by the Department, as well as allocated charges for technology systems and support from the Office of the Chief Information Office. The increase is allocated \$217,192 to Prince George's and \$66,480 to Montgomery County after the application of chargebacks. The proposed compensation marker is not included in this number. Based on a recent cost allocation analysis by the Corporate Budget Division, the Commission supported adjusting the FY21 funding allocation before chargebacks to 41.6% Montgomery and 58.4% to Prince George's. This shifts 1.1% of the funding allocation from Montgomery to Prince George's, as compared to FY20. Major components of the budget are described below:

Personnel Services: This category includes an increase of 4.8% (\$251,647). The proposed DHRM budget includes 41 career and 2 term contract positions, with 40 WYS (of which 16.64 are allocated to Montgomery and 23.36 to Prince George's, respectively). No personnel changes are being requested for FY21.



Central Administrative Services Department of Human Resources and Management

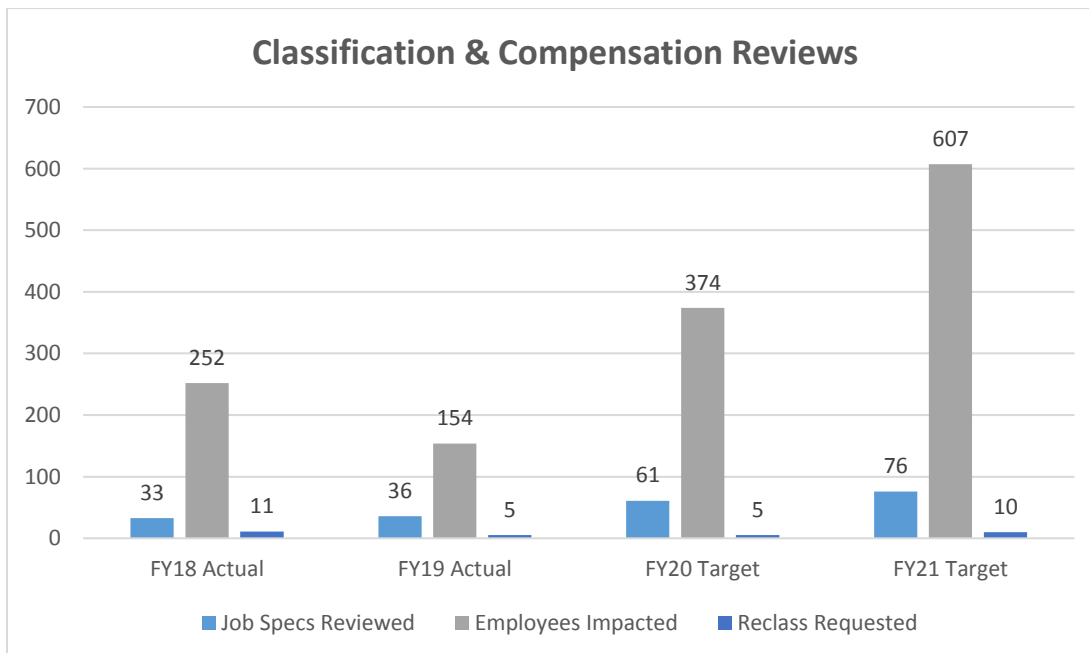
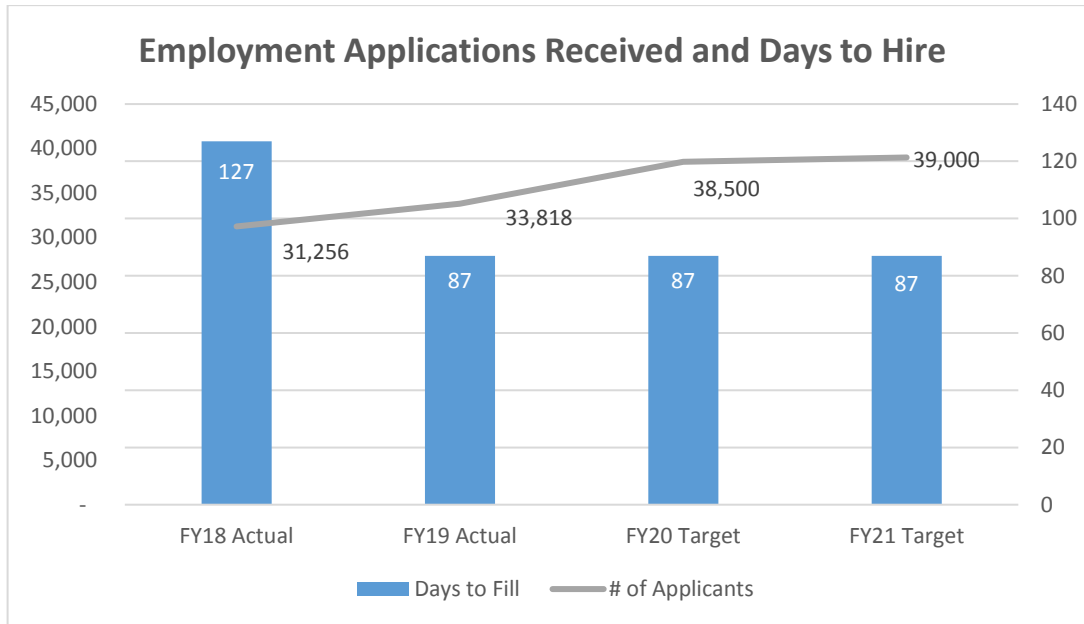
Other Operating Charges: This category includes an increase of 2.9% (\$12,139) for supplies, materials and professional services to support the Classification and Compensation study, labor negotiations, and employee records technical support.

Chargebacks: Have been adjusted for wage and benefit allocations.



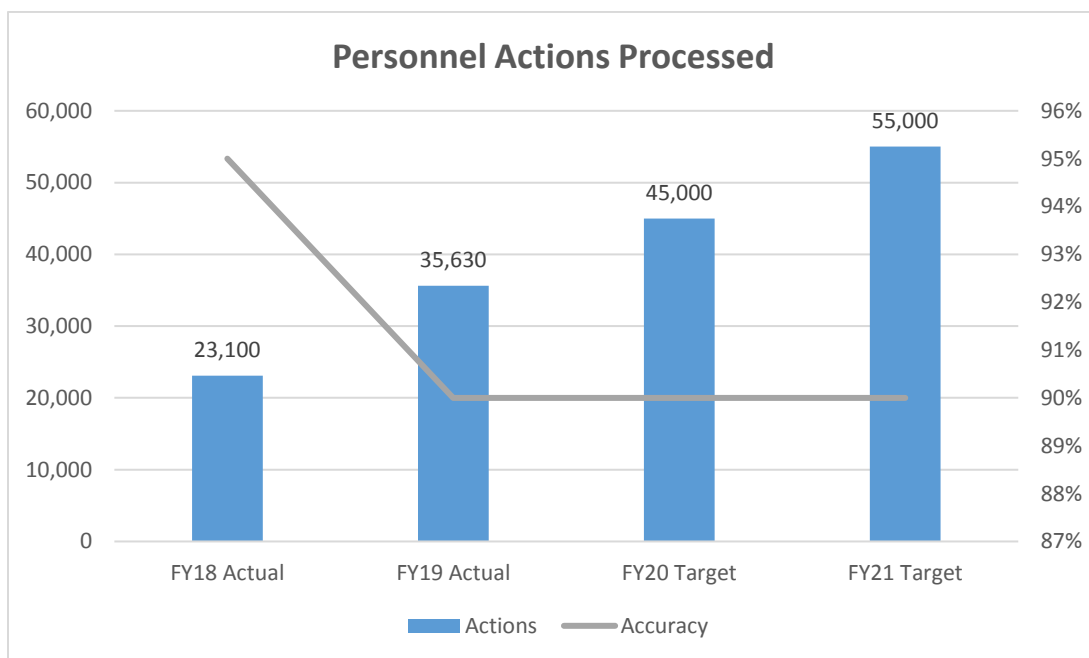
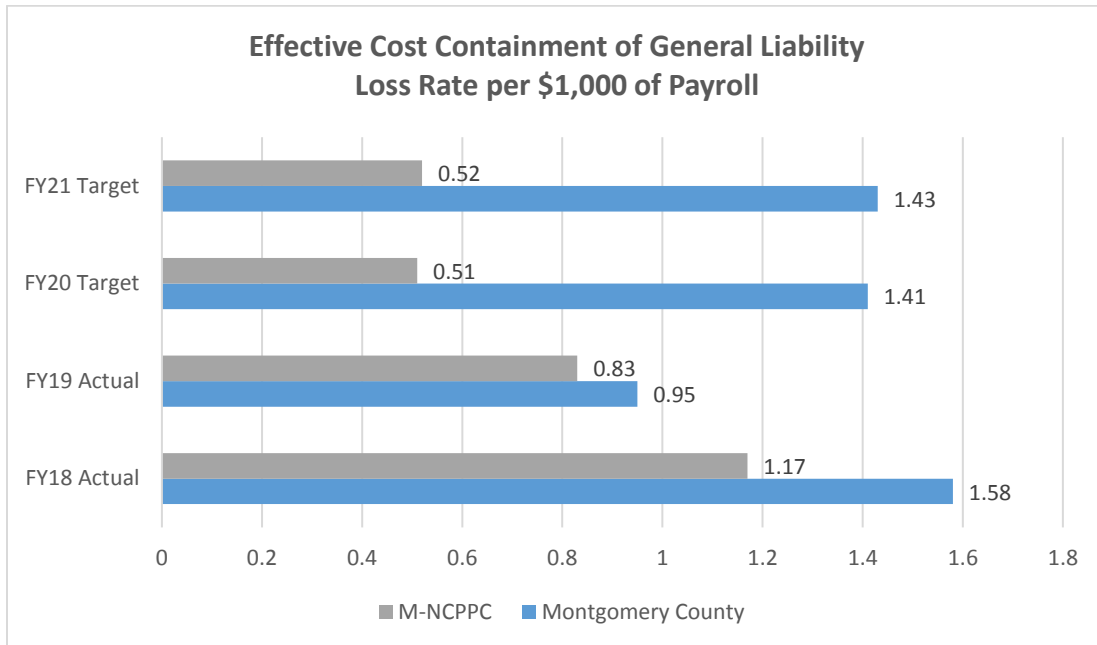
Central Administrative Services Department of Human Resources and Management

GOALS AND PERFORMANCE MEASURES



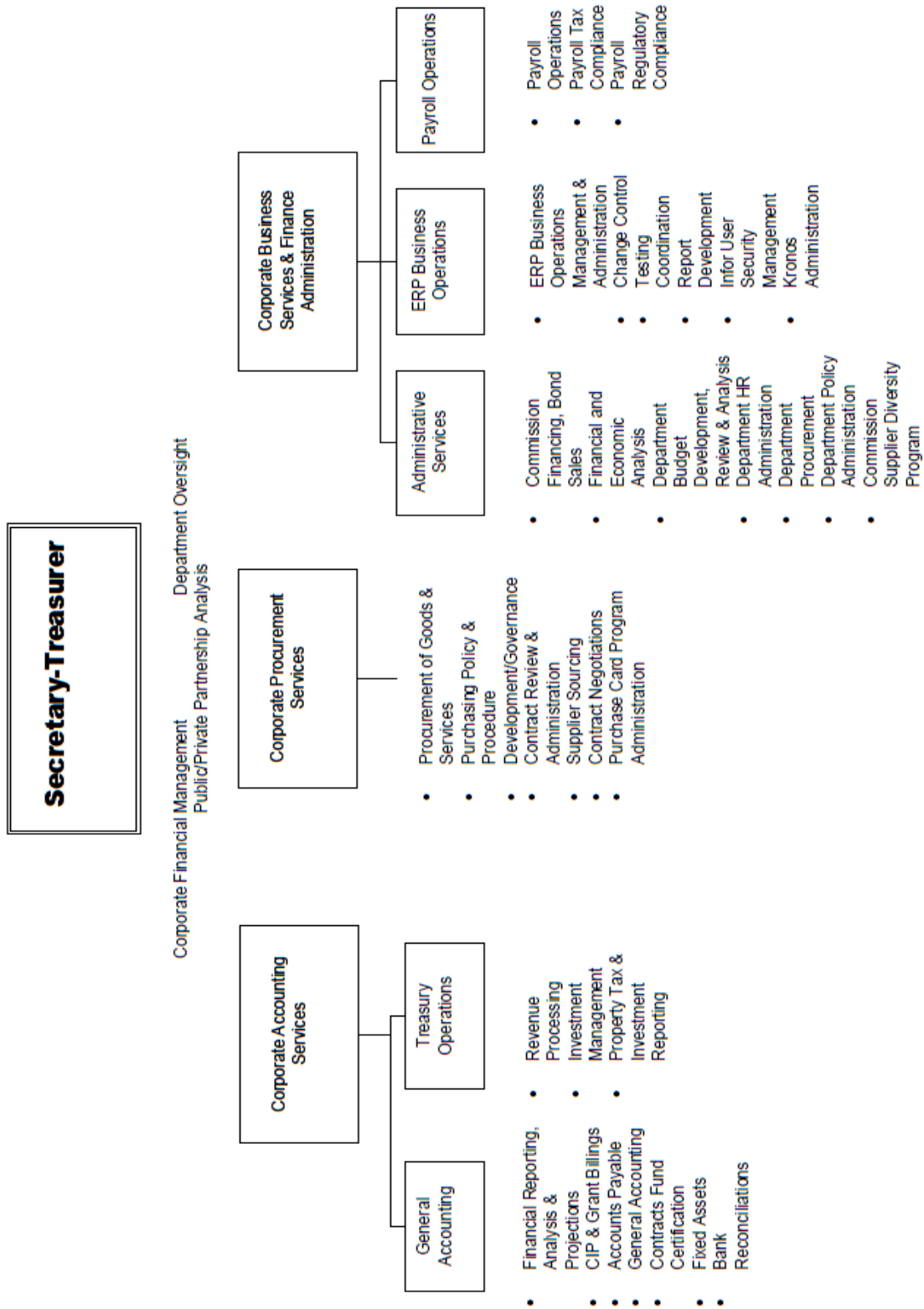
Central Administrative Services

Department of Human Resources and Management



ORGANIZATIONAL STRUCTURE

DEPARTMENT OF FINANCE



Central Administrative Services

Finance Department

OVERVIEW

The Finance Department operates under the direction of the Secretary-Treasurer and is organized into three divisions: Corporate Business Services & Finance Administration, Corporate Accounting Services, and Corporate Procurement Services. The Department is responsible for Corporate Financial Policy, Management of Debt and Investments, Payroll Administration and Disbursements, Accounting and Financial Reporting, Procurement, and Enterprise Resource Planning (ERP) Program Management.

MISSION

The Finance Department's mission is to provide comprehensive financial services, maintain strong internal controls, and implement and administer corporate management information systems using advanced technologies for Commission management and staff, Montgomery and Prince George's County governments, and other relevant outside entities to maintain a financially sound organization and support Commission's delivery of services to the bi-county region.

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer – Corporate & Business Services Division

The Office of the Secretary-Treasurer – Corporate & Business Services Division has three (3) major work programs: Department Management, Payroll Operations, and ERP Operations Management. Department Management has four (4) major functions: provide corporate financial oversight; direct the overall operations of the Finance Department; oversee the Supplier Diversity Program; and manage the debt program to finance capital equipment and the Commission's capital improvement projects. Payroll Operations processes two bi-weekly payrolls for all agency employees; ERP Program Management is responsible for oversight, management, user-security, change management and change control of the ERP business systems, and provides operations support to the payroll, Kronos, general ledger and procurement systems. The Division also offers financial advice and financial analysis expertise to other Commission departments to enable them to make informed judgments and strategic financial planning decisions.

Corporate Accounting Division

The Corporate Accounting Division has three (3) major programs: Financial Accounting and Reporting, Accounts Payable and Treasury Operations. The Financial Accounting and Reporting function consists of recording and reporting financial transactions, preparing financial statements, preparing quarterly budget projections, generating billings, processing grants, reviewing actual expenditure and budget data in the Accounting System, coordination of the annual external audit, preparation of the Comprehensive Annual Financial Report (CAFR) and preparation of the Uniform Financial Report for the State. The Accounts Payable function covers the processing of all vendor payments, responding to all questions regarding payment status, and preparation of 1099 Forms. Treasury Operations has three (3) major functions: processing of revenue transactions, management of investments, and financial reporting of investments and revenue. Treasury manages cash and investments in accordance with Commission investment policies, which emphasize the protection of investment principal, sufficient liquidity to meet all cash flow requirements, and maximum return on investments subject to the first two objectives. Financial reports are prepared to provide historical and projected information on property tax collections and other revenue sources. Investment reports are prepared to inform management of investment returns and compliance with investment policy.



Central Administrative Services Finance Department

Corporate Procurement Division

The major function of the Corporate Procurement Division is to oversee the procurement of all necessary commodities, supplies, equipment and services that support the Commission's mission. As components of this primary function, the Division is responsible for purchasing policy and procedure development as well as contract review and processing. By implementing the provisions of the Commission's Non-Discrimination Policy, the Division promotes equal and fair competition between all vendors.

ACCOMPLISHMENTS

The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 47th consecutive year in FY2019. The Commission has received this award longer than any other organization in its category.

BUDGET AT A GLANCE

Summary of Finance Department Budget

	FY20	FY21	%	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$2,353,443	\$2,254,622	-4.2%	44.2%
Staffing				
Funded Career Positions	20.47	20.92	2.2%	44.5%
Funded Workyears	19.58	20.02	2.2%	44.5%
Prince George's County Budget				
Expenditures	\$2,623,117	\$2,847,237	8.5%	55.8%
Staffing				
Funded Career Positions	25.53	26.08	2.2%	55.5%
Funded Workyears	24.42	24.98	2.3%	55.5%
Combined Department Total Budget				
Expenditures	\$4,976,560	\$5,101,859	2.5%	100.0%
Staffing				
Funded Career Positions	46.00	47.00	2.2%	100.0%
Funded Workyears	44.00	45.00	2.3%	100.0%

* Percent Allocated is the amount of the Department's budget funded by each county.



Central Administrative Services Finance Department

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 Proposed Budget is \$5,101,859 reflects a 2.5% increase from the FY20 adopted budget after chargebacks.

The Personnel Services budget increased by \$21,938 in salaries and by \$128,053 in benefits due to the additional Supplier Diversity Program Manager position and other benefit cost changes.

In developing this preliminary estimate of the FY21 budget request, the Finance Department has carefully considered how to meet the service needs of the operating departments.

After careful consideration and input from the operating departments, there is one proposed funding request for fiscal 2021:

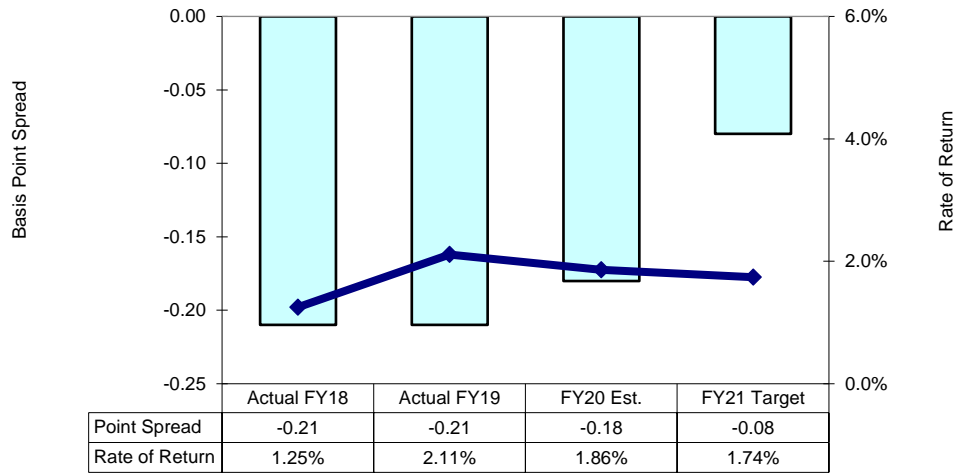
- A new position is requested in the Secretary-Treasurer's Office to Monitor and administer the Supplier Diversity Program currently under development, as mandated by the legislature. To be effective, such a program requires a champion separate from those who perform procurement tasks in the Finance Department as well as the operating departments.



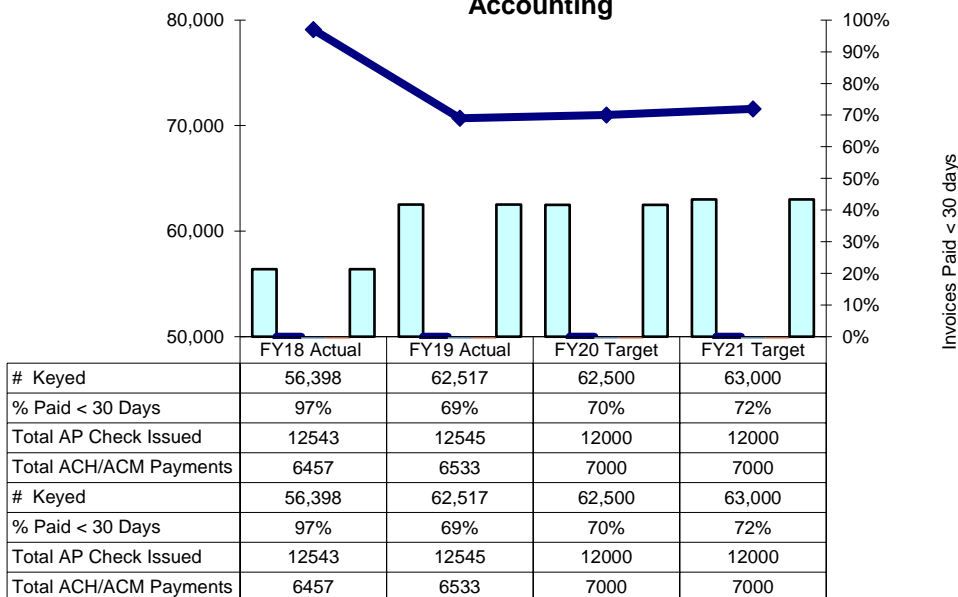
Central Administrative Services Finance Department

GOALS AND PERFORMANCE MEASURES

Treasury Operations Basis Point Spread Portfolio Versus 90-Day Treasury Bill Rate of Return

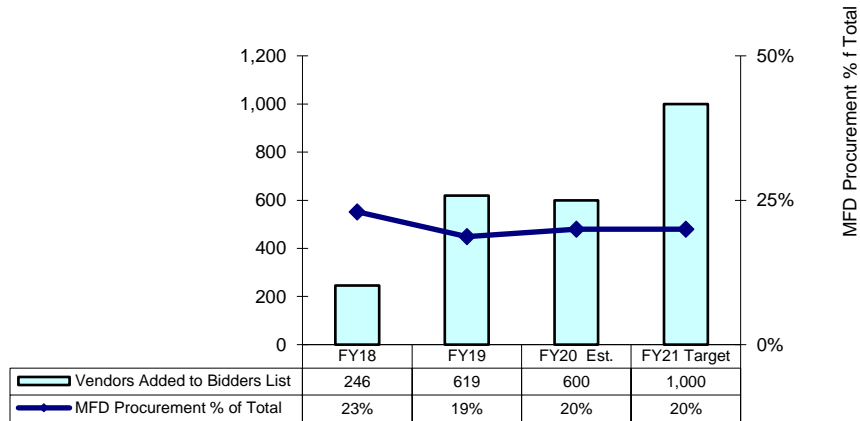


Accounting



Central Administrative Services Finance Department

MFD Procurement Opportunity Minority, Female or Disability Owned



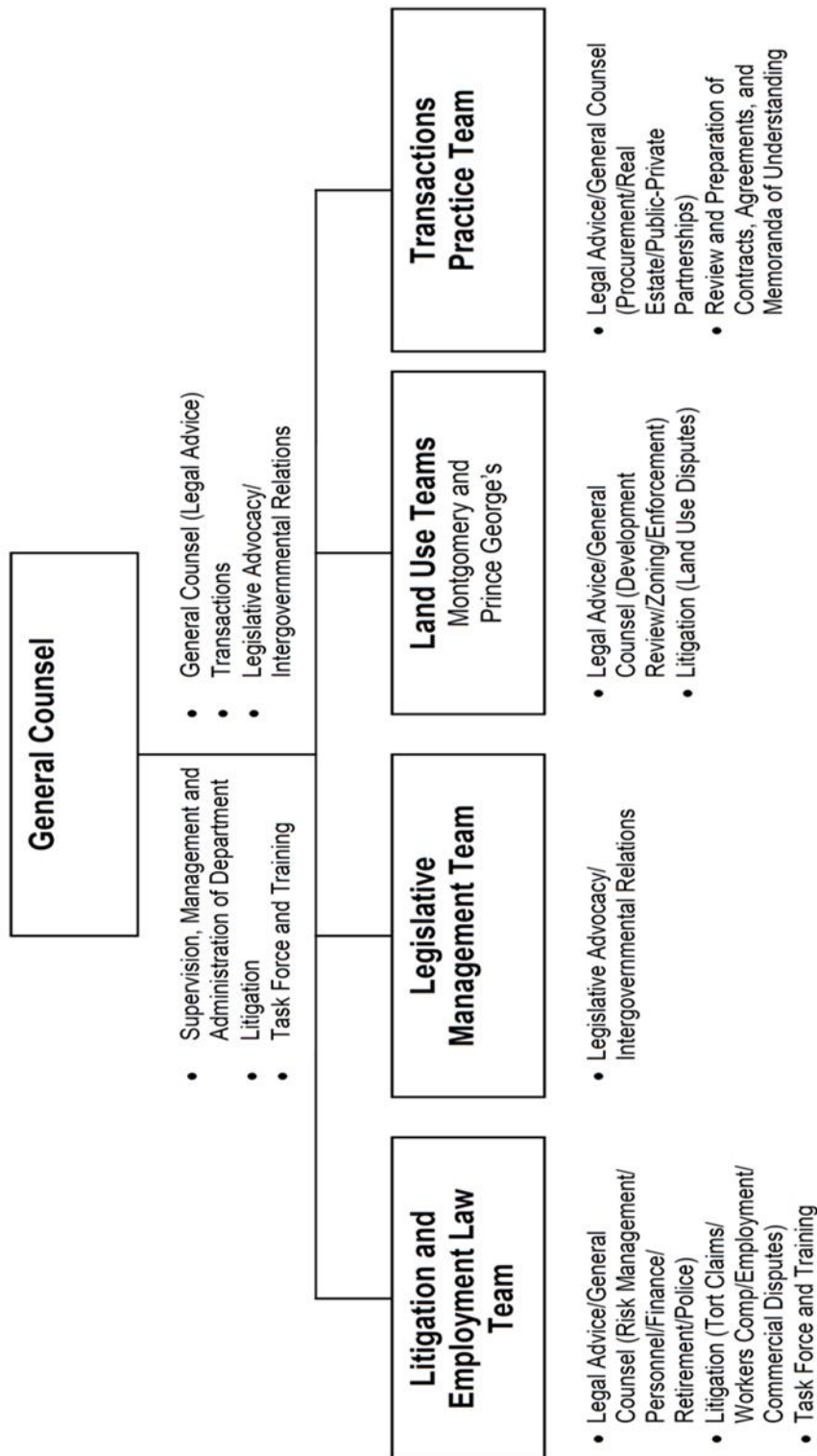
Bond Rating Data

Rating Agency Information				
	FY18	FY19	FY20 Est.	FY21 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

LEGAL DEPARTMENT



Central Administrative Services Legal Department

OVERVIEW

The Office of the General Counsel (OGC or Legal Department) delivers a comprehensive program of legal services to the Commission, supporting almost every facet of the agency's work program. The OGC guides the Commission's internal corporate operations; advises staff and the Planning Boards as they navigate their important quasi-judicial and regulatory responsibilities; advocates on the Commission's behalf in litigation before the state and federal courts; and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.

MISSION

The mission of the Office of the General Counsel is to provide cost effective legal advice and representation of the highest quality to The Maryland-National Capital Park and Planning Commission as a corporate entity. The primary emphases of the work program are providing proactive counsel, preventive advice and early intervention to support decision-makers with a clear picture of all their lawful options.

PROGRAMS AND SERVICES PROVIDED

The OGC's four work programs are: General Counsel, Litigation, Legislation and Task Force Participation. To support these programs, staff attorneys are primarily grouped into five specialized work teams: Litigation and Employment Law; Transactions Practice; Legislative Management; Montgomery County Land Use; and Prince George's County Land Use. Each team is assigned responsibility for work through a matrix management model that includes the following eleven functional elements:

- Advice (Counsel)
- Support to Commission Hearings
- Civil Trial Litigation
- Judicial Review Litigation
- Administrative Litigation
- Appellate Litigation
- Business Transactions
- Property Management Transactions
- Procurement Transactions
- Regulatory Transactions
- Legislative Management



Central Administrative Services

Legal Department

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY 2019, the OGC registered 20 new litigation cases and closed 34 cases – ending the year with 14 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including 9 ordinary tort claims, 4 workers compensation appeals and 7 contract disputes. Most notably, the Commission’s legal team welcomed the final decision by the U.S. Supreme Court that ended a seven-year fight to preserve the agency’s stewardship of the historic Bladensburg Peace Cross World War I memorial after a challenge under the Establishment Clause. The Commission litigation team consistently delivered successful results, with the Commission prevailing in a number of notable cases – for example, our defense verdict in an unusually complex vehicle tort case. In Montgomery County, Commission lawyers successfully defended several Planning Board approvals, including the development of the WMAL property, the redevelopment of the property immediately adjacent to the Bethesda Metro station, a church and accompanying school on New Hampshire Avenue, and a subdivision in Potomac.

Proactive Legal Support for Commission Policy Makers: The Legal Department continued in its tradition of delivering real-time, preventive counsel to support sound business and public policy decisions. During FY 2019, our work included: drafting amendments for a new “Signature Business Headquarters” zoning use category to attract major employers to locate in Montgomery County; drafting complicated land use and licensing laws to regulate the rollout of 5G small cell technology in Prince George’s County and comply with federal regulation; structuring a forest conservation plan amendment that enabled Congressional Country Club to win re-designation for the PGA Tour; developing an effective strategy to assure a service contractor’s compliance with local wage and hour laws; and advising the agency’s management on the implementation of the Maryland Healthy Working Families Act. In addition, each OGC Land Use team continued its history of legal support for staff working to help vet important development projects, such as the redevelopment of the Montgomery Village Golf Course in Montgomery County and the redevelopment of Beltway Plaza, a mixed-use project in Prince George’s County that consumes 1,000,000 square feet under roof.

Building Quality of Life – One Transaction at a Time: The Commission Transactions Practice Team represented staff and the Planning Boards in the negotiation and development of dozens of complex agreements, memoranda of understanding, and policies related to the Commission’s park and recreation functions. In FY 2019 the Transactions Team approved approximately 670 procurement related contracts for legal sufficiency. Examples of important projects initiated or completed during FY 2019 include the successful negotiation and completion of complex agreements for: the Commission’s use of the proposed Liberty Sports Park Lacrosse complex in Bowie, Maryland; an innovative Montgomery Parks eBike/eScooter Pilot Program using certain Commission trails in both counties; for a Commission wide vending machine services agreement to provide healthy vending snacks in all Commission facilities as part of the Commission’s Healthy Vending Program; a multimillion Water Quality Protection Fund agreement with the Montgomery County Department of Environmental Resources; and for multiple technology agreements for the technology systems.



Central Administrative Services Legal Department

Legislative Support: In its role as legislative advocate for the Commission, the OGC Legislative Management Team lobbied or monitored over 160 bills during the 2019 Session of the Maryland General Assembly, including about 20 bills relating directly to agency operations in Prince George’s or Montgomery County. In addition, the Commission’s team in Annapolis engaged directly in advocating for a healthy bi-county share of the State’s Program Open Space “Local Side” funding, resulting in allocations for Montgomery County and Prince George’s County of \$8.6 and \$7.4 million, respectively.

BUDGET AT A GLANCE

The Legal Department’s FY 2021 funding request will show a maintenance level budget – that takes into account the reduced service level at MRO that was required to meet the FY19 and FY20 funding cuts in Montgomery County Administrative Fund. After accounting for the combined fiscal impact of personnel changes, including expected changes in fringe benefit costs, the fiscal impact of our personnel budget would be a net increase of \$235,070, which results in a budget for personnel services allocable to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$152,267
- Prince George’s County Administration Fund: \$82,803

Additionally, this budget reflects the updated allocation formula (“split”) for Montgomery/Prince George’s County at 48.9%/51.1% respectively, as well as any changes in non-departmental charges passed through for capital equipment, the CIO allocation, etc.

Restoration of FY20 Montgomery County Reduction:

As you may recall, last year, the Legal Department was able to attain the reduced spending targets imposed during the budget cycle for Montgomery County by using salary lapse savings. We are accordingly proposing to restore the capacity to cover those expenses at the approved FY20 levels.



Central Administrative Services Legal Department

Summary of Legal Department Budget

		FY20	FY21	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$1,487,160	\$1,639,427	10.2%	54.6%
Staffing	Funded Career Positions	13.00	13.00	0.0%	52.0%
	Funded Workyears	13.00	13.00	0.0%	52.0%
Prince George's County Budget					
Budget	Expenditures	\$1,282,781	\$1,365,584	6.5%	45.4%
Staffing	Funded Career Positions	12.00	12.00	0.0%	48.0%
	Funded Workyears	12.00	12.00	0.0%	48.0%
Combined Department Total Budget					
Budget	Expenditures	\$2,769,941	\$3,005,011	8.5%	100.0%
Staffing	Funded Career Positions	25.00	25.00	0.0%	100.0%
	Funded Workyears	25.00	25.00	0.0%	100.0%

* Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 Proposed Budget proposes a maintenance level budget with a modest pass-through of interdepartmental chargebacks.



Central Administrative Services

Office of Inspector General

OVERVIEW

The Office of the Inspector General (OIG) obtains its authority through the Annotated Code of Maryland §15-501-508. The OIG assists the Maryland-National Capital Park and Planning Commission (Commission) by providing independent evaluations and recommendations regarding opportunities to preserve the Commission's reputation and improve the effectiveness, productivity, and efficiency of Commission programs, policies, practices and operations. The OIG also investigates and reports on instances of fraud, waste, and abuse of Commission property or funds.

The Inspector General is appointed by and reports to the Commission's Audit Committee (AC). In addition to the Inspector General, OIG personnel consist of three (3) Assistant Inspectors General, one (1) IT Audit Manager, and a part-time Administrative Assistant.

The AC is comprised of four voting members, one Commissioner from each of the Planning Boards, and two public members. The Commission Chair serves as an ex officio nonvoting member of the AC.

MISSION

The mission of the OIG is to provide independent objective audit/review and risk assessment services designed to add value and improve the operations of the Commission.

ACCOMPLISHMENTS

- Performance audits provide objective analysis to assist management and those charged with governance and oversight in using the information to improve program performance and operations, reduce costs, and facilitate decision making. The OIG completed 11 performance audits in FY19. Six (6) of the audits included a review of Commission-wide programs such as Competitive Bid Waivers, Treasury Operations, and Park Police Overtime. Five (5) of the audits were full facility audits. As a result of these reviews, the OIG presented 41 audit recommendations to improve the effective and efficient operation of M-NCPPC programs and facilities.
- The OIG completed 13 fraud, waste, and abuse investigations, 9 management advisories, and 21 follow-up reviews. Upon completion of the follow-up reviews, the OIG was able to conclude 82 of the 94 (87%) audit recommendations reviewed were satisfactorily resolved.
- The OIG facilitated a Commission-wide risk assessment in May 2018. As part of the assessment process, the OIG met with key stakeholders throughout the Commission to identify auditable units, inherent risks, and mitigating controls. The results of the assessment provided the basis for the FY19 Audit Plan, which was subsequently approved by the AC. These activities furthered the OIG's obligation to timely identify the most critical risks and vulnerabilities in Commission programs and operations to allow the Commission to take necessary corrective actions.



Central Administrative Services Office of Inspector General

BUDGET AT A GLANCE

Summary of Office of the Inspector General

	<u>FY20 Adopted</u>	<u>FY21 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
Montgomery County Budget				
Budget				
Expenditures	\$285,643	\$391,353	37.0%	44.2%
Staffing				
Funded Career Positions	2.00	2.50	25.0%	41.7%
Funded Workyears	2.20	2.70	22.7%	41.5%
Prince George's County Budget				
Budget				
Expenditures	\$399,082	\$493,660	23.7%	55.8%
Staffing				
Funded Career Positions	3.00	3.50	16.7%	58.3%
Funded Workyears	3.30	3.80	15.2%	58.5%
Combined Department Total Budget				
Budget				
Expenditures	\$684,725	\$885,013	29.3%	100.0%
Staffing				
Funded Career Positions	5.00	6.00	20.0%	100.0%
Funded Workyears	5.50	6.50	18.2%	100.0%

* Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 proposed budget of \$885,013 represents a 29.3% (or \$200,288) increase over FY20 adopted budget of \$684,725. Most of the increase (\$174,274) can be attributed to salary and benefit increases summarized below:

- For FY21, the OIG has requested a new Inspector III position budgeted at \$139,652 (salary and benefits). The position is needed to ensure all fraud, waste, and abuse allegations can be thoroughly investigated and corresponding recommendations can be put forth to strengthen internal controls.
- Other approved salary and benefit increases of \$42,773 are reflected in the FY21 proposed budget.
- Prince George's County chargebacks increased by \$8,151, offsetting the increases in personnel costs. The increase is due to approved salary and benefit costs of a full time Inspector.

Note: FY21 projections do not include FY21 compensation markers.



Central Administrative Services Office of Inspector General

Additional new funding requests in FY21 include a \$8,800 increase to the training budget, \$3,000 in funding to cover required peer review costs, and an additional \$13,320 in funding to cover CIO/CWIT initiatives.

GOALS AND PERFORMANCE MEASURES

Goals:

- The Inspector General shall coordinate with the AC to develop a written Audit Plan based on an assessment of relative risks.
- Provide independent objective audit/review and consulting services designed to add value and improve the operations of the Commission.
- Maintain a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.
- Promote fiduciary responsibility throughout the Commission.

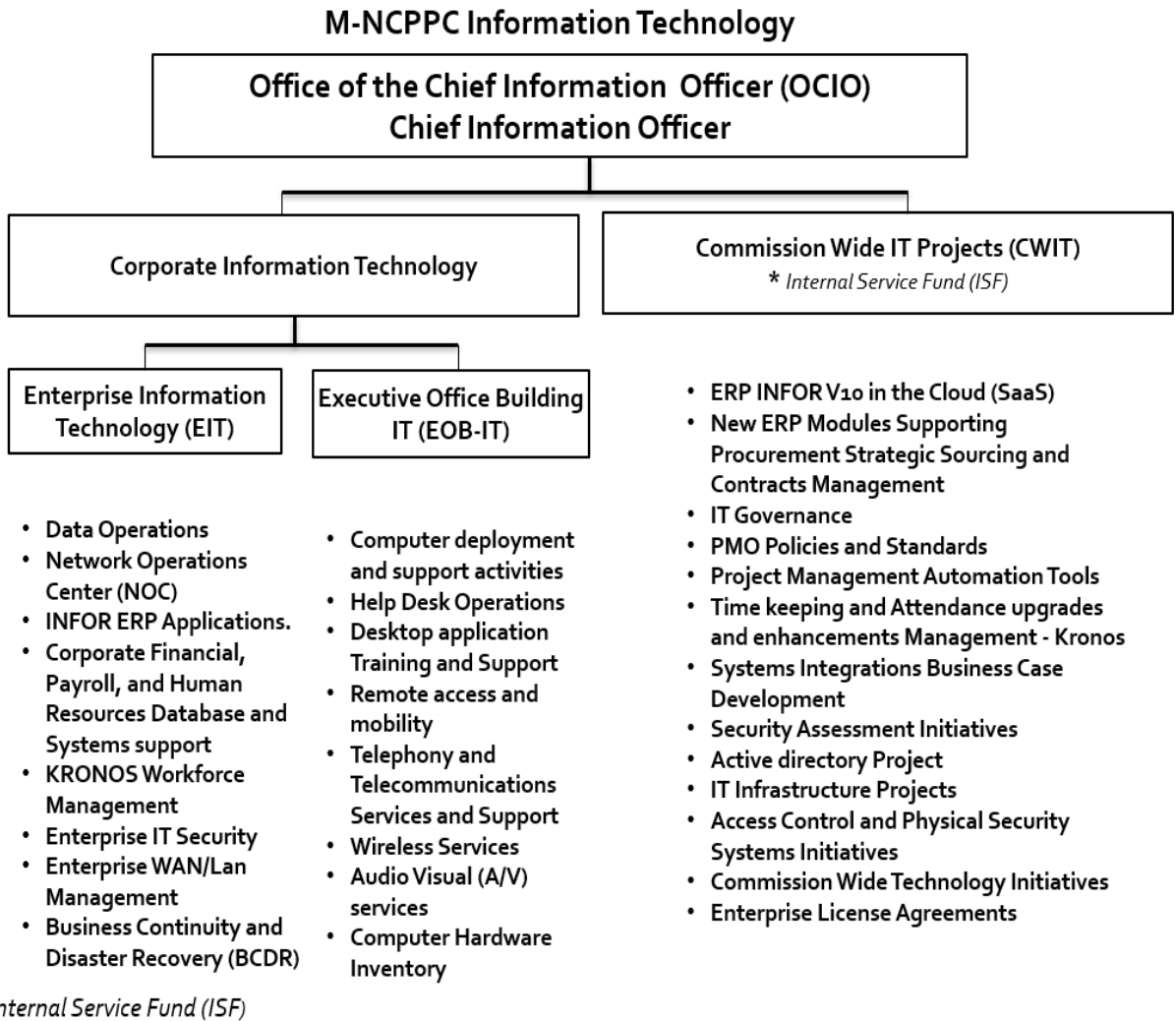
Performance Measures:

- Completion of annual risk assessment to assist in identifying critical risks and vulnerabilities in the Commission's programs and operations.
- Development and approval of annual Audit Plan based on the results of the risk assessment.
- Completion of performance audits in accordance with *Government Auditing Standards*. Completion of fraud, waste, and abuse investigations in accordance with the generally accepted principles and quality standards approved by the *Association of Inspectors General*.
- Promulgation of Audit Reports promoting accountability, efficiency, and effectiveness of Commission programs and operations, while keeping management fully and currently informed about deficiencies in Commission activities, as well as the necessity for and progress of corrective action.



Central Administrative Services Corporate IT

ORGANIZATIONAL STRUCTURE



Central Administrative Services

Corporate IT

OVERVIEW

Corporate IT is responsible for the Corporate Data Center and Network Operation Center. It is comprised of two Divisions: Enterprise IT (EIT) and Executive Office Building IT (EOB-IT). Driven by IT governance policies, EIT executes the CIO’s objectives to deliver IT infrastructure, Systems, Applications, Security, accountability, and consistent, timely communication of enterprise IT standards. EIT implements and administers OCIO security governance policies to ensure the protection of Commission data, security administration, accountability and maintenance. EOB-IT objectives are focused on the delivery of Applications and end user services to EOB staff.

MISSION

The Enterprise IT (EIT) team is responsible for Enterprise infrastructure and ensures the delivery of cutting-edge technology-based solutions to address Commission requirements to integrate and automate information systems and all relevant data. EIT is also accountable to produce consistent and timely communication of enterprise IT standards and procedures. EIT implements and administers OCIO security governance policies to ensure the protection of Commission data, security administration, accountability and maintenance. EOB-IT manages all desktop computing, telephony, and Audio Visual (A/V) needs of users. The division will soon rollout a robust help desk solution supporting users across the commission in the areas of ERP, Time Management (Kronos) system, payroll, HR related matters, and all of Bi-County staff at EOB. Additionally, the division delivers against well-defined service criteria and supports the virtual desktop environment.

PROGRAMS AND SERVICES PROVIDED

Corporate IT provides core business systems and support to all Departments and IT Infrastructure standards and services Commission-wide. EOB-IT supports the Executive Office Building and the Office of the Inspector General located at Walker Drive.

EOB-IT Support Services includes support user access to core business systems, and department-specific applications. EOB-IT supports all desktops, and laptop computers, the telephone system, voicemail system, conference and training room computers and conferencing solutions, printers and scanners, and Audio Visual (A/V) technology.

The EIT Division is responsible for supporting and maintaining the following Enterprise Business systems:

Core Business Financial Systems

<ul style="list-style-type: none"> Financial Systems Management - Infor ERP Modules - Accounting, Purchasing, Fixed Assets, Strategic Sourcing and Contracts Management 	<ul style="list-style-type: none"> SYMPRO Investment and Debt Management AOS - Accounts payable Online System
<ul style="list-style-type: none"> Purchasing Bidders List and Contract Log 	<ul style="list-style-type: none"> Lawson Budgeting & Planning
<ul style="list-style-type: none"> Energy CAP Utility and Management 	<ul style="list-style-type: none"> Performance series - prior financial system for archive
<ul style="list-style-type: none"> Purchase Card System 	<ul style="list-style-type: none"> Kinsey Reporting
<ul style="list-style-type: none"> MHC – ERP Document Management 	<ul style="list-style-type: none"> DSS – Employee Document Self Service (Pay stub and W-2 forms)
<ul style="list-style-type: none"> Application Support 	<ul style="list-style-type: none"> Oracle Database management and SQL Database Management



Central Administrative Services Corporate IT

Core Business Human Resources Systems

<ul style="list-style-type: none"> • Infor ERP modules: HR, Benefits Administration, Salary Administration, Training & Development, Safety & Health • NEOGOV workforce recruitment 	<ul style="list-style-type: none"> • Digital Personnel Action automation Management and Support • Employees' Retirement System • ePersonality
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Program Support Systems

<ul style="list-style-type: none"> • Contract management • eCounsel hosted service • NeoGov hosted service • Safety Shoe program • Performance metric system • Symantec Enterprise Backup System • Archive Records Management System • ARMS • SharePoint services • Verdiem Surveyor system 	<ul style="list-style-type: none"> • Mobile Devices • ERP Human Capital Management (HCM) • Microsoft Office 365 hosted email service • Time & attendance system (Kronos) hosted system • Labor Soft Grievance hosted service • INSITE and Training Calendar • VMware virtualized servers and desktops • Disaster recovery and Business Continuity program • Building Security System (Alliance and Lenel) • Accounting Online System (AOS)
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ACCOMPLISHMENTS

Executive Office Building IT (EOB-IT):

Major EOB-IT efforts included enhancements to the Avaya telephone system. Continued the program to replace low performing desktops and laptops with new high spec hardware as part of the equipment refresh cycle. The rollout of Windows 10 to all Virtual (VMware) desktops and by the end of December 2019 to All-In-One (AIO) desktop and laptop computers. Provided expert level support to all EOB Bi-County staff to ensure excellent user experience and least disruption to work programs. expanded virtualized architecture to deploy additional Virtual Desktop Computers. This support ensures business continuity, secure integration points and optimal performance.

Enterprise IT (EIT):

EIT provided additional security enhancements to strengthen the HMC Document Management Systems and environment. The Employee Document Management System (DSS) which is the system where employees can securely access their pay stubs and W-2s from anywhere was successfully launched and is being supported by EIT and EOB-IT. EIT firewall was further optimized and strengthened to meet strict security guidelines. Replacement of the building security system is in year two and going on schedule. Implemented a robust network load balancer to optimize and improve performance. The load balancer will distribute traffic over two Internet Service Providers (ISPs) to increase resilience and reduce the need for costly bandwidth upgrades.



Central Administrative Services Corporate IT

BUDGET AT A GLANCE

Summary of Corporate IT Budget

		FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$1,488,157	\$1,735,335	16.6%	57.7%
Staffing	Funded Career Positions	8.84	8.84	0.0%	49.1%
	Funded Workyears	8.84	8.84	0.0%	49.1%
Prince George's County Budget					
Budget	Expenditures	\$1,458,538	\$1,269,835	-12.9%	42.3%
Staffing	Funded Career Positions	9.16	9.16	0.0%	50.9%
	Funded Workyears	9.16	9.16	0.0%	50.9%
Combined Department Total Budget					
Budget	Expenditures	\$2,946,695	\$3,005,170	2.0%	100.0%
Staffing	Funded Career Positions	18.00	18.00	0.0%	100.0%
	Funded Workyears	18.00	18.00	0.0%	100.0%

* Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

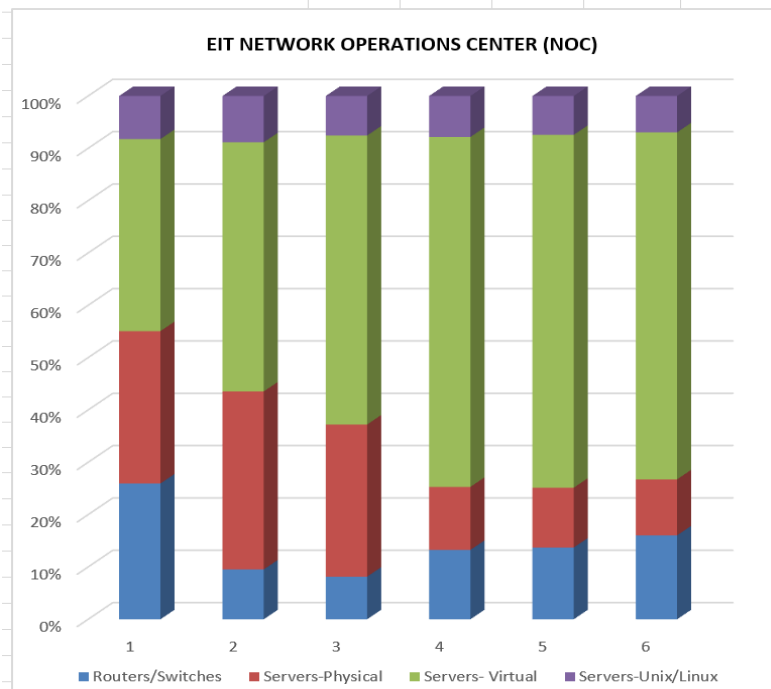
The proposed FY21 expenditure budget for is \$3,005,170, representing a \$58,475 (2.0%) increase from FY20 adopted levels. This is mainly due to an increase in chargebacks and the departmental share of the CIO/CWIT initiatives.

The only new initiative proposed for FY21 is \$85,000 for a new help desk system and \$18,380 Corporate IT share in the CIO/CWIT initiatives.

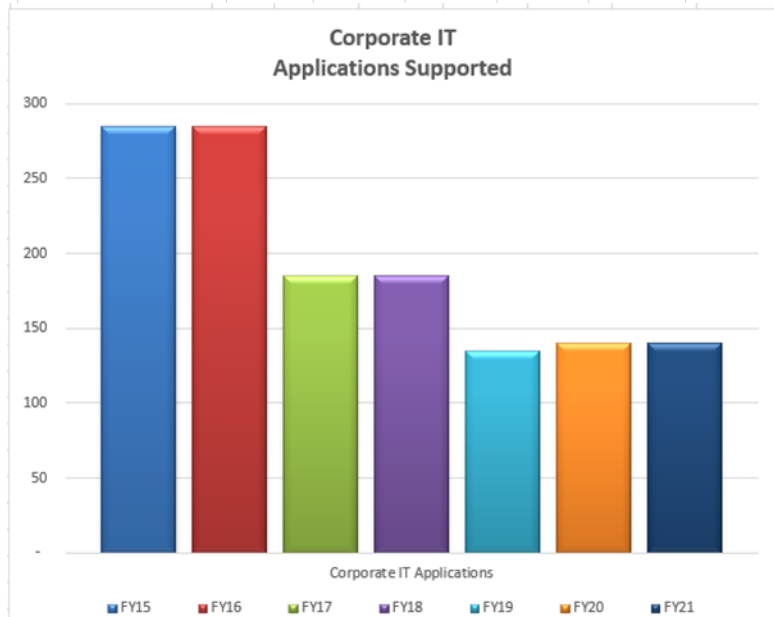


Central Administrative Services Corporate IT

GOALS AND PERFORMANCE MEASURES



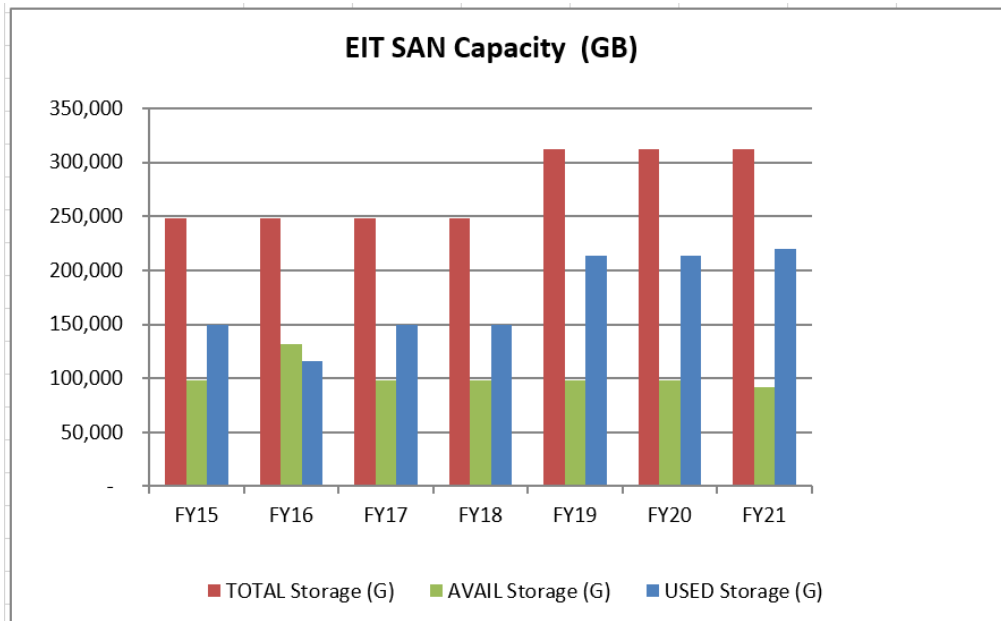
	FY 15	FY 17	FY 18	FY 19	FY 20	FY 21
Routers/Switches	41	14	14	22	24	30
Servers-Physical	46	50	50	20	20	20
Servers- Virtual	58	70	95	111	118	124
Servers-Ux/Linux	13	13	13	13	13	13



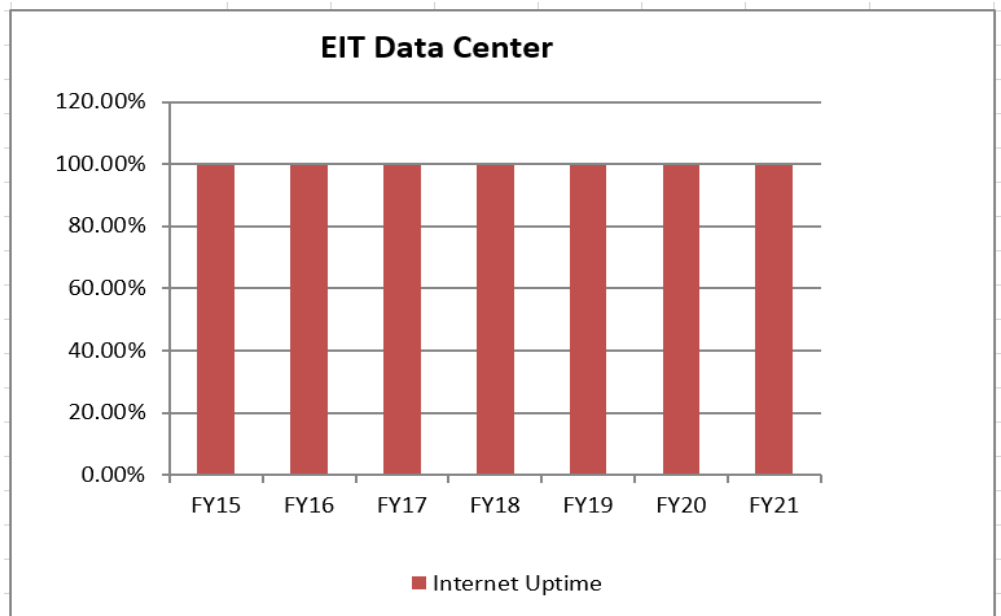
	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Corporate IT Applications	285	285	185	185	135	140	140



Central Administrative Services Corporate IT



Storage Area Network							
	FY15	FY16	FY17	FY18	FY19	FY20	FY21
TOTAL Storage (G)	248,000	248,000	248,000	248,000	312,000	312,000	312,000
AVAIL Storage (G)	98,048	131,506	98,048	98,048	98,048	98,048	92,048
USED Storage (G)	149,952	116,494	149,952	149,952	213,952	213,952	219,952



	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Internet Uptime	99.50%	99.50%	99.50%	99.50%	99.50%	99.50%	99.50%



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

The mission of the Central Administrative Services Support Services is to provide support to the departments that make up the Central Administrative Services (CAS).

PROGRAMS AND SERVICES PROVIDED

The Central Administrative Services Support Services budget accounts for non-discretionary shared operating expenses attributable to the following departments and units that provide corporate administrative governance and support to the agency as a whole:

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Office of the Inspector General
- Office of the Chief Information Officer
- Merit System Board

FY20 ACCOMPLISHMENTS

- Evaluated expenditures for additional cost savings through competitive bidding and a thorough review of internal cost allocations.

FY21 PRIORITIES

- Continue to effectively manage shared resources (e.g., telecommunications, postage, printing services, utilities, etc.), improve efficiency and enhance cost containment.



Central Administrative Services CAS Support Services

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY20 Adopted	FY21 Proposed	% Change	% Allocated*
Montgomery County Budget				
Expenditures	\$643,676	\$653,092	1.5%	44.5%
Prince George's County Budget				
Expenditures	\$794,488	\$816,020	2.7%	55.5%
Combined Department Total Budget				
Expenditures	\$1,438,164	\$1,469,112	2.2%	100.0%

* Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The total FY21 proposed budget is \$1,469,112, which reflects an increase of 2.2% (\$30,948) over the FY20 adopted budget levels.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY21 budget funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.4% Montgomery County and 55.6% Prince George's County. This allocation shifts 0.4% from Prince George's to Montgomery, as compared to FY20.

The CAS Support Services budget does not include funding for any positions. The largest portion of the budget (69.8% or \$1,024,712) is attributed to charges paid by CAS to house its operations. The remaining portion of the budget is detailed below:

Personnel Services: This category is for state unemployment insurance reimbursements. No staff positions or workyears are assigned to this budget.

Supplies and Materials: This category covers shared technology and equipment, minor office fixtures and equipment, and other office supplies shared by departments and units.

Other Services and Charges: This category covers telecommunications, utilities, postage, document production, and insurance.



Central Administrative Services Merit System Board

MISSION AND OVERVIEW

The Merit System Board is authorized by the Commission's enabling legislation. It is an impartial Board composed of three public members.

The Merit System Board's mission is to oversee the Commission's Merit System, uphold employee rights guaranteed under the Merit System, recommend employment and compensation policies to the Commission, and serve as the final administrative appellate body for employment matters pertaining to non-represented Merit System employees.

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

- Review, hear, and make decisions on appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.).
- Review, hear, and make decisions on appeals of concerns that have not been resolved through the agency's administrative grievance process.
- Consider input from employees and management on issues pertaining to the Merit System.
- Propose recommended changes to Merit System Rules and Regulations, with support of the agency's Corporate Policy Division and input from employees and management, to the Commission for adoption.
- Propose recommended changes to compensation and classification plans, with support of the Human Resources Division, to the Commission.
- Report on matters relating to the Merit System to the Commission.

FY20 ACCOMPLISHMENTS

The Merit System Board provided objective and timely review of an increased number of cases, position classification actions, policy recommendations, and other matters before the Board.

FY21 PRIORITIES

Continue to provide:

- Timely review of cases.
- Objective review of matters and policy recommendations before the Board.
- Quality services to the agency and employees.



Central Administrative Services Merit System Board

BUDGET AT A GLANCE

Summary of Merit System Board Budget

	<u>FY20 Adopted</u>	<u>FY21 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
Montgomery County Budget				
Expenditures	\$84,280	\$87,200	3.5%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Prince George's County Budget				
Expenditures	\$84,280	\$87,200	3.5%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Combined Department Total Budget				
Expenditures	\$168,560	\$174,400	3.5%	100.0%
Staffing				
Funded Career Positions	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

* Percent Allocated is the amount of the Department's budget funded by each county.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 Merit System Board Budget is proposed at \$174,400, which reflects an increase of 3.5% (\$5,840) from FY20 levels. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY21. Projected expenditures vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may need to request supplemental funding. Major components of the budget are listed below:

Personnel Services: This category includes salary and benefits for 1 part-time Merit System administrator and 3 part-time contract Board members. Salaries of the appointed Board members are determined by the Commission.

Supplies and Materials: This category supports the operations of the Board.

Other Services and Charges: This category is for outside legal counsel and transcription services.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,962,679	2,225,384	2,288,005	2.8%
Supplies and Materials	38,253	29,762	29,411	-1.2%
Other Services and Charges	460,171	330,518	345,398	4.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(183,021)	(192,487)	(203,157)	5.5%
Total	2,278,082	2,393,177	2,459,657	2.8%
Prince George's County				
Personnel Services	2,622,895	3,022,981	3,212,007	6.3%
Supplies and Materials	50,500	39,939	41,289	3.4%
Other Services and Charges	579,190	427,319	465,439	8.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(436,089)	(472,776)	(484,080)	2.4%
Total	2,816,496	3,017,463	3,234,655	7.2%
Combined Total				
Personnel Services	4,585,574	5,248,365	5,500,012	4.8%
Supplies and Materials	88,753	69,701	70,700	1.4%
Other Services and Charges	1,039,361	757,837	810,837	7.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(619,110)	(665,263)	(687,237)	3.3%
Total	5,094,578	5,410,640	5,694,312	5.2%
Department of Finance				
Montgomery County				
Personnel Services	2,197,848	2,550,570	2,486,103	-2.5%
Supplies and Materials	55,168	26,438	25,592	-3.2%
Other Services and Charges	280,130	233,814	223,927	-4.2%
Capital Outlay	58,155	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(647,500)	(457,379)	(481,000)	5.2%
Total	1,943,801	2,353,443	2,254,622	-4.2%
Prince George's County				
Personnel Services	2,831,558	3,176,738	3,391,196	6.8%
Supplies and Materials	71,077	34,062	34,908	2.5%
Other Services and Charges	327,501	277,334	288,433	4.0%
Capital Outlay	74,797	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,173,100)	(865,017)	(867,300)	0.3%
Total	2,131,833	2,623,117	2,847,237	8.5%
Combined Total				
Personnel Services	5,029,406	5,727,308	5,877,299	2.6%
Supplies and Materials	126,245	60,500	60,500	0.0%
Other Services and Charges	607,631	511,148	512,360	0.2%
Capital Outlay	132,952	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,820,600)	(1,322,396)	(1,348,300)	2.0%
Total	4,075,634	4,976,560	5,101,859	2.5%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	%
				Change
Legal Department				
Montgomery County				
Personnel Services	1,575,953	1,923,030	2,077,199	8.0%
Supplies and Materials	15,565	16,477	16,873	2.4%
Other Services and Charges	446,014	189,479	205,474	8.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(624,068)	(641,826)	(660,119)	2.9%
Total	1,413,464	1,487,160	1,639,427	10.2%
Prince George's County				
Personnel Services	1,582,269	1,888,978	1,987,772	5.2%
Supplies and Materials	15,627	16,543	16,147	-2.4%
Other Services and Charges	449,895	188,559	196,339	4.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(788,604)	(811,299)	(834,674)	2.9%
Total	1,259,187	1,282,781	1,365,584	6.5%
Combined Total				
Personnel Services	3,158,222	3,812,008	4,064,971	6.6%
Supplies and Materials	31,192	33,020	33,020	0.0%
Other Services and Charges	895,909	378,038	401,813	6.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,412,672)	(1,453,125)	(1,494,793)	2.9%
Total	2,672,651	2,769,941	3,005,011	8.5%
Merit System Board				
Montgomery County				
Personnel Services	61,725	67,310	70,155	4.2%
Supplies and Materials	567	900	900	0.0%
Other Services and Charges	8,930	16,070	16,145	0.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	71,222	84,280	87,200	3.5%
Prince George's County				
Personnel Services	61,725	67,310	70,155	4.2%
Supplies and Materials	567	900	900	0.0%
Other Services and Charges	8,930	16,070	16,145	0.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	71,222	84,280	87,200	3.5%
Combined Total				
Personnel Services	123,450	134,620	140,310	4.2%
Supplies and Materials	1,134	1,800	1,800	0.0%
Other Services and Charges	17,860	32,140	32,290	0.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	142,444	168,560	174,400	3.5%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Office of Inspector General				
Montgomery County				
Personnel Services	254,575	272,931	366,270	34.2%
Supplies and Materials	1,290	2,203	2,400	8.9%
Other Services and Charges	13,029	10,509	22,683	115.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	268,894	285,643	391,353	37.0%
Prince George's County				
Personnel Services	485,465	513,613	602,699	17.3%
Supplies and Materials	2,350	4,147	3,948	-4.8%
Other Services and Charges	15,857	16,460	30,302	84.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(127,118)	(135,138)	(143,289)	6.0%
Total	376,554	399,082	493,660	23.7%
Combined Total				
Personnel Services	740,040	786,544	968,969	23.2%
Supplies and Materials	3,640	6,350	6,348	0.0%
Other Services and Charges	28,886	26,969	52,985	96.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(127,118)	(135,138)	(143,289)	6.0%
Total	645,448	684,725	885,013	29.3%
Corporate IT				
Montgomery County				
Personnel Services	1,062,231	1,134,757	1,329,997	17.2%
Supplies and Materials	48,464	93,094	77,777	-16.5%
Other Services and Charges	765,218	907,377	1,048,593	15.6%
Capital Outlay	27,316	-	1,473	-
Other Classifications	-	-	-	-
Chargebacks	(351,969)	(647,071)	(722,505)	11.7%
Total	1,551,260	1,488,157	1,735,335	16.6%
Prince George's County				
Personnel Services	1,368,512	1,415,245	1,378,749	-2.6%
Supplies and Materials	62,439	116,106	80,626	-30.6%
Other Services and Charges	926,405	1,057,866	1,074,105	1.5%
Capital Outlay	32,705	-	1,527	-
Other Classifications	-	-	-	-
Chargebacks	(649,296)	(1,130,679)	(1,265,172)	11.9%
Total	1,740,765	1,458,538	1,269,835	-12.9%
Combined Total				
Personnel Services	2,430,743	2,550,002	2,708,746	6.2%
Supplies and Materials	110,903	209,200	158,403	-24.3%
Other Services and Charges	1,691,623	1,965,243	2,122,698	8.0%
Capital Outlay	60,021	-	3,000	-
Other Classifications	-	-	-	-
Chargebacks	(1,001,265)	(1,777,750)	(1,987,677)	11.8%
Total	3,292,025	2,946,695	3,005,170	2.0%



Central Administrative Services Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
CAS Support Services				
Montgomery County				
Personnel Services	1,274	4,460	4,440	-0.4%
Supplies and Materials	20,209	22,127	22,422	1.3%
Other Services and Charges	561,335	617,089	626,230	1.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	582,818	643,676	653,092	1.5%
Prince George's County				
Personnel Services	1,601	5,540	5,560	0.4%
Supplies and Materials	25,409	27,374	28,078	2.6%
Other Services and Charges	706,978	761,574	782,382	2.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	733,988	794,488	816,020	2.7%
Combined Total				
Personnel Services	2,875	10,000	10,000	0.0%
Supplies and Materials	45,618	49,501	50,500	2.0%
Other Services and Charges	1,268,313	1,378,663	1,408,612	2.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,316,806	1,438,164	1,469,112	2.2%
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	7,116,285	8,178,442	8,622,169	5.4%
Supplies and Materials	179,516	191,001	175,375	-8.2%
Other Services and Charges	2,534,827	2,304,856	2,488,450	8.0%
Capital Outlay	85,471	-	1,473	-
Other Classifications	-	-	-	-
Chargebacks	(1,806,558)	(1,938,763)	(2,066,781)	6.6%
Total	8,109,541	8,735,536	9,220,686	5.6%
Prince George's County				
Personnel Services	8,954,025	10,090,405	10,648,138	5.5%
Supplies and Materials	227,969	239,071	205,896	-13.9%
Other Services and Charges	3,014,756	2,745,182	2,853,145	3.9%
Capital Outlay	107,502	-	1,527	-
Other Classifications	-	-	-	-
Chargebacks	(3,174,207)	(3,414,909)	(3,594,515)	5.3%
Total	9,130,045	9,659,749	10,114,191	4.7%
Combined Total				
Personnel Services	16,070,310	18,268,847	19,270,307	5.5%
Supplies and Materials	407,485	430,072	381,271	-11.3%
Other Services and Charges	5,549,583	5,050,038	5,341,595	5.8%
Capital Outlay	192,973	-	3,000	-
Other Classifications	-	-	-	-
Chargebacks	(4,980,765)	(5,353,672)	(5,661,296)	5.7%
Total	17,239,586	18,395,285	19,334,877	5.1%



Central Administrative Services Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 19		FY 20		FY 21	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.99	16.64	16.99	16.64	16.99	16.64
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	17.49	16.89	17.49	16.89	17.49	16.89
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	18.49	16.64	18.49	16.64	18.49	16.64
<i>Prince George's County</i>						
Full-Time Career	23.01	22.86	23.01	22.86	23.01	22.86
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	23.51	23.11	23.51	23.11	23.51	23.11
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	24.51	23.36	24.51	23.36	24.51	23.36
TOTAL						
Full-Time Career	40.00	39.50	40.00	39.50	40.00	39.50
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	41.00	40.00	41.00	40.00	41.00	40.00
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		-		-
Less Lapse		(2.00)		(2.00)		(2.00)
Total Dept of Hmn. Res. & Mgmt.	43.00	40.00	43.00	40.00	43.00	40.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	18.83	18.35	20.03	19.58	20.47	20.02
Part-Time Career	0.44	0.22	0.44	-	0.45	-
Career Total	19.27	18.57	20.47	19.58	20.92	20.02
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	19.27	18.57	20.47	19.58	20.92	20.02
<i>Prince George's County</i>						
Full-Time Career	24.17	23.65	24.97	24.42	25.53	24.98
Part-Time Career	0.56	0.28	0.56	-	0.55	-
Career Total	24.73	23.93	25.53	24.42	26.08	24.98
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	24.73	23.93	25.53	24.42	26.08	24.98
TOTAL						
Full-Time Career	43.00	42.00	45.00	44.00	46.00	45.00
Part-Time Career	1.00	0.50	1.00	-	1.00	-
Career Total	44.00	42.50	46.00	44.00	47.00	45.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Total Department of Finance	44.00	42.50	46.00	44.00	47.00	45.00



Central Administrative Services

Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 19		FY 20		FY 21	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	13.00	13.00	13.00	13.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	13.00	13.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.00	13.00	13.00	13.00	13.00	13.00
<i>Prince George's County</i>						
Full-Time Career	12.00	12.00	12.00	12.00	12.00	12.00
Part-Time Career	-	-	-	-	-	-
Career Total	12.00	12.00	12.00	12.00	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	12.00	12.00	12.00	12.00	12.00	12.00
TOTAL						
Full-Time Career	25.00	25.00	25.00	25.00	25.00	25.00
Part-Time Career	-	-	-	-	-	-
Career Total	25.00	25.00	25.00	25.00	25.00	25.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	25.00	25.00	25.00	25.00	25.00	25.00
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 19 Budget		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
OFFICE OF INSPECTOR GENERAL						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.50	2.50
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.50	2.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.20	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	2.00	2.20	2.00	2.20	2.50	2.70
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.50	3.50
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.50	3.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.30	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	3.00	3.30	3.00	3.30	3.50	3.80
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	6.00	6.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
Total Inspector General	5.00	5.50	5.00	5.50	6.00	6.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	7.90	7.90	7.90	7.90	8.84	8.84
Part-Time Career	-	-	-	-	-	-
Career Total	7.90	7.90	7.90	7.90	8.84	8.84
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	7.90	7.90	7.90	7.90	8.84	8.84
<i>Prince George's County</i>						
Full-Time Career	10.10	10.10	10.10	10.10	9.16	9.16
Part-Time Career	-	-	-	-	-	-
Career Total	10.10	10.10	10.10	10.10	9.16	9.16
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	10.10	10.10	10.10	10.10	9.16	9.16
TOTAL						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Corporate IT	18.00	18.00	18.00	18.00	18.00	18.00



Central Administrative Services Summary of CAS Positions and Workyears

CENTRAL ADMINISTRATIVE SERVICES POSITION/WORKYEARS POSITION DETAIL BY DEPARTMENT BY COUNTY

	FY 19		FY 20		FY 21	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	59.22	58.14	60.42	59.37	62.30	61.25
Part-Time Career	0.94	0.47	0.94	0.25	0.95	0.25
Career Total	60.16	58.61	61.36	59.62	63.25	61.50
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal CAS	61.16	58.56	62.36	59.57	64.25	61.45
<i>Prince George's County</i>						
Full-Time Career	72.78	71.86	73.58	72.63	73.70	72.75
Part-Time Career	1.06	0.53	1.06	0.25	1.05	0.25
Career Total	73.84	72.39	74.64	72.88	74.75	73.00
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal CAS	74.84	72.94	75.64	73.43	75.75	73.55
TOTAL						
Full-Time Career	132.00	130.00	134.00	132.00	136.00	134.00
Part-Time Career	2.00	1.00	2.00	0.50	2.00	0.50
Career Total	134.00	131.00	136.00	132.50	138.00	134.50
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(2.00)		(2.00)		(2.00)
Total CAS	136.00	131.50	138.00	133.00	140.00	135.00



Central Administrative Services Administration Fund – Non-Departmental, Other and Transfers

OVERVIEW

This Section accounts for those items that are included in the Administration Fund’s budget but are not allocated to specific departments/divisions:

- Other Post-Employment Benefits (OPEB)
- Compensation increases (compensation markers for total Administration Fund)
- Inter-fund transfers
- Reserve accounts

BUDGET AT A GLANCE

Summary of Non Departmental, Transfers, and Other Budget

Budget		<u>FY20 Adopted</u>	<u>FY21 Proposed</u>	<u>% Change</u>
OPEB Prefunding	\$	621,761	\$ 646,812	4.0%
OPEB PayGo		903,485	989,002	9.5%
Marker for Changes to Employee Comp.		<i>(Included in Divisional Budgets)</i>	588,434	-
Marker for Possible Reclasifications		210,669	246,441	17.0%
Other Personnel		600	-	-100.0%
Transfer to Park Fund		125,000	-	-100.0%
Operating Expenditure Reserve @ 3%		974,800	1,031,600	5.8%
Total Expenditures	\$	2,836,315	\$ 3,502,289	23.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo increase by \$110,568 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$834,875 is included for:
 - 1) a compensation marker. We are in full contract negotiations with the FOP, and are beginning a wage and benefit re-opener with MCGEO;
 - 2) funding for possible reclassification adjustments based on the study that is currently being completed.



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Planning Department
(Administration Fund)

MONTGOMERY COUNTY PLANNING DEPARTMENT

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Division Budgets

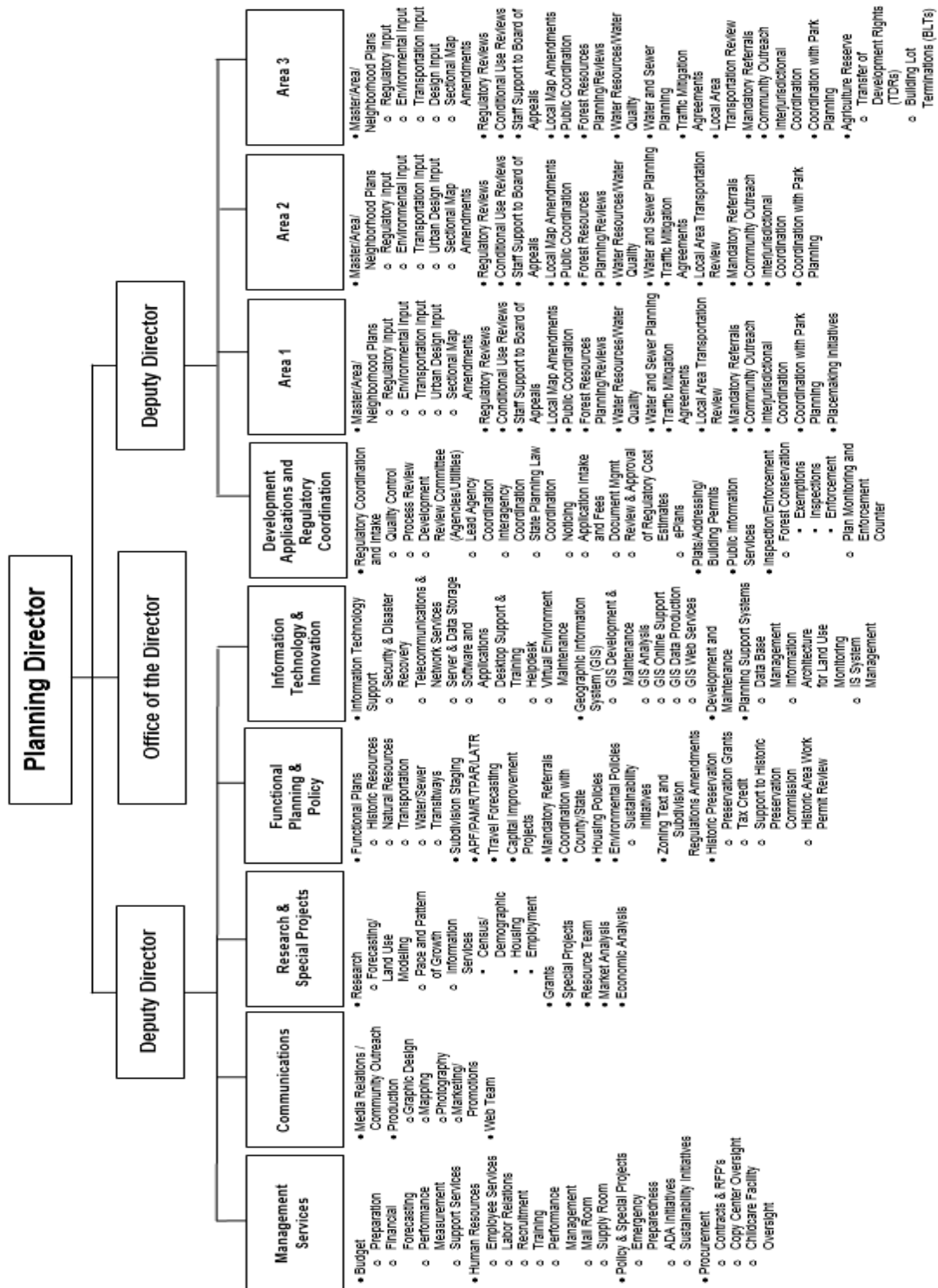
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ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY PLANNING DEPARTMENT



Montgomery County Planning Department

EXECUTIVE OVERVIEW

In Montgomery County, the County Charter assigns planning, zoning and subdivision regulation to the County Council. The Regional District Act (Land Use Article Division II) establishing the Maryland-National Capital Park and Planning Commission provides authority to the Commission and the Montgomery County Planning Board to perform various functions responsive to the policy direction of the Council. The Planning Department's program and services provided as outlined in this budget derive directly from the requirements of these legislative mandates.

Statutory References: Code of Maryland, Land Use Article, Division II: 20-202; 20-203 (b); 20-209 (1); 20-301; 20-308; 20-401: 21-104; 21-105; 21-106; 21-107; 21-201; 21-202; 23-102; 23-201; 23-506.

Land Use Article, Division I: 3-101; 3-106.

Statutory References: Montgomery County Code: Chapter 19 – Special Protection Area Review; Chapter 19 – Environmental Guidelines; Chapter 22A – Forest Conservation; Chapter 24A – Historic Area Work Permits; Chapter 33A-15 – Subdivision Staging Policy; Chapter 49 - Road Code; Chapter 45 - Ten Year Comprehensive Water and Sewer Plan; Chapter 50 - Subdivision and Plats; Chapter 50 - Transportation Regulatory Unit; Chapter 59 - Urban Design Guidelines; Chapter 33A - Master Plan Process; Chapter 59 D2 and D3 - Project Plans: Site Plan; Chapter 59 D2/D3 - Project Plans: Site Plan; Chapter 59 C 14 - Sketch Plans; Chapter 59 G - Conditional Use; Chapter 59 H - Zoning Sheets; Chapter 59 H 3 - Local Map Amendments; Chapter 59 H 9.33 - Text Amendments

As Montgomery County continues to attract an increasingly diverse, technologically-savvy, well-educated population, the Planning Department focuses its skills and talents on bringing excellent high-quality design in both form and function to all areas, from central business districts to rural villages.

The Planning Department aims to improve the quality of life by conserving and enhancing the natural and built environment for current and future generations. The Planning Department vigorously works to create the best urban, suburban, and rural communities in the region. The goal for all of our communities is to create vibrant, walkable, connected and accessible places.

MISSION

To improve quality of life in Montgomery County by planning the natural and built environments for current and future generations.

GOALS

- Implement “New Suburbanism” by planning great walkable communities that are vibrant, livable, accessible, and sustainable. This includes:
 - Focusing on public amenities and the public realm of streets, plazas and open spaces.
 - Considering how people experience spaces and placemaking opportunities.
 - Conserving and enhancing existing neighborhoods and historic places.
- Balance infrastructure and growth as the County population increases and unconstrained land for development decreases.



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- Offer holistic, well-researched recommendations for plans and regulations that are non-political and based on the best national and regional precedents.
- Equitably engage all stakeholders to develop better-informed plans.
- Advance the field of planning and be recognized as a regional and national leader in all facets of planning.
- Manage the County's natural resources and direct viable growth that:
 - Reduces auto dependency.
 - Improves environmental quality by protecting waterways and the natural and built environment.
 - Preserves, enhances and expands green space for current and future generations.
 - Increases connectivity through all modes of well-considered transportation.
 - Ensures the highest quality of buildings, landscapes and streetscapes that reflect design excellence.
 - Establishes affordability in all communities.
- Strengthen economic competitiveness to help attract new residents and businesses to Montgomery County.
- Create and increase trust in the Planning Department to gain community support for plans and appropriate resources from the County government.

PROGRAMS AND SERVICES PROVIDED

The Planning Department's work program is organized into four major programs:

- (1) Master Planning,
- (2) Regulatory Planning,
- (3) Information Resources, and
- (4) Management and Administration.

Nine Divisions contribute planning expertise to the four major programs through a matrix management structure. County-wide planning, including transportation modeling, environmental policies, historic preservation and zoning and subdivision text amendments, are the domain of the Functional Planning and Policy Division (FPP). Local area land use planning and regulatory reviews are assigned to the three geographic divisions (Areas 1, 2 and 3). The Area Divisions cross-train staff to enable them to both prepare area master plans and provide regulatory review expertise, depending on the number of applications received and the plans assigned by the Council in the given geography. FPP and the Area Divisions are supported through the administrative tasks and coordination efforts of the Development Applications and Regulatory Coordination (DARC) Division. DARC manages the Information Counter and is also responsible for those aspects of development that occur after Planning Board approval: plats, building permits, and street addressing. DARC is tasked with regulatory enforcement and processing Forest Conservation Plan exemptions. The Research and Special Projects Division (RSP) provides detailed research (economic and demographic) in support of the master planning program and manages unusually complex or sensitive projects on an as needed basis. The Management Services Division provides administrative and personnel support to all the Divisions and oversees the budget and procurement processes. The Communications Division supports the department through strategic and equitable outreach and communications. The Information Technology and Innovation Division (ITI) maintains the Department's GIS system and numerous databases, in addition to providing 24/7 technology support to the Planning Department, the Commissioners' Office, and the Department of Parks.



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MASTER PLANNING

The Master Planning Program covers all aspects of land use planning: The General Plan, master/sector/community/neighborhood plans, minor plan amendments, functional plans, policy planning and coordination, and state and regional planning coordination. The Program includes the implementation of plans through monitoring of development approvals, staging and public projects.

Accomplishments for FY19 (from July 2018 through June 2019)

- Plans Approved by the Council
 - Veirs Mill Corridor Master Plan (Area 2)
 - MARC Rail Communities (Area 3)
 - Bicycle Master Plan (FPP)
 - Update to Master Plan of Highways and Transitways (FPP)
- Studies/Initiatives Approved by the Planning Board
 - Bethesda Downtown Plan Annual Monitoring Report (Area 1)
- Plans Currently Underway
 - Forest Glen/Montgomery Hills Sector Plan (Area 1)
 - Shady Grove Master Plan Amendment (Area 2)
 - Ashton Master Plan Amendment (Area 3)
 - Germantown Town Sector Amendment (Area 3)
 - Thrive Montgomery 2050 General Plan Update
 - Rustic Road Functional Master Plan Amendment (Area 3)
 - Pedestrian Master Plan (FPP)
- Studies/Initiatives Currently Underway
 - Aspen Hill Vision Zero Study (Area 2)
 - Agritourism Study (Area 2)
 - White Flint Metrorail Station Area – 10 Year Check-Up (Area 2)
- Design Guidelines Being Developed in Coordination with Master Plans
 - Silver Spring Streetscape Guidelines (Area 1)
- Mandatory referrals Completed in FY19
 - Takoma Park Middle School (Area 1)
 - Montgomery College Leggett Math and Science Building (Area 1)
 - A. Mario Loiderman Middle School Addition (Area 2)
 - Salt Storage Facility at Montgomery County Department of Transportation's Gaithersburg Depot (Area 2)
 - Goldsboro Road Pedestrian and Bicycle Improvements (Area 1/FPP)
 - Pine Crest Elementary School Addition (Area 2)
 - Muncaster Mill Road/Emory Lane Shared Use Path (Area 3)
 - Public Safety System Modernization (PSSM) at Fire Station 330 (Area 3)
 - Capital Crescent Train Surface Rout (Area 1)
 - English Manor (Bel Pre Wood Par 3) (Area 2)
 - Beach Drive Bridge over Silver Creek (FPP)
 - Poolesville Club/Agriculture and Winery (Area 3)
 - Potomac Elementary School (Area 3)



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- Crystal Rock Substation (Area 3)
- US29 Bus Rapid Transit (FPP)
- SHA Georgia Ave Tower (Area 3)
- Grosvenor-Strathmore WMATA Garage Expansion (Area 2)
- White Flint Substation 229 (Area 2)

Goals and Performance Measures – Master Planning

Goal Promote the orderly development of livable, safe, inclusive, accessible, and economically viable communities and employment centers by fostering public participation in the preparation, approval and implementation of master plans, sector plans, functional plans, special studies, and public projects.				
Objective				
Deliver master/sector plans/special studies/functional plans (Plans) consistent with county-wide goals and the approved work program in coordination with local, state and regional planning agencies and adjoining jurisdictions (where applicable).				
Program Indicators	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
# of Plans underway in FY (does not include studies but does include Subdivision Staging)	Varies per Council Directive	7	6	6
# of Master Plans and SMAs approved by the Council in FY	Varies per Council Directive	4	3	4
Objective				
Review and comment on mandatory referrals submitted to ensure timely provision of infrastructure and achievement of master plan recommendations including mandatory referrals for on-the-ground Federal, State and local projects.				
Program Indicators	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
Mandatory referrals completed within the 60-day review period				
% Completed	100%	50%	95%	95%
# Completed		18	18	18

REGULATORY PLANNING

The Regulatory Planning Program ensures compliance with applicable zoning and subdivision requirements, adopted master plans, and Planning Board and County Council actions.

The Planning Department provides:

1. Planning and urban design expertise for the regulatory caseload (review of project plans, sketch plans, preliminary plans, site plans, and amendments to these plans);
2. Technical expertise on zoning matters including special exceptions/conditional uses, local map amendments, and development map amendments; and
3. Review of historic area work permits, water quality plans in special protection areas, forest conservation plans, and forest conservation exemptions, inspection and enforcement.



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Accomplishments for FY19 (from July 2018 through June 2019)

- Completed the review of 316 development applications in FY19. This number does not include mandatory referrals, Conditional Uses, Natural Resources Inventories (NRI)/ Forest Stand Delineation (FSD), Exemptions and local map amendments.
- Completed the review of 213 natural resources inventories applications (71 NRI/FSD and 142 exemptions) for FY19. Completed the review of 27 mandatory referral applications for FY19.
- Continued to work closely with the Department of Permitting Services to streamline the development review and platting process.
- Approved several notable plans (8280 Wisconsin Avenue, Crescent at Chevy Chase, Ashton Market, 8787 Georgia Avenue, WMAL Bethesda, Solera Kensington) that will increase both the number of residential units and square footage of office space throughout the county.

Goals and Performance Measures – Regulatory Planning

Goal			
Provide timely analysis and evaluation of development applications in accordance and consistent with planning policies, master plans, and regulatory requirements for the benefit of residents and applicants in Montgomery County.			
Objective			
Provide zoning and regulatory expertise and recommendations to the Planning Board, Zoning Hearing Examiners, Board of Appeals, and County Council to guide decisions related to land use, zoning and development.			
Program Indicators	FY19 Actuals	FY20 Estimated	FY21 Proposed
# applications received and processed (Subdivisions, Project, Sketch, Site Plan, Amendments, Natural Resources Inventory (NRI)/ Forest Stand Delineation (FSD), Forest Conservation Plans (FCPs) and Exemptions, Record Plats)	529	540	540
% regulatory cases decided within 4-6 months after accepted	78	75	75
# Special Exceptions/Conditional Uses Applications Received and Processed in FY (they may or may not be approved)	9	10	10
# of local map amendments and development plans / amendments received and processed	4	2	2

INFORMATION RESOURCES

The Information Resources Program provides current statistical, economic and demographic information to the public. Public access to information is available through the website, in print and electronic formats, and through walk-in and phone services.

Accomplishments for FY19 (from July 2018 through June 2019)

- Delivered the updated planimetric dataset (3-year cycle). All planimetric layers were updated and new feature types were added for the first time this cycle. All patios and driveways were added. Rivers, pastures and farmland were updated for the first time in 10 years. All regular layers were updated including the latest round of LIDAR and contour lines. This data is used by all County agencies.



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- Updated online basemaps. Google maps, Apple Maps, ESRI, and open Streets have been updated using building footprints, updated municipal boundaries, and updated Park boundaries. This data has updated the County zoning map, and it has been made available to architects and developers on our data downloads website.
- Maintained the County Property layer. Made it available for download and published it to the web for use by constituents and staff.
- Stewarded the County zoning map. Prepared three Sectional Map amendments and one Correctional Map amendment for the District Council to approve. Incorporated five zoning approvals into the official zoning layer. Conveyed the zoning map online and made the layer available for download.
- Published three editions of new quarterly economic indicators report in collaboration with Montgomery County Economic Development Corporation (MCEDC).
- Conducted briefings on changes to the Moderately Priced Dwelling Unit (MPDU) law that was passed in July 2018.
- Completed report, *Montgomery County Trends: A Look at Changes in Population, Housing, and Jobs since 1990* to support existing conditions analysis for the General Plan Update.
- Participated in U.S. Census Bureau's 2020 Participant Statistical Areas Program (PSAP) recommending changes to the boundaries of standard geographies used to tabulate data for the decennial census.
- Developed public school generation rates for the annual school test and school impact tax calculations, using Montgomery County Public Schools (MCPS) enrollment data and property tax assessment data. Co-hosted a training workshop with MCPS to help planners interpret and apply the annual school test.

Goals and Performance Measures – Information Resources

Goal	To provide the departments and constituents with the tools to model land use in the County.			
Objective	To continually refine, update and initiate data collection and analysis while ensuring the delivery and integrity of a publicly accessible information technology infrastructure.			
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
# of regulatory project views through our Development Activity Information Center (DAIC)	n/a	730,559	731,000	732,000
# of users accessing GIS in both Planning and Parks Departments	n/a	181	181	182

Goal	To help inform decisions by Planning staff, the Planning Board, and County Council through research, providing insightful data to support trend analysis, impact assessments, and recommendations for Montgomery County.			
Objective	Provide objective, efficient, and reliable information and analysis.			
Program Indicators	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
# of division-initiated research publications, trend sheets, blogposts, and/or policy briefs published	14	13	14	14



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# of Information Requests	200	180	200	200
# of special studies completed	3	3	3	2
Objective				
Provide timely and accurate demographic, housing, and economic data and analysis of County trends and policies to support master plans and program initiatives, and plan County services.				
Program Indicators	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
Market Analyses (Various Product Types)	Varies	6	6	4
Objective				
Establish and maintain demographic, economic, land use, housing, and other data and decision-making resources that are regularly updated and accurate.				
Program Indicators	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
Master Plan Support - Demographic and Development Economic Reports and Other Elements	Varies	5	4	5

MANAGEMENT AND ADMINISTRATION

The Management and Administration Program provides all aspects of operational support for the effective and efficient coordination of the Department's day-to-day operations.

Accomplishments for FY19 (from July 2018 through June 2019)

- Created and implemented a strategic communications plan for Thrive Montgomery 2050 – the update to the 50-year-old county General Plan. Included Board presentations, Thrive Week coordination, Thrive Quiz 2050 launch and promotion along with advertising, messaging and stakeholders' meetings.
- Executed the successful 2019 Winter Speaker Series that focused on the update to the County's General Plan. This series of three presentations focused on best practices from regional jurisdictions, future trends to consider and regional transportation strategies. These events were streamed live online and were the unofficial launch to the work for the update to the General Plan.
- Participated with Montgomery County Government in the update of the County's Hazard Mitigation Plan as required every five years by the Federal Emergency Management Agency.
- Led the Planning Department's efforts to give back to the community through partnering with A Wider Circle to provide canned goods and other food staples at Thanksgiving, Hearts and Homes for Youth to provide gifts to children during the holiday season, and through hosting a fundraising event for hurricane relief.

Goals and Performance Measures – Management and Administration

To use the website as an accessible communication tool to reach the stakeholders of the Planning Department.				
Objective				
To continually produce interesting, consistent and engaging content on Twitter and YouTube by promoting planning updates, videos, photos, and montgomeryplanning.org.				
Program Indicators	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed



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Total Annual # of page views for the Planning Department websites	805,000	789,914	805,000	820,000
Total Annual # of page views for the Planning Board websites	215,000	203,971	215,000	230,000
Tweet impressions on Twitter per month*	37,000	35,667	37,000	39,000
# of views per video per year**	19,000	17,313	19,000	21,000
*Tweet impressions pertain to the times a user is served a Tweet in timeline or search results.				
**Total amount of views of videos includes all videos posted on Facebook, Twitter, YouTube, Vimeo, Instagram.				

Goal To provide comprehensive training and employee development programs to Planning staff.				
Objective				
To increase staff efficiency and effectiveness by increasing their knowledge base by offering skills development training and managerial and leadership training.				
Program Indicators	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
% increase in the number of staff attending Departmentally sponsored training	5%	(15%)	7.5%	5%
# of staff attending training for the year	600	558	600	630
% increase in the number of technical training opportunities offered	5%	(40%)*	67%	0%
# of technical trainings offered	15	9	15	15
% increase in the number of leadership/managerial training opportunities offered	5%	43%	0%	0%
# of leadership/managerial trainings offered	10	10	10	10
* Decrease in technical trainings is due to revised focus in training opportunities towards the implementation of the Equity Agenda in Planning program.				

Goal To implement processes in recruitment, employee development and employee relations to positively impact employee morale and turnover rate.				
Objective				
To increase staff proficiencies to more efficiently perform their work program.				
Program Indicators	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
% of hiring managers receiving Recruitment Manual and Interviewing Skills training	100%	N/A*	25%	50%
% of new hires go through comprehensive departmental orientation within first 90 days	100%	100%	100%	100%
*Implementation to begin in FY20.				



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SUMMARY OF DEPARTMENT BUDGET

MONTGOMERY COUNTY PLANNING DEPARTMENT SUMMARY OF DEPARTMENT BUDGET Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2021

	FY20 Approved Budget	FY21 Proposed Budget	% Change
Planning Department			
Office of The Planning Director	\$1,677,230	\$1,441,992	-14.0%
Management Services	2,375,619	1,270,426	-46.5%
Communications Division*	-	1,575,036	100.0%
Information Technology & Innovation	3,603,151	3,611,371	0.2%
Research & Special Projects	1,194,606	1,139,647	-4.6%
Functional Planning & Policy	2,827,520	3,054,058	8.0%
Area 1	1,605,080	1,692,059	5.4%
Area 2	2,054,382	2,250,563	9.5%
Area 3	1,712,232	1,693,553	-1.1%
Dev. Applications & Regulatory Coordination	805,536	919,206	14.1%
Support Services	2,718,434	2,632,120	-3.2%
Grants	150,000	150,000	0.0%
Total Planning Department Operating**	\$20,723,790	\$21,430,031	3.4%

Notes:

* In FY21 Management Services Division is split in to two divisions; Management Services and Communications Division. There is no personnel or budgetary impact.

** FY21 total does not include compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non- departmental account.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

ESSENTIAL NEEDS/NEW INITIATIVES

NEW PLANS TO BEGIN IN FY21

1. Takoma Park Minor Master Plan Amendment Support - \$125,000 – One-Time

With the development of the new Washington Adventist Hospital in White Oak, the Washington Adventist University and Hospital campus in the City of Takoma Park is at a turning point. Centrally located in the City, the campus site has strong connections to the Long Branch community, University Boulevard, Sligo Creek Park, and the high-density residential development along Maple Avenue approaching City Hall.

In partnership with the City of Takoma Park and the Washington Adventist University, this minor master plan amendment is a targeted update of the 2000 Takoma Park Master Plan to re-envision this critical resource within the City and the surrounding community. This plan amendment will address, among other issues, expanding the current Washington Adventist



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University facilities, expanding affordable housing options, a potential school site, environmental stewardship, cultural resources, transportation infrastructure, community identity, and public space.

The Minor Master Plan Amendment includes \$125,000 in one-time consultant funding for transportation, environmental, and economic analyses.

2. Fairland-Briggs Chaney Minor Master Plan Amendment- \$50,000 – One-Time

This portion of Fairland is immediately adjacent to the rapidly evolving Tech Road Industrial Park in the White Oak Plan. Last revised in the 1997 Fairland Master Plan, the Inter-County Connector now bisects this study area and includes the large Automobile Sales Park on Briggs Chaney Road, the outdated Briggs Chaney Shopping Center, a smaller shopping center at Briggs Chaney and Old Columbia Pike, the East County Government Center including the Willow Manor public/private senior project, and other county- and SHA-owned land. Large campuses include the Verizon buildings on both sides of US 29 and the Seventh Day Adventist headquarters building. The Bus Rapid Transit (BRT) is planned to expand in the near future and opportunities for fresh redevelopment abound considering the growth in the White Oak plan to the south. Consultant funds associated with this project will support design, circulation, and environmental studies in the vicinity of the existing center and help integrate new development in the area.

NEW INITIATIVES IN FY21

There are a number of new initiatives that are being proposed which focus on ways to both reimagine and reinvigorate our master planning activities, as well as ways to address significant planning issues and concerns that face Montgomery County. Some may be completed with in-house staff while others require consulting funding. If a plan or study requires consulting funding, it is noted next to the plan/project name.

3. General Plan Update Support - \$50,000 – One-Time

Starting in July 2020, staff will be finalizing the draft goals and policies for the General Plan Update and presenting them to the Planning Board for review and comments. We expect that feedback from the community, Technical Advisory Group, and the Planning Board will likely generate some questions that will require detailed analyses of more than one set of draft policies and alternatives in the areas of 1) economic growth (a more in-depth analysis of drivers of change influencing economic competitiveness), 2) transportation analysis (impact of certain policy choices on land use, environment and/or equity), or 3) growth management alternatives that will need consultant help in FY21 to shed more light on the policy choices. This will help the Planning Board and the County Council make final decisions based on more informed and focused analyses. We will also need additional funding for advertising, translation and other specific outreach tasks during FY21.

4. Mixed-Use Trip Generation Tool - \$125,000 – One-Time

Current tools do not estimate well the trip generation impacts of mixed-use development. As a follow-up to the FY19 effort to review different mixed-use development trip generation evaluation tools, these funds will support the development of a customized trip generation analysis tool for application in Montgomery County reflecting sensitivity to mixed-use development trip making characteristics and parking policy. The tool will be used by developers to estimate the trip generation impacts of their mixed-use developments and by regulatory staff and Montgomery County Department of Transportation (MCDOT) staff to review these studies. As master plans continue to move in the direction of recommending more



mixed-use, transit-oriented development, the tool could also be used to better estimate a plan's impact on trip generation. This involves a great deal of data collection, collaboration to use data from other similar jurisdictions, and tool development.

5. I-270 Transit Corridor Functional Master Plan Support - \$300,000 – One-Time

Jointly led by Area 2 and Functional Planning and Policy Divisions, this master plan effort will require studying existing and long-term travel demand throughout the I-270 corridor—from Frederick through Bethesda to Tysons—including major activity centers along the corridor that are not served by Metrorail. It will also entail identifying transit solutions to address the modeled travel demand and will include analysis of the following key transportation considerations:

- Transit service along the I-270 corridor, including express bus, bus rapid transit, light rail and monorail
- Transit service from Bethesda to Tysons, including an extension of the Purple Line and bus rapid transit
- Alignment of the Corridor Cities Transitway
- MARC third rail, increased frequency, and station locations
- Extension of the Red Line
- Potential Park and Ride locations

This budget request is for consultant services to conduct the necessary transit modeling, planning-level feasibility analysis, including origin/destination, forecasting, travel times and a detailed evaluation of potential solution alternatives. The funding would also cover additional consultant services to assist with outreach and community engagement efforts.

6. Silver Spring Master Plan Support - \$20,000 – One-Time

Consultant funding to conduct local area traffic modeling and traffic counts in support of the Silver Spring Master Plan.

7. Equity Opportunity Index - \$75,000 – One-Time

This project would build on the equity work in the General Plan to determine how to bring equity considerations into the master planning process and develop tools to facilitate equity considerations. For example, Seattle developed composite displacement risk and opportunity access indices that have helped the city make decisions about growth and assess investment strategies to maximize equitable development. Consultant assistance would be needed for the data collection, analysis, and development of the indices and framework.

8. Historic Preservation (HP) at 40 - \$50,000 – One-Time

The project includes an evaluation and analysis of the 40-year history of Montgomery County's Historic Preservation program through the lens of equity and environmental sustainability.

Project deliverables will include:

1. A list/annotated bibliography of all the County's adopted historic preservation/cultural resources focused plans, guidelines, ordinance and policies;
2. An analysis showing how these resources build on or inform other adopted functional plans, area plans, policies, and ordinances; and,
3. Research to determine opportunities for expanding historic preservation program tools into other policy or planning areas.



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The consultant will partner with HP staff to examine the range and types of architectural, historical, cultural, and archaeological resources that have been surveyed and listed on the Master Plan for Historic Preservation to determine what histories are over- and under-represented, and to examine the full range of resources from an equity perspective. The consultant will also review other efforts occurring at the national, state and local level across the country involving cultural resources such as sustainability, disaster and hazard mitigation planning, heritage tourism/agritourism, and other topics to be identified. Funding for the project would include consultant services for outreach and education, mapping, and programmatic archival research.

9. Bikeway Branding Plan - \$50,000 - One-Time

The Bicycle Master Plan introduced two new types of bikeways – neighborhood greenways and breezeways – that incorporate branding as a unifying element. This project is a placemaking effort to develop a branding plan for neighborhood greenways and breezeways, including logos and signs, as well as an approach for incorporating public art into these types of bicycle facilities. It will also pilot this approach to incorporating public art into one neighborhood greenway project. This is a design effort. MCDOT would be responsible for implementing the major branding elements along neighborhood greenways and breezeways as they are constructed. MCDOT has confirmed their desire to partner with Montgomery Planning on these efforts.

10. Noise Guidelines Update - \$25,000 - One-Time

The current Noise Guidelines were drafted in 1983 and were based on assumptions and references from the 1970s. The Noise Guidelines were never adopted by the Planning Board. As a rapidly urbanizing county, the current Guidelines do not comport well with modern planning theory and often cannot be applied in a meaningful way where residential buildings and open spaces are now encouraged to frame our transportation routes. In many cases, because of the growth and activity experienced since the early 1980s, current ambient noise levels often already exceed the noise level goals established in the now outdated Guidelines thus making their application infeasible. An update would include a study that re-examines current methodologies used in other jurisdictions and make recommendations on standards that are now appropriate to protect the health safety and welfare of county residents.

11. Mixed-Use Development: Current Status and Future Trends - \$100,000 - One-Time

The goal of this study is to help us collect better data on the supply and location of this type of product, understand the economic performance of these building types, and assess whether this type of development is living up to expectations in the master plans and development approvals. The amount of mixed-use development (defined as a single building combining more than one use, such as office with retail on the ground floor) in the County has increased significantly as we have allowed higher density development around transit and created the flexible Commercial/Residential (C/R) Zone. However, collecting data on this type of development is challenging. Maryland State Department of Assessments and Taxation (SDAT) does not have a land use category for mixed use development, so researchers must sort out individual uses on the same parcel. Similarly, Costar data is organized by product type and often misses ground floor retail. The parcel file check on the Bethesda Plan required a significant amount of work to confirm the square footages and uses in mixed use projects.

A second issue related to the performance of mixed-use development is the issue of ground floor retail. While our plans often require ground floor retail, are we attracting the type of retail envisioned? What happens as buildings age and leases turn over? The 2017 Montgomery



County Retail Study mentioned, but did not provide an in-depth look at, retail spaces being used for non-retail uses such as offices. Some office building owners are converting unleased retail space to office tenant conference and lounge spaces.

And finally, a third issue question about the future of mixed-use development is related to declining demand for office space and growing interest in even more complex mixes of uses throughout the buildings (e.g., combined residential/hotels, mixed use/light industrial, etc.). Are there additional mixed-use opportunities the county should be promoting to encourage new development? Are there regulatory barriers we need to address to enable mixed use development to continue to succeed in the county? This project would build on our previous studies of the office market, retail market, and adaptive reuse.

12. Urban Loading and Delivery Management Study - \$25,000 – One-Time

As the county’s urban centers continue to develop, accommodation of loading, service, and delivery vehicles on development sites and public streets becomes ever more challenging. Cities across the country and around the world are beginning to investigate innovative approaches to reducing the negative impacts of these vital services.

In cooperation with County and State Agencies and private sector partners, this study will investigate the developing best practices and how they may be applied at the policy, planning, design, and implementation levels, using Downtown Bethesda as a case study. The request for \$25,000 in one-time consultant funds will assist with transportation-related analysis.

13. Convert Term Contract Position (Maintenance) to Full-Time Career Position (Receptionist) for Wheaton Headquarters - \$40,100 and 0.25 work year – On-Going

Montgomery Planning’s current personnel complement includes a term contract position to assist with maintenance for the MRO building. When we move to the Wheaton Headquarters, the maintenance functions will be contracted out. Montgomery Planning is requesting to convert this term contract position (1 position; 0.75 work year) to a full-time career (1 position; 1.0 work year) position. At MRO, visitors go to the Information Counter for assistance. In the new Wheaton Headquarters, the Information Counter will be on the 2nd floor. Montgomery Planning will need a receptionist on the 14th floor to greet visitors. The receptionist will be assigned other non-sensitive duties that can be performed outside the secured employee area. The additional salary and benefits to convert this position total \$40,100 and 0.25 work year.

14. Strategic Communications Consulting - \$70,000 – On-Going

This funding request is for on-going support for communications strategy and planning to develop and implement plans for audience-focused equitable and transparent communications. This work includes supporting the Communications Division for master and sector plans including the development of messaging, marketing, outreach, media relations and advertising plans to further the mission of Montgomery Planning to help the Montgomery County community to understand, value and engage in the planning process.

15. Countywide Historical Markers - \$5,000 – On-Going

This program would allow Historic Preservation staff to research, write, manufacture, and install up to three (3) historical markers on an annual basis. The requested funds will be sufficient to manufacture and install this number of historical markers using a tabletop, or similar, design following National Park Service standards. Staff time for research, writing, and project management is not included with this budget request and can be accommodated with current staffing levels. The marker locations would be chosen on an annual basis to provide



Montgomery County Planning Department

historical information about neighborhoods, sites, people, places, or topics and themes in history that have not been well documented or highlighted for the benefit of the public.

YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY21 Proposed Budget is \$21,430,031, which is a 3.4 % increase from the FY20 adopted budget and includes grant funding but does not include the compensation increase, OPEB Prefunding, or OPEB PayGo.



Montgomery County Planning Department

MONTGOMERY COUNTY PLANNING DEPARTMENT PRELIMINARY FY21 OPERATING BUDGET REQUEST			
	FY20 Adopted Budget	\$20,723,790	% Change
<i>FY21 BASE BUDGET CHANGES</i>			
	Salaries and Benefits *	434,378	
	CPI Increase for Contracts and Supplies (2%)	33,300	
Adjustment - Risk Management, Flexible Spending, Long - Term Disability and Legal Chargeback		12,897	
	Major Known Commitments	56,000	
	Chargebacks to Development Review - Special Revenue Account	(99,500)	
	Adjustments in Departmental Chargebacks to CIO and Commission Wide IT	(31,311)	
	Subtotal - Base Budget Changes	<u>405,764</u>	<u>2.0%</u>
<i>Less: FY20 One Time Expenses</i>		<u>(715,000)</u>	<u>-3.5%</u>
<i>Enhancements / New Funding Request for FY21 (One Time)</i>			
	Takoma Park Minor Master Plan Amendment	125,000	
	Fairland-Briggs Chaney Minor Master Plan Amendment	50,000	
	General Plan Update Support	50,000	
	Mixed - Use Trip Generation Tool	125,000	
	I-270 Transit Corridor Functional Master Plan Support	300,000	
	Silver Spring Master Plan Support	20,000	
	Equity Opportunity Index	75,000	
	Urban Loading and Delivery Management Study	25,000	
	Historic Preservation at 40	50,000	
	Bikeway Branding Plan	50,000	
	Noise Guidelines Update	25,000	
	Mixed Use Development: Current Status and Future Trends	100,000	
	Subtotal - Proposed One Time Changes	<u>995,000</u>	<u>4.8%</u>
<i>Enhancements / New Funding Request for FY21 (On Going)</i>			
	Convert Term Maintenance Position to Full Time Career - Receptionist for WHQ	40,100	
	Strategic Communications Consulting	70,000	
	Countywide Historical Markers	5,000	
	Subtotal - Proposed - On Going Changes	<u>115,100</u>	<u>0.6%</u>
	Wheaton Headquarters (WHQ) Operating Budget Impact (OBI)	<u>(140,743)</u>	<u>-0.7%</u>
	Planning Department's share of CIO/CWIT New Initiatives	46,120	0.2%
	Net Change from FY20 Adopted to FY21 Proposed Budget	706,241	3.4%
	*FY21 Proposed Budget	<u>\$21,430,031</u>	<u>3.4%</u>
Notes:			
* Total does not include compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non- departmental account.			



Montgomery County Planning Department

LAPSE AND STAFFING

For FY21, the Department plans to maintain an approximate 4.5% lapse rate and its current budgeted staffing level of 151 positions (147.10 work years). This level includes: 140.49 funded work years (of which .25 work year is new request to convert a contract position to a full-time position), 6.61 lapsed work years, and three (3) unfunded positions.

FEES AND REVENUE ESTIMATES

The majority of the Department's budget is tax supported, funded through the Administration Fund. There are also revenues received through charges for services, fees for materials and established Special Revenue Funds. The Department anticipates \$203,500 in fees from service charges and other program fees in FY21.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund to offset costs that will be incurred in FY21 to provide specific activities consistent with the intent of the Fund, such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY21, the Department is requesting an increase of \$12,100 (a 3.0% increase) for an overall appropriation of \$415,600 to cover the FY20 compensation increases. The appropriation was not increased during the FY20 budget process due to the uncertainty of the requested compensation increases being approved.

SPECIAL REVENUE FUND

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue fund is the Development Review Special Revenue Account (DR-SRA).

Each special revenue fund budget includes proposed revenues, expenditures, and fund balances. Special Revenue Fund balances are shown separately from the tax supported funds to avoid confusing the resources of one fund type with another.

The DR-SRA was created to collect fees generated from the submission of development applications. Staff time spent reviewing development applications is charged back from the Administration Fund to the DR-SRA.

The Planning Department is proposing to increase the chargebacks to the DR-SRA by \$117,394. Of this increase, \$4,724 is from the Legal Department and \$13,170 is from the Finance Department for their services. The remaining \$99,500 (3%) is from the Planning Department to cover the FY20 compensation increases. The chargeback was not increased during the FY20 budget process due to the uncertainty of the requested compensation increases being approved.

The Department has traditionally requested a transfer from the Administration Fund into the DR-SRA in recognition of the fact that revenues may not cover the costs of our review efforts. The fund performed well in five of the last eight fiscal years primarily due to the fees collected for various large projects in commercial-residential zones. This performance built a significant fund balance. The Council did not approve transfers in FY14 to FY16. The Council did approve transfers of \$500,000 and \$300,000 in FY17 and FY18 respectively. In FY19 and FY20 the Council did not approve a transfer due to tight fiscal constraints. The Planning Department is not requesting a transfer from the Administration fund to DR-SRA in FY21.



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PROFESSIONAL SERVICES

The Department proposes to spend \$1,605,740 for the professional services outlined in the table below. This level reflects an increase of \$309,820 or a 24% from FY20 adopted funding levels due to a combination of changes in new one-time professional services essential needs funding requests in FY20, and a reduction of one-time essential needs requests from FY20 adopted.

PROFESSIONAL SERVICES				
Division	Program Element	Description	FY20 Adopted Budget	FY21 Proposed Budget
Director's Office				
	Special Projects	Funding for Special Council Request	\$30,000	\$30,000
	General Plan Update	Funding for materials, technology resources and consultant assistance: 1) to support the Department's countywide visioning and community outreach and engagement efforts; and 2) conduct data and policy research to support the update of the critical elements of the general plan, including on major issues and drivers that will affect the county's development and growth in the next 30 years	\$300,000	
	General Plan Update	Detailed analyses of more than one set of draft policies and alternatives in the areas of 1) economic growth (a more in-depth analysis of drivers of change influencing economic competitiveness), 2) transportation analysis (impact of certain policy choices on land use, environment and/or equity), or 3) growth management alternatives that will need consultant help in FY21 to shed more light on the policy choices.		\$50,000
Area 1				
	Urban Loading and Delivery Management Study	Consultant funding for transportation-related analysis.		\$25,000
	Takoma Park Minor Master Plan Amendment	Consulting funding for transportation, environmental, and economic analyses.		\$125,000
	Placemaking Initiatives	Consulting funding to expand the successful Silver Spring Placemaking Program to other locations in the county	\$100,000	\$100,000
Area 2				
	I - 270 Corridor Transit Plan	Consultant services to conduct the necessary transit modeling, planning-level feasibility analysis, including origin/destination, forecasting, travel times and a detailed evaluation of potential solution alternatives. The funding would also cover additional consultant services to assist with outreach and community engagement efforts.		\$200,000
	Ten-Year Check-Up on the White Flint Sector Plan's Metrorail Station Area	Study to evaluate the White Flint Metrorail Station area to inform any adjustments to the urban design guidelines. This study will provide urban design concepts, including transportation safety improvements for people that walk and bike	\$50,000	
Area 3				
	Fairland-Briggs Chaney Minor Master Plan Amendment	Consultant funds associated with this project will support design, circulation, and environmental studies in the vicinity of the existing center and help integrate new development in the area.		\$50,000
	Update Noise Guidelines	Study to re-examine current methodologies used in other jurisdictions and make recommendations on standards that are now appropriate to protect the health safety and welfare of county residents.		\$25,000



Montgomery County Planning Department

PROFESSIONAL SERVICES				
Division	Program Element	Description	FY20 Adopted Budget	FY21 Proposed Budget
	Rustic Road Functional Master Plan Update	Consultant assistance for the rustic roads inventories and evaluation	\$25,000	
Research and Special Projects				
	Equity Opportunity Index	This project would determine how to bring equity considerations into the master planning process and develop tools to facility equity considerations.		\$75,000
	Mixed Use Development: Current Status and Future Trends	The project would fill gaps in available data on current conditions at mixed use development and identify trends for mixed use development going forward.		\$100,000
	Research	On-Call Economic Services (ongoing)	\$57,680	\$58,000
	Affordable Housing Preservation and Redevelopment Feasibility	Consulting funding to identify challenges, best practices and strategies for the preservation of affordable housing	\$75,000	
	Preserving Community Value of Ethnically Diverse Retail Centers	Study of the geographic distribution and history of the County's ethnic retail clusters, the communities they serve, the social value they contribute and strategies to preserve them	\$60,000	
Functional Planning and Policy				
	Traffic Generation from Mixed Use Development	To support the development of a customized trip generation analysis tool for application in Montgomery County reflecting sensitivity to mixed-use development trip making characteristics and parking policy.		\$125,000
	I - 270 Corridor Transit Plan	This budget request is for consultant services to conduct the necessary transit modeling, planning-level feasibility analysis, including origin/destination, forecasting, travel times and a detailed evaluation of potential solution alternatives. The funding would also cover additional consultant services to assist with outreach and community engagement efforts		\$100,000
	Silver Spring Master Plan	Consultant funding to conduct local area traffic modeling and traffic counts in support of the Silver Spring Master Plan.		\$20,000
	Bikeway Branding Plan	The Bicycle Master Plan introduced two new types of bikeways – neighborhood greenways and breezeways – that incorporate branding as a unifying element. This project is a placemaking effort to develop a branding plan for neighborhood greenways and breezeways, including logos and signs, as well as an approach for incorporating public art into these types of bicycle facilities. MCDOT has indicated their commitment to implementing the branding component of the project.		\$50,000
	Historic Preservation at 40	The contracted consultant will partner with HP staff to examine the range and types of architectural, historical, cultural, and archaeological resources that have been surveyed and listed on the Master Plan for Historic Preservation to determine what histories are over- and under-represented, and to examine the full range of resources from an equity perspective. The consultant will also review other efforts occurring at the national, state and local level across the country involving cultural resources such as sustainability, disaster and hazard mitigation planning, heritage tourism/agritourism, and other topics to be identified. Funding for the project would include consultant services for outreach and education, mapping, and programmatic archival research		\$50,000
	Master Plan Staging/Monitoring	Ongoing funding request for Transportation analysis in support of the Bicycle Planning annual commitment (Major Known Commitment).	\$25,000	\$25,000



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PROFESSIONAL SERVICES				
Division	Program Element	Description	FY20 Adopted Budget	FY21 Proposed Budget
	General Plan	Transportation Modeling	\$25,000	
	Pedestrian Master Plan	Consulting funding to identify national & international best practices in creating a pedestrian master plan, identifying goals, objectives and performance metrics and developing pedestrian-supportive programs & policies	\$100,000	
	Data for Vision Zero	Data collection and analysis to inform recommendations in master plans using several data sources such as motor vehicle turn movement counts, speed data, and pedestrian and bicycle counts	\$50,000	
	Subdivision Staging Policy	Tools and analyses for increased biennial transportation monitoring for Subdivision Staging Policy. Major Known Commitment needed every other year	\$25,000	
	Pedestrian Master Plan	Transportation Modeling	\$25,000	
	Historic Preservation Functional Master Plan	Architectural field survey to reevaluate and create new survey forms for properties within and adjacent to FY20 proposed Master Plans/Sector Plans	\$25,000	
Information Technology & Innovation				
	Information Technology	WAN/LAN/Harbernet consulting	\$100,000	\$150,000
		Consulting for Telephone Support (VOIP)	\$37,440	\$37,440
		L3 Helpdesk/Inventory support	\$71,400	\$100,000
		Consulting Support Miscellaneous	\$2,000	\$2,000
		UPS Maintenance	\$3,300	\$3,300
		Black Box licenses for constant upgrades for videoconference units	\$4,100	\$0
		CRM and Share Point Support	\$25,000	\$25,000
	IS/GIS	For professional Services related to Project Docx	\$40,000	\$40,000
		Enhancement of ITPCC**	\$20,000	\$20,000
		Enhance 3D building base map	\$20,000	\$20,000
Planning Department Total			\$1,295,920	\$1,605,740

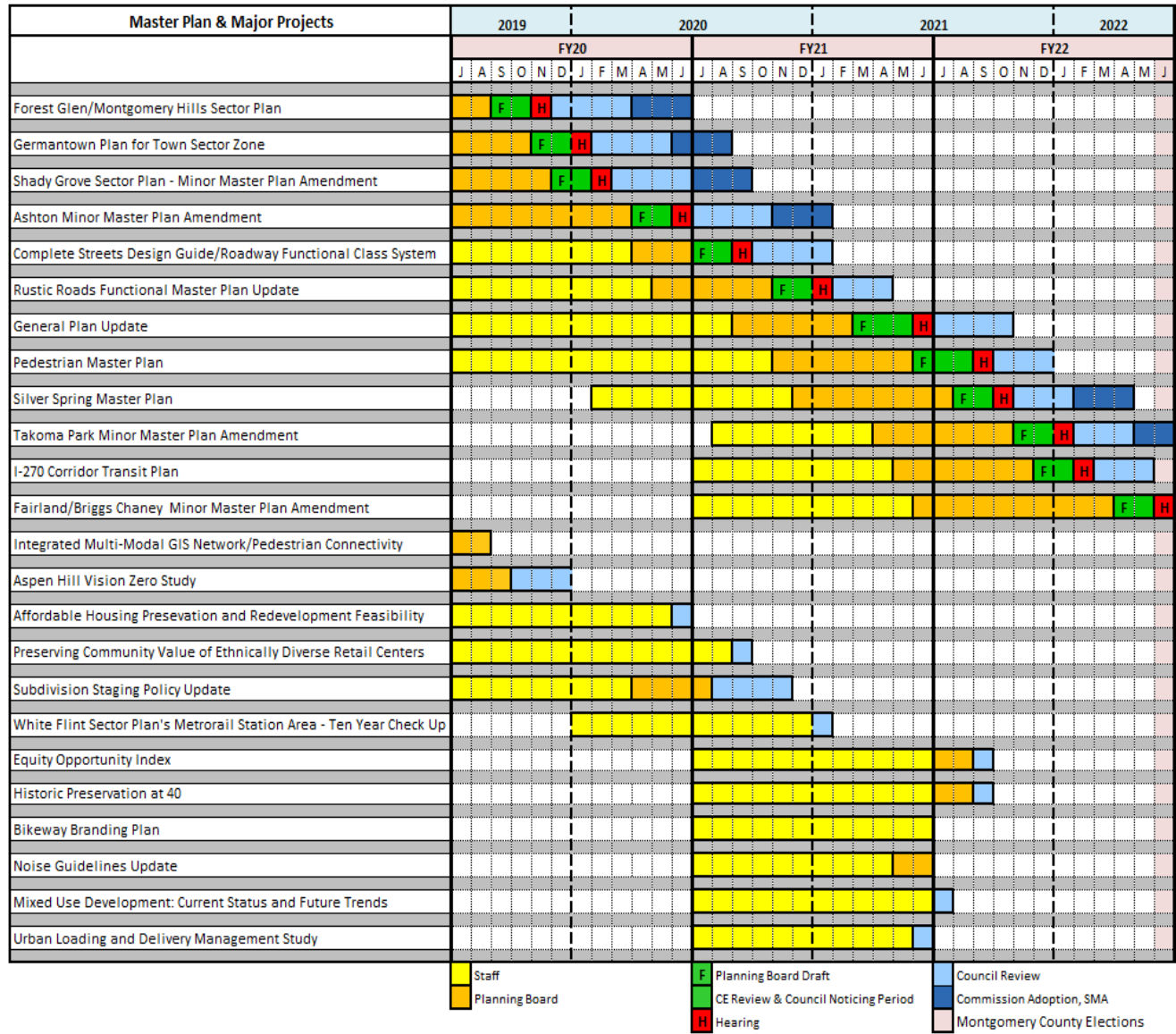
PUBLICATIONS

PUBLICATIONS				
Division	Program Element	Description	FY20 Adopted Budget	FY21 Proposed Budget
Functional Planning and Policy				
	Historic Area Work Permits	HPC Legal Notices in Newspaper	\$11,000	\$11,000
Management Services				
	To be used for all Area teams as needed	Specialized Printing	\$5,000	
Communications				
	To be used for all Area teams as needed/ General Plan update	Specialized Printing		\$5,000
Planning Department Total			\$16,000	\$16,000



Montgomery County Planning Department

WORK PROGRAM OVERVIEW



Montgomery County Planning Department

Montgomery County Planning Department: FY21 Proposed Work Program Crosswalk of Work Years (Division to Work Program Elements)

	FY21 Proposed	Director's Office	Management Services Division	Communication Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory Coordination	Information Technology & Innovation	Research & Special Projects
Total Workyears for FY21	147.10	7.00	10.60	10.00	20.50	16.00	21.00	20.00	18.00	18.00	6.00
Less: Lapse	(6.61)	0.00	(0.97)	0.00	(1.00)	(0.80)	(1.07)	(0.99)	(0.83)	(0.95)	0.00
Funded WY	140.49	7.00	9.63	10.00	19.50	15.20	19.93	19.01	17.17	17.05	6.00
Program: MASTER PLANNING PROGRAM											
Plans											
Programs projected to end in FY20											
Forest Glen/Montgomery Hills Sector Plan	0.00										
Bicycle Master Plan Implementation	0.00										
Veirs Mill Corridor Master Plan (Wheaton to Rockville)	0.00										
MARC Rail Communities Plan	0.00										
New for FY21											
Takoma Park Minor Master Plan Amendment	2.03	0.08		0.21	0.11	1.50				0.04	0.09
Fairland/Briggs Chaney Minor Master Plan Amendment	1.83	0.08		0.21	0.10			1.30		0.04	0.10
Carried over from FY20											
Pedestrian Master Plan	2.41	0.10		0.21	1.00		0.10	0.50		0.50	
Rustic Roads Functional Master Plan Update	1.03	0.06		0.08	0.25			0.60		0.04	
Silver Spring Master Plan	2.55	0.10		0.21	0.11	2.00				0.04	0.09
I - 270 Functional Plan for Transit	3.93	0.10		0.08	1.50		2.00	0.10		0.05	0.10
Germantown Plan for Town Sector Zone	0.17	0.02		0.08	0.02			0.05			
Shady Grove Sector Plan - Minor Master Plan Amendment	0.52	0.02		0.08	0.02		0.40				
Ashton Minor Master Plan Amendment	1.45	0.05		0.08	0.02			1.30			
General Plan Update	12.52	0.30		2.13	1.80	1.00	3.00	0.35	0.20	1.50	2.24
Historic Preservation Functional Master Plan	0.88	0.05		0.08	0.75						
Public Policies Planning and Coordination											
Master Plan Staging/Monitoring	0.83	0.12			0.31	0.10	0.10			0.10	0.10
Public Project Support including Mandatory Referrals	2.04	0.14			1.00	0.10	0.50	0.30			
Special Projects											
Programs projected to end in FY20											
Traffic Generation from Mixed Use Development Projects Implementation	0.00										
Silver Spring Streetscape	0.00										
Aspen Hill Vision Zero Study	0.00										
Purple Line Impacts to Small Business	0.00										
Agri-Tourism Study	0.00										
White Flint II Implementation	0.00										
New for FY21											
Equity Opportunity Index	1.07	0.10		0.08	0.10					0.04	0.75
Historic Preservation at 40	1.29	0.08		0.21	1.00						
Bikeway Branding Plan	0.35	0.07		0.08	0.20						
Noise Guidelines Update	0.52	0.07		0.08	0.02	0.10		0.25			
Mixed Use Development: Current Status and Future Trends	0.96	0.08		0.08	0.10	0.10	0.10				0.50
Urban Loading and Delivery Management Study	0.77	0.07		0.08	0.02	0.50	0.10				
Carried over from prior years. Will continue in FY21											
Integrated Multi-Modal GIS Network / Pedestrian Connectivity	0.02									0.02	
Affordable Housing Preservation and Redevelopment Feasibility	0.04	0.02								0.02	
Agriculture Initiatives	0.10							0.10			
The Missing Middle - Design and Economics Study	0.03	0.02						0.01			
Colocation of Public Facilities Study Implementation	0.04	0.02									0.02
Burial Sites	0.55	0.04			0.50					0.01	
Placemaking Initiatives	1.51	0.20		0.21	0.00	0.40	0.40	0.30			
Preserving Community Value of Ethnically Diverse Retail Centers	0.18	0.05		0.08							0.05
White Flint Sector Plan's Metrorail Station Area Ten-Year Check-Up	1.71	0.08		0.21	0.02		1.40				
Subdivision Staging Policy - Updates and Implementation	2.59	0.10		0.21	1.65	0.20	0.30			0.03	0.10
Complete Streets Design Guide/Roadway Functional Classification System	1.04	0.04			0.50	0.10	0.30	0.10			
Design Excellence Initiatives	0.93	0.59	0.01	0.08		0.10	0.10	0.05			
Environmental Policy, Planning & Sustainability	1.32	0.02	0.15		1.00	0.05	0.10				
Special Projects	5.19	1.29	0.45	1.20	1.70	0.05	0.10				0.40
SUB-TOTAL MASTER PLANNING	52.40	4.16	0.61	6.05	13.80	6.30	9.00	5.31	0.20	2.43	4.54
Regulatory Policy Development/Amendment											
Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	2.11	0.06			1.10	0.10	0.15	0.30	0.20	0.20	
Land Use Regulations											
Concept, Sketch, Project and Site Plan Reviews and Amendments	10.77	0.07		0.60	0.10	2.75	2.90	2.65	1.70		
Conditional Use (Special Exceptions)	2.29	0.03			0.05	0.13	0.58	1.15	0.35		
Forest Conservation Reviews, Inspections & Enforcement	8.37	0.02				0.50	1.40	1.75	4.70		
Historic Area Work Permits	2.00				2.00						
Local and Corrective Map Amendments and Development Plan Amendments	0.47	0.02			0.10	0.10		0.10	0.15		
Pre-Application Meetings (Pre-Application Meetings/Guidance)	3.79	0.04			0.05	1.00	1.40	1.30			
Regulatory Enforcement and Building Permit Review	1.21	0.01				0.10	0.05	0.05	1.00		
Subdivision Plans (Preliminary, Administrative, Minor) and Amendments	9.87	0.07			0.05	1.25	1.50	3.20	3.80		
SUB-TOTAL REGULATORY PLANNING	40.88	0.32	0.00	0.60	3.45	5.93	7.98	10.50	11.90	0.20	0.00
Program: INFORMATION RESOURCES											
Public Information											
Information Services	5.11	0.06			0.05	0.10	0.05	0.20	1.50	3.15	
Information Systems/Geographic Information Systems (IS/GIS)	5.68	0.02			0.10	0.10	0.05	0.15	0.40	4.86	
Research - Demographics, Housing and Other (Research Projects)	1.41	0.06			0.10	0.10	0.05	0.10			1.00
SUB-TOTAL INFORMATION RESOURCES	12.20	0.14	0.00	0.00	0.25	0.30	0.15	0.45	1.90	8.01	1.00
Program: MANAGEMENT/ADMINISTRATION											
Governance											
Work Program Management	10.44	0.80	0.79	0.40	1.00	1.35	1.40	1.75	1.20	1.50	0.25
Work Program Support	20.08	1.50	8.23	2.95	1.00	1.32	1.40	1.00	1.97	0.50	0.21
Agency Support											
Information Technology	4.49	0.08			0.00					4.41	
SUB-TOTAL MANAGEMENT/ADMINISTRATION	35.01	2.38	9.02	3.35	2.00	2.67	2.80	2.75	3.17	6.41	0.46
TOTAL	140.49	7.00	9.63	10.00	19.50	15.20	19.93	19.01	17.17	17.05	6.00
<i>Funded Workyears</i>	<i>140.49</i>	<i>7.00</i>	<i>9.63</i>	<i>10.00</i>	<i>19.50</i>	<i>15.20</i>	<i>19.93</i>	<i>19.01</i>	<i>17.17</i>	<i>17.05</i>	<i>6.00</i>
<i>Variance</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>



Montgomery County Planning Department

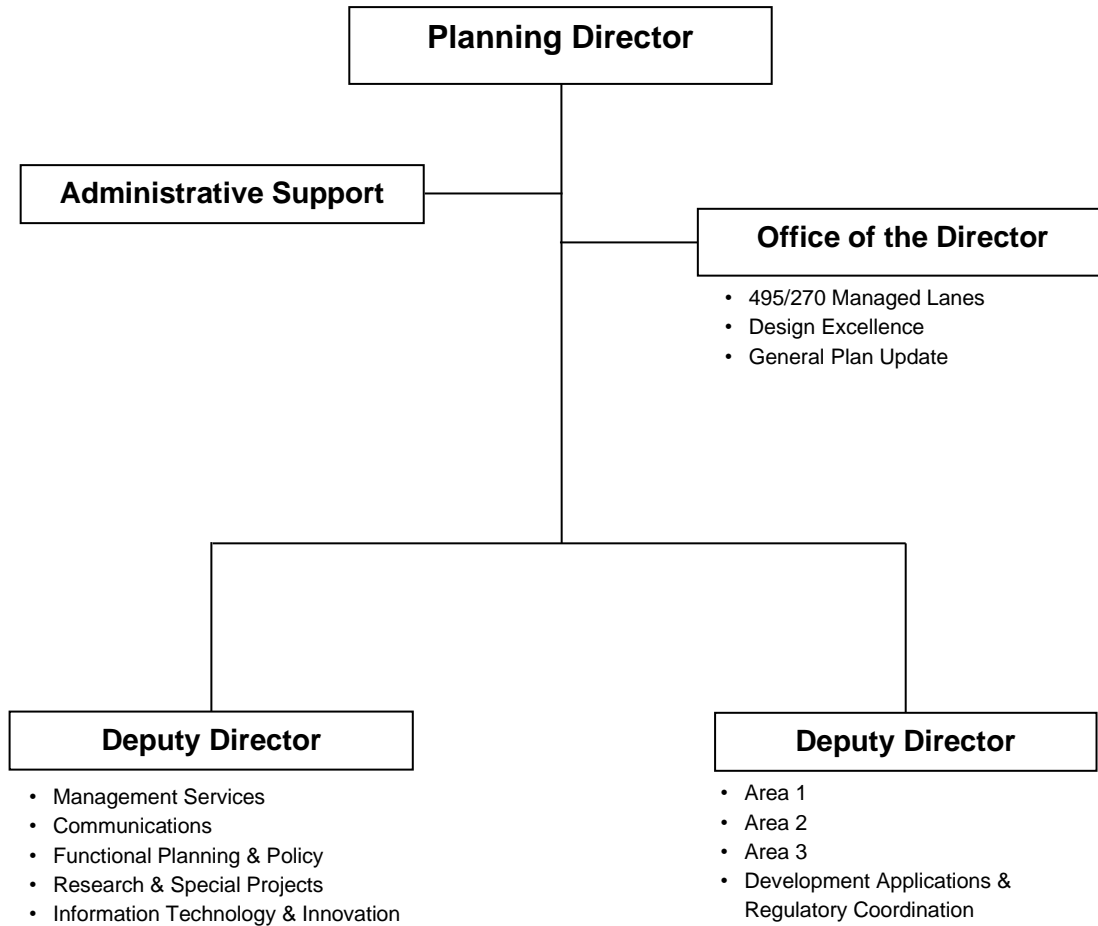
Montgomery County Planning Department: FY21 Estimated Work Program Cost (Based on Analytical Allocation of the Budget)

	FY21 Proposed	Personnel *	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total		
Total Funded Workyears for FY21		147.10								
Lapse Funded WY		(6.61)								
Total Funded WY		140.49								
Program: MASTER PLANNING PROGRAM										
Plans										
Programs Ending in FY20	Forest Glen/Montgomery Hills Sector Plan									
	Bicycle Master Plan Implementation									
New for FY21	Veirs Mill Corridor Master Plan (Wheaton to Rockville)									
	MARC Rail Communities Plan									
Carried over from prior years. Will continue in FY21	Takoma Park Minor Master Plan Amendment	2.03	\$272,116	\$125,000		\$52,174	\$449,289	\$449,289		
	Fairland/Briggs Chaney Minor Master Plan Amendment	1.83	\$245,306	\$50,000		\$47,033	\$342,340	\$342,340		
	Pedestrian Master Plan	2.41	\$323,054			\$61,940	\$384,994	\$384,994		
	Rustic Roads Functional Master Plan Update	1.03	\$138,069			\$26,472	\$164,541	\$164,541		
	Silver Spring Master Plan	2.55	\$341,820	\$20,000		\$65,538	\$427,359	\$427,359		
	1- 270 Functional Plan for Transit	3.93	\$526,806	\$300,000		\$101,006	\$927,812	\$927,812		
	Germantown Plan for Town Sector Zone	0.17	\$22,788			\$4,369	\$27,157	\$27,157		
	Shady Grove Sector Plan - Minor Master Plan Amendment	0.52	\$69,705			\$13,365	\$83,069	\$83,069		
	Ashton Minor Master Plan Amendment	1.45	\$194,369			\$37,267	\$231,635	\$231,635		
	General Plan Update	12.52	\$1,678,271	\$50,000		\$321,780	\$2,050,051	\$2,050,051		
	Historic Preservation Functional Master Plan	0.88	\$117,962			\$22,617	\$140,579	\$140,579		
	Public Policies Planning and Coordination									
	Master Plan Staging/Monitoring	0.83	\$111,259	\$25,000		\$21,332	\$157,591		\$157,591	
	Public Project Support including Mandatory Referrals	2.04	\$273,456			\$52,431	\$325,887		\$325,887	
	Special Projects									
Programs Ending in FY20	Traffic Generation from Mixed Use Development Projects Implementation									
	Silver Spring Streetscape									
New for FY21	Aspen Hill Vision Zero Study									
	Purple Line Impacts to Small Business									
	Agri-Tourism Study									
	White Flint II Implementation									
	Equity Opportunity Index	1.07	\$143,431	\$75,000		\$27,500	\$245,931		\$245,931	
	Historic Preservation at 40	1.29	\$172,921	\$50,000		\$33,155	\$256,076		\$256,076	
	Bikeway Branding Plan	0.35	\$46,917	\$50,000		\$8,995	\$105,912		\$105,912	
	Noise Guidelines Update	0.52	\$69,705	\$25,000		\$13,365	\$108,069		\$108,069	
	Mixed Use Development: Current Status and Future Trends	0.96	\$128,685	\$100,000		\$24,673	\$253,359		\$253,359	
	Urban Loading and Delivery Management Study	0.77	\$103,216	\$25,000		\$19,790	\$148,006		\$148,006	
	Integrated Multi-Modal GIS Network / Pedestrian Connectivity	0.02	\$2,681			\$514	\$3,195		\$3,195	
	Affordable Housing Preservation and Redevelopment Feasibility	0.04	\$5,362			\$1,028	\$6,390		\$6,390	
	Agriculture Initiatives	0.10	\$13,405			\$2,570	\$15,975		\$15,975	
	The Missing Middle - Design and Economics Study	0.03	\$4,021			\$771	\$4,792		\$4,792	
	Colocation of Public Facilities Study Implementation	0.04	\$5,362			\$1,028	\$6,390		\$6,390	
Carried over from prior years. Will continue in FY21	Burial Sites	0.55	\$73,726			\$14,136	\$87,862		\$87,862	
	Placemaking Initiatives	1.51	\$202,411	\$100,000		\$38,809	\$341,220		\$341,220	
	Preserving Community Value of Ethnically Diverse Retail Centers	0.18	\$24,129			\$4,626	\$28,755		\$28,755	
	White Flint Sector Plan's Metrorail Station Area Ten-Year Check-Up	1.71	\$229,221			\$43,949	\$273,170		\$273,170	
	Subdivision Staging Policy - Updates and Implementation	2.59	\$347,182			\$66,566	\$413,749		\$413,749	
	Complete Streets Design Guide/Roadway Functional Classification System	1.04	\$139,409			\$26,729	\$166,138		\$166,138	
	Design Excellence Initiatives	0.93	\$124,664			\$23,902	\$148,566		\$148,566	
	Environmental Policy, Planning & Sustainability	1.32	\$176,942			\$33,926	\$210,868		\$210,868	
	Special Projects	5.19	\$695,705	\$155,000		\$133,390	\$984,095		\$984,095	
	SUB-TOTAL MASTER PLANNING	52.40	\$7,024,075	\$1,150,000	\$0	\$1,346,746	\$9,520,821	\$0	\$9,520,821	
	Program: REGULATORY PLANNING PROGRAM									
	Regulatory Policy Development/Amendment									
	Carried over from prior years. Will continue in FY20	Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	2.11	\$282,840			\$54,230	\$337,069		\$337,069
		Land Use Regulations								
		Concept, Sketch, Project and Site Plan Reviews and Amendments	10.77	\$1,443,689			\$276,803	\$1,720,491	(\$1,475,400)	\$245,091
Conditional Use (Special Exceptions)		2.29	\$306,968			\$58,856	\$365,824		\$365,824	
Forest Conservation Reviews, Inspections & Enforcement		8.37	\$1,121,975			\$215,120	\$1,337,095		\$1,337,095	
Historic Area Work Permits		2.00	\$268,094	\$11,000		\$51,403	\$330,497		\$330,497	
Local and Corrective Map Amendments and Development Plan Amendments		0.47	\$63,002			\$12,080	\$75,082		\$75,082	
Pre-Application Meetings (Pre-Application Meetings/Guidance)		3.79	\$508,039			\$97,408	\$605,447		\$605,447	
Regulatory Enforcement and Building Permit Review		1.21	\$162,197			\$31,099	\$193,296	(\$146,500)	\$46,796	
Subdivision Plans (Preliminary, Administrative, Minor) and Amendments (Previously called Preliminary Plans/Subdivision Plans)		9.87	\$1,323,046			\$253,671	\$1,576,718	(\$1,431,800)	\$144,918	
SUB-TOTAL REGULATORY PLANNING		40.88	\$5,479,851	\$0	\$11,000	\$1,050,668	\$6,541,519	(\$3,053,700)	\$3,487,819	
Program: INFORMATION RESOURCES										
Public Information										
Information Services		5.11	\$684,981			\$131,333	\$816,315	(\$362,800)	\$453,515	
Information Systems/Geographic Information Systems (IS/GIS)		5.68	\$761,388	\$80,000		\$336,690	\$1,178,078		\$1,178,078	
Research - Demographics, Housing and Other (Research Projects)	1.41	\$189,007	\$58,000		\$36,239	\$283,245		\$283,245		
SUB-TOTAL INFORMATION RESOURCES	12.20	\$1,635,376	\$138,000	\$0	\$504,262	\$2,277,639	(\$362,800)	\$1,914,839		
Program: MANAGEMENT/ADMINISTRATION										
Governance										
Work Program Management	10.44	\$1,399,453			\$268,321	\$1,667,774		\$1,667,774		
Work Program Support	20.08	\$2,691,669			\$516,081	\$3,207,750		\$3,207,750		
Agency Support										
Information Technology	4.49	\$601,872	\$317,740		\$561,416	\$1,481,028		\$1,481,028		
SUB-TOTAL MANAGEMENT/ADMINISTRATION	35.01	\$4,692,994	\$317,740	\$0	\$1,345,818	\$6,356,552	\$0	\$6,356,552		
TOTAL	140.49	\$18,832,297	\$1,605,740	\$11,000	\$4,247,494	\$24,696,531	(\$3,416,500)	\$21,280,031		
								Grant	\$150,000	
									\$21,430,031	
*FY21 Proposed Budget \$21,430,031										
* Proposed Budget does not include compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non-departmental account.										



ORGANIZATIONAL STRUCTURE

OFFICE OF THE PLANNING DIRECTOR



Montgomery County Planning Department – Director’s Office

OVERVIEW

The Director’s Office provides leadership and executive oversight of the Department’s work program, policies, procedures and strategic planning.

PROGRAMS AND SERVICES PROVIDED

- Leadership on Strategic Planning and Design Issues
- Coordination with County Agency Department Heads
- Community Outreach Oversight
- Legislative Oversight
- Semi-Annual Reports to County Council
- Coordination with the Office of State Planning
- Coordination with the Council of Governments (COG) Planning
- Work Program Oversight
- Budget

Accomplishments for FY19 (from July 2018 through June 2019)

Innovative Planning

- Received National Capital Area Chapter of American Planning Association Awards for the Bethesda Master Plan and the Veirs Mill Corridor Master Plan.
- Completed and obtained County Council approval of the countywide Bicycle Master Plan, the Update to the Master Plan of Highways and Transitways, the Veirs Mill Corridor Master Plan and the MARC Rail Communities Plan.
- Launched Thrive Montgomery 2050 to update the County’s General Plan for the next 30 years. Completed the General Plan Update Strategic Framework. Led a successful Thrive Week series of five community events and created the online Thrive Montgomery Quiz.
- Achieved County Council endorsement of the joint Colocation of Public Facilities Study.
- Provided research and analysis in support of the County Council’s approval of a Zoning Text Amendment to expand the creation of Accessory Dwelling Units throughout the county.
- Presented at multiple conferences/events:
 - Five sessions at the American Planning Association’s National Planning Conference 19 (April 2019);
 - Department of Economic Development & Richmond Reserve Bank’s Opportunity Zone Workshop (February 2019);
 - National Community Reinvestment Coalition’s 2019 Just Economy Conference (March 2019);
 - NAIOP, “A Seat at the Table with Montgomery County Planning Board” (April 2019);
 - 27th Annual Affordable Housing Summit (May 2019);
 - 2019 Infraday East Conference (May 2019);
 - Lerch Early Brewer, “Moving the Economy Forward 2.0: Let’s Get Regional” (June 2019).

Placemaking & Design

- Advanced placemaking across the county. Led a collaborative placemaking initiative, the White Flint Placemaking Festival, to reimagine part of the Randolph Hills Shopping Center as the county’s first pop-up park; the festival drew more than 1,000 people and spurred additional community-led placemaking activities. Launched a series of Art Walks to explore downtown Silver Spring’s public art in partnership with the Silver Spring Regional Services Center, Silver



Montgomery County Planning Department – Director’s Office

Spring Arts and Entertainment District, Silver Spring Urban District and local restaurants. Launched collaborative efforts leading to Fall 2019 community-led placemaking events in Burtonsville and Long Branch.

- Launched the fourth Design Excellence Awards competition, concluded in October 2019, and created a new second award to recognize exceptional multi-family housing design.
- Continued preparations for the Planning and Parks Departments’ summer 2020 move to the new LEED Platinum headquarters building in Wheaton, currently under construction.

Quality Development

- Continued to emphasize the efficient review of all regulatory applications with an emphasis on the highest quality of design and public realm in all development projects.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$1,677,230	\$1,441,992	-14.0%
Staffing			
Funded Career Positions	7.00	7.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	6.77	6.85	1.2%

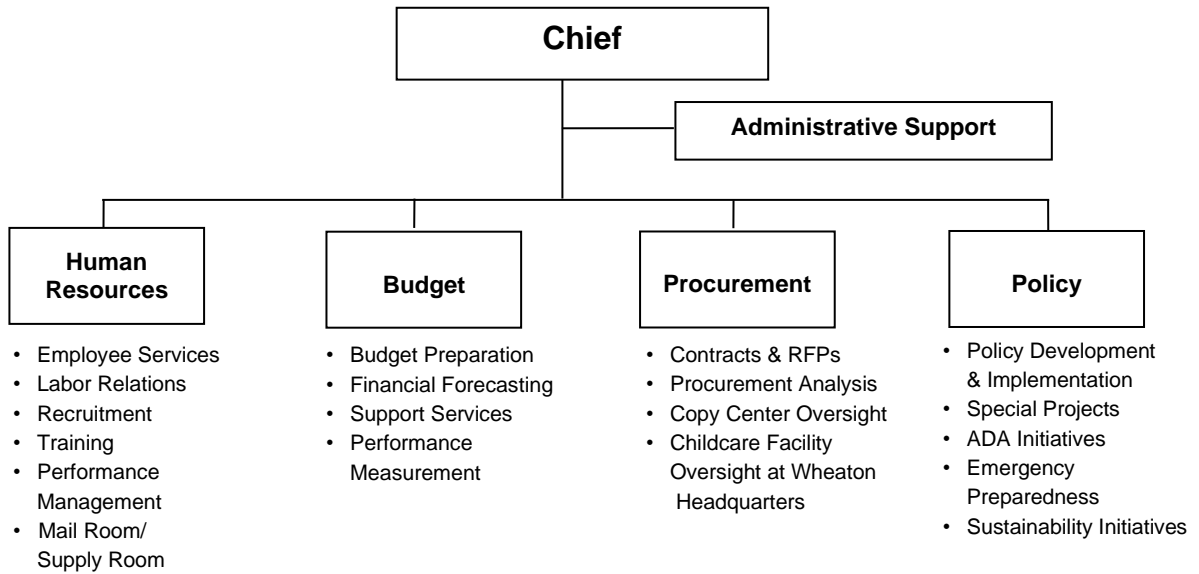
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY21 regulatory workload.
- Includes \$50,000 for communications/outreach support and consulting funding for General Plan Update.



ORGANIZATIONAL STRUCTURE

MANAGEMENT SERVICES



Montgomery County

Planning Department – Management Services

OVERVIEW

The Management Services Division’s activities support a variety of policy, financial, budgetary, procurement, and personnel needs, while ensuring the Department’s ability to attain its goals and objectives. In addition, the division leads the Department’s organizational development program and diversity efforts. Management Services provides a variety of services that directly support the Planning divisions to allow them to achieve their mission and responsiveness to the public and assists the Director’s Office with implementing internal policies and procedures to support the administrative functions within the Department. The Management Services Division consists of the following sections:

Human Resources/Training and Development provides departmental human resource services in the areas of recruitment, performance management, employee/labor relation services, and intern program coordination. This section also provides departmental training, workforce planning, and organizational development programs and activities that increase the competencies of department employees to enable them to provide the highest quality planning services. This section also oversees the mail room and supply room.

Budget Administration uses a coordinated financial management system that handles more than \$20 million in annual operating funds; prepares the Department’s annual budget; guides the development and monitoring of performance measures; assists the Department with the Council review and approval process; monitors budget performance during the fiscal year; and develops and monitors the Support Services program.

Procurement guides department-wide procurement activities including contract development and administration, bill paying, monitoring of vendor activity and compliance, and oversight of the copy center and childcare facility at the Wheaton headquarters. This section also proposes, evaluates, and implements departmental procurement policies, practices and procedures.

Policy and Special Projects is responsible for developing, implementing, and administering departmental policies and procedures, including the Department’s energy plan, emergency management plan, safety awareness, recycling, sustainability plan, and ADA compliance plan. In addition, this section is involved in moving a variety of Commission and departmental new initiatives forward and completing short and long-term department-wide projects and analyses.

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Human Resources Management
- Training and Development
- Copy Center, Mail Room, Supply Room
- Childcare Facility Oversight
- Budget Development and Fiscal Oversight
- Financial Management
- Procurement
- Emergency Preparedness
- ADA Initiatives



Montgomery County Planning Department – Management Services

Accomplishments for FY19 (from July 2018 through June 2019)

- Conducted and analyzed performance measure data to assess progress toward achieving the department’s performance expectations and to improve the management and delivery of services.
- Continued participation in the Commission’s Employment Program for People with Disabilities by hiring people with disabilities and providing meaningful work experience for this population which continues to be the largest unemployed population nationally and in Montgomery County.
- Conducted second year of the well-received Mentoring Program for staff designed to help our managers and supervisors acquire and/or enhance managerial skills.
- Provided technical training on Autocad, Adobe, Creative Cloud Boot Camp, and various Microsoft Office products.
- Provided department-wide training on Respectful Workplace training for non-managerial staff.
- Provided a variety of training classes as part of the department’s Diversity, Inclusion, Equity and Accessibility Initiative.
- Participated in M-NCPPC’s Americans with Disabilities Act (ADA) Committee to continue the pursuit of AA-level compliance and collaborate on policy, procedure, training, and assessment action from compliance reports.
- Continued to provide communication and training on transit and commuting resources available in Montgomery County including dockless bicycles and scooters.

GOALS AND PERFORMANCE MEASURES

The Management Services Division contributes to the Department-wide goals delineated in the Departmental overview.

BUDGET AT A GLANCE

Summary of Division Budget

		FY20	FY21	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$2,375,619	\$1,270,426	-46.5%
Staffing				
	Funded Career Positions	17.00	11.00	-35.3%
	Funded Term Positions	1.00	0.00	-100.0%
	Funded Workyears	16.91	9.63	-43.1%



Montgomery County

Planning Department – Management Services

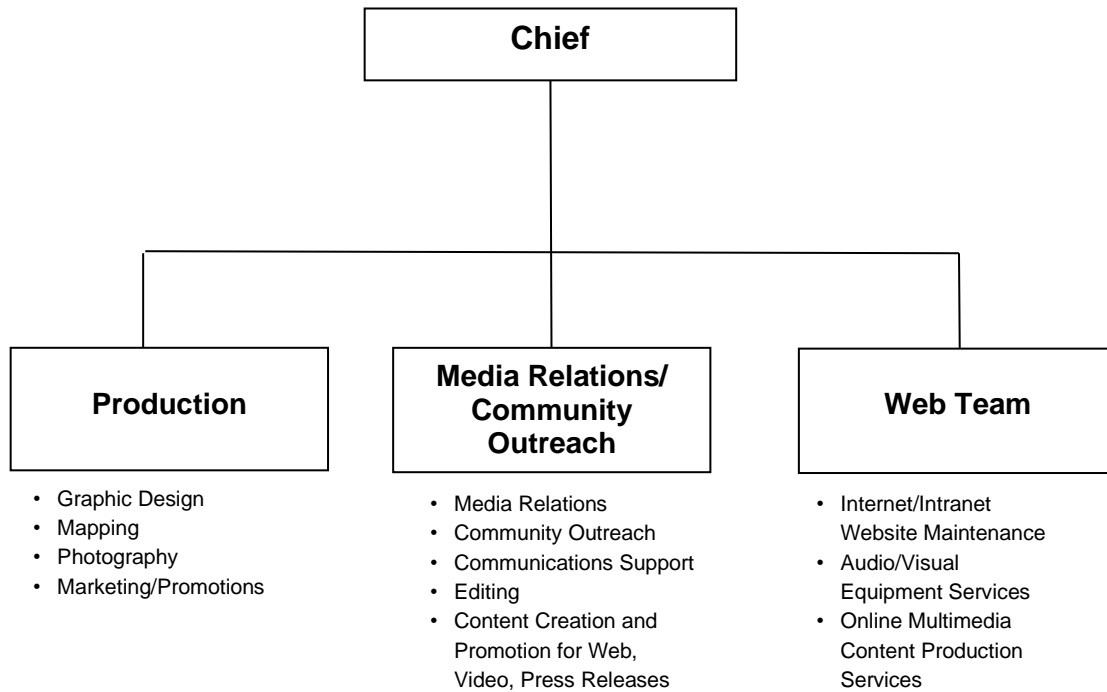
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY21 regulatory workload.
- Reorganization in mid-FY20 split Management Services into two divisions by breaking off the Communications Team to create a new Communications Division. Ten (10) positions, ten (10) workyears and commensurate funding transfers to Communications. No budgetary impact.
- Converts one (1) term position and 0.75 workyear (maintenance at MRO) to one (1) full-time career position and one (1) workyear (receptionist for Wheaton Headquarters). Includes additional \$40,100 in personnel funding.
- Transfers two positions - one (1) full-time position and one (1) workyear and one (1) part-time position and (.9) workyear - and commensurate funding from DARC to the Management Services.
- Transfers one (1) part-time position, 0.7 workyear, and commensurate funding from Area 3 to the Management Services.



ORGANIZATIONAL STRUCTURE

COMMUNICATIONS DIVISION



Montgomery County Planning Department – Communications Division

OVERVIEW

The **Communications Division** empowers leadership and staff in the Planning Department to express their ideas in a unified voice so that Montgomery County citizens can understand and participate in the planning process. The division helps the department to develop communication tools, event planning, marketing, media relations, public documents, reports, presentations, posters, videos, articles, letters, website development and design, exhibits, banners and signage, photography, and branding efforts. Both traditional and cutting-edge media are used to convey information through a variety of platforms.

PROGRAMS AND SERVICES PROVIDED

- Media Relations and Community Outreach
- Editing and Graphic Design
- Web Services and Content Management

Accomplishments for FY19 (from July 2018 through June 2019)

- Successfully developed and launched the MReactMap.com interactive tool to garner more community feedback from pedestrians and transit users. This tool provided fewer barriers to participate and allowed for innovative text-back technology on a user-friendly map for the Forest Glen/Montgomery Hills Sector Plan and Aspen Hill Vision Zero Study.
- Produced marketing videos with exclusive drone footage (Energized Montgomery County) for Montgomery Planning’s County Council presentation of the Fall Semiannual Report and for the “Better Together” M-NCPPC video for the state house delegation.
- Received national recognition with three AVA Digital Awards for Montgomery Planning’s communications work for the “Energized Montgomery County” video, the “2018 Winter Speaker Series” animation and the “White Flint Placemaking Recap” video.

GOALS AND PERFORMANCE MEASURES

The Communications Division contributes to the Department-wide goals delineated in the Departmental overview.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	-	\$1,575,036	-
Staffing			
Funded Career Positions	-	10.00	-
Funded Term Positions	-	0.00	-
Funded Workyears	-	10.00	-



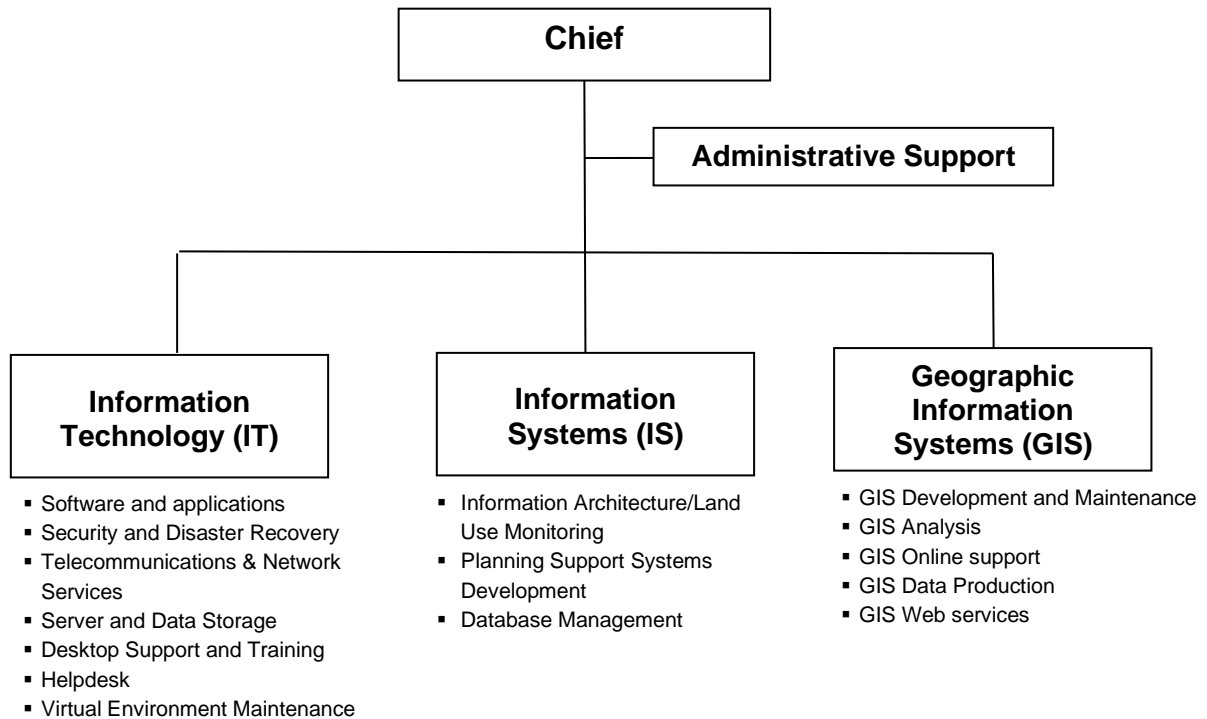
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes \$70,000 in ongoing funding for strategic communications consulting.
- Includes \$25,000 in ongoing funding for audio visual equipment support.
- Reorganization in mid-FY20 split Management Services into two divisions by breaking off the Communications Team to create a new Communications Division. Ten (10) positions, ten (10) workyears and commensurate funding transfers from Management Services. No budgetary impact.



ORGANIZATIONAL STRUCTURE

Information Technology and Innovation



Montgomery County

Planning Department – Information Technology and Innovation

OVERVIEW

Unlike all other Divisions in the Parks and Planning Departments, the ITI Division is an inter-departmental division, serving both Parks and Planning. ITI Division staff members are located at the Planning and Parks Departments' headquarters facility and at numerous Parks facilities throughout the County. ITI is focused on leveraging the reengineered IT Unit to enable better business outcomes and ensure customer needs are anticipated and met effectively through a collaborative management model. The ITI Division provides IT infrastructure and services and IS/GIS systems and support.

The ITI Division consists of the following three units – IT, IS, and GIS:

Information Technology (IT): The IT unit provides a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices.

Information Systems (IS): The IS unit designs, implements, and maintains the information system architecture and all land use applications for planning analysis in the Department of Parks and the Planning Department, including Hansen and ProjectDox (ePlans). It also produces the mapping layers used in that system such as County zoning, parcels, buildings, and topography.

Geographic Information Systems (GIS): The GIS unit maintains the County's land use and geographic databases. Our GIS development effort is part of a long-term interagency initiative to provide quality GIS data for decision making throughout all levels of County government. Furthermore, we provide the web architecture that enables this information to inform the public and planning communities alike.

MISSION

To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices; to provide critical data, analysis, and recommendations for the Planning Department and the County Council to guide land development decisions in response to socioeconomic and fiscal trends; and to provide the County's constituents and the land development community access to this data. The ITI Division provides a solid technology infrastructure as the foundation for essential IT solutions that provide citizens, the business community, and staff with timely and convenient access to information and services required for quality decision making.

PROGRAMS AND SERVICES PROVIDED

- Provide data infrastructure to handle data, voice, and wireless
- Provide departmental Voice Over IP (VOIP) for all sites
- Provide robust infrastructure for video streaming for Planning Board Live
- Manage Cloud-based email system
- Provide best practices in security through comprehensive remote monitoring
- Maintain virtualized environment for primary server applications
- Support Hansen/ProjectDox (ePlans) system
- Design, implement and maintain the information system architecture
- Coordinate interagency data transfers between County and State agencies
- Provide an annual report to County Council on regulatory review metrics.
- Provide an annual report to State Dept of Planning on County jurisdictional planning activity
- Desktop Support



Montgomery County Planning Department – Information Technology and Innovation

- Provide full range of IS services for all regulatory applications
- Provide GIS mapping desktop and server software capability to Parks and Planning
- Ensure data integrity and reliability through redundancy for corporate data
- Represent the Departments on the Interagency Technology Policy Coordinating Committee (ITPCC)

Accomplishments for FY19 (from July 2018 through June 2019)

- Reorganized the Commission domain (Microsoft Active Directory) and all Planning and Parks workstations and numerous servers were migrated.
- Deployed a new Employee directory application for Parks, Planning and the Board websites. This new application leverages our Active Directory and retired a duplicate system.
- Installed, configured, and brought networking online at the new datacenter at Montgomery College.
- Brought online the new datacenter SAN and VMware systems. Successfully migrated all virtual servers at MRO to the new datacenter hosted at Montgomery College (Silver Spring campus) in preparation for the Wheaton HQ move.
- Brought live the replacement GIS servers, including the new GIS databases and Webservers, at the new datacenter in preparation for the upcoming move to the new Wheaton HQ.
- Completed the Hansen regulatory system upgrade project and re-deployed to the new datacenter.
- Completed the retirement of the ParkPass accounting system with the newly completed Hansen (MRO)/ERP (CAS) accounting integration.
- Maintained Property, Zoning, Addressing, Park Features, and the Countywide 3D basemap.
- Continued efforts to constantly improve our wide area network with increased bandwidth and redundancy.
- Continued to enhance conference rooms by providing improved multi-media capability for meeting participants.
- Performed the statistical areas update for the 2020 Census program. Using GIS, we have used approval and parcel data to update census geographies where required.

GOALS AND PERFORMANCE MEASURES

Goal To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.				
Objective				
Maintain uninterrupted network services 24/7				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
% of network uptime	99.9%	99.9%	100%	100%
Objective				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
% of trouble tickets resolved on the first call	97.5%	97.9%	99%	99%
Objective				
Maintain uninterrupted access to enterprise email				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
% of email uptime	99.6%	99.8%	99.9%	100%



**Montgomery County
Planning Department – Information Technology and Innovation**

Goal To provide the departments and constituents with the tools to model land use in the County.				
Objective				
To continually refine, update and initiate data collection and analysis while ensuring the delivery and integrity of a publicly accessible information technology infrastructure.				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
Number of regulatory project views through our Development Activity Information Center (DAIC).	n/a	730,559	731,000	732,000
Number of users accessing GIS in both Montgomery County Parks and Planning Departments.	n/a	181	181	182

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 Adopted	FY21 Proposed	% Change
Budget			
Expenditures	\$3,603,151	\$3,611,371	0.2%
Staffing			
Funded Career Positions	18.00	18.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	17.03	16.20	-4.9%

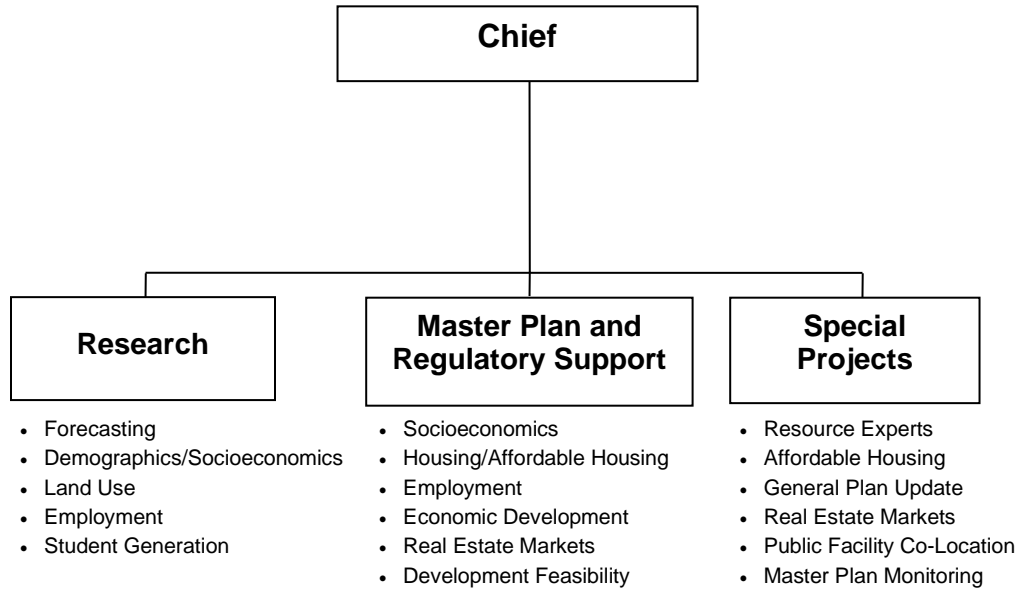
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Transfers \$90,957 from Other Services & Charges to Supplies & Materials to meet work program needs.
- Increases in Other Services & Charges of \$25,400 due to CPI contractual increases.
- Includes \$50,000 for on-going security protection licenses/consulting, a major known commitment.
- Includes \$21,000 for on-going Microsoft License renewal, a major known commitment.



ORGANIZATIONAL STRUCTURE

Research and Special Projects



Montgomery County

Planning Department – Research and Special Projects

OVERVIEW

The Research and Special Projects (RSP) Division conducts policy-relevant research and special projects for the Planning Department. It supports the development of master plans and land use policy decisions by gathering and analyzing data on a range of topics, including demographics, housing, local economy, development, employment, and real estate market dynamics. It also oversees special studies requiring outside expertise. These efforts inform and help guide decisions by Planning staff, the Planning Board, the County Council, and the public on policy and planning questions.

The division is also responsible for developing the County’s small area forecast of jobs, households, and population. It provides analyses of census demographics, residential and commercial markets, and land use trends as well as research and analyses of trends, economic impacts, and public policy issues for the Planning Board, Planning Department, County Council, and County Executive departments. Additionally, this division provides information on land use that is useful to the County’s fiscal impact analyses for master plans and text amendments.

MISSION

To help inform decisions by Planning staff, the Planning Board, and County Council by providing insightful data-driven analysis and policy-relevant research on land use, economic, demographic, and other related issues affecting Montgomery County.

PROGRAMS AND SERVICES PROVIDED

- Undertake special assignments that help inform the development of public policy and land use decisions.
- Assemble and analyze demographic, socio-economic, and real estate market data in support of master plans.
- Analyze real estate market trends and assess master plan economic and financial feasibility to inform the development of plan implementation strategies.
- Analyze and report on the housing needs of current and future County residents and methods to best accommodate those.
- Prepare ‘white papers’ that address topics and questions posed by Planning staff, the Planning Board, or County Council.
- Assess commercial, employment, and housing impacts arising from new or proposed development.
- Report on demographic, housing, employment, commercial space, and economic trends.
- Support development review process by reviewing developer proformas and conducting financial feasibility assessments.
- Develop and implement a forecast model to calculate the County’s future small area populations, households, and employment.
- Work with IT/GIS to develop innovative ways of mapping data and putting it on the web.

Accomplishments for FY19 (from July 2018 through June 2019)

- Completed Colocation of Public Facilities Study and resolution to continue the initiative, which was endorsed by the County Council.
- Supported County Council staff by providing data and policy analysis during Council’s review of changed to Accessory Dwelling Unit regulations.
- Provided affordability and zoning analysis to the Veirs Mill and Forest Glen Montgomery Hills master plans efforts through Planning Board and County Council review. The Veirs Mill master plan resulted in the county’s first no-net-loss of affordable housing master plan.



Montgomery County Planning Department – Research and Special Projects

- Completed GIS analysis to support the County’s application for certification under the STAR Communities initiative in cooperation with the Department of Environmental Protection.
- Refined a database to analyze the nexus of Public Lands and Affordable Housing
- Conducted market analysis to support Agritourism Study.
- Provided methodological support and training for Silver Spring parcel file clean-up in anticipation of upcoming Silver Spring CBD master plan
- Completed a survey of federal agencies with facilities in the county and created a dataset of employment estimates for federal facility locations.
- Improved forecast data accessibility and transparency through the creation of interactive online maps displaying forecasted growth.

GOALS AND PERFORMANCE MEASURES

Goal To support the development of data-driven master plans by providing data and analysis on existing demographic, economic, and housing conditions and market potential.				
Objective				
Provide socioeconomic analyses and market research for master plans.				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
Master plans for which the RSP division provides demographic, commercial, or housing analysis.	Varies per Council directive	5	4	5
Goal To inform major Planning Board and County Council land use policy and affiliated public policy decisions by conducting in-depth special studies.				
Objective				
Conduct policy-relevant special studies that shed light on and offer policy solutions to challenges that the Planning Department and County encounter.				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
Number of special studies completed	Varies per Council directive	2	2	2
Goal To provide ongoing thought leadership on data trends and relevant issues by providing timely analyses of land development change and economic, demographic, and market components.				
Objective				
Regularly publish the County regional forecast, the County Council District Demographic Snapshot, topical demographic, employment, and housing trend sheets, short policy papers, and blog posts on relevant topical issues.				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
Number of division-initiated research publications, trend sheets, blogposts, and/or policy briefs published.	14	13	14	14



**Montgomery County
Planning Department – Research and Special Projects**

Goal	To serve as a technical expert on data and economic analysis for other planning divisions, Department of Parks, County Council, other government agencies, and the public.			
Objective	Respond to requests for information in a timely manner and provide thoughtful and accurate information. Provide additional demographic, housing, economic, market, feasibility and other ad hoc analyses to support master plans and development review cases.			
Program Indicator	Target	FY19 Actuals	FY-20 Estimated	FY21 Proposed
Information request responses.	100	75	100	100

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 Adopted	FY21 Proposed	% Change
Budget			
Expenditures	\$1,194,606	\$1,139,647	-4.6%
Staffing			
Funded Career Positions	7.00	6.00	-14.3%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	7.00	6.00	-14.3%

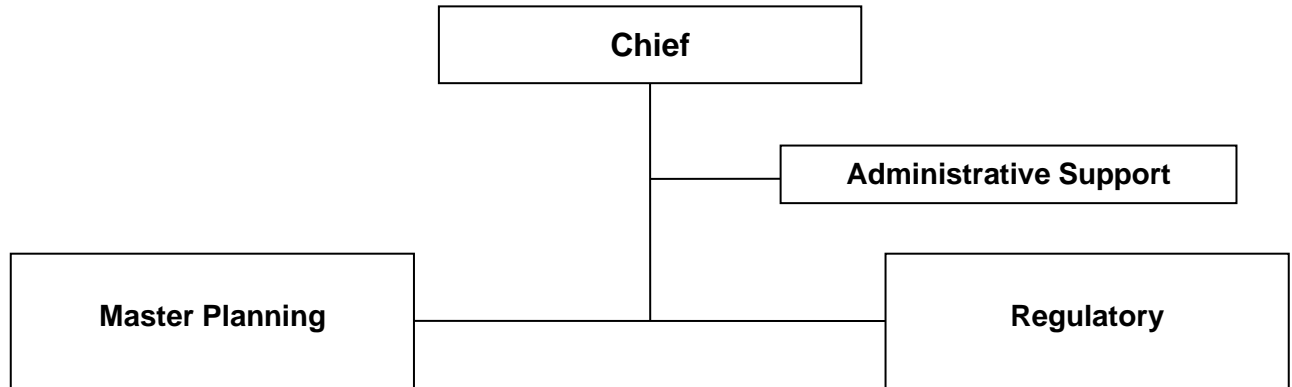
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes \$75,000 in new one-time consulting funding for Equity Opportunity Index.
- Includes \$100,000 in new one-time consulting funding for Mixed Use Development: Current Status & Future Trends.
- Transfers one (1) full-time position, one (1) wy, and commensurate funding from Research and Special Projects Division to the Functional Planning and Policy Division.



ORGANIZATIONAL STRUCTURE

AREA 1



- Master/Sector/Neighborhood Plans
 - Regulatory Coordination
 - Environmental Coordination
 - Transportation Coordination
 - Urban Design Coordination
 - Demographic and Economic Input
 - Sectional Map Amendments
 - Master Plan Staging and Implementation
 - Community Outreach
 - Public Coordination
 - Interjurisdictional Coordination
 - Intra-Agency Coordination
 - Mandatory Referrals
 - County Council Coordination
 - Placemaking Initiatives

- Regulatory Review
 - Sketch Plans
 - Subdivision Plans
 - Pre-Preliminary Plans
 - Site Plans
 - Concept Plans
- Conditional Use Reviews
- Staff Support to the Office of Zoning and Administrative Hearing
- Local Map Amendments
- Forest Resources Planning/Reviews
- Water Resources/Water Quality
- Water and Sewer Planning
- Traffic Mitigation Agreements
- Local Area Transportation Review
- Community Outreach
- Public Coordination
- Interjurisdictional Coordination
- Intra-Agency Coordination
- Pre-Submission meetings



Montgomery County Planning Department – Area 1

OVERVIEW

The Area 1 Division covers the geographical portion of the county south of I-495 including the Silver Spring, Bethesda and Friendship Heights Central Business Districts (CBDs), as well as Takoma Park, Chevy Chase Lake, Greater Lyttonsville, Long Branch, Montgomery Hills, and Westbard. Several of these areas contain stations for the Metro Red Line, connected by future Purple Line transit stops in Chevy Chase Lake, Greater Lyttonsville, Long Branch, and sites around Silver Spring, providing new opportunities for additional transit-oriented housing, jobs, urban parks, and other amenities for county residents.

The Area 1 team provides planning expertise to the established urban districts, emerging transit nodes, and the residential communities in between. Our sustainable approach to planning and development promotes economic growth that improves the health of our natural resources and enhances the quality of life for existing and future residents.

The Area 1 Division:

- Prepares master plans and sector plans;
- Prepares guidelines to implement the recommendations of the master and sector plans;
- Provides for orderly, functional, and attractive development consistent with sector or master plans;
- Provides timely and coordinated analysis of development applications, including sketch, preliminary, and site plans, as well as conditional use and zoning to implement area master plans, sector plans, and other public plans and policies;
- Provides urban design considerations for master planning functions and regulatory applications;
- Provides assistance as liaisons to implementation and transportation management committees, and the Design Advisory Panel;
- Provides recommendations to assist in preserving and conserving resources;
- Provides recommendations for innovative environmental practices;
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process;
- Provides guidance on multiple modes of transportation consistent with the land use and planning development process; and
- Reviews proposed public projects for consistency with County plans, policies, and guidelines and compatibility with surrounding development.

MISSION

To manage areas of growth within the urban and suburban areas of Montgomery County by visualizing comprehensive master plans that focus on land use and zoning, environment, placemaking, and multi-modal transportation systems. To implement development and public facilities through the review process that result in vibrant and engaged communities.

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Coordination
 - Environmental Coordination
 - Transportation Coordination
 - Urban Design Coordination
 - Sectional Map Amendment
- Local Area Transportation Review
- Placemaking Initiatives Coordination
- Mandatory Referrals
- Community Outreach
- Interagency Coordination
- Coordination with Site Plan Enforcement



Montgomery County Planning Department – Area 1

- Regulatory Reviews
- Local Map Amendments (Zoning)
- Development Plan Amendments
- Technical Staff support to the Board of Appeals and Hearing Examiner
- Capital Improvements Program Review
- Placemaking
- Amenity Fund Coordination
- Coordination with Park Planning
- Conditional Use Reviews
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Inter-jurisdictional coordination
- Public/Private Coordination
- Design Advisory Panel Coordination

Accomplishments for FY19 (from July 2018 through June 2019)

Quality Development:

- 8280 Wisconsin Avenue was approved for site plan for bio-tech research uses in Bethesda.
- 4 Bethesda Metro Sketch Plan approved for new development above the Bethesda Metro Station.
- 8787 Georgia Avenue (current M-NCPPC site in downtown Silver Spring) was approved for site plan.
- Westwood Shopping Center approved preliminary and site plans for retail uses, including a new public park, a new civic green, and the realignment of Westbard Avenue.
- 850 Sligo Avenue in Silver Spring approved for site plan for residential uses on a previously condemned property.
- 1 Discovery Place approved for site plan for the adaptive re-use of the former Discovery Headquarters building in downtown Silver Spring.

Innovative Planning:

- Greater Lyttonsville Sector Plan Design Guidelines approved by the Planning Board.
- Forest Glen/ Montgomery Hills Sector Plan public hearing and worksessions held at the Planning Board.
- Bethesda Downtown Plan Implementation Guidelines approved by the Planning Board.
- Bethesda Downtown Sector Plan Annual Monitoring Report presented to the Planning Board.
- Bethesda Downtown Sector Plan Park Impact Payment rate increased by the Planning Board as required by Bethesda Overlay Zone.
- Coordinated Long Branch Day celebration with the Montgomery Housing Partnership.



Montgomery County Planning Department – Area 1

GOALS AND PERFORMANCE MEASURES

Goal Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors				
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	0	1	0
# of Approved Sectional and Corrective Map Amendments	Varies per Council Directive	0	1	0
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	1	0	0

BUDGET AT GLANCE

Summary of Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,605,080	\$1,692,059	5.4%
Staffing			
Funded Career Positions	16.00	16.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	11.69	11.15	-4.6%

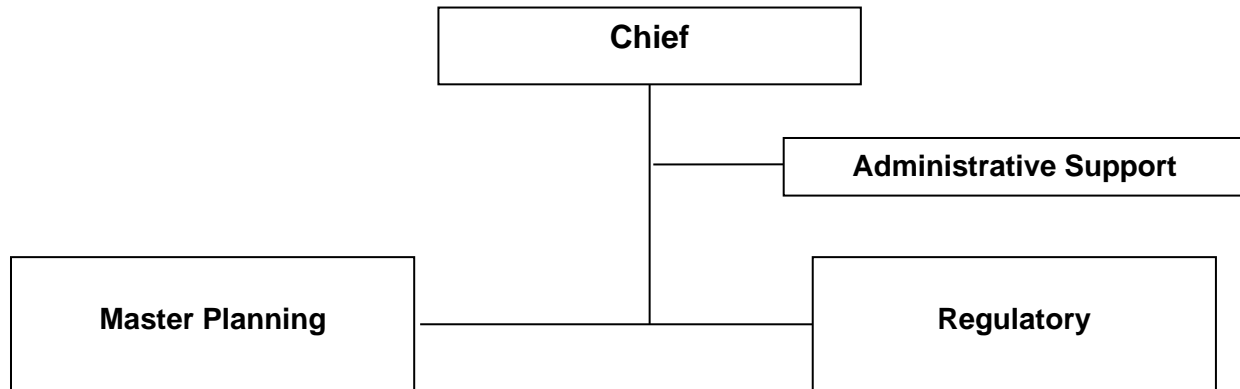
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes \$125,000 in new one-time consulting funding for Takoma Park Minor Master Plan Amendment.
- Includes \$25,000 in new one-time consulting funding for Urban Loading and Delivery Management Study.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY21 regulatory workload.



ORGANIZATIONAL STRUCTURE

AREA 2



- Master/Sector/Neighborhood Plans
 - Regulatory Coordination
 - Environmental Coordination
 - Transportation Coordination
 - Urban Design Coordination
 - Intra-Agency Coordination
 - Demographic and Economic Coordination
 - Public Coordination
 - Sectional Map Amendments
 - Master Plan Staging
 - Community Outreach
 - Mandatory Referrals
 - Placemaking

- Regulatory Review
 - Sketch Plans
 - Project Plans
 - Subdivision (Preliminary) Plans
 - Pre-Preliminary Plans
 - Site Plans
 - Concept Plans
- Conditional Use and Zoning Reviews
- Staff Support to the Office of Zoning and Administrative Hearing
- Local Map Amendments
- Forest Resources Planning/Reviews
- Water Resources/Water Quality
- Traffic Mitigation Agreements
- Local Area Transportation Review
- Transportation Policy Area Review (TPAR)
- Community Outreach
- Public Coordination
- Interjurisdictional Coordination
- Intra-Agency Coordination
- Pre- Submission Meetings



Montgomery County Planning Department – Area 2

OVERVIEW

The Area 2 Division covers the geographical portion of the county north of I-495 including areas along Georgia Avenue north to Norbeck Road, including the Wheaton Central Business District (CBD); along US 29 east to Cherry Hill Road/Randolph Road; and along Rockville Pike (MD 355) and the I-270 corridor through Gaithersburg.

Area 2 is centrally located in Montgomery County, between developed urban centers south of the Beltway, and more rural areas to the north. This central location, along with continued population and economic growth, presents the opportunity to create communities that improve the quality of life, have a sense of place, and balance growth with the infrastructure to support it.

The Area 2 Division:

- Prepares master plans and sector plans.
- Provides for orderly, functional, and well-designed development consistent with sector or master plans.
- Provides timely and coordinated analysis of development applications, including zoning, Conditional Uses and regulatory reviews, to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving environmental resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the best land use development and planning practices.
- Reviews proposed public projects for consistency with County plans, policies, and guidelines and compatibility with surrounding development.

MISSION

To create interconnected communities that are livable, affordable, and healthy, offer transportation choices, and have a mix of housing types. To engage our diverse citizenry to guide change and creatively apply traditional planning approaches to achieve these goals. To integrate innovative urban design solutions with multimodal transportation, and environmentally sensitive growth.

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Input
 - Environmental Input
 - Transportation Input
 - Urban Design Input
 - Sectional Map Amendment
- Monitor and report on master plan implementation and strategy
- Sectional Map Amendments
- Development Plan Amendments
- Local Area Transportation Review
- Transportation Policy Area Review
- Interagency coordination
- Community Outreach
- Water Resources/Water Quality
- Coordination with Enforcement Agencies
- Regulatory Reviews—Sketch Plans, Preliminary Plans, Site Plans,
- Coordination with Park Planning
- Forest Resources Planning/Reviews



Montgomery County Planning Department – Area 2

- Technical Staff support to the Board of Appeals and Hearing Examiner
- Local Map Amendments
- Mandatory Referrals
- Capital Improvements Program Review
- Transportation Management and Transportation Mitigation Agreements
- Inter-jurisdictional coordination
- Public/Private Coordination
- Conditional Use and Zoning Reviews

Accomplishments for FY19 (from July 2018 through June 2019)

Quality Development:

- The VIVA White Oak Preliminary Plan was approved.
- The VOB Development Sketch Plan was approved.
- The Wilgus Sketch Plan in the Pike District was approved.
- The Shady Grove Life Sciences Center Site Plan was approved.
- The Strathmore Square Sketch Plan and Preliminary Plan was approved.

Innovative Planning:

- Veirs Mill Corridor Master Plan approved and adopted by County Council.
- Led a collaborative placemaking initiative to reimagine part of the Randolph Hills Shopping Center in White Flint as a dynamic public space which drew 1,000 people to the county's first pop-up park.
- Awarded the Harold Foster Award for Community Outreach and Engagement by the National Capital Area Chapter of the American Planning Association for the Veirs Mill Corridor Master Plan.

GOALS AND PERFORMANCE MEASURES

Goal Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors				
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	1	1	1
# of Approved Sectional Map Amendments	Varies per Council Directive	0	1	1
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	1	0	1



**Montgomery County
Planning Department – Area 2**

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,054,382	\$2,250,563	9.5%
Staffing			
Funded Career Positions	21.00	21.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	15.10	15.48	2.5%

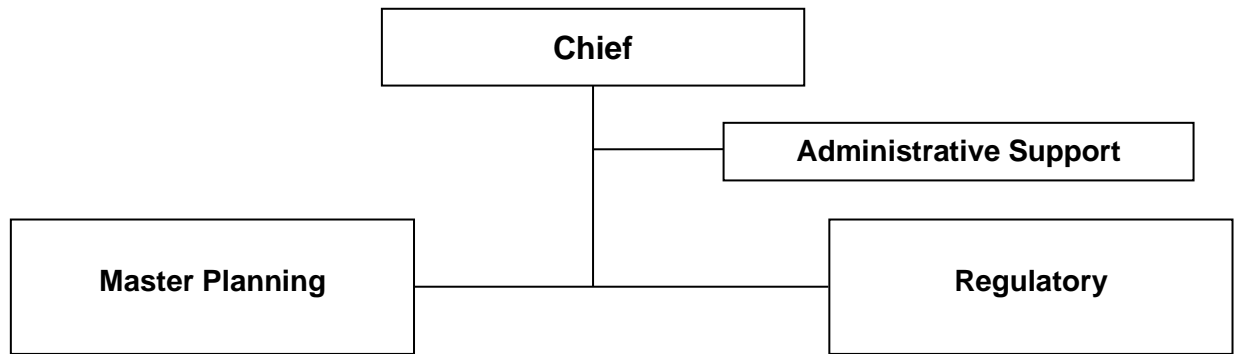
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY21 regulatory workload.
- Includes \$200,000 in new one-time consulting funding for I-270 Transit Corridor Functional Master Plan Support.



ORGANIZATIONAL STRUCTURE

AREA 3



- Master/Sector/Neighborhood Plans
 - Regulatory Coordination
 - Environmental Coordination
 - Transportation Coordination
 - Urban Design Coordination
 - Demographic and Economic Coordination
 - Interjurisdictional Coordination
 - Intra-Agency Coordination
 - Public Coordination
 - Sectional Map Amendments
 - Master Plan Staging
 - Community Outreach
 - Water and Sewer Planning
 - Mandatory Referrals
 - Forest Banking
 - Placemaking

- Regulatory Review
 - Sketch Plans
 - Project Plans
 - Subdivision (Preliminary) Plans
 - Pre-Preliminary Plans
 - Site Plans
 - Concept Plans
- Conditional Use and Zoning Reviews
- Staff Support to the Office of Zoning and Administrative Hearing
- Local Map Amendments
- Forest Resources Planning/Reviews
- Water Resources/Water Quality
- Traffic Mitigation Agreements
- Local Area Transportation Review
- Highway Capacity Manual (HCM) Analysis
- Community Outreach
- Public Coordination
- Interjurisdictional Coordination
- Intra-Agency Coordination
- Pre-Submission Meeting



Montgomery County Planning Department – Area 3

OVERVIEW

The Area 3 Division covers approximately 75% of the county including most of the county’s rural areas, the Agricultural Reserve, the environmentally sensitive Special Protection Areas, and includes Clarksburg, Potomac, Damascus, Olney, Burtonsville, and Germantown.

The Area 3 Division:

- Prepares master plans, sector plans, and the General Plan.
- Prepares Design Guidelines.
- Provides for orderly, functional, and attractive development consistent with sector or master plans.
- Provides timely and coordinated analysis of development applications, including zoning, Conditional Use and regulatory reviews, to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the land use and planning development process.
- Reviews proposed public projects for consistency with County plans, policies, and guidelines and compatibility with surrounding development.
- Reviews water and sewer category changes.
- Administers the Forest Bank Program.
- Conducts Placemaking Events.

MISSION

To create great communities by developing comprehensive land use plans, reviewing applications for development and proposed public facilities, and analyzing various types of information to help public officials plan for Montgomery County’s future. The Area 3 staff are the stewards of the county’s Agricultural Reserve.

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Coordination
 - Environmental Coordination
 - Transportation Coordination
 - Urban Design Coordination
 - Sectional Map Amendment
- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals and Hearing Examiner
- Capital Improvements Program Review
- Mandatory Referrals
- Local Area Transportation Review
- Highway Capacity Manual (HCM) Analysis
- Interagency coordination
- Community Outreach
- Water Resources/Water Quality
- Coordination with Enforcement
- Coordination with Park Planning
- Water and Sewer Planning
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Inter-jurisdictional coordination
- Public/Private Coordination



Montgomery County Planning Department – Area 3

- Support of agricultural initiatives program
- Conditional Use Reviews
- Placemaking
- Sectional Map Amendments
- Forest Banking

Accomplishments for FY19 (from July 2018 through June 2019)

Quality Development:

- Cabin John Village Shopping Center Preliminary Plan/Site Plan were approved.
- Priddy Property Preliminary Plan was approved.
- Gosnell – Cabin Branch Site Plan was approved.
- Avalon Residential Preliminary Plan/Site Plan were approved.
- Viasat Site Plan was approved.
- Fairchild Apartments Site Plan was approved.
- Ashton Market Preliminary Plan/Site Plan were approved.
- Seneca Farms Site Plan was approved.
- Burtonsville Town Center Site Plan was approved.
- Old Angler’s Cove Preliminary Plan was approved.

Innovative Planning:

- MARC Rails Communities Sector Plan was approved and adopted.

GOALS AND PERFORMANCE MEASURES

Goal Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors				
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Program Indicator	Target	FY19 Actuals	FY20 Estimated	FY21 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	1	2	1
# of Approved Sectional & Corrective Map Amendments	Varies per Council Directive	0	1	1
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	0	1	0



**Montgomery County
Planning Department – Area 3**

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,712,232	\$1,693,553	-1.1%
Staffing			
Funded Career Positions	21.00	20.00	-4.8%
Funded Term Positions	-	-	-
Funded Workyears	14.03	13.11	-6.6%

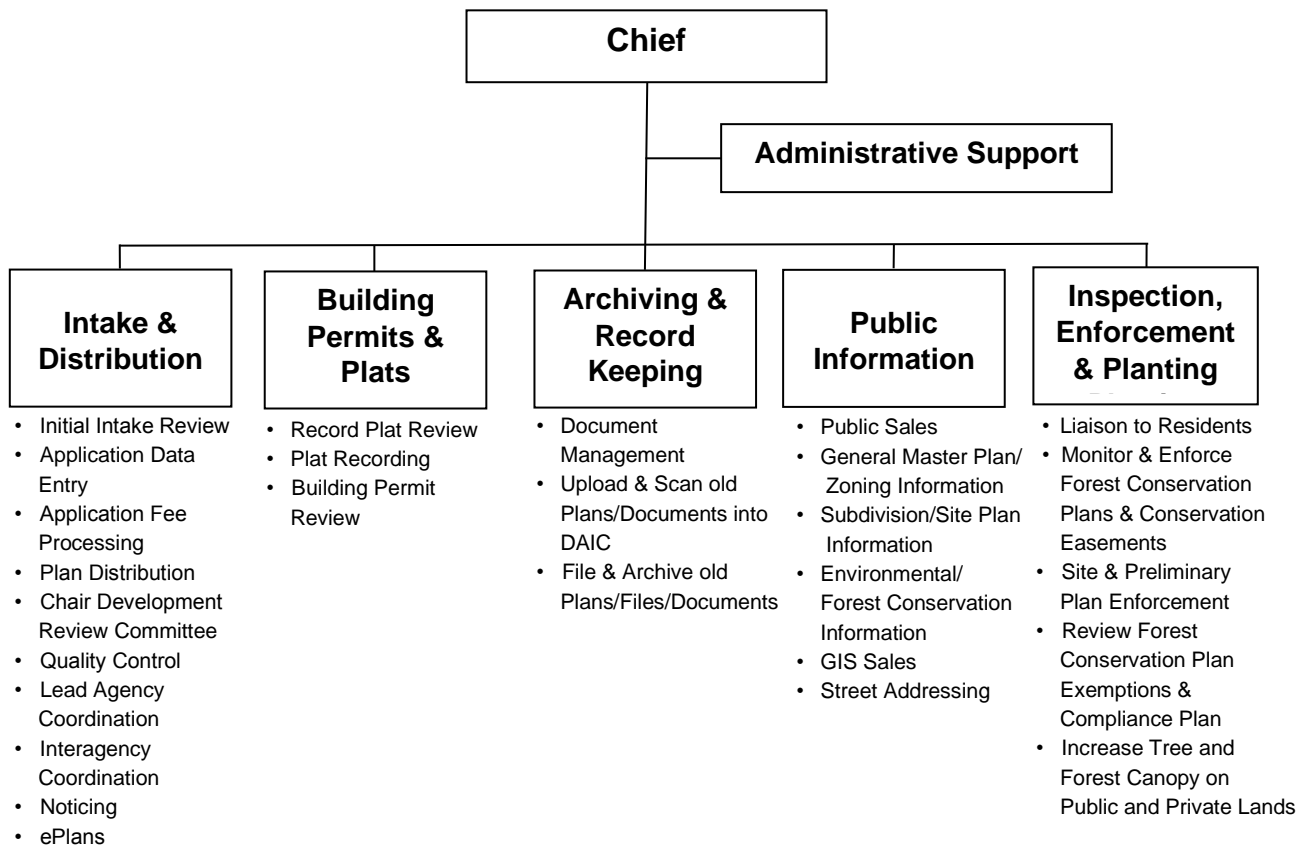
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Proposed budget redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY20 regulatory workload.
- Includes \$50,000 in new one-time consulting funding for Fairland-Briggs Chaney Minor Master Plan Amendment.
- Includes \$25,000 in new one-time consulting funding for Consulting funding to Update Noise Guidelines.
- Transfers one (1) Part time position, (.7) workyear and commensurate funding from Area 3 to the Management Services Division.



ORGANIZATIONAL STRUCTURE

**Development Applications and Regulatory
 Coordination**



Montgomery County

Planning Department – Development Applications and Regulatory Coordination

OVERVIEW

The Development Applications and Regulatory Coordination (DARC) Division manages the assignment, tracking and monitoring of all development applications and provides the sole point of entry for applicants and ensures public access to development applications and information on development. DARC chairs the inter-agency Development Review Committee, manages public noticing requirements for development applications, assigns street names and addresses, building permit sign-off, and plat review/recordation. The Division manages the Information Counter and provides the public with access to current and historic development application records, zoning maps, plats, and department publications. DARC performs inspections and enforcement actions to comply with the Forest Conservation Law, Subdivision Plans and Site Plans. Staff identifies places to plant trees on public and private lands and manages contractors to ensure the plantings occurs and are maintained to increase the tree and forest canopy in the County.

MISSION

To manage all aspects of the development application process efficiently and effectively from beginning to end.

PROGRAMS AND SERVICES PROVIDED

- Development application intake
- Chair the Development Review Committee
- Manage the Department’s Information Counter
- Review and approve Forest Conservation Plan exemptions
- Review Forest Conservation Plan Amendments
- Enforce the Forest Conservation Law, Forest Conservation Plans, and Conservation Easements
- Approve road profiles
- Approve street names and addresses
- Review amendments to preliminary plans submitted in response to violations
- Review cost estimates for both site and Forest Conservation Plans
- Identify locations to plant new forests on public and private lands
- Review building permits
- Review records plats
- Archive and recordkeeper of all plans

GOALS AND PERFORMANCE MEASURES

The DARC Division contributes to the Department-wide goals delineated in the Departmental overview.

Accomplishments for FY19 (from July 2018 through June 2019)

- Tracked processing times and review clocks for regulatory applications and identified means for improvement.
- Tracked regulatory extension requests.
- Obtained approval from the Planning Board for changes to the forest conservation regulation.
- Continued revising Trees Technical Manual.
- Initiated changes to the subdivision article of the County code.



**Montgomery County
 Planning Department – Development Applications and Regulatory
 Coordination**

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 Adopted	FY21 Proposed	% Change
Budget			
Expenditures	\$805,536	\$919,206	14.1%
Staffing			
Funded Career Positions	20.00	18.00	-10.0%
Funded Term Positions	-	-	-
Funded Workyears	9.77	9.17	-6.1%

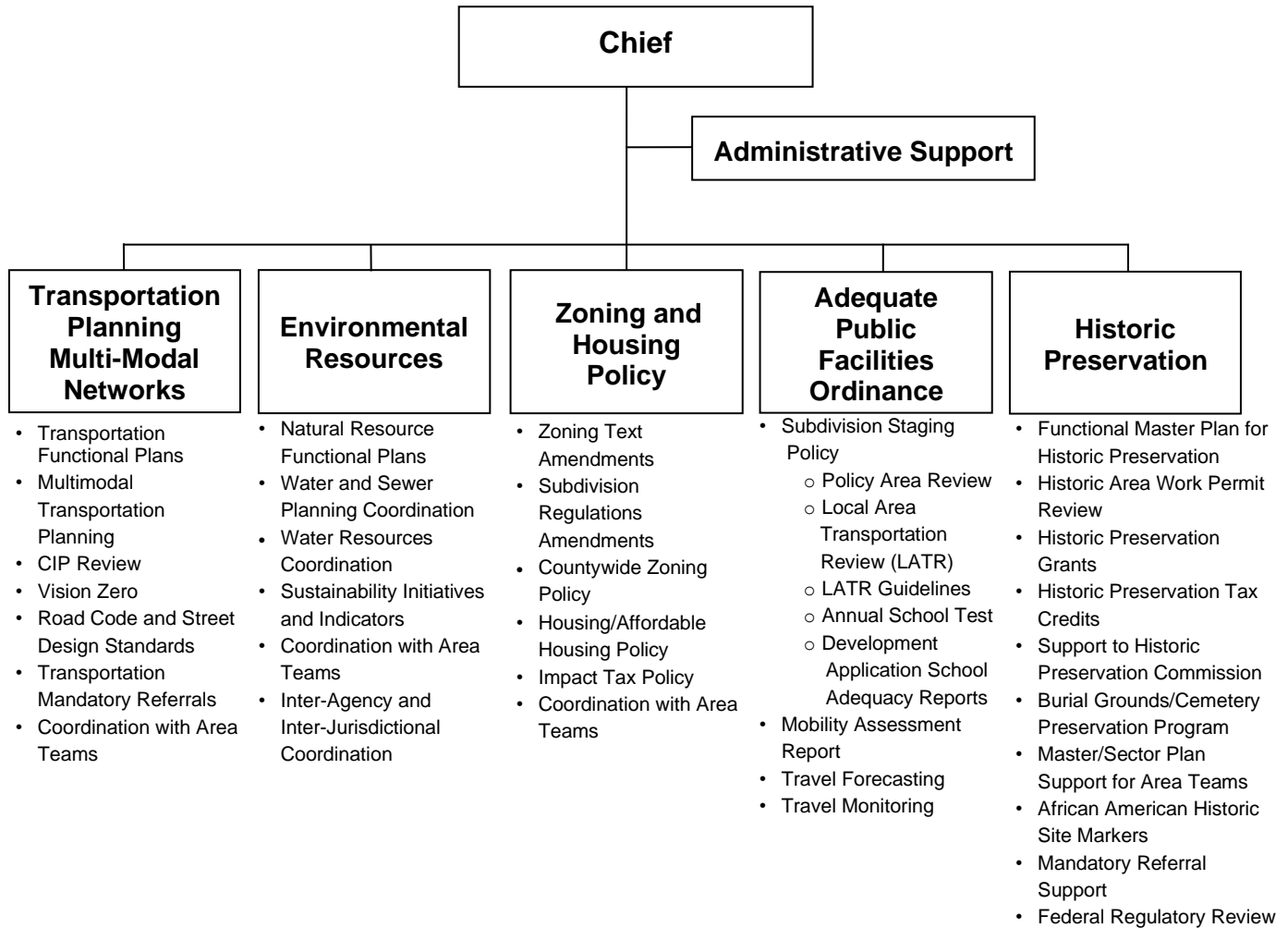
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY21 regulatory workload.
- Transfers one (1) full time position, one (1) workyear and one (1) part time position (.9) workyear and commensurate funding to the Management Services Division.



ORGANIZATIONAL STRUCTURE

Functional Planning and Policy



Montgomery County

Planning Department – Functional Planning and Policy

OVERVIEW

The Functional Planning and Policy Division (FPP) serves as the comprehensive planning and county-wide policy arm of the Department, addressing issues and plans that affect more than one area of the county, such as the transportation network, zoning, historic and natural resources, and water quality. This includes policy development and evaluation, answering policy questions, participating in studies conducted by local, state or regional agencies, keeping current on policies and regulations affecting the county, zoning and subdivision text amendments, and preparing plans or legislative responses. In addition, division staff provide specialized expertise, analysis, and policy coordination (as needed) to the geographic Area divisions.

MISSION

To prepare, review, and implement county-wide functional plans and policies for the elements of the General Plan as defined in the state Land Use Article: Transportation, Historic Preservation, Housing, Environmental Resources, and Zoning.

PROGRAMS AND SERVICES PROVIDED

FPP staff supports the Planning Board, Historic Preservation Commission, other public committees and groups as required, and all other divisions with overall context and assistance on matters of comprehensive county-wide planning and policies and serve as liaisons to outside agencies on general issues, policies, and programs.

- Prepare annual school test identifying areas exceeding residential development moratorium thresholds
- Provide regulatory review of and tax credit information for construction involving historic properties and review historic area work permits
- Provide transportation modeling for Subdivision Staging Policy and Area Master Plans
- Prepare staff recommendations on Zoning/ Subdivision Regulation Text Amendments
- Lead Department review of Capital Improvement Program (CIP) and Consolidated Transportation Program (CTP)
- Provide updates of sustainability indicators and climate protection plan
- Review and provide guidance on housing policy
- Maintain and monitor the Transferable Development Rights (TDR) program and coordinate status reports
- Identify, research and designate historic resources, maintain certified local government status (CLG), and provide Section 106/NEPA review
- Track and measure multimodal transportation mobility conditions in the county
- Prepare Functional Plans associated with county-wide systems or resources
- Work with Montgomery County Public Schools to analyze school adequacy and potential capacity solutions for Master/Sector Plans
- Provide transportation policy guidance on Vision Zero and Complete Streets

Accomplishments for FY19 (from July 2018 through June 2019)

- Prepared information and assisted with annual reports for the Maryland State Department of Planning (Annual Land Use Report), and the Department of Environmental Protection (DEP) (Annual Sustainability Report).



Montgomery County

Planning Department – Functional Planning and Policy

- Completed mandatory referral review and coordination, presenting four design projects to the Planning Board and continuing to work on additional pending submissions for FY20.
- Reviewed and presented comments to the Planning Board on 13 Zoning Text Amendments introduced by the County Council.
- Drafted and delivered to the Planning Board a recommended zoning text amendment on bicycle parking facilities.
- Adoption of the Bicycle Master Plan and Technical Update to the Master Plan of Highways and Transitways by the County Council.
- Continued to prepare a countywide evaluation of pedestrian connectivity based on the same award-winning approach used for the Bicycle Master Plan.
- Along with the county’s Department of Transportation, led a multi-agency effort to create a complete streets design guide and update the county’s roadway classification system.
- Prepared the FY20 Annual School Test and received Planning Board certification of the test results.
- Provided transportation, school infrastructure, and historic preservation support to planning teams working on several area master plans and several master plan monitoring reports.
- Prepared and presented comments to the Planning Board on several resolutions introduced by the County Council, including a transportation demand management bill, an amendment to the county’s impact tax law, and an amendment to the Subdivision Staging Policy.
- Prepared and received Planning Board approval of a countywide burial sites inventory and guidelines.

GOALS AND PERFORMANCE MEASURES

Goal Provide leadership for Transportation, Historic Preservation, Zoning and Environmental Planning that preserves and enhances the county’s environmental resources, economic potential, and social equity.				
Objective				
Prepare and amend Functional Plans as specified in the Council approved work program to comply with County needs, as well as state and federal requirements.				
Program Indicator	Target	FY19 Actual	FY120 Estimated	FY21 Proposed
New or amended functional master plans as specified by the County Council	Varies per Council	2	1	1
Objective				
Complete permit reviews required by Section 24A (HP Ordinance)				
Program Indicator	Target	FY19 Actual	FY20 Estimated	FY21 Proposed
Percent of reviews completed within the required review period Total number of reviews completed in FY19: 440 - Historic Area Work Permit (HAWP): 232 - Locational Atlas/No Material Effect Determinations: 101 -Tree Removal Waivers: 107	100%	100%	100%	100%



**Montgomery County
Planning Department – Functional Planning and Policy**

Objective				
Prepare Staff Reports for proposed Zoning and Subdivision Regulations Text Amendments.				
Program Indicator	Target	FY19 Actual	FY20 Estimated	FY21 Proposed
Percent of Staff reports, and certification of Board action prepared in time for Council action	100%	100%	100%	100%
Number of reports completed and transmitted to the Council in FY19: 14				
Objective				
Prepare Mandatory Referral Staff Reports for Public Transportation Projects.				
Program Indicator	Target	FY19 Actual	FY20 Estimated	FY21 Proposed
Percent of reviews completed within the required review period	100%	100%	100%	100%
Number of reviews completed in FY19: 4				

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 Adopted	FY21 Proposed	% Change
Budget			
Expenditures	\$2,827,520	\$3,054,058	8.0%
Staffing			
Funded Career Positions	20.00	21.00	5.0%
Funded Term Positions	-	-	-
Funded Workyears	18.39	19.35	5.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes \$125,000 in new one-time consulting funding for Mixed-Use Trip Generation Tool.
- Includes \$100,000 in new one-time consulting funding for I-270 Transit Corridor Functional Master Plan Support.
- Includes \$20,000 in new one-time consulting funding for Silver Spring Master Plan Support.
- Includes \$50,000 in new one-time consulting funding for Historic Preservation at 40.
- Includes \$50,000 in new one-time consulting funding for Bikeway Branding Plan.
- Includes \$5,000 in new ongoing consulting funding for Countywide Historical Markers.
- Transfers one (1) full time position, one (1) workyear and commensurate funding from the Research and Special Projects Division to the Functional Planning and Policy Division.



Montgomery County Planning Department – Support Services

OVERVIEW

The Support Services budget contains department-wide expenses that are essential to the management and operation of the Department. Significant items included in Support Services are advertising, telephones, insurance, workers compensation premiums, shared building maintenance for the new headquarters building, and professional services including translation services, diversity initiative activities, and employee, leadership and executive training.

There is no staff assigned to Support Services. The Personnel Services costs primarily relate to Unemployment Insurance, Group Long Term Disability (LTD) Insurance, salaries and FICA for interns, and other personnel related costs. Responsibility for administration and monitoring of this program is assigned to the Management Services Division.

BUDGET AT A GLANCE

Summary of Division Budget

		FY20	FY21	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$2,718,434	\$2,632,120	-3.2%
Staffing				
	Funded Career Positions	-	-	-
	Funded Term Positions	-	-	-
	Funded Workyears	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes \$7,900 due to CPI increases.
- Net increase of \$12,997 in Risk Management/Unemployment/LTD/Legal chargebacks.
- Net increase of \$14,809 in Office of the Chief Information Officer/Commission-Wide Information Technology (CIO/CWIT) initiatives.
- Redistribution of resources from other divisions to Support Services.
- Reduction of (\$140,743) for Wheaton Headquarters operating budget impacts (OBI) FY20 one-time costs.



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Office of The Planning Director				
Personnel Services	1,037,073	1,330,230	1,333,192	0.2%
Supplies and Materials	2,847	7,500	7,500	0.0%
Other Services and Charges	87,392	372,100	123,100	-66.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(15,000)	(32,600)	(21,800)	-33.1%
Total	1,112,312	1,677,230	1,441,992	-14.0%
Management Services				
Personnel Services	2,128,954	2,037,788	1,199,139	-41.2%
Supplies and Materials	25,552	21,350	3,250	-84.8%
Other Services and Charges	431,072	316,481	68,037	-78.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(37,000)	-	-	-
Total	2,548,578	2,375,619	1,270,426	-46.5%
Communications Division				
Personnel Services	-	-	1,201,754	-
Supplies and Materials	-	-	18,500	-
Other Services and Charges	-	-	354,782	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	-	1,575,036	-
Functional Planning & Policy				
Personnel Services	2,367,674	2,445,020	2,608,708	6.7%
Supplies and Materials	12,372	6,100	7,400	21.3%
Other Services and Charges	484,962	390,500	459,750	17.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(14,100)	(21,800)	54.6%
Total	2,865,008	2,827,520	3,054,058	8.0%
Area 1				
Personnel Services	2,088,995	1,975,580	2,007,259	1.6%
Supplies and Materials	1,587	7,000	5,000	-28.6%
Other Services and Charges	257,771	115,400	267,400	131.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(581,200)	(492,900)	(587,600)	19.2%
Total	1,767,153	1,605,080	1,692,059	5.4%
Area 2				
Personnel Services	2,408,174	2,663,182	2,679,363	0.6%
Supplies and Materials	1,647	1,500	1,500	0.0%
Other Services and Charges	203,683	65,700	215,300	227.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(731,700)	(676,000)	(645,600)	-4.5%
Total	1,881,804	2,054,382	2,250,563	9.5%



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Area 3				
Personnel Services	2,400,138	2,470,082	2,460,353	-0.4%
Supplies and Materials	2,388	2,000	2,500	25.0%
Other Services and Charges	152,683	35,850	86,600	141.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(782,100)	(795,700)	(855,900)	7.6%
Total	1,773,109	1,712,232	1,693,553	-1.1%
Dev. Applications & Regulatory Coordination				
Personnel Services	1,844,220	2,081,186	2,051,006	-1.5%
Supplies and Materials	6,810	10,250	9,750	-4.9%
Other Services and Charges	7,924	19,800	18,950	-4.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,073,400)	(1,305,700)	(1,160,500)	-11.1%
Total	785,554	805,536	919,206	14.1%
Information Technology and Innovation				
Personnel Services	2,171,078	2,332,454	2,367,574	1.5%
Supplies and Materials	307,403	194,233	286,290	47.4%
Other Services and Charges	1,256,862	1,076,464	1,080,807	0.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(123,300)	-
Total	3,735,343	3,603,151	3,611,371	0.2%
Research and Special Projects				
Personnel Services	872,704	937,497	839,176	-10.5%
Supplies and Materials	22,013	750	750	0.0%
Other Services and Charges	189,541	256,359	299,721	16.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,084,258	1,194,606	1,139,647	-4.6%
Support Services				
Personnel Services	9,050	83,900	84,773	1.0%
Supplies and Materials	199,170	136,000	136,000	0.0%
Other Services and Charges	1,722,307	2,410,984	2,321,170	-3.7%
Capital Outlay	143,918	-	-	-
Other Classifications	-	-	-	-
Chargebacks	85,000	87,550	90,177	3.0%
Total	2,159,445	2,718,434	2,632,120	-3.2%
Grants				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	150,000	150,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	150,000	150,000	0.0%
Total Planning Department				
Personnel Services	17,328,060	18,356,919	18,832,297	2.6%
Supplies and Materials	581,789	386,683	478,440	23.7%
Other Services and Charges	4,794,197	5,209,638	5,445,617	4.5%
Capital Outlay	143,918	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(3,135,400)	(3,229,450)	(3,326,323)	3.0%
Total	19,712,564	20,723,790	21,430,031	3.4%



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	6.00	6.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.11)	-	(0.23)	-	(0.15)
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	6.00	5.89	7.00	6.77	7.00	6.85
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	18.00	18.00	17.00	17.00	9.00	9.00
Part-Time Career	-	-	-	-	2.00	1.60
Career Total	18.00	18.00	17.00	17.00	11.00	10.60
Term Contract	1.00	0.75	1.00	0.75	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.27)	-	-	-	-
Less Lapse	-	(0.88)	-	(0.84)	-	(0.97)
Subtotal Management Services	19.00	17.60	18.00	16.91	11.00	9.63
<u>COMMUNICATIONS DIVISION</u>						
Full-Time Career	-	-	-	-	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Management Services	-	-	-	-	10.00	10.00
<u>FUNCTIONAL PLANNING AND POLICY</u>						
Full-Time Career	19.00	19.00	19.00	19.00	20.00	20.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	20.00	19.50	20.00	19.50	21.00	20.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	(0.10)	-	(0.15)
Less Lapse	-	(1.01)	-	(1.01)	-	(1.00)
Subtotal Functional Planning and Policy	20.00	18.49	20.00	18.39	21.00	19.35
<u>AREA 1</u>						
Full-Time Career	18.00	18.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.25)	-	(3.50)	-	(4.05)
Less Lapse	-	(0.89)	-	(0.81)	-	(0.80)
Subtotal Area 1	18.00	12.86	16.00	11.69	16.00	11.15



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>AREA 2</u>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(5.35)		(4.80)		(4.45)
Less Lapse		(1.03)		(1.10)		(1.07)
Subtotal Area 2	20.00	13.62	21.00	15.10	21.00	15.48
<u>AREA 3</u>						
Full-Time Career	20.00	20.00	20.00	20.00	20.00	20.00
Part-Time Career	1.00	0.70	1.00	0.70	-	-
Career Total	21.00	20.70	21.00	20.70	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(5.72)		(5.65)		(5.90)
Less Lapse		(1.04)		(1.02)		(0.99)
Subtotal Area 3	21.00	13.94	21.00	14.03	20.00	13.11
<u>DEV APPLICATIONS & REGULATORY COORDINATION</u>						
Full-Time Career	19.00	19.00	19.00	19.00	18.00	18.00
Part-Time Career	1.00	0.90	1.00	0.90	-	-
Career Total	20.00	19.90	20.00	19.90	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(7.85)		(9.27)		(8.00)
Less Lapse		(0.82)		(0.86)		(0.83)
Subtotal Dev Applicat. & Reg. Coord.	20.00	11.23	20.00	9.77	18.00	9.17
<u>INFORMATION TECHNOLOGY AND INNOVATION</u>						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		(0.85)
Less Lapse		(0.94)		(0.97)		(0.95)
Subtotal Information Technology & Innovation	18.00	17.06	18.00	17.03	18.00	16.20
<u>RESEARCH AND SPECIAL PROJECTS</u>						
Full-Time Career	7.00	7.00	7.00	7.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	7.00	7.00	6.00	6.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Research & Special Projects	7.00	7.00	7.00	7.00	6.00	6.00
<u>TOTAL PLANNING</u>						
Full-Time Career	145.00	145.00	144.00	144.00	145.00	145.00
Unfunded Career	3.00	-	3.00	-	3.00	-
Part-Time Career	3.00	2.10	3.00	2.10	3.00	2.10
Career Total	151.00	147.10	150.00	146.10	151.00	147.10
Term Contract	1.00	0.75	1.00	0.75	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(23.55)		(23.55)		(23.55)
Less Lapse		(6.61)		(6.61)		(6.61)
Grand Total Planning Department	152.00	117.69	151.00	116.69	151.00	116.94



Department of Parks

(Park /PM /Enterprise /CIP)

MONTGOMERY COUNTY DEPARTMENT OF PARKS (Park and Other Funds)

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MONTGOMERY COUNTY DEPARTMENT OF PARKS



**WOODLAWN WHISPER
WOODLAWN MANOR CULTURAL PARK**



**IN-LINE HOCKEY RINK REOPENING &
WASHINGTON CAPITAL STREET HOCKEY CLINICS
RIDGE ROAD RECREATIONAL PARK**

OUR VISION

An enjoyable, accessible, safe, and green park system that promotes community through shared spaces and treasured experiences.

OUR MISSION

Protect and interpret our valuable natural and cultural resources; balance demand for recreation with the need for conservation; offer various enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places.



**ACTIVE AGING WEEK KICK OFF
BROOKSIDE GARDENS**



**¡CELEBRACIÓN DE LA HERENCIA HISPANA!
MEADOWSIDE NATURE CENTER**



**TRAIL BUDDIES
BROOKSIDE NATURE CENTER**





MONTGOMERY PARKS, M-NCPPC

Parks Information Line: 301-495-2595

www.MontgomeryParks.org

OUR MISSION

Protect and interpret our valuable natural and cultural resources; balance the demand for recreation with the need for conservation; offer a variety of enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places for leisure-time activities.

PARK SYSTEM HIGHLIGHTS

Total number of parks: 422
Total owned or managed acres of parkland: 36,991
Stream Length: 490 miles
Total Park Boundary: 941.39 miles

TYPES OF PARKS

Conservation: 22	Neighborhood: 95	Special: 24
Local: 152	Neighborhood Conservation Area: 41	Stream Valley: 36
Miscellaneous Recreation/ Non-Recreation Facilities: 6	Recreational: 11	Urban: 30
	Regional: 5	

PARK FACILITIES

Archery: 2	Event Centers: 4	Park Activity Buildings: 28
Athletic fields: 342	Exercise Stations: 41	Picnic Shelters – Non-Permitted: 48
Basketball courts: 225	Formal Botanical Gardens: 2	Picnic Shelters – Permitted: 88
Boating Facility – Rentals: 2	Golf Courses: 4	Playgrounds: 273
Boating Landing Ramps: 3	Gymnasiums: 1	Skate Parks: 3
BMX Track: 1	Historic Sites: 43	Splash Playground: 1
Campgrounds – Full Service: 1	Historic Structures: 111	Tai Chi Courts: 1
Campgrounds – Primitive: 2	Ice Rinks: 2	Tennis Centers – Indoor: 3 (20 courts)
Campsites: 102	Lakes: 4	Tennis Courts – Outdoor: 304
Carousel: 1	Large Group Picnic Areas: 2	Trails – Canoe: 5.4 miles
Community Gardens: 11	Miniature Golf: 1	Trails – Natural Surface: 185 miles
Cricket Fields: 7	Miniature Trains: 2	Trails – Paved: 68.6
Dog Parks: 6	Nature Centers: 4	Volleyball: 24
Driving Range (Stand Alone): 1	Outdoor Rope Courses: 1	
Equestrian Centers: 6	Overlay football/soccer fields: 41	

PARK BUDGET

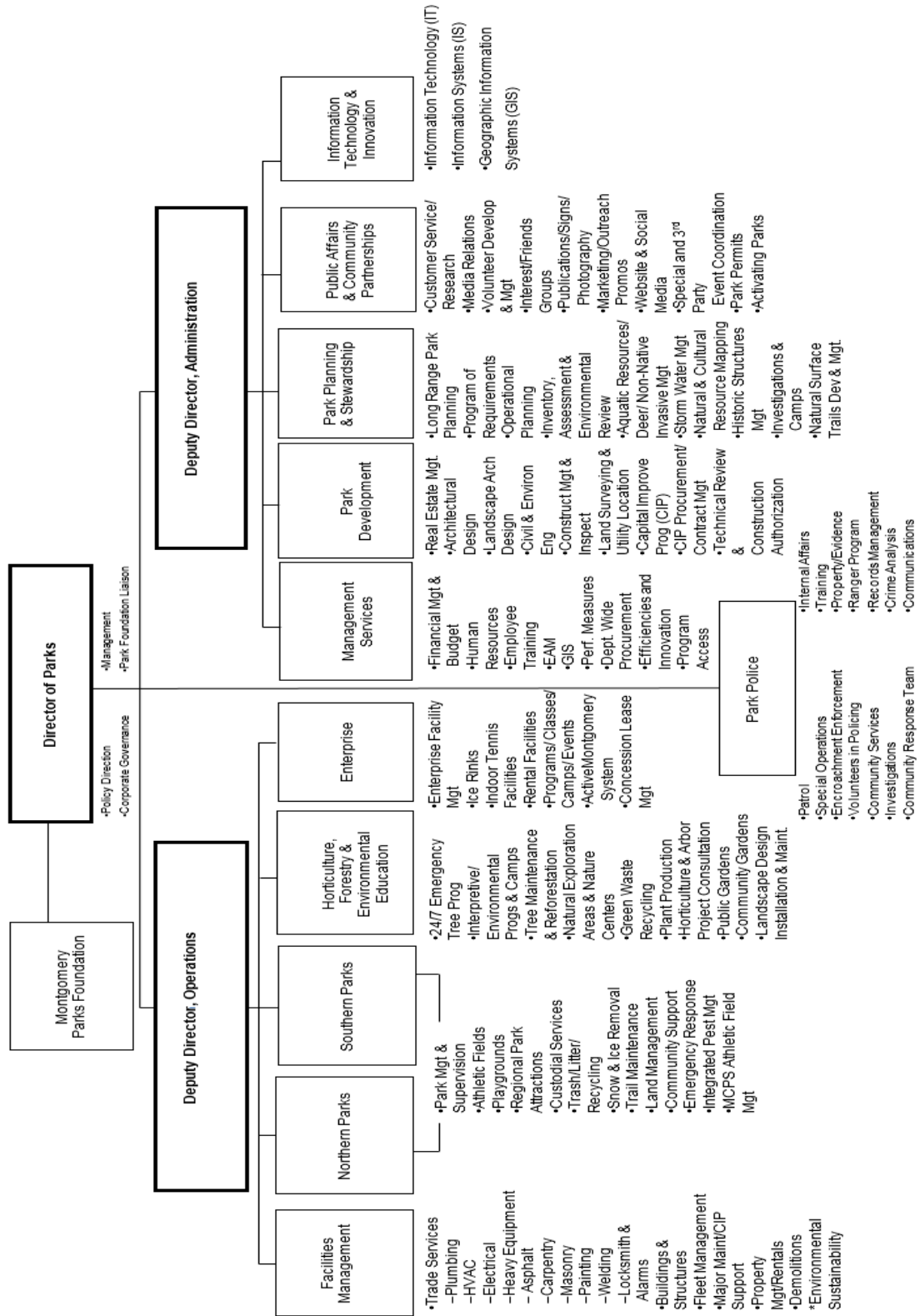
Adopted Operating Budget FY2020	\$122 million
Capital Improvements Program FY2019-2024	\$68.1 million for acquisition
Capital Improvements Program FY2019-2024	\$167.7 million for development

As of July 2019



ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY DEPARTMENT OF PARKS ORG CHART



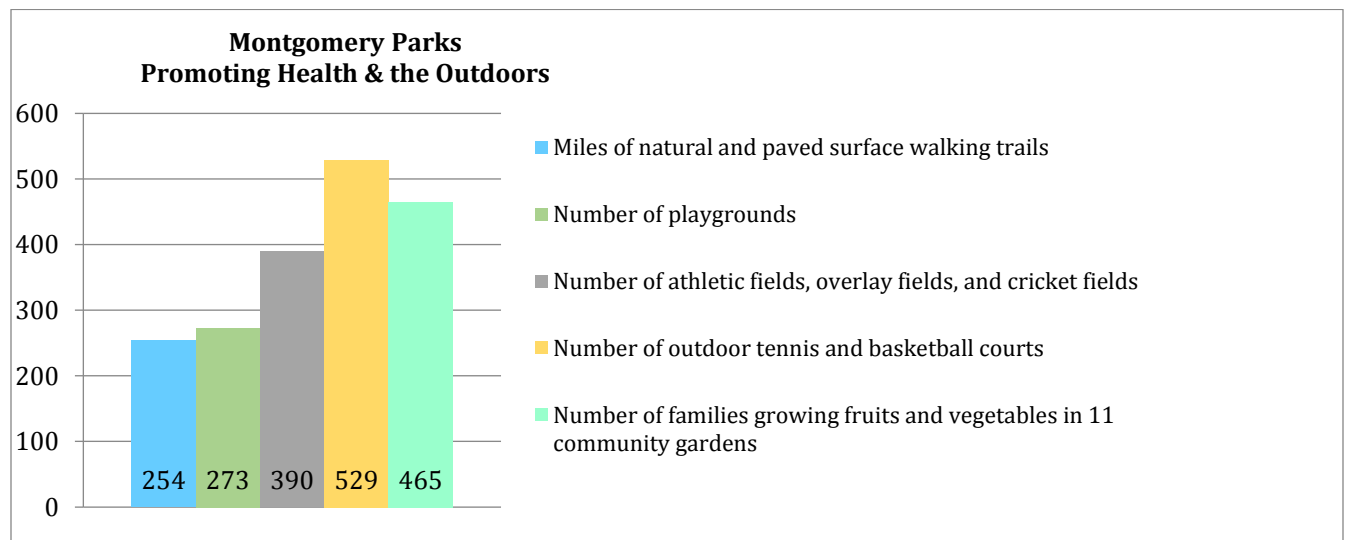
EXECUTIVE OVERVIEW

The Land Use Article of the Annotated Code of Maryland establishes the statutory basis for the Department of Parks. From this, the core services are defined as the acquisition, development, operation, and maintenance of a public park system.

Montgomery County is home to one of the largest and most diverse park systems in the nation with over 36,900 acres in 422 parks. This is more than 11 percent of the land in the County. The Department of Parks protects the county's watershed and serves as its "backyard" -- providing safe and green outdoor spaces, fun and educational programs and events, a wide variety of recreational opportunities for all ages and interests, and important community features.

Montgomery Parks offers leisure and recreational opportunities through an array of programmed and unprogrammed resources that enrich the quality of life for County residents. Like schools, churches, and other social gathering places, parks promote a sense of community. Studies show that institutions that foster the web of human relationships can make a neighborhood stronger, safer, and more successful. The social value of people caring about their communities provides economic benefits to help attract residents and businesses. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn and grow. Proximity to parks has been shown to increase property values.

According to the Center for Disease Control and Prevention, one in three of the nation's adult population and one in five children are overweight or obese. With the current obesity epidemic and economic challenges, parks provide low-cost opportunities for recreation for all ages and income levels and promote active, healthy lifestyles. The park system offers hundreds of amenities, programs and events, and most County residents live within two miles of one of the Department's parks.



Delivering high-quality service in parks is an important focus for Montgomery Parks as demand and usage continue to grow. Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of the County's residents. Montgomery Parks Vision 2030 plan is a comprehensive park planning effort to develop long range plans and to continue to serve as a guide for future park development and resource protection to better address changing needs and growth forecasts through 2030.



Montgomery County Department of Parks

Montgomery Parks continues to increase park acreage to accommodate growing population and environmental protection needs, incorporate more stringent regulatory mandates into the work program, and cover skyrocketing healthcare costs for employees and risk management increases in the operating budget. In addition, resident demand for services continues to grow with the changing needs and diversity of the community. Montgomery Parks has strived to manage its operating budget with a focus on providing safe and well-maintained parks for residents.

The Department's FY21 budget includes increases for compensation adjustments, unfunded obligations for new parks and amenities, known operating commitments, debt service on capital equipment, Commission-wide information technology initiatives, and National Pollutant Discharge Elimination System (NPDES) mandates.

In addition, the FY21 budget includes funding to address identified deficiencies in the work program as well as emerging trends aimed at meeting the needs of the future that focus on priorities of the Department such as improving customer service, improving the playability and quality of ballfields, maintaining and improving what we have, and social equity.

Together, we have created a highly popular, valued, and nationally recognized park system. The entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible, safe, and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves." We will continue to aggressively seek new funding opportunities and improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with stakeholders and within communities. The FY21 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

MISSION

Protect and interpret our valuable natural and cultural resources; balance the demand for recreation with the need for conservation; offer a variety of enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places for leisure-time activities.

VALUES

Stewardship	Manage the county park system so it best meets the needs of current and future generations.
Recreation	Offer a range of leisure activities that strengthen the body, sharpen the mind, and renew the spirit.
Excellence	Deliver the highest quality product, service and experience possible.
Integrity	Operate with an objective, honest, and balanced perspective.
Service	Be courteous, helpful and accessible to each other and the public we serve.
Education	Promote opportunities for continuous learning among staff and the public we serve.
Collaboration	Work in cooperation with all stakeholders including residents, communities, public and private organizations, and policy makers, as well as interdepartmentally.
Diversity	Support and embrace the differences among our employees and the public we serve, and offer suitable programs, activities and services.
Dedication	Commit to getting the job done the right way, no matter what it takes.



ACCOMPLISHMENTS

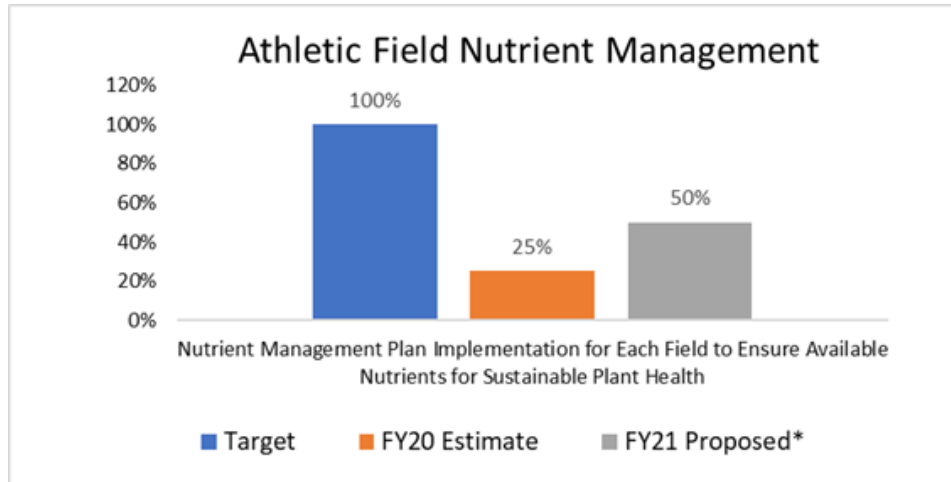
- Using data-driven methodology, the Energized Public Spaces (EPS) Functional Master Plan was approved by the County Council in February 2018 and the companion document EPS Design Guidelines were approved by Planning Board in February 2019. These guidelines will provide overall direction for major features of parks and public spaces design including the recommended size, type of experiences and amenities that each park type should provide. The purpose of the document is to create energized, inviting, easily accessible, attractive, comfortable, and safe public spaces.
- Parks is committed to upholding the integrity of the Americans with Disabilities Act by delivering appropriate and reasonable inclusive services, modifications and physical accessibility to ensure social equality and inclusion of all citizens. Our Program Access Office continues to promote and enhance access for all by coordinating direct and indirect services to the public and conducting ongoing inclusion trainings to staff. Creating access to our park system is an ongoing program and, to date, our team has removed more than 2,100 barriers to accessibility within our parks and facilities, hosted disability management training for 1,800 personnel and provided more than 135 direct and indirect services to park patrons within the past year.
- In working toward greater efficiency, Parks launched the Park Refresher program to renovate more parks in a shorter amount of time and at less cost. This is possible because the program combines design steps, uses on-call contractors and in-house trades staff, and establishes an annual funding pool for multiple projects. By improving existing facilities, trails, playgrounds, fields, courts and buildings, we enhance the park users' experiences and extend the lifespan of these facilities.
- Honoring former Montgomery Planning Board Commissioner Marye Wells-Harley, the Marye Wells-Harley Dream Scholarship is a new Parks Foundation initiative that provides children ages six-to-fourteen with an opportunity to attend a Montgomery Parks' summer camp. The scholarship pays tribute to the great work accomplished by Commissioner Wells-Harley on the Montgomery County Planning Board as well as her work as the Director of Prince George's County Department of Parks and Recreation. Scholarships are awarded based on financial need and provide children the opportunity to experience the summer camp of their choice. Due to generous community donations, 14 scholarships were awarded for summer 2019.
- The Parks Speaker Series provide information to park and planning staff, as well as other stakeholders about upcoming trends and topic of interests related to parks, planning, the environment and use of public spaces. In FY19, speakers covered social equity topics and FY20 topics are themed around renovation.
- The department has successfully transitioned into a new National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Storm Sewer System Permit Program (MS4) permit. This new permit has increased compliance and reporting standards and includes a requirement to use stormwater management techniques to treat 20% of our existing untreated impervious surfaces within the first permit term.



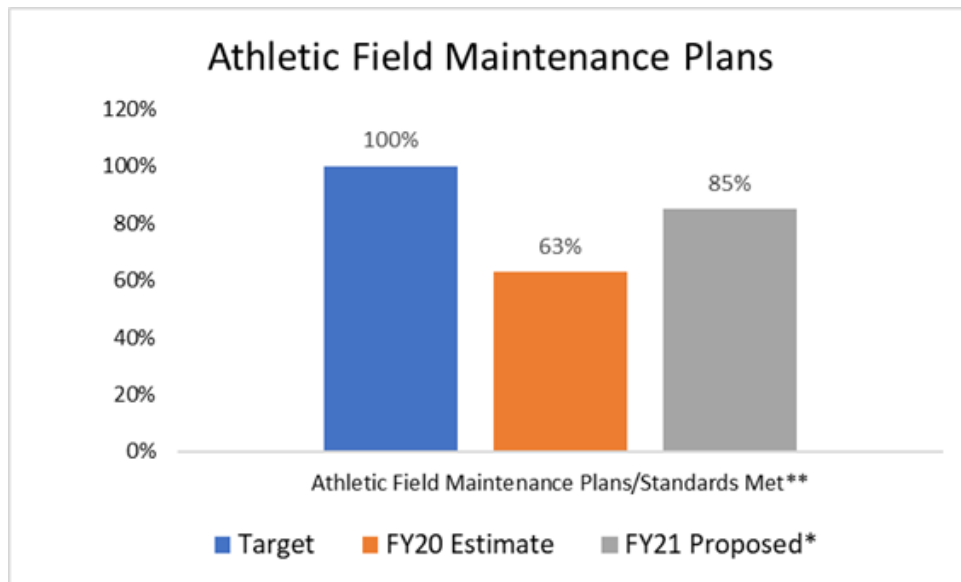
GOALS AND PERFORMANCE MEASURES

Athletic Fields

The Department's goal is to improve the quality of athletic fields through implementation of a consistent Nutrient Management Plan for each field to improve conditions for 314 Montgomery Parks' athletic fields.



*Nutrient management plan implementation rate of 50% for FY21 assumes additional staff resources are approved in the budget.



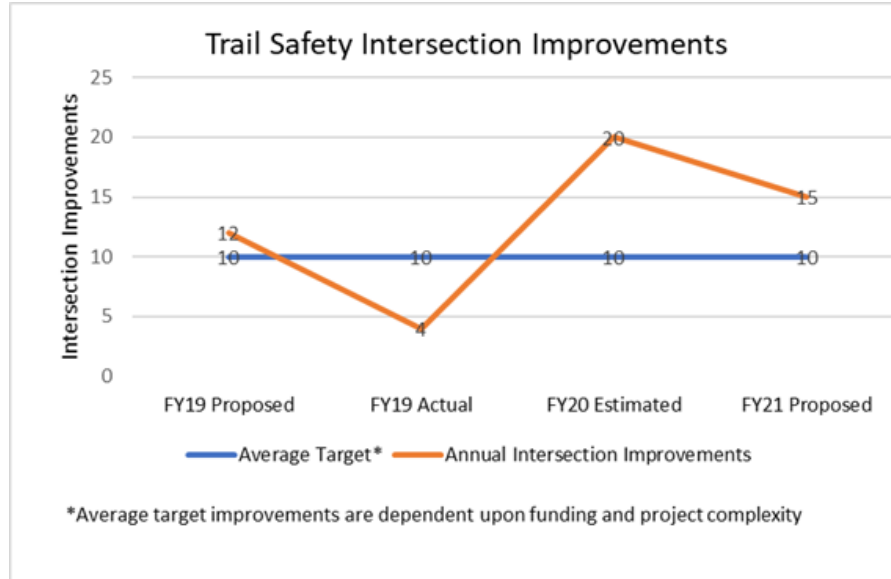
**Maintenance Standards indicate optimal frequency for performing activities such as aerating, over-seeding, mowing, infield maintenance for diamond fields, and lining of rectangle fields. (See full details on athletic fields Maintenance Standards.)



Montgomery County Department of Parks

Trail Safety

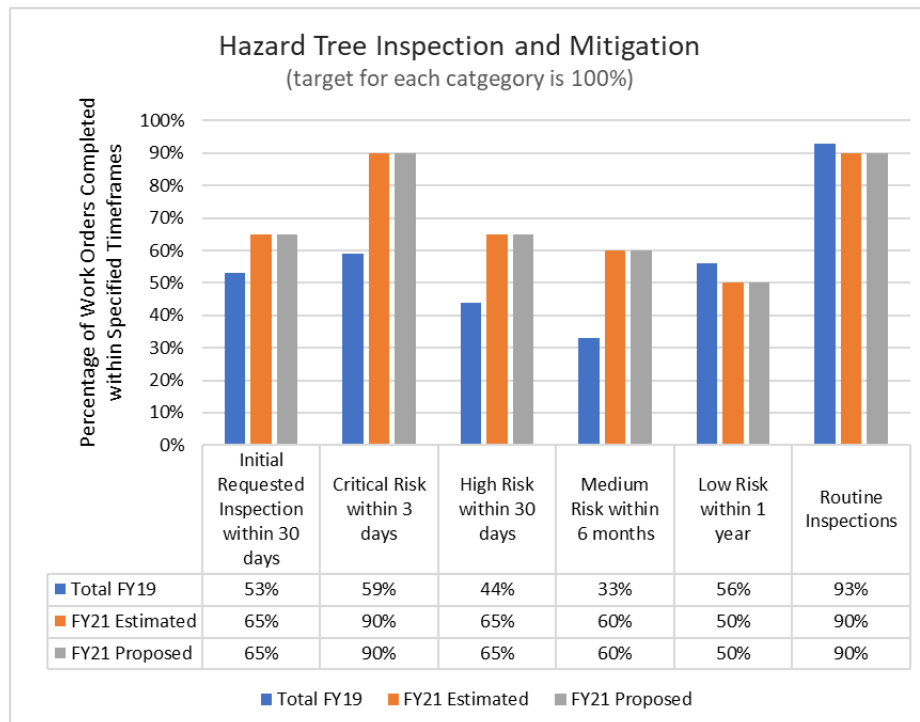
The Department's goal is to improve the safety of trail-road intersections by studying the 121 trail crossings and making improvements as needed by 2030 to meet the timeline of Montgomery County's Vision Zero plan.



Hazard Tree Inspection

The Department's goal is to enhance the safety of park patrons and reduce the risk of property damage by implementing a hazard tree inspection and mitigation program.

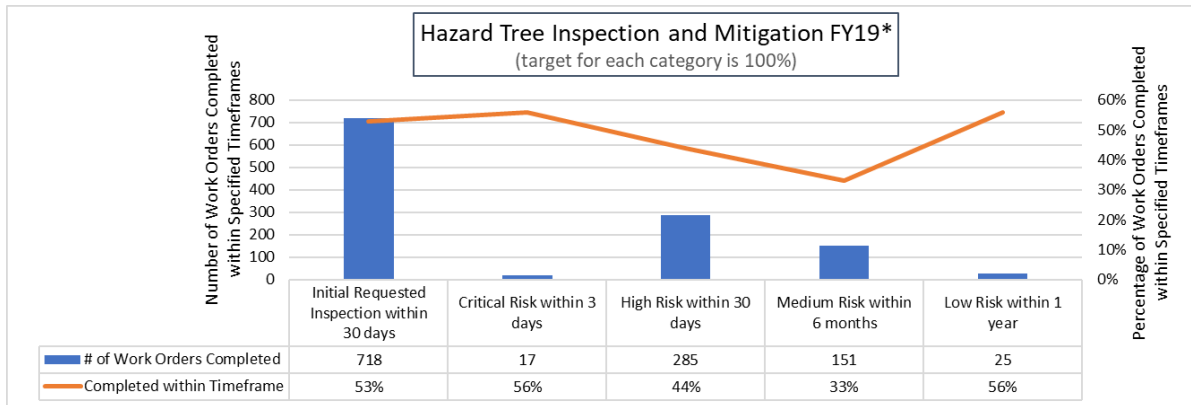
The Department proposes to complete 100% of the assigned work orders for hazard tree removal and pruning within the timeframes associated with each assigned tree risk level.



Montgomery County Department of Parks

The risk level of failure associated with any given tree is determined based on the American National Standards Institute (ANSI) A300 Tree Risk Assessment Standard and the International Society of Arboriculture's Best Management Practices for Tree Risk Assessment. Timeframes were determined based on the risk rating of the tree combined with the number of staff on the tree crews.

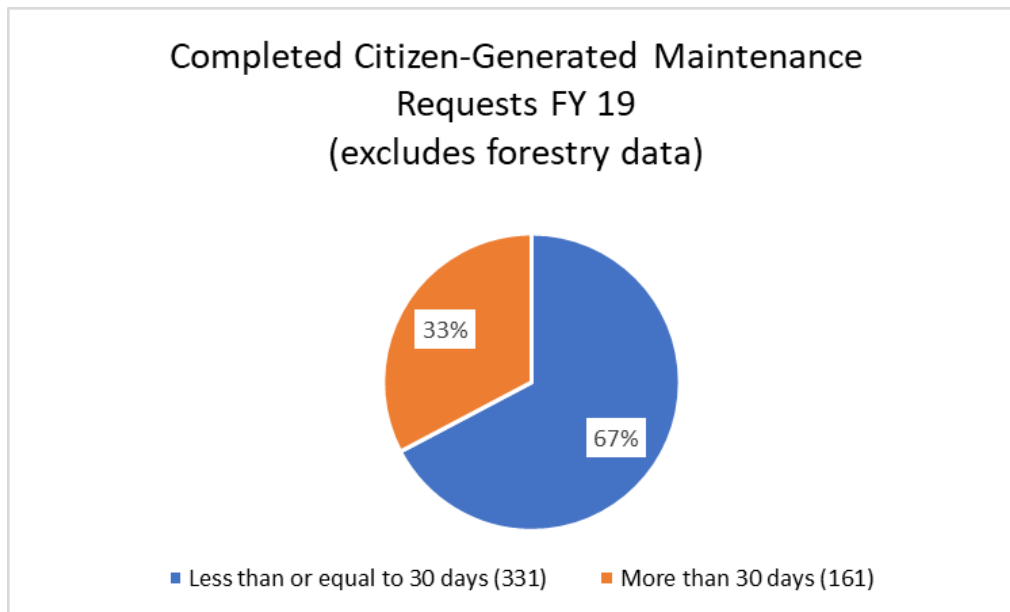
All Parks are being routinely inspected either every 1 year, every 3 years, or every 5 years based on the tree condition/age and frequency of use for that park.

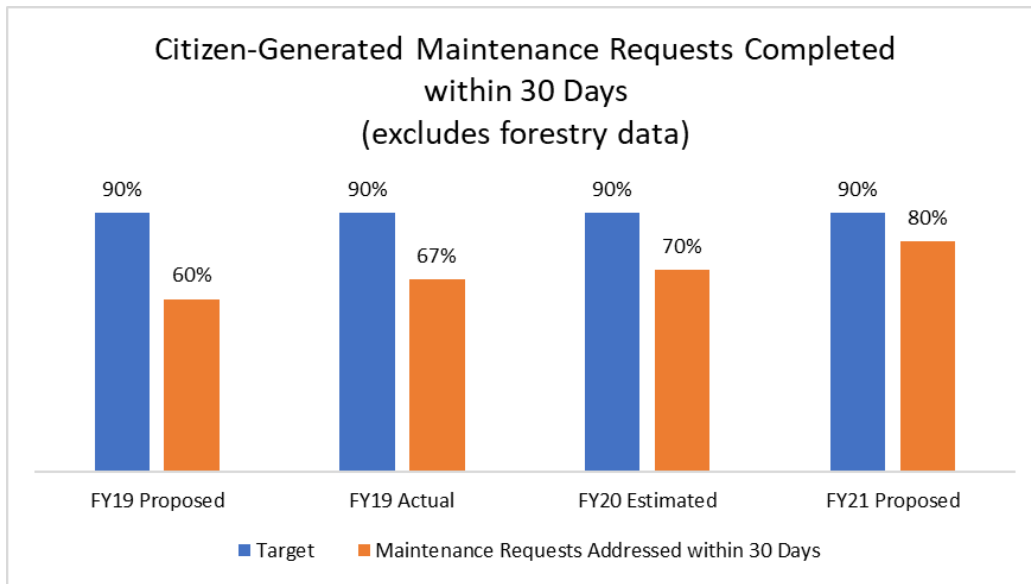


* Not all work orders were closed out in the Enterprise Asset Management and Treekeeper systems when they were completed, so several work orders show a longer completion time than actual. Work order close out procedures have been improved and going forward, data should more accurately reflect actual close-out times.

Response to Citizen's Concerns

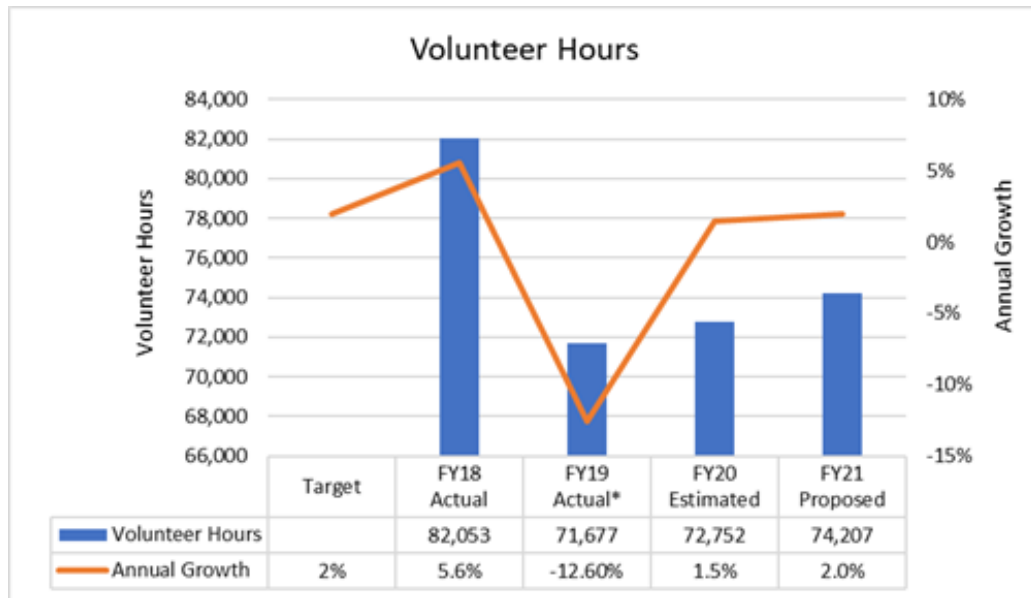
The Department's goal is to increase staff responsiveness in addressing park maintenance concerns from citizens by reducing the time it takes to address park issues that are reasonable, viable and relevant to the Parks Department, submitted by patrons through the Customer Resource Management system and completed by maintenance staff as work orders through the Enterprise Asset Management system.





Volunteer Support

The Department's goal is to generate alternative, non-tax supported resources to support our work program by increasing volunteer support for Department facilities, programs and events.



*Volunteer hours were lower in FY19 than FY18 due to several factors. FY18 was an exceptional year, and volunteer hours were much higher than anticipated. Weather conditions caused cancellations of Trail Workdays and Park Cleanups volunteer events. Additionally, the Weed Warrior Volunteer Program Manager position was vacant part of the year resulting in an additional deficit in volunteer hours over FY18. Some long-term volunteers retired from service, while others were hired as seasonal staff. Volunteer hours were also affected by program-redirection and insufficient staff resources for managing volunteer programs. Finally, a senior management vacancy

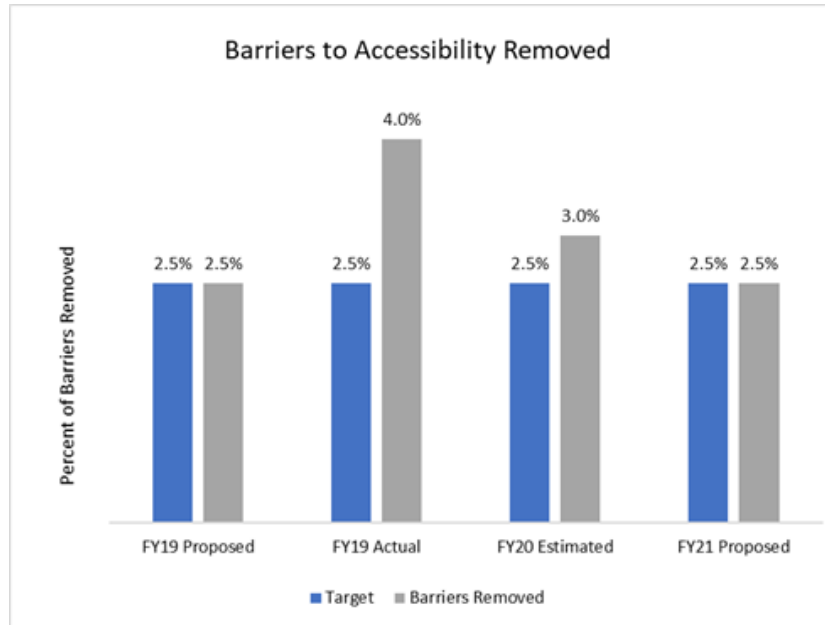


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in the Volunteer Services Office for part of FY19 likely had a negative effect on the ability to consistently track volunteer hours.

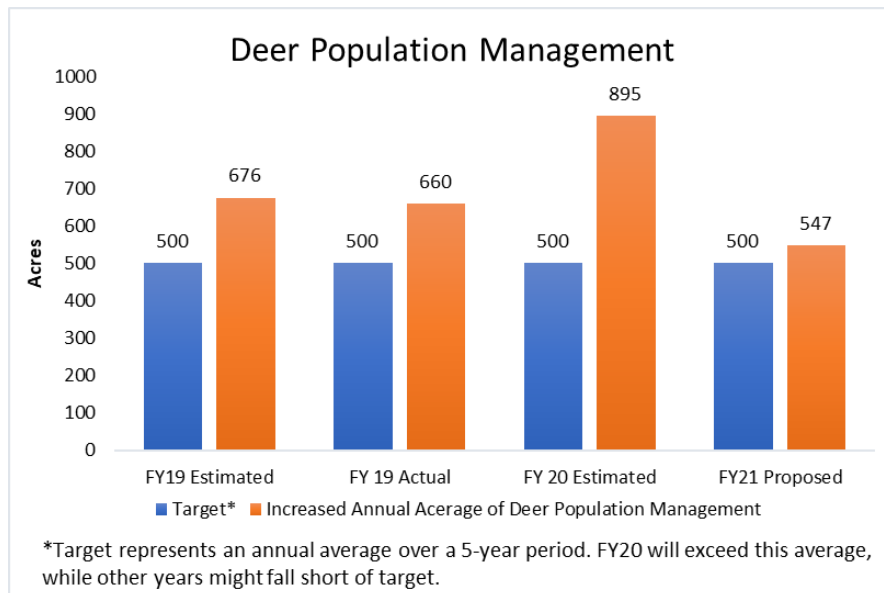
ADA Accessibility

The Department's goal is to make parks, facilities, and/or Amenities ADA-accessible to all individuals in accordance with the Final Transition Plan (dated August 2016) as submitted to and accepted by the U.S. Department of Justice.



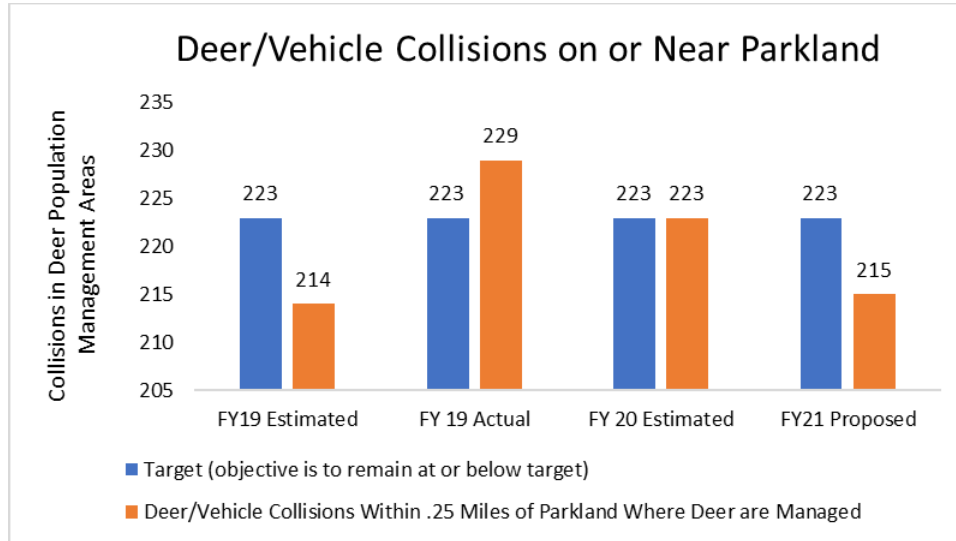
Deer Population Management

The Department's goal is to minimize attributable impacts of deer on, and adjacent to, parkland by adding 2,500 acres of new deer population management on parkland between fiscal years 2020 and 2024.



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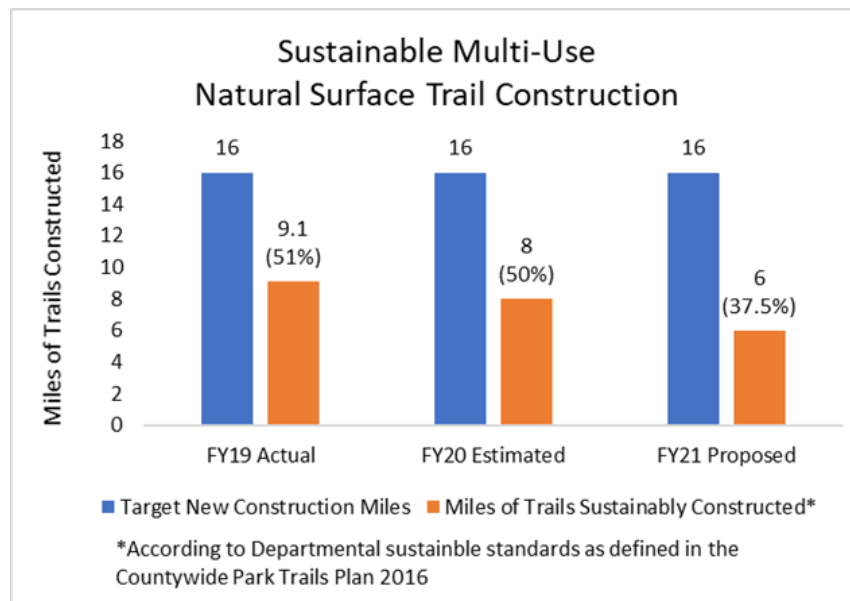
The Department's goal is to minimize attributable impacts of deer on, and adjacent to, parkland by maintaining the annual deer population at 30 deer per square mile or less in parkland where deer are managed, as indicated by the number of deer/vehicle collisions.

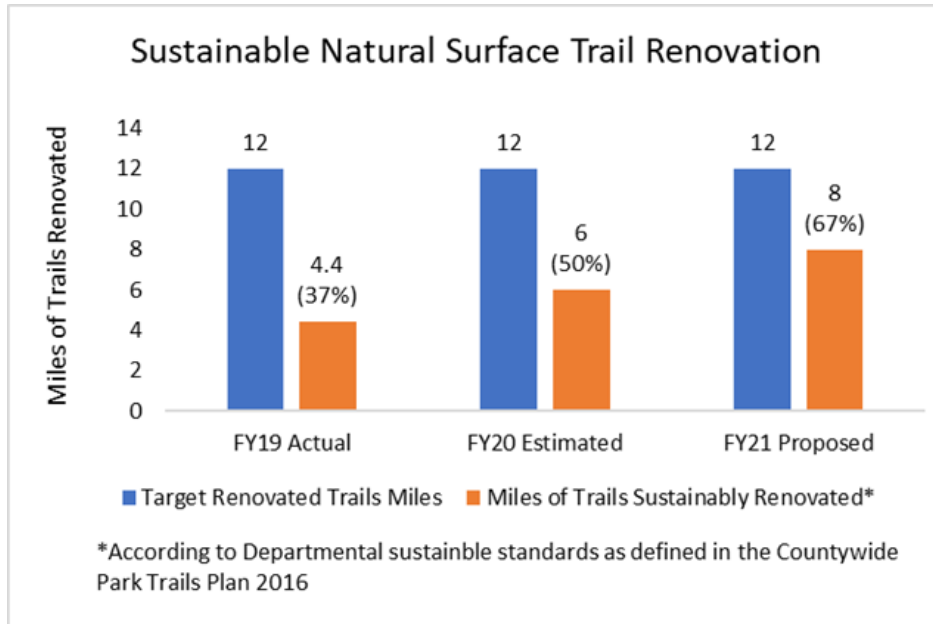


Research demonstrates deer population density, in the aggregate, correlates with deer/vehicle collision occurrence, and that an acceptable reduction of deer impacts, e.g., deer/vehicle collisions, browsing damage upon agriculture and forests, and citizen complaint for landscape damage and concern for safety is achieved at, or below, the 30 deer per square mile threshold.

Natural Surface Trails

The Department's goal is to ensure the sustainability of our current and future natural surface trail system by implementing an expansion and renovation plan to provide an additional 16 miles annually of new natural surface trails and renovate 12 miles annually of existing natural surface trails.





**Montgomery County
Department of Parks**

SUMMARY OF DEPARTMENT BUDGET

**MONTGOMERY COUNTY
DEPARTMENT OF PARKS
PROPOSED BUDGET FISCAL YEAR 2021**

	FY20 Adopted	FY21 Proposed	% Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,640,303	\$ 1,589,025	-3.1%
Public Affairs & Community Partnerships	3,428,009	3,612,639	5.4%
Management Services	2,457,331	2,844,865	15.8%
Information Technology & Innovation	2,660,893	2,728,668	2.5%
Park Planning & Stewardship	5,845,617	6,711,207	14.8%
Park Development	4,082,158	4,143,841	1.5%
Park Police	14,490,620	15,018,761	3.6%
Horticulture, Forestry & Environmental Education	10,360,810	10,662,939	2.9%
Facilities Management	12,973,556	13,885,513	7.0%
Northern Parks	10,591,560	11,026,996	4.1%
Southern Parks	15,047,350	15,708,914	4.4%
Support Services	10,909,012	12,745,320	16.8%
Non-Departmental	5,534,332	8,026,045	45.0%
Grants	400,000	400,000	0.0%
Transfer to Capital Projects Fund	350,000	450,000	28.6%
Transfer to Debt Service Fund	6,624,410	7,165,410	8.2%
Total Expenditures by Department	<u>\$ 107,395,961</u>	<u>\$ 116,720,143</u>	<u>8.7%</u>
Property Management	1,563,320	1,586,500	1.5%
Special Revenue Funds	2,861,133	2,967,428	3.7%
Enterprise Fund	9,697,934	10,634,588	9.7%
Total Department of Parks	<u>\$ 121,518,348</u>	<u>\$ 131,908,659</u>	<u>8.6%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The Department of Parks total FY21 proposed budget request is \$131,908,659 and includes the Park Fund, Property Management subfund, the Enterprise Fund, and the Parks portion of the Special Revenue Fund.

The total Park Fund tax-supported expenditure budget, less reserves, is \$116,720,143 and includes grants, non-departmental, and debt service. This represents an increase of \$9,324,182 or 8.7% over the FY20 adopted budget. This increase is summarized as follows:

Compensation Adjustments (salary, benefits)	\$3,942,639
Known Operating Commitments	2,338,379
Program Enhancements	1,546,299
Water Quality Protection Fund	297,309
Debt Service on General Obligation Bonds	541,000
CIP PayGo	100,000
OPEB (PayGo and Pre-Funding)	<u>558,556</u>
Total	\$9,324,182



Unfunded Operating Budget Obligations

Operating Budget Impacts (OBI) are the costs associated with operating, maintaining and policing of new and expanded parks. This increase is recognized and approved as part of the CIP when the project is submitted through the CIP budget process.

In FY21, Montgomery Parks is requesting \$846,097 in additional funding for OBI for added resources necessary to implement completed CIP work programs associated with new or expanded park infrastructure. This total includes \$481,404 for the new Wheaton Headquarters and \$102,731 for Water Quality Protection Fund projects. In addition, this OBI request includes three (3) new career positions, one career position converting from part-time to full-time for a total of 3.4 WYs and 3.7 WYs for seasonal staff.

NPDES Mandate

The Department of Parks received its first NPDES Small Separate Storm Sewer System (NPDES MS4) permit from the Maryland Department of the Environment in the spring of 2010. For FY21, the Department is requesting an increase of \$297,309, bringing the total to \$3,719,782 for NPDES activities.

The funding includes \$60,692 in personnel cost for merit and COLA for current staff currently funded through the NPDES program. The request also includes \$133,886 for the addition of two (2) full-time career positions. In addition, OBI cost of \$102,731 including one (1) full-time career position and 0.8 seasonal WYs is included for bioretention and other stormwater amenities added at Battery Lane Urban Park, Columbia Local Park, Edith Throckmorton Neighborhood Park, North Branch Trail, Silver Spring Intermediate Neighborhood Park, and Wheaton Regional Park.

Known Operating Commitments

The Known Operating Commitments include cost increases such as contractual obligations, information technology software maintenance agreements, utility and telecommunications increases, and inflationary increases.

The Department has \$447,450 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms, \$42,966 for increases in telecommunications costs and utilities, as well as \$259,384 for inflationary increases for supplies and materials, non-contracted services and capital outlay. The Department is reducing costs by \$58,000 for removal of one-time funding from FY20 for the purchase of supplies and services. In addition, the debt service for the Capital Equipment Internal Service Fund (ISF) increases by \$223,000 based on proposed spending for vehicle and equipment purchases. Costs for CAS charges and chargebacks and for chargebacks to other funds (e.g. Special Revenue and Enterprise) are decreasing by \$10,187, while the Park Fund transfer to the Risk Management Internal Service Fund is increasing by \$690,400. Also, the transfer to CIP is increasing by \$100,000.

Program Enhancements Addressing Deficiencies and Emerging Trends

The FY21 Proposed Budget includes \$1,546,299 to address identified deficiencies in the work program as well as emerging trends aimed at meeting the needs of the future.

Included in the funding are:

- one (1) part-time career position and 0.6 WYs for a customer service specialist;



Montgomery County Department of Parks

- non-personnel funding to retrofit facility heating systems to replace carbon-based fuel systems with clean emissions;
- four (4) full-time career and 1.5 career WYs for improving the quality and playability of ballfields;
- one (1) term contract Publications Manager position to manage compliance with the Americans with Disability Act (ADA) for the department's website and public documents;
- funding for Other Service & Charges for electrical upgrades to replace carbon-based fuel systems with clean emissions;
- one (1) full-time career position and WY for a procurement specialist to provide support for the CIP program;
- one (1) full-time career position and WY for an employee/labor relations specialist;
- one (1) full-time career position and WY for a lead gardener for Brookside Gardens;
- one (1) full-time career and WY and 1.7 seasonal WYs for staff to conduct and document facility condition assessments;
- one (1) full-time career position converting from a term contract position supporting the Green Waste Recycling Program;
- funding for supplies and services to continue to expand the number of park activation "Pop-Up" program and event offerings throughout the county;
- one (1) full-time career position and WY for an equity analyst to examine, identify and create a plan to correct disparities in capital projects, parks, programs, and services and develop innovative and data-driven approaches to equitably designing, planning, developing, and delivering services in our parks;
- seasonal funding and 1.6 WYs to provide support to individuals with disabilities attending programs and camps, assist with marketing and outreach, and assist in the organization, coordination and installation of accessible equipment;
- seasonal funding and 2.5 WYs to restore a departmental internship program, and
- funding for Commission-wide information technology initiatives.

Salary Lapse

The Department is maintaining the same lapse rate at 7.5% in FY21 although this exceeds our normal attrition rate of 5-7% and requires us to hold positions vacant.



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MAINTENANCE STANDARDS

The following chart illustrates actual maintenance frequency versus the optimal maintenance standards for our parks. The Department has focused on maintenance standards that preserve customer safety, such as playgrounds, and has taken deeper cuts in areas, such as landscape maintenance, that, while important to the overall quality of a park, will not compromise customer safety.

Optimal frequency standard is a benchmark from other park agencies of similar size and complement.

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY18 Actual	FY19 Actual	FY20 Estimated	FY21 Proposed
ATHLETIC FIELDS All athletic fields shall be safe and maintained to support the level of play identified for public use, the amenities developed to support the activity, and the age of the users and/or the level of play.						
Aerating Using mechanical means, aerate athletic fields.	Regional / Recreational Parks	8x Per Year	4x Per Year	4x Per Year	4x Per Year	4x Per Year
	Local Parks	3x Per Year	2x Per Year	2x Per Year	2x Per Year	2x Per Year
Over-seeding Using mechanical means, over- seed athletic fields.	Regional / Recreational Parks	4x Per Year	2x Per Year	3x Per Year	4x Per Year	4x Per Year
	Local Parks	2x Per Year	1x Per Year	2x Per Year	2x Per Year	2x Per Year
Nutrient Management Application of nutrients for plant sustainability based on soil sample results. *if funded	Regional / Recreational Parks	5x Per Year	N/A	N/A	N/A	2x Per Year or *4x Per Year
	Local Parks	4x Per Year	N/A	N/A	N/A	1x Per Year or *2x Per Year
Diamond Fields, Infield Maintenance Dragging, leveling, and lining infield, maintenance of plates, bases and pitcher's mound where appropriate.	Regional / Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	Weekly	Weekly	Weekly	Weekly	Weekly or *2x Per Week
Rectangle Fields, Lining of rectangle fields	Regional / Recreational Parks	Weekly	Weekly	Weekly	Weekly	Weekly
	Local Parks	Weekly	2x Per Month	2x Per Month	2x Per Month	2x Per Month



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY18 Actual	FY19 Actual	FY20 Estimated	FY21 Proposed
TURF MAINTENANCE Turf grass within the park system shall be mowed, trimmed, seeded, and/or replaced based upon the necessary level of maintenance for the turf type, park, and season of the year. All turf areas within the park system shall be aesthetically pleasing and appropriate for each park setting. The permitting season is 34 weeks long.						
Mowing Maintain turf in a horticulturally sound manner and recommended mowing height for the cultivar in place. Trim around fixed amenities, edge walkways and blow chipping.	Local Parks	34 cuts per season	1 per seven to ten days	1 per seven to ten days	1 per seven to ten days	1 per seven to ten days
	Urban Parks	34 cuts per season	N/A	1 per seven to ten days	1 per seven to ten days	1 per seven to ten days
	Local Park Athletic	34 cuts per season	N/A	34 cuts per season	34 cuts per season	34 cuts per season
	Regional / Recreational Parks Managed Turf	34 cuts per season	1 per seven to ten days	34 cuts per season	34 cuts per season	34 cuts per season
	Regional / Recreational Parks Athletic Fields	68 cuts per season	2 per seven to ten days	68 cuts per season	68 cuts per season	68 cuts per season
PLAYGROUNDS All playgrounds shall be inspected, maintained, repaired and/or replaced to be safe and comply with national safety guidelines. The frequency level of maintenance shall also support the level of public use of each playground within the park system.						
Playground Inspections Inspect playground facilities in compliance with Consumer Product Safety Council guidelines, to include inspection for head entrapment potential, checking of wood, protrusion of bolts or other sharp objects, proper depth of surfacing, and overall condition of equipment. Request repairs or replace as appropriate based on results of inspection.	All Park Categories	12x Per Year	12x Per Year	12x Per Year	12x Per Year	12x Per Year
	All Park Categories	18x Per Year	2 X per month	2 X per month	2 X per month	2 X per month
Playground Surfacing Playgrounds with Wood Carpet Fiber Surfacing will be hand tilled to keep playground weed free without the use of pesticides. Active service season is March – November (9 months).	All Park Categories	18x Per Year	2 X per month	2 X per month	2 X per month	2 X per month



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY18 Actual	FY19 Actual	FY20 Estimated	FY21 Proposed
LANDSCAPE MAINTENANCE Flower beds and park entrance areas which form landscaped areas will be kept attractive, weed-free, trash-free and insect-free, and aesthetically pleasing.						
Landscape Maintenance Maintain turf in a horticulturally sound manner and recommended mowing height for the cultivar in place. Trim around fixed amenities, edge walkways and blow chipping.	Urban Parks	Weekly	6x Per Year	Weekly	Weekly	Weekly
	Park Office Buildings	4x Per Year	6x Per Year	4x Per Year	4x Per Year	4x Per Year
	Local Parks	2x Per Year	1x Per Year	1x Per Year	1x Per Year	1x Per Year
	Regional / Recreational Parks	3x Per Year	2x Per Year	2x Per Year	2x Per Year	2x Per Year
TRAILS All hard and natural surface trails shall be routinely maintained to be safe to use, clear of debris, clearly marked and graded for public use, and easily accessible for a wide range of trail users within the park system.						
Trails Inspections and Maintenance Visually inspect trail surface and adjacent areas for hazards, excessive wear and tear, vandalism, washouts, etc. and repair as appropriate.	Hard Surface	Weekly	2x Per Year	Monthly (or after storm event)	Monthly (or after storm event)	Monthly (or after storm event)
	Natural Surface	Monthly	2x Per Year	Quarterly (or after storm event)	Quarterly (or after storm event)	Quarterly (or after storm event)
PARK ROADS AND PARKING LOTS						
Park Roads and Parking Lots Inspections Inspect for damage, erosion, drain systems, signage and striping.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY18 Actual	FY19 Actual	FY20 Estimated	FY21 Proposed
COURTS To include tennis, basketball, volleyball, and multi-use courts						
Courts Inspections Inspect court surface for hazards, proper lining. Inspect hardware, including nets, standards, backboards, cranks, etc. for hazards, wear and tear, or vandalism. Inspect fencing for hazards, wear and tear, or vandalism. Request appropriate repairs or replacements as dictated by the result of the inspection.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly
STORMWATER MANAGEMENT All storm water management assets shall be inspected, maintained, and free of trash and debris in order to comply with U.S. Environmental Protection Agency (NPDES) regulations and Montgomery County Department of Environmental Protection (DEP) guidelines.						
All Stormwater Facilities Keep all stormwater management assets free of trash and debris.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly
All Stormwater Facilities Check for erosion, sediment accumulation, clogging, seeps, animal burrows.	All Park Categories	Monthly and after storm events	Seasonally and after storm events	Seasonally and after storm events	Seasonally and after storm events	Seasonally and after storm events
Bioretention Site/Rain Garden Inspections and Maintenance Remove weeds and other undesirable vegetation. Remove debris and trash.	All Park Categories	Monthly	Monthly	Quarterly	6x Per Year	6x Per Year
Sand Filter Inspections and Maintenance Inspect for standing water, clogging of surface aggregate. Remove grass, algae, leaves, and sediment.	All Park Categories	Monthly	Quarterly	Quarterly	6x Per Year	6x Per Year



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY18 Actual	FY19 Actual	FY20 Estimated	FY21 Proposed
Infiltration Practices-Gravel or Sod Surface Inspect for clogging of surface aggregate. Remove weeds, and other undesirable vegetation. Mow sod surface to no lower than 4 inches. Remove trash.	All Park Categories	Monthly	Quarterly	Quarterly	6x Per Year	6x Per Year
Wet and Dry Ponds Mow grass and remove woody vegetation in the pond areas downstream slope of dams, top of dams, upstream slope of dams (dry ponds only), twenty-five feet around the control structures (dry ponds only), inlet channels, around headwalls, pipes within pond areas, and outlet channels.	All Park Categories	2 X per year minim.	2 X per year	2 X per year	2 X per year	2 X per year
Oil Grit Separators Inspect once per year or after any known spills have occurred.	All Park Categories	1 X per year minim.	N/A	N/A	1 X per year	1 X per year
TREES To provide healthy, sustainable trees in our parks.						
Tree Inspections: Inspect all developed parks with amenities for tree hazards.	353 Parks with Amenities	100% of parks in inspection cycle	60% of parks	92% of parks	92% of parks	92% of parks
Service Requests for Tree Crew: Complete all service requests.	All Park Areas	100% of requests	74% of requests	40% of requests	50% of requests	50% of requests
Tree Emergency Requests: Emergency requests responded to in 3 hours during off hours (often after the hazard is cleared, the remaining work that is lower priority becomes part of the backlog).	All Park Areas	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests
Green Waste Recycling Complete three grindings of green waste material to produce mulch, compost and wood chips for tree planting and landscape projects	All Park Areas	3 grindings/year	2	2	3	3



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY18 Actual	FY19 Actual	FY20 Estimated	FY21 Proposed
TRASH AND RECYCLING REMOVAL						
Provide The removal of trash and recycling within the park system shall support the need to keep all parks clean and trash free. The level of trash and recycling removal maintenance shall support the level of public use and accessibility assigned to each park type.						
Trash Removal: Empty all trash and recycling cans within park into trash or recycling packer and pick up ground litter within 10 feet of cans and as otherwise seen.	In Season					
	Regional/Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	4x Per week	2x Per week	2x Per week	2x Per week	2x Per week
	Urban Parks	Daily	N/A	Daily	Daily	Daily
	PAB's Shelters	Daily	N/A	Daily	Daily	Daily
	Parkways	Daily	Daily	Daily	Daily	Daily
	Off Season					
	Regional/Recreational Parks	3x Per week	2x Per week	2x Per week	2x Per week	2x Per week
	Local Parks	2x Per week	1x Per week	1x Per week	1x Per week	1x Per week
	Urban Parks	5x Per week	N/A	5x Per week	5x Per week	5x Per week
	PAB's Shelters	As Permitted	N/A	5x Per week	5x Per week	if permitted, 1x Per Day
	Shelters	As Permitted	N/A	5x Per week	2x Per week	2x Per week
	Parkways	2x Per week	1x Per week	1x Per week	1x Per week	1x Per week
	CUSTODIAL					
All park activity buildings (PABs), regional/recreational restrooms and park office buildings shall be cleaned weekly.						
PABs: Clean once per rental. Regional/Recreational Restrooms: Clean seven days per week. Office & Other Park Buildings: Clean Daily	In Season					
	Park Activity Buildings	1x Per rental	N/A	1x Per rental	1x Per rental	1x Per rental
	Regional Restrooms	Daily	N/A	Daily	Daily	Daily
	Recreational Restrooms	Daily	N/A	Daily	Daily	Daily
	Office Buildings	Daily	N/A	2x Per week	3x Per week	3x Per week
	Off Season					
	Park Activity Buildings	2x Per rental	N/A	1x Per rental	1x Per rental	1x Per rental
	Regional Restrooms	Closed	N/A	Closed	Closed	Closed
	Recreational Restrooms	Closed	N/A	Closed	Closed	Closed
	Office Buildings	Daily	N/A	2x Per week	3x Per week	3x Per week



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY18 Actual	FY19 Actual	FY20 Estimated	FY21 Proposed
FLEET MAINTENANCE To assure available, reliable, and safe equipment and vehicles for staff.						
On-Road Vehicle Uptime Repair vehicles in a timely manner to keep vehicles available to staff		94.7%	92.77%	94%	95%	95%
Vehicle Preventive Maintenance Performed annually or at 5,000 miles.		75% Done on time	56.8%	58%	59%	59%
Service Requests: Completed projects costing under \$3,000. Avg. annual service work orders generated = 3,200.		85% of requests	94% of requests	94% of requests	94% of requests	94% of requests
TRADES/CONSTRUCTION To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.						
Major Maintenance: Completed projects costing \$3,000 or more Average annual major maintenance work orders generated = 215.		90% of Projects	70% of Projects	56% of Projects	56% of Projects	56% of Projects
Service Requests: Completed projects costing under \$3,000 Avg. annual service work orders generated = 3,200.		85% of requests	80% of requests	101% of requests	97% of requests	97% of requests
Preventive Maintenance: Periodic service of assets intended to increase service life and decrease emergency repairs Average number of requests generated annually = 7,400.		100% of requests	75% of requests	28% of requests	12% of requests	12% of requests



**Montgomery County
Department of Parks**

DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY21 is \$4,659,596. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY20 Adopted	FY21 Proposed
<i>Park Fund</i>				
Director of Parks	Director's Office	Various depositions and legal services	1,000	1,000
Facilities Management	Trades Units	Emergency design and architectural/engineering services	4,700	4,700
Facilities Management	Trades Units	Energy/Recycling management contract	16,806	10,000
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contract	294,015	291,487
Horticulture, Forestry and Environmental Education	Arboriculture	Emergency tree removal	6,000	6,000
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contract - Emerald Ash Borer impact	400,000	400,000
Horticulture, Forestry and Environmental Education/Public Affairs & Community Partnerships	Nature Centers/Activating Parks/Cultural Resources/Park Planning & Stewardship	Licensing agreements	1,482	2,325
Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	75,500	77,791
Information Technology & Innovation	Technology	Telephone Support/Maintenance contracts	142,360	112,360
Information Technology & Innovation	Technology	WAN/LAN and CISCO Smartnet Emergencies	170,000	220,000
Information Technology & Innovation	Technology	On-Site Desktop Support	33,388	15,000
Information Technology & Innovation	Technology	Help Desk Support	165,000	165,000
Information Technology & Innovation	Technology	Hardware Maintenance for Servers	135,030	95,000



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Information Technology & Innovation	Technology	Software Maintenance for Fleet Management System	16,000	42,204
Information Technology & Innovation	Technology	UPS Preventive Maint.	10,000	10,000
Information Technology & Innovation	Technology	Telecommunications support/contract review/pricing analysis	22,094	22,094
Information Technology & Innovation	Technology	CRM and SharePoint Support	20,953	28,000
Management Services	Smart Parks	Enterprise Asset Management Maintenance and Webhosting	156,089	161,114
Northern Parks	Little Bennett	Bermuda Turf Field Maintenance	61,169	43,215
Northern Parks	Stormwater Management	Stormwater management	89,888	86,766
Northern Parks	Rock Creek	Dam Inspection Lake Frank and Lake Needwood - required video inspection (every 5 years)	0	40,000
Northern Parks/Southern Parks	Various	Artificial Turf testing	14,500	27,565
Park Planning & Stewardship	Cultural Resources	Architectural services for historic properties	77,500	79,050
Park Planning & Stewardship	Cultural Resources	Interpretive program	22,043	23,994
Park Planning & Stewardship	Natural Resources Stewardship	Deer population control/Professional Trapping Service	100,000	101,200
Park Planning & Stewardship	Resource Analysis	Ground water/methane monitoring	40,950	44,314
Park Planning & Stewardship/Northern Parks	Natural Resources Stewardship/Northern Parks/Southern Parks	Non-native plant control	225,734	271,509
Park Police	Admin	Maintenance Agreements	151,000	178,130
Park Police	Special Operations, Patrol, Administration	LOEBR/Hearing Boards	15,000	15,000
Public Affairs & Community Partnerships	Public Information and Marketing	Graphic design and web maintenance services	90,000	90,000



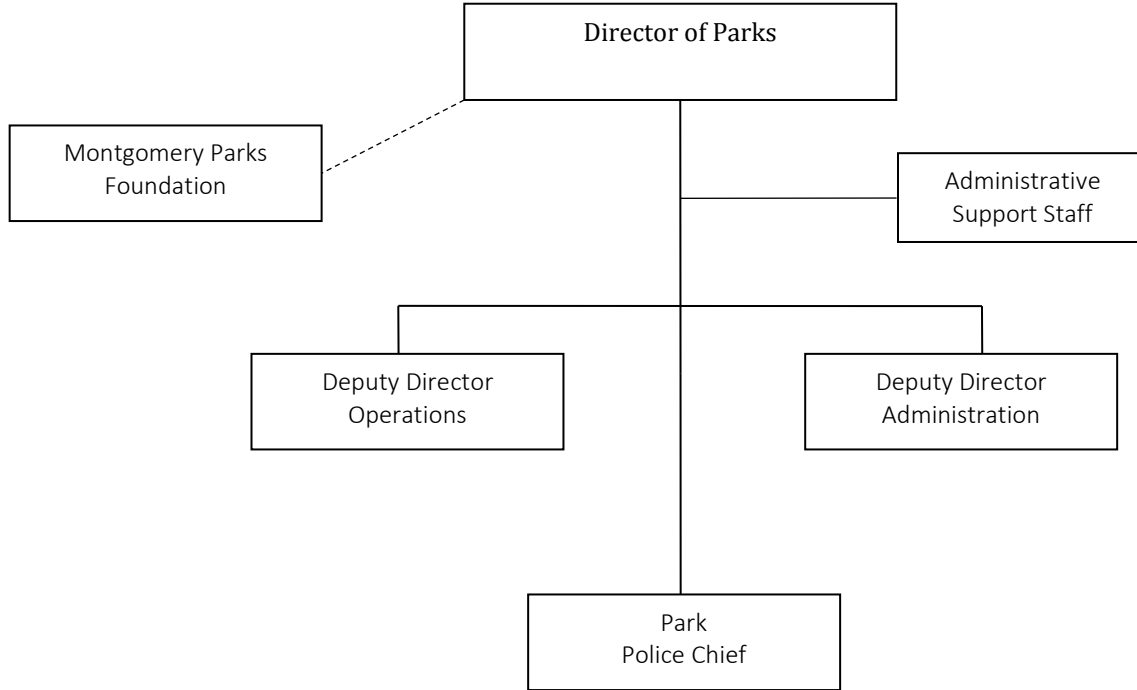
**Montgomery County
Department of Parks**

Public Affairs & Community Partnerships	Public Information and Marketing	Media management software	10,000	10,000
Public Affairs & Community Partnerships	Volunteer Services	Continued development of the Web-based Training Initiative for Volunteers	26,000	26,000
Public Affairs & Community Partnerships	Volunteer Services	Data base for volunteer services	22,500	22,500
Southern Parks	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	3,400	3,600
Support Services	Support Services	Consolidated registration support	106,856	106,856
Support Services	Support Services	Sign Language Interpretation	10,000	10,000
Support Services	Support Services	Maintenance for Audio-Visual System for Wheaton HQ Auditorium	0	25,000
Support Services	Support Services	Legal Services	20,000	20,000
Support Services	Support Services	Rental fees - portable toilets	240,000	260,000
		Total - Park Fund	\$2,996,957	\$3,148,774
<u>Property Management subfund</u>				
Facilities Management	Property Management	Legal Services	5,000	5,000
		Total - Property Management subfund	\$5,000	\$5,000
<u>Special Revenue Fund</u>				
Southern Region	Athletic Fields*	MCPS Ballfield maintenance for designated Elementary and Middle Schools	1,491,059	1,505,822
		Special Revenue Fund	\$1,491,059	\$1,505,822
		Total Contract Services - All Funds	\$4,493,016	\$4,659,596

* This amount represents only the vendor cost.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Director of Parks

OVERVIEW

Major responsibilities of this office include implementing the work program as approved by the Montgomery County Planning Board and the County Council; advising the Planning Board on matters of park policy; acting as a liaison between the public and local, state, and federal agencies and officials; overseeing and supporting the Montgomery Parks Foundation; developing and administering internal management policies, procedures, and practices; and overseeing the work program of the park employees.

MISSION

To establish clear accountability and standards to effectively manage the more than 36,900 acres and facilities within the Montgomery County Park system.

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Park Foundation Oversight and Support
- Grants Management

ACCOMPLISHMENTS

- The Foundation, with the assistance of the Parks Department, secured \$500,000 in funding through State bond bills during the 2019 legislative session. The Josiah Henson Museum & Park and the SEED classroom will each receive \$250,000 to aid in the construction, design, and building of these projects.
- The Foundation obtained a \$96,500 grant from Green Mountain Energy to purchase the electricity and water components for the SEED classroom. Additionally, First Energy, a great advocate of environmental education, delivered their third installment of \$10,000 in support of the SEED classroom.
- The Foundation contributed \$50,000 in discretionary funds to the Josiah Henson Museum & Park as a match to the Maryland Heritage Areas Authority grant.
- The Foundation provided administrative and financial support for the construction and opening of the Harry T. Dewey Memorial Garden at Brookside Gardens. The garden was made possible by a generous donation made to honor the memory of one of Brookside Garden's longest serving volunteers. The garden features a diverse variety of perennial plants and trees, a stone terrace overlooking the pond, and a mulched pathway along the waterline. The ribbon cutting ceremony was held on Sunday, October 20, 2019.
- The Washington Capitals signed an agreement with the Foundation and Parks Department, committing to install a variety of improvements at the Ridge Road inline hockey rink in Germantown, Md and to convert an existing tennis court into an inline hockey rink at Dewey Local Park in Silver Spring, MD. A grand re-opening was held on Saturday, September 28, 2019 at Ridge Road inline rink. Following the ribbon cutting, kids ages 8 – 14 were invited to participate in street hockey clinics hosted by the Washington Capitals Youth Hockey staff.
- The Foundation managed and dispensed funds raised by the Friends of Potomac Horse Center for much-needed roof repairs at the facility. Founded in the late 1950's by F.G. "Stretch" Harting, PHC



Montgomery County

Department of Parks – Director of Parks

quickly became a world renowned premiere international equestrian center. Today, the facility offers a variety of activities with approximately 20 shows a year, a busy calendar of clinics featuring internationally recognized clinicians in many disciplines, and lessons for children and adults.

- The Foundation completely restructured its internal financial & administrative policies and procedures to further formalize the operations of the organization and be in line with standard best practices.
- The Montgomery Parks Foundation purchased an EcoTotem sign, or trail signage counter, that will be installed on the Capital Crescent Trail alongside the Linda Weiner Memorial in downtown Bethesda. The new double-sided display, called an “Eco Display Classic”, will showcase the numbers of daily and annual bicyclists on one side of the sign, and the number of pedestrians on the other side. The data collected will help the Parks Department effectively manage and operate the trail and will aid in long-range plans for bicycle and pedestrian improvements along the trail.

BUDGET AT A GLANCE

Summary of Division Budget

		FY20	FY21	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$1,640,303	\$1,589,025	-3.1%
Staffing				
	Funded Career Positions	6.00	6.00	0.0%
	Funded Term Positions	5.00	5.00	0.0%
	Funded Workyears	12.30	12.30	0.0%

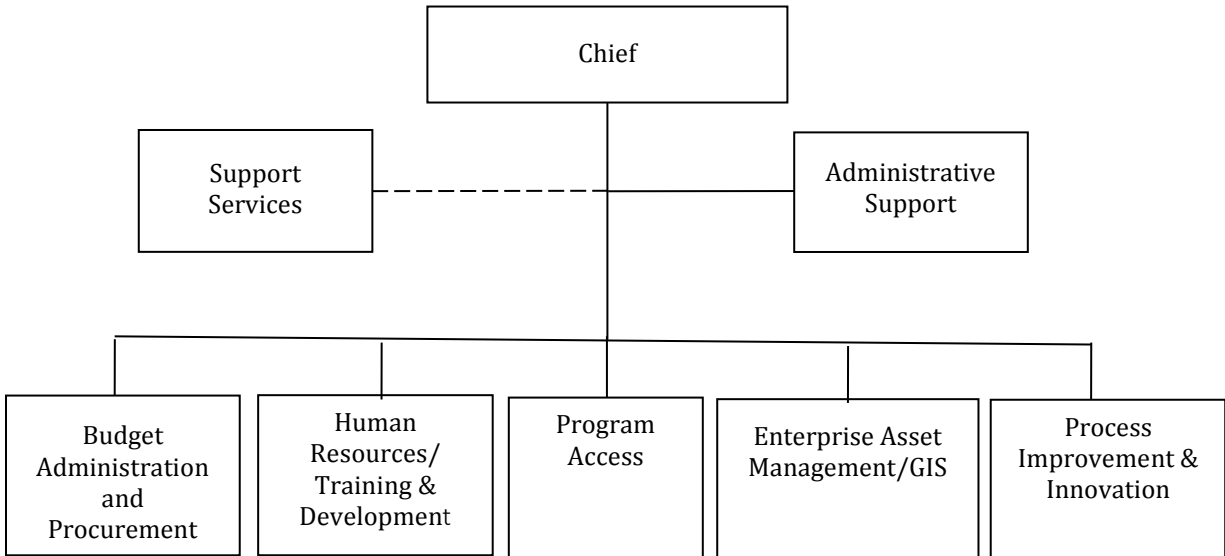
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Decreases personnel cost based on updated staffing complement.



**Montgomery County
Department of Parks – Management Services**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Management Services

OVERVIEW

The Division's activities support a variety of financial, budgetary, procurement, personnel and enterprise asset management needs, while ensuring the Department's ability to attain its goals and objectives. The division leads the Department's organizational development program and diversity efforts, as well provides data analysis for tracking work efforts and decision making. Management Services provides a variety of services that directly support the Park divisions to allow them to achieve their mission and responsiveness to the public; and assists the Director's Office with implementing internal policies and procedures to support the administrative functions within the Department. The Management Services Division consists of the following sections:

Budget Administration and Procurement uses a coordinated financial management system that handles more than \$121 million in annual operating funds; prepares the Department's annual budget; assists the Department with the Council review and approval process and monitors budget and financial performance during the fiscal year; determines operating budget impacts of capital improvements and new programs; develops and monitors the Support Services program; provides management analysis of programs; and guides department-wide procurement activity.

Human Resources/Training and Development provides human resource services to the divisions in the areas of recruitment; performance management; and employee/labor relation services. This section also provides Departmental training, workforce planning and organizational development programs, and activities that increase the competencies of Department employees to enable them to provide the highest quality and most cost-effective services to the users of Montgomery County parks. Training will result in improved accountability, performance, and improved expertise of managers and supervisors.

Enterprise Asset Management (EAM) and Geographic Information System (GIS) provides computerized systems which help support and better manage work programs of the department. The EAM system includes preventative maintenance and reactive work orders, facility condition assessments, park asset/amenity inventory, a GIS interface, data collection and analysis on several department-wide efforts, and more. This section oversees the administration of the EAM and GIS systems.

Process Improvement and Innovation focuses on identifying and implementing process improvements across the department, some of which will result in cost savings. This unit is also responsible for overseeing an innovation program that will engage staff at all levels to identify and implement viable, innovative programs for staff and park patrons. This unit will work hand in hand with the EAM section to track progress and performance. Developing performance measures is also under the purview of this unit.

Program Access Office assists in ADA interpretation, policy and procedure development for the Department and provides training and awareness programs for staff. This office also facilitates the promotion of inclusion services by assisting in providing support staff for participants registered in various programs. This unit fosters outreach and community engagement by participating in meetings, community fairs, and special events.

MISSION

To provide comprehensive support and oversight for financial management, procurement, human resources services, organizational development, and technology applications for the Department. In addition, Management Services provides ADA policy training to staff and offers inclusionary services and modifications for participants of park programs.



Montgomery County

Department of Parks – Management Services

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Performance Measures
- Budget Preparation
- Financial Management
- Department-Wide Procurements
- Position Control and Tracking
- Geographic Information System (GIS)
- Cost Recovery
- Employee Services
- Recruitment
- Organizational Development
- Policy Guidance
- Enterprise Asset Management
- Innovation Program
- Operational Efficiencies and Cost Savings
- Program Access/Inclusion Services

ACCOMPLISHMENTS

- Identified nearly \$1.7 million in avoidance costs over multiple years through a continued utilization review of the Department’s light-duty pool vehicles. Developed a vehicle procurement evaluation process that ensures vehicles are rightsized for the job and balances utilization across the Department. Delivered a comprehensive written report titled, “Maximizing Fleet Efficiency Through Rightsizing, Telematics, And Alternative Transportation.”
- Expanded usage of a digital signature program throughout the Department resulting in a reduction of signature cycle time and an estimated annual net savings of \$27,500 in hard costs and 4,550 labor hours, while ensuring a secure signature environment and an audit trail and verification system, including a reduced review and approval period from several weeks to an average of 4 hours for all documents. Delivered training programs for individuals sending documents for signatures, as well as those reviewing and signing documents.
- Enhanced performance measure reporting so year-over-year progress can be easily understood. Developed performance dashboards to help program managers make smarter decisions and achieve better outcomes through data.
- Analyzed attendance and visitation at the Department’s Nature Centers to use as supporting data for targeted marketing, staffing improvements, budget requests, grant applications, and other donation requests.
- Direct and indirect modifications/accommodations for county residents/park patrons to be successfully included in Parks programs increased by 17% from FY19 and continues to climb.
- Coordinated and purchased adaptive equipment housed in the *Access on Wheels* trailer that is delivered and set up at temporary events sponsored by Parks and held throughout the park system. Full operation to be executed in spring 2020.
- Developed a comprehensive Marketing Plan including the participation in 20 community outreach events promoting Program Access and services throughout the county and region. The increase of planning and implementation of inclusive events increased 100% welcoming over 500 community members to Montgomery Parks. These include the *Light it up Blue* autism awareness event, *Active Aging Healthy Minds and Bodies* event, *Fishing Derby for Veterans and Children* and the *ADA 30th Anniversary* celebration.
- Completed the third year of the strategic plan for the Enterprise Asset Management (EAM) system and propelled the organization to be more data driven.



Montgomery County

Department of Parks – Management Services

- Implemented the department-wide GIS Strategic Plan that will help set standards, ensure data quality, and set a purposeful GIS work program.
- Completed the implementation of the EAM Transit Mobile Application to ensure users can enter and obtain accurate data for a better user experience and increased efficiency when completing day to day tasks.
- Increased the efficiency and effectiveness of the interviewing and hiring process by evolving to a Department-wide digital records system. This is projected to reduce the time-to-hire metric by 25% and result in savings due to the reduced cost of records storage.
- Provided behavioral based interview training to at least 100 potential interviewers in the department and created an interview questions resource for hiring managers to ensure they are utilizing the most effective and predictive interview process. This program ties in with the overall department focus on improving the recruitment and selection process.
- Developed and implemented a position vacancy database system to better track vacancies within the Department so that timely recruitment action could be taken in critical areas.
- Implemented a Departmental plan for recruiting and integrating diverse non-traditional populations into our talent pool and pipeline for advancement – including internships targeting diverse populations for fields in which they are underrepresented, veterans, individuals with differing abilities, individuals using English as a second language, and individuals who are neuro-diverse.
- Integrated Divisional Yearly Training Plans into a Department-wide yearly plan to eliminate duplication of efforts and to effectively conduct needs analysis.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$2,457,331	\$2,844,865	15.8%
Staffing			
Funded Career Positions	19.00	20.00	5.3%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	19.40	21.90	12.9%



Montgomery County

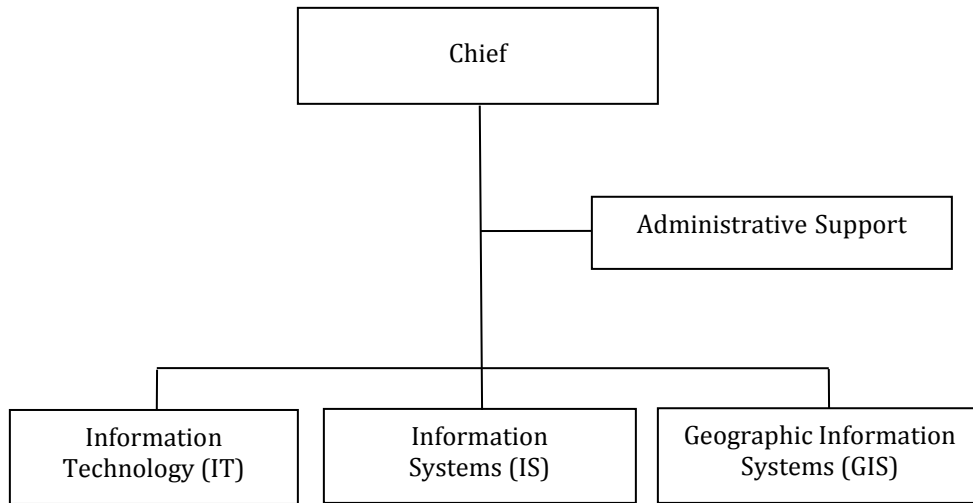
Department of Parks – Management Services

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes one (1) full time career and one (1) WY for an employee/labor relations specialist.
- Includes 1.6 seasonal WY and increases Supplies & Materials by \$4,800 for Program Access to accommodate the growing needs for programs and services and to continue to expand events and outreach.
- Increases salary lapse by 0.1 WY based on historical trend.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Information Technology and Innovation

OVERVIEW

Unlike all other Divisions in the Department of Parks and Planning Department, the Information Technology & Innovation (ITI) Division is an inter-departmental division, serving both Parks and Planning. The ITI Division staff members are located within the Planning headquarters, the Parks headquarters, and numerous Parks facilities throughout the County. ITI is focused on leveraging the reengineered IT Unit serving both Montgomery County Departments to enable business outcomes and ensure customer needs are anticipated and met effectively through a collaborative management model. The ITI Division provides information technology infrastructure and services and IS/GIS systems and support.

The ITI Division consists of the following three units – IT, IS, and GIS:

Information Technology (IT):

The IT unit provides a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices.

Information Systems (IS):

The IS unit designs, implements, and maintains the information system architecture and all land-use applications for planning analysis in the Department of Parks and the Planning Department, including Hansen and ProjectDox (ePlans). It also produces the mapping layers used in that system such as County zoning, parcels, buildings, and topography.

Geographic Information Systems (GIS): Our GIS development effort is part of a long-term interagency initiative to provide quality GIS data for decision making throughout all levels of County government. The GIS unit maintains the County's land use and geographic databases. Furthermore, we provide the web architecture that enables this information to inform the public and planning communities alike. ITI manages the GIS software and data for the Department of Parks and the Planning Department, which includes the server, licensing, and web infrastructures.

MISSION

The ITI Division provides a solid technology infrastructure as the foundation for essential IT solutions that provide citizens, the business community, and staff with timely and convenient access to information and services required for quality decision making. Our mission is to provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices; to provide critical data, analysis, and recommendations for the Departments and the County Council to guide land development decisions in response to socioeconomic and fiscal trends; and to provide the County's constituents and the land development community access to this data.



Montgomery County

Department of Parks – Information Technology and Innovation

PROGRAMS AND SERVICES PROVIDED

- Provide Enterprise GIS database and manage the data stewardship workflows for both Departments.
- Provide stewardship of the Commission GIS layers. Property, Zoning, Buildings, Roads, etc.
- Provide data infrastructure to handle data, voice, and wireless
- Provide departmental Voice Over IP (VOIP) for all sites
- Provide robust infrastructure for video streaming for Planning Board Live
- Manage Cloud-based email system
- Represent both departments on the Chief Technology Officers (CTO) committee and numerous ad hoc IT committees
- Provide best practices in security through comprehensive remote monitoring
- Maintain virtualized environment for primary server applications
- Provide full range of IS services for all regulatory applications
- Support Hansen/ProjectDox (ePlans) system
- Design, implement, and maintain the information system architecture
- Coordinate interagency data transfers between County and State agencies
- Provide an annual report to County Council on regulatory review metrics
- Provide an annual report to the State Department of Planning on County jurisdictional planning activity
- Ensure data integrity and reliability through redundancy for corporate data
- Represent the Departments on the Interagency Technology Policy Coordination Committee (ITPCC) and numerous subcommittees along with other Montgomery County agencies
- Provide Desktop Support
- Provide GIS mapping desktop and server software capability

ACCOMPLISHMENTS

- Enabled EAM mobile devices through integration with the new ITI GIS portal.
- Launched Cyber Security Team tasked with continual improvement of network security, reduce threats and potential harm.
- Conducted rigorous introductory and Pro level ArcGIS courses, facilitated on-site by ESRI expert instructors to Parks and Planning employees.
- Completed Microsoft Teams implementation to Parks and Planning employees.
- Completed final phase of data center migration in preparation for move to the Wheaton HQ.
- Continued ConnectParks program expansion adding Wi-Fi into Long Branch Local Park and sections of Wheaton Regional Park.
- Published the Interstate Right of Way website to support public transparency during the State Highway expansion project which will take land from various Parks.



Montgomery County

Department of Parks – Information Technology and Innovation

- Completed the design of a new NextGen 911 call handling solution for improved law enforcement communications.
- Upgraded emergency trail phones in Parks to replace discontinued 3G technology.
- Redesigned network infrastructure to improve Microsoft Teams collaboration and performance.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,660,893	\$2,728,668	2.5%
Staffing			
Funded Career Positions	12.00	12.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	11.20	11.30	0.9%

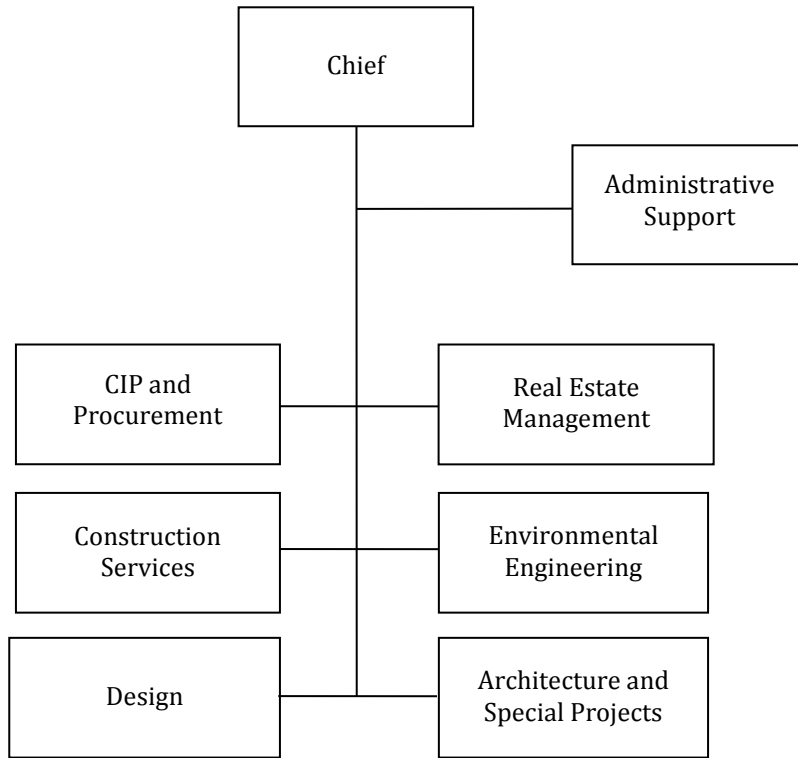
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Converts a part-time Senior IT Support Specialist to full-time. The budgeted hours for this position have continued to increase over time. This conversion to full-time is also needed to support the department’s increased focus on Cyber Security.
- Increases Supplies & Materials by \$19,066 for computer supplies including laptops, printers, and docking stations. This increase is offset by a reduction of \$18,000 removing one-time costs from FY20.
- Increases Other Services and Charges by \$50,000 for software licensing for improved security enhancements and by \$21,000 for Microsoft TEAMS upgrades. This cost is offset by a reduction of \$30,000 of licensing and maintenance support for our existing phone system as we implement system upgrades in conjunction with staff being relocated to the new Wheaton Headquarters.



Montgomery County Department of Parks - Park Development

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Development

OVERVIEW

The Park Development Division is responsible for the implementation of the six-year Capital Improvements Program (CIP) which includes the following functions: managing the real estate portfolio, developing the CIP budget, preparing design and construction documents, procuring design and construction services, and managing construction for new parks as well as renovation of existing facilities. Projects are developed to conserve natural resources and enhance park user experiences for residents and visitors of Montgomery County.

In addition, the Division reviews and inspects other development projects on parkland through the Park Construction Permit Process that would not appear in the CIP. Examples include developer-built parks, public-private partnerships, and projects implemented by other County agencies.

The Division consists of the following sections: Real Estate Management, Capital Improvement Program and Procurement, Design, Environmental Engineering, Construction Services, Architecture & Special Projects, and Administration.

MISSION

To acquire land, protect natural resources, and create/restore park facilities in an environmentally sustainable way to meet the needs of Montgomery County.

PROGRAMS AND SERVICES PROVIDED

- CIP Development and Management
- ADA Compliance
- Construction Management Services
- Inspection Services
- Land Surveying
- Water Resources and MS4 Permit Implementation
- Landscape Architectural Design Services
- Engineering Design Services
- Architectural Design Services
- Park Encroachment Program
- Real Estate Acquisition and Management
- Public-Private-Partnership Management
- Procurement for CIP projects
- Park Construction
- Permits

ACCOMPLISHMENTS

- Acquired over 27 acres of parkland.
- Completed construction for the renovation for five playgrounds.
- Completed facility/concept plans for Columbia Local Park, Edith Throckmorton Neighborhood Park, Acorn Urban Park, Silver Spring Intermediate Neighborhood Park, Carroll Knolls Local Park, Capital Crescent Trail Crossing at Little Falls, and the Black Hill SEED Classroom.
- Park projects won the following design awards in 2019:
 - Merit Award from the Potomac Chapter of the American Society of Landscape Architects for the design of Greenbriar Local Park.



Montgomery County

Department of Parks - Park Development

- Merit Award from the Potomac Chapter of the American Society of Landscape Architects for design of the Kemp Mill Urban Park Renovation
- Completed construction of Laytonia Recreational Park, South Germantown Recreational Park Cricket Field, Battery Lane Urban Park Refresher, Maydale Nature Center, Sligo Creek Parkway Renovation, Sligo Creek Stream Restoration and Bridge Replacement.
- Began construction/renovations of Dewey Local Park, Josiah Henson Special Park, and Pinecrest Local Park.
- Completed 25 ADA improvement projects that include trails, parking lots, sidewalks, amenities, and other upgrades including major renovations at: Capitol-View-Homewood Local Park, Ridge Road Recreational Park, Wheaton Regional Park, Rock Creek Regional Park, and South Germantown Recreational Park. Updated the ADA Compliance Manual, documented 1,700 barrier removals in EAM, and created searchable tool on Parks’ website to locate accessible amenities.
- Completed construction of six stormwater management facilities along Sligo Creek Parkway.
- Completed interior and exterior renovations at three Park Activity Buildings.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 Adopted	FY21 Proposed	% Change
Budget			
Expenditures	\$4,082,158	\$4,143,841	1.5%
Staffing			
Funded Career Positions	51.00	52.00	2.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	27.00	28.60	5.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes one (1) full-time career position and WY for a Procurement Specialist. This position will improve implementation time for CIP projects. Most CIP projects require a lengthy process to procure design and construction services. Having an additional staff resource will help contain contractor costs caused by delays in the procurement process. Timely processing of change orders and contract payments will also reduce project construction delays and potential contractor claims.



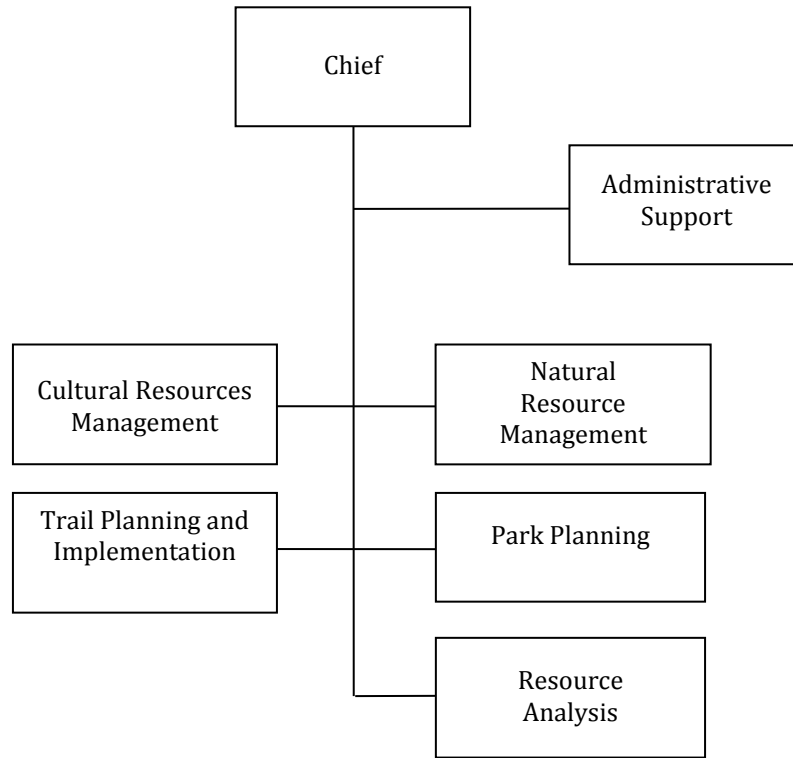
Montgomery County Department of Parks - Park Development

- Transfers \$29,338 in Supplies and Materials to Support Services to consolidate funding for office supplies funding for staff moving to the new Wheaton Headquarters. For more than 10 years, the budget for most of the office supplies purchased for staff located at Parkside Headquarters has been included in the Park Development Division budget.
- Decreases Other Services & Charges by \$31,100 for consulting services for ProjectDox software funding no longer needed after completion of system upgrade.
- Decreases salary lapse by 0.1 WY based on historical trend.



**Montgomery County
Department of Parks - Park Planning and Stewardship**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Planning and Stewardship

OVERVIEW

The Division's activities support a variety of planning and stewardship functions on both the administrative and operational sides of the Department of Parks.

Park Planning coordinates and manages park and trail planning efforts for area master plans, park functional plans (e.g., Vision 2030 and PROS), park master plans, park concept plans, program of requirements for park facility plans (e.g. Josiah Henson Special Park) and the development review process. This unit coordinates planning for the Department's new Urban Parks initiative.

Natural Resource Management coordinates the stewardship of natural resources on M-NCPPC parkland. Major program emphases include natural resources inventory and mapping, white-tailed deer management, nuisance wildlife management, non-native invasive plant management, habitat restoration in environmentally sensitive areas, and the preparation of natural resources management plans for Best Natural Areas and Biodiversity Areas.

Cultural Resources Management coordinates the stewardship and interpretation of 117 historic structures and approximately 300 known archaeological sites. Cultural Resources staff conducts research, develops educational programs, interprets historical and archaeological sites, coordinates restoration and/or rehabilitation projects for historic structures and landscapes, and prepares oral histories and a wide variety of reports.

Resource Analysis works to identify, avoid, minimize, or mitigate the negative effects of land-use change on natural resources on parkland. Major program emphases are on the inventory and monitoring of aquatic resources, the environmental review of various development projects affecting parkland, stewardship training for operations staff, development and implementation of pollution prevention programs, interagency watershed restoration and stormwater retrofit projects. Resource Analysis staff also manages the Department's two NPDES stormwater programs, the NPDES MS-4 Phase II Permit and the NPDES Industrial Permit.

Trail Planning and Implementation plans paved trails, and designs, permits, constructs, and rehabilitates natural surface trails and related infrastructure including trail-head parking areas, kiosks, and signage. This section coordinates volunteers, conducts maps efforts, and manages trail-related communications, including the Rainout line.

MISSION

To achieve the right balance between stewardship and recreation through a comprehensive park and trail planning program that is closely aligned with management and protection of our County's best natural and cultural resources on M-NCPPC parkland.



Montgomery County

Department of Parks - Park Planning and Stewardship

PROGRAMS AND SERVICES PROVIDED

- Park Planning
- Urban Parks Initiative
- Habitat Restoration
- Non-native Invasive Plant Management
- Archaeology
- Pollution Prevention and Stormwater Management
- Restoration/Rehabilitation of Historic Sites
- National Pollutant Discharge Elimination System (NPDES)
- Volunteer Management
- Aquatic Resources Management
- Stewardship Training
- Interpretation of Cultural Resource Sites
- Trail Planning and Coordination
- Construction/ Rehabilitation of Natural Surface Trails
- Environmental Review and Assessment
- Wildlife Management

ACCOMPLISHMENTS

- The natural surface trail team developed new trails, including the Goshen Branch Trail in Goshen Branch Stream Valley Park, the Hamilton Trail in the Black Hill Regional Park, Copperhead Run in the Northwest Branch Park, and the Upper Paint Branch Countryside Trail in the Upper Paint Branch Stream Valley Park.
- Continued to identify and review numerous MCDOT Outfall Repair and Restoration projects impacting parkland across the County.
- Conducted biological monitoring of benthic macroinvertebrates, herpetofauna, and fish at 22 sites on parkland.
- Continued review of MDOT SHA's \$9 billion Traffic Relief Plan for the I-495 and I-270 Managed Lanes Study. Initiated pre-National Environmental Policy Act (pre-NEPA) review activities along the I-270 corridor from I-370 (Sam Eig Highway) in Montgomery County to I-70 in Frederick County.
- Continued review and oversight of WSSC Consent Decree projects impacting Sligo Creek, Northwest Branch, Rock Creek, and Watts Branch.
- Provided white-tailed deer population management within 54 park units on nearly 20,000 acres of parkland county-wide. Included in the collaborative effort with Region staff and Park Police personnel was the expansion of management into eight new park units (689 total acres),
- Coordinated an approximate 150 trained and certified volunteers (net 2.9 work years) directed towards non-native, invasive plant management on M-NCPPC Park properties to include work conducted and coordinated by individual certified Weed Warrior volunteers of group and corporate workdays in approximately 45 park units.
- Conducted inventory and monitoring of terrestrial natural resources across 6,400 acres encompassing 26 units of parkland.
- Rehabilitated and opened Seneca (formerly Poole's) Store to serve the Ag. Reserve community. With Facilities Management as general contractor and planning and design done by the Park Development Division and the Cultural Resources unit along with consultants, Parks added a kitchen, accessible parking spaces and ramp, and staff restroom to the building. The store's 1901 structure was preserved, and an archaeological excavation alongside it yielded a previous



Montgomery County Department of Parks - Park Planning and Stewardship

18th century mill wheel feature that will be interpreted. The store will be leased to a qualified tenant.

- With 250 combined staff, vendors, and volunteers, Cultural Resources coordinated this year's successful Harvest Festival at the Agricultural History Farm Park on October 5, 2019. The event was attended by 1,800 people who visited 65 different stations of activities. The entry fee from 534 cars yielded \$8,000 in gate revenue to cover the annual event's costs.
- Wheaton Regional Park Master Plan Update, which was halted in 2016, was reinitiated. In the fall of 2019, a targeted outreach was conducted to traditionally less-engaged populations but frequent park users, specifically Hispanics/Latinos, African Americans and Asians. This equity outreach initiative was conducted using intercept surveys, which included Spanish and Mandarin interpreters. Other planned outreach includes meeting with residents who live in multi-family rental communities near the park, as well as more outreach to Spanish-speaking and Mandarin-speaking residents through local schools, faith institutions and local grocery stores.
- The trail user intercept survey was conducted to gauge experience since the e-bike and e-scooter pilot program went into effect on June 1. A Planning Board briefing was scheduled in December 2019 on the status of the pilot program which included a recommendation to extend the pilot for another year to collect additional data during spring and summer 2020.
- The Suitability Study for Dog Parks was completed in 2019, and the Suitability Studies for Community Gardens and Skate Parks is underway. These studies guide decision making on where to locate new dog parks, skate parks, and community garden facilities in the higher-density areas in the county. Suitability Studies consist of establishing a study area, methodology, and evaluation criteria for assessing existing M-NCPPC parks in order to recommend new locations for these in-demand facilities.
- Reviewed on average approximately 100 plan submissions per fiscal year to identify Park impacts and opportunities as part of the Development Review and Master Plan Compliance processes. The purpose of development review is to minimize or negate park impacts and coordinate Legacy Open Space Program regarding planning and policy implementation. This year's case includes dedication/conveyance of 79 acres of park acreage including a new local park in the Quince Orchard area, and stream valley park additions to Muddy Branch, Tilden Woods Stream Valley Park, and Ten Mile Creek. Currently approximately 400 acres (Cabin Branch, Clarksburg, Broad Run) parkland is under negotiation.



Montgomery County

Department of Parks - Park Planning and Stewardship

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 Adopted	FY21 Proposed	% Change
Budget			
Expenditures	\$5,845,617	\$6,711,207	14.8%
Staffing			
Funded Career Positions	50.00	52.00	4.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	50.80	55.30	8.9%

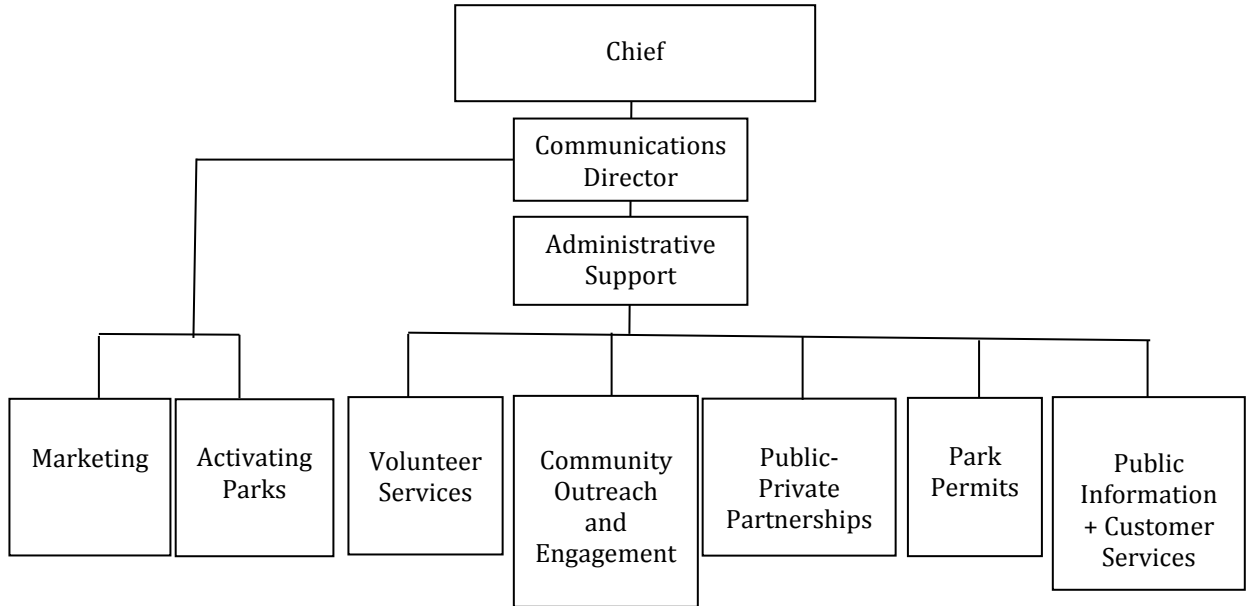
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes one (1) full-time career and one (1) WY and personnel funding for an equity analyst position.
- Includes one (1) full-time career position and WY transferred from the Public Affairs and Community Partnership Division for the Volunteer Services/Community Partnerships Coordinator supporting the trails program.
- Decreases salary lapse by 0.2 WY based on historical trend.
- Includes OBI funding of \$30,115 and 0.9 WYs for seasonal staffing, \$10,499 in Supplies and Materials and \$54,051 in Other Services and Charges for Josiah Henson Historic Park.
- Increases Other Services & Charges by \$100,000 in support of the Park, Recreation, and Open Space (PROS) Plan efforts. The PROS Plan provides input into the State's Land Planning, Preservation, and Recreation Plan (LPPRP); it serves as the County's LPPRP. To keep pace with changing patterns of need, updates to the PROS Plan have been required by the State approximately every five years.
- Increases Other Services & Charges by \$43,000 for pesticide regulation compliance in conjunction with the control of non-native invasive plants.
- Transfers \$1,938 in Other Services & Charges to Supplies & Materials for office and miscellaneous supplies.
- Decreases Capital Improvement Program (CIP) chargebacks by \$68,638 and 0.8 WY associated with the transfer of the Legacy Open Space program to the Park Development Division.



**Montgomery County
Department of Parks - Public Affairs and Community Partnerships**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

OVERVIEW

The **Park Permits** section manages public access and usage of a portfolio of permitted spaces including athletic fields, park activity buildings, picnic shelters, etc. Functions include issuing reservations and permits; special permits for community gardens, geo-caching and other special uses; evaluating and coordinating third party event requests; coordinating calendars and managing conflicting use among Departmental divisions and activities; developing related fee schedules, processes and policies; and managing cost recovery and transfer of recovered fees to affected divisions.

The **Partnerships** section provides central coordination and management support of community partnerships that provide park related services through agreements with non-profit and for-profit organizations. These functions include developing and tracking of formal agreements; evaluating and overseeing partnership proposals and existing partnerships; and closely collaborating with the Montgomery Parks Foundation to develop and promote revenue-generating programs such as naming rights and sponsorships.

The **Outreach & Media, Events** section provides management and coordination of communications, and outreach functions. These functions include public outreach and response; related marketing; event planning; program development and consultation; related advertising; publication development; and media relations.

The **Marketing** section provides digital media marketing; coordination for requesting banners and signage and exhibits; photography; media and public relations; website development and design; reports and presentations; and branding efforts.

The **Parks Information and Customer Service (PICS)** section provides central management and coordination of public response and customer feedback. Functions include managing response to all public inquiries via the general information phone lines, email addresses and MontgomeryParks.org website using the selected Customer Relationship Management tool and responding to constituent campaigns and customer service training.

The **Activating Parks** section provides opportunities for Montgomery County residents and visitors to use our Parks. The vision of the Activating Parks Program is for every Montgomery County resident to view the parks as a place to relax, recreate, and foster a sense of community and to choose park activities during their leisure time. This will be accomplished through partnerships with like-minded organizations, and through events, both small and large.

The **Volunteer Services** section provides central coordination and management of volunteer and community service programs. Functions include planning and consultation, recruitment, outreach, screening, training, recognition, data collection and management, and evaluation. Volunteer resources include students, corporate partners, community partners and traditional volunteers. Additionally, the Volunteer Services section is responsible for fulfilling the water quality public involvement and participation requirement under the Department's NPDES MS4 permit; and for ensuring that the Department meets the routine maintenance standards for natural surface trail inspection and maintenance.

MISSION

To increase awareness and use of Park Fund and Enterprise Fund programs, facilities and services through strategic marketing and communications efforts, customer-oriented public response and



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

feedback systems and a friendly and efficient Park Permit Office; and support the Department's work program by generating alternative, non-tax supported resources.

PROGRAMS AND SERVICES PROVIDED

- Public-Private Partnership Development and Coordination
- Friends Group Development and Coordination
- Park Facility Rentals/Permits
- Advocacy Coordination
- Public Outreach
- Marketing
- Activating Parks
- Individual and Group Volunteer Development and Management
- Publications
- Customer Service & Response
- Public and Media Relations

ACCOMPLISHMENTS

- Extended hours on the customer service line by a half-day on Saturdays during the spring of 2019. Saturdays are busy days for the customer service line due to questions about park permits. Park Police dispatchers commented that when the PICS office expanded hours for their service line, the typically substantial number of permit-related phone calls lessened. Also, the feedback from park patrons was overwhelmingly positive, with customers appreciating that customer service was available during a peak time of park patronage.
- Montgomery Parks Customer Service phone call volume nearly doubled from FY18 (4,316) to FY19 (8,329), and call volume is projected to nearly double again from FY19 to FY20.
- The Volunteer Services Office managed and supported volunteers that contributed 71,963 hours; the value of these equaled approximately 1.8 million dollars of value-added service. The Volunteer Services Office also helped create and recruit for 50 new volunteer events/jobs and had 206 active roles for volunteers overall.
- The Volunteer Stream and Park Cleanup Program held 288 cleanups with 5,380 volunteers with a 28% diversion rate.
- Created four seasonal program guides and a summer camp guide.
- Generated revenue of over \$2.6 Million from permit fees in FY 19.



Montgomery County
Department of Parks - Public Affairs and Community Partnerships

BUDGET AT A GLANCE

Summary of Division Budget

		FY20	FY21	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$3,428,099	\$3,612,639	5.4%
Staffing				
	Funded Career Positions	26.00	26.00	0.0%
	Funded Term Positions	0.00	1.00	100.0%
	Funded Workyears	27.50	27.20	-1.1%

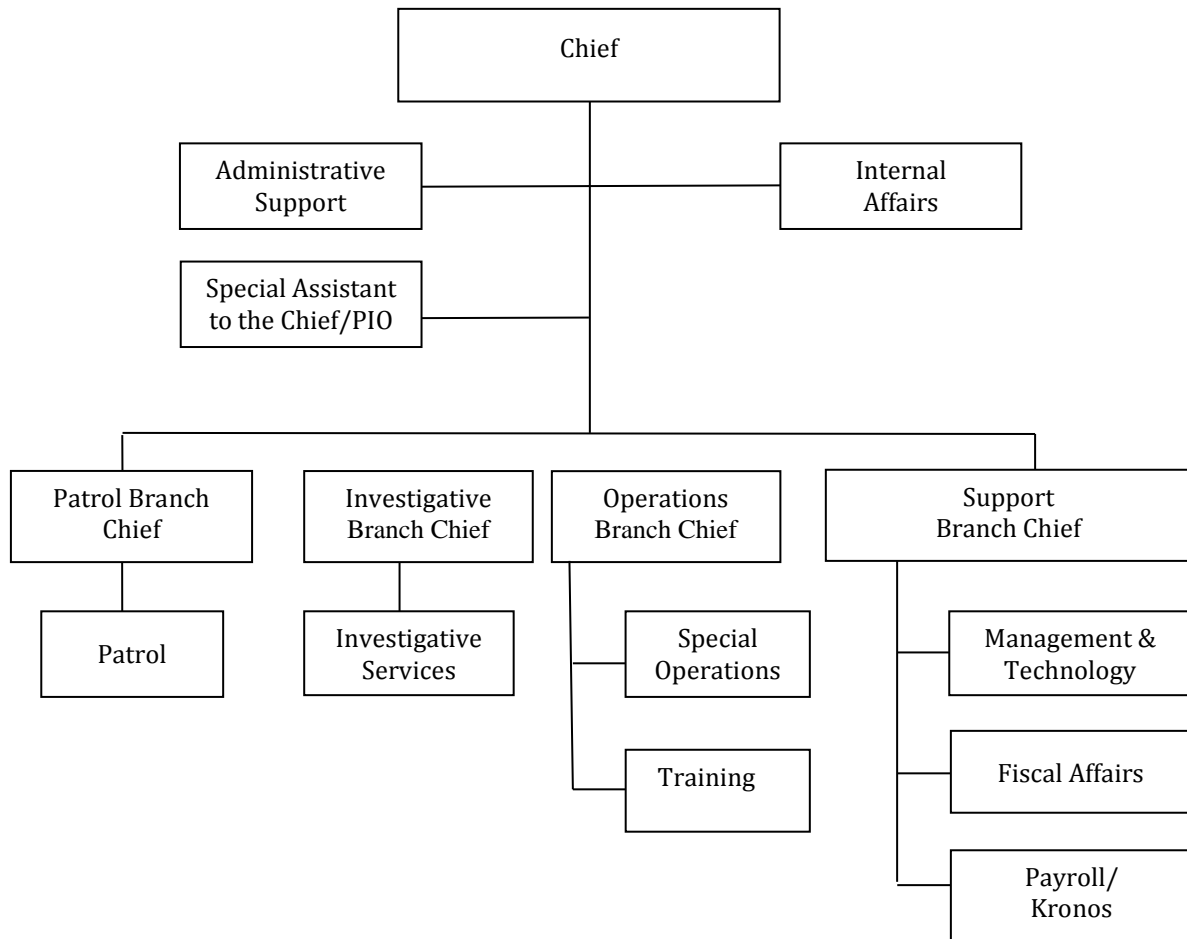
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes one (1) part-time career position for a customer service representative to expand weekend and evening staffed hours.
- Includes one (1) term contract position for an ADA Publications Manager, to manage web contracts and public documents for compliance with The Americans with Disability Act (ADA). Also increases Other Services & Charges by \$30,000 for conversion of maps and other documents into an ADA compatible format.
- Transfers one (1) full-time career position and WY to the Park Planning and Stewardship Division for the Volunteer Services/Community Partnerships Coordinator supporting the trails program.
- Increases Supplies & Materials by \$20,000 and Other Services & Charges by \$67,500 to continue to increase and expand Parks events and to manage costs of contracts associated with activities and food and beverage events. With this funding, Activation will plan four additional food and beverage events, a series of six concerts, five movie nights, 10 Yappy Hours, and expand the number of smaller “Pop-Up” activities throughout the county.
- Includes a chargeback of \$87,000 and -0.9 WY realigning marketing funding in support of the Enterprise Division. A position in the Enterprise complement previously providing marketing support is being re-purposed to provide divisional administrative support.



Montgomery County Department of Parks - Park Police

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Police

OVERVIEW

The division is committed to providing professional public safety services with a focus on crime prevention and detection through statistical analysis of citizen-based calls for service and officer observations to ensure a safe park system. The division is committed to working in partnership with the community to improve the quality of life for the citizens of Montgomery County.

The park land is diverse in its terrain. The use of bicycles, ATVs, marine, canine, motorcycle and horse-mounted officers demonstrate the unique resources the Park Police deploy to ensure that all areas of the park system are patrolled.

The Park Police division is divided into four operational branches and an Administrative Section. The operational components are the **Patrol Branch** comprised of Patrol Services and Community Services; the **Support Operations Branch** is comprised of Management and Technology, Communications, Payroll/Kronos and Fiscal Affairs; and the **Operations Branch** is comprised of Special Operations, Canine, and Training. The **Investigative Branch** is comprised of Investigative Services and the Community Response Team. The **Office of the Chief** includes Internal Affairs and the Public Information Officer. The Division's personnel compliment is augmented by approximately 46 volunteers.

MISSION

To provide public safety services to protect the properties, resources, citizens and visitors within the Montgomery County park system.

PROGRAMS AND SERVICES PROVIDED

- Proactive Patrols
- Undercover Investigations
- Crime Prevention Through Environmental Design
- Community Involvement
- Property and Evidence
- Radio System Management
- Media Relations
- Special Event Planning
- Background Investigations
- Crime Scene Management
- Public Safety Education
- Wildlife Management
- Fleet Management
- Mobile Data Network
- Computer Aided Dispatch
- Strategic Planning
- Recruitment
- Park Facility Assessments

ACCOMPLISHMENTS

- Chief McSwain and Chief Victor Brito of the Rockville City Police Department entered into a partnership to host a formal *Fair & Impartial Policing* curriculum which is based on the science of implicit bias. A select group of participating officers from various local agencies were certified as training instructors in December 2019. Training will then be provided to all Park Police staff to help everyone better identify conscious and implicit biases and implement skills to promote fair and impartial policing in their daily work. Park Police is also working with University of Maryland faculty and various Montgomery County community leaders to develop a spring 2020 in-service training designed to expound on the challenges of implicit bias, improve cultural competency, and perfect customer service skills.



Montgomery County

Department of Parks - Park Police

- The Division is leveraging new technology to improve transparency, efficiency, and effectiveness. A crime mapping software that works with the computer aided dispatch system has been acquired. The program will allow the division to quickly identify trends, adjust investigative and patrol resources accordingly, and close open cases more efficiently. Furthermore, the internal record keeping capabilities of the program will provide a more qualitative picture of incidents which occur on Park property for community education and to better justify future initiatives. An on-going complimentary effort will consist of upgrading our emergency communications systems. The modern system infrastructure will expand our service capabilities for customer service to include GPS mapping and cell phone tracking of community members in distress, dual dispatch servers for redundancy capabilities with our sister agency in Prince George’s County, cloud storage for records management, geographic dispatching, quicker transfer of calls from the County Police, and mobile dispatching on the scene of large events.
- The recruitment process was revamped to increase diversity and reduce the time it takes to identify and hire qualified candidates. As such, the Division expects to reach its current funded complement of sworn personnel by January 2020 after carrying a significant deficit over the past year. Efforts included expanding the number of venues attended to recruit, diversifying the types of locations we focused on, encouraging “person to person” recruiting by existing staff, extending the advertising period, providing executive oversight of the recruitment initiatives, centralizing the background investigation process, and streamlining the various vetting steps to minimize inconvenience. Over the course of the past year, the Division has become more diverse in gender, ethnicity, and work experience with a combination of new and lateral recruits.
- Developed a formal Search and Rescue Program with supervisory oversight by a certified team leader. All officers will receive industry standard baseline training to make informed decisions upon first learning of a missing person. The Division acquired and trained two bloodhound dogs to serve as pivotal team members.
- Officers continue to participate in local and federal taskforces specific to gang and illegal drug matters to prevent and minimize the impact of related crimes in the parks and throughout the county.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$14,490,260	\$15,018,761	3.6%
Staffing			
Funded Career Positions	117.00	119.00	1.7%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	114.30	114.60	-0.3%



Montgomery County

Department of Parks - Park Police

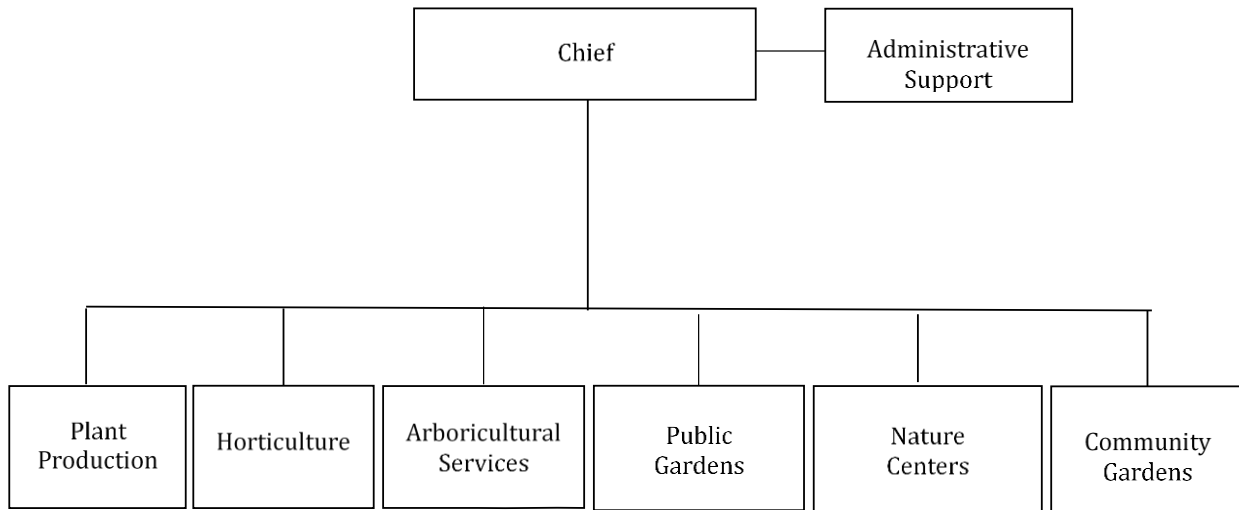
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes two (2) career positions and \$24,660 in Supplies & Materials for OBI for the new Wheaton HQ. This cost is offset by a chargeback transferring this cost to the Wheaton Headquarters Internal Service Fund.
- Decreases salary lapse by 0.3 WYs based on historical trend.
- Increases Other Services & Charges by \$27,130 for contractual increases and \$8,000 for Fair and Impartial Training Initiatives.



**Montgomery County
Department of Parks – Horticulture, Forestry & Environmental
Education**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

OVERVIEW

The Horticulture, Forestry and Environmental Education Division preserves and maintains the natural resources of park land; ensures a safe environment for park patrons; encourages the use of parks and enhances the natural beauty of parks. Through programming, interpretation, training, and consultation, the Division educates park patrons and supports parks, programs and facilities in plant care and maintenance, stewardship and cultural history, horticulture, arboriculture, natural history, landscape management and design, plant production, and green waste recycling.

The Division is comprised of the following sections:

Arboriculture provides a comprehensive tree care program that supports the protection, management and long-term health of trees and forests on park land. This section also reviews design plans as part of the park development review process to preserve trees during construction for future park projects. The program supports a safe environment for park patrons through the evaluation and removal of high-risk trees and limbs. This section utilizes green waste produced in the management of parkland to generate compost, soil conditioners and wood products.

Community Gardens promotes the cultivation of local produce, encourages healthy living, and fosters social interaction within the community through educational and outreach programs, the development and management of neighborhood gardening sites on parkland, privately owned properties and Montgomery County Public School sites.

Horticulture provides consultation, design, tree planting, major horticulture installation and maintenance services supporting the development, renovation and care of County-wide park land. This unit also coordinates County-wide tree planting and aftercare programs for the department.

Nature Centers are responsible for the maintenance, programming, interpretation and development of Brookside Nature Center, Locust Grove Nature Center, Meadowside Nature Center, Black Hill Visitor Center and Nature Programs, and Maydale Nature Classroom programs. Through engaging interpretive exhibits, programs, and events, the nature centers inspire and foster an understanding of human and natural systems and facilitate environmental literacy in the community.

Plant Production at Pope Farm Nursery provides comprehensive and cost-effective production of plants in support of park programs and the development, maintenance, beautification and conservation of 37,000 acres of park land.

Public Gardens are responsible for the maintenance, programming, interpretation and development of Brookside and McCrillis Gardens and the Lanman Annex. Through beautifully designed gardens, diverse learning opportunities, and an engaging staff, the Gardens motivate visitors to act in their own lives and landscapes to appreciate and care for the plants around them.

MISSION

To support the acquisition, conservation, stewardship, development, maintenance and management of Montgomery County Parks and to educate and inspire park patrons about plants, nature and the environment.



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

PROGRAMS AND SERVICES PROVIDED

- Operation, maintenance and programming of four nature centers and one satellite site at Maydale Conservation Park
- Nature and garden- based wellness programs
- Adult and children’s horticultural and conservation education programs and camps
- Curriculum based school programs which support the states’ environmental literacy graduation requirements
- Spanish language nature programs
- Visual and performing arts
- Natural, historic, cultural and garden Interpretation
- Project Green Classrooms, a state initiative to connect children to nature
- High school and college internships and Community Engagement Fellowship program
- Signature special events such as Wings of Fancy, Garden of Lights, Arbor Day, Children’s Day, Montgomery County EarthFest, native plant sales, Nocturnal Neighbors, Food Matters Symposium, Green Matters Symposium, Trees Matter Symposium, Monarch Fiesta Day, PawPaw Festival, MudFest and Maple Sugaring
- Facility rentals and Gift Shops
- Tree inspection and maintenance
- 24-hour Tree emergency response
- Tree planting, aftercare and maintenance programs
- Tree protection and conservation including historic, significant and Champion Tree Program
- Comprehensive nursery and greenhouse plant propagation and production programs.
- Community Gardens installation and program management
- Sustainable green business practices and green waste recycling /compost program
- Plant health care and integrated pest management (IPM) program
- Horticulture and arboriculture consultation services for park development and renovation Projects
- Brookside and McCrillis Gardens management

ACCOMPLISHMENTS

- Staff at Brookside Gardens and Nature Centers continue to consciously direct resources to developing meaningful relationships with our diverse community through equity-based programming.
 - At Brookside Gardens, staff focus on the intersection of horticulture, well-being and workforce development.
 - A Community Engagement Fellowship was created and hired two young professionals of color to develop survey tools, attend community events, and develop relationships with high schools and community organizations serving people of color.
 - Staff hosted a “Community Conversation” for Brookside Gardens staff, volunteers and Parks staff, using the Racial Equity Toolkit provided by the Montgomery County Council. As a result of the event, a racial equity workgroup was established to focus on the recruitment and hiring process, training opportunities, and internships.



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

- Staff are working closely with the Latino Health Initiative and CCI, a health care provider, to develop collaborative garden-based wellness programs, like the 5K fun run/walk.
 - A bi-lingual English/Spanish self-guided wellness program was produced for garden visitors.
- The nature centers are working to better connect with and reflect the diversity of our community.
 - Meadowside continues to offer all school and public programs in English and Spanish as part of our goal to provide programming that is approachable, welcoming and comfortable to our Hispanic community.
 - A paid high school internship was started and a Spanish-English nature club for teens called Youth on Earth was created in partnership with Gaithersburg High School. This club connects students to SSL opportunities in science and conservation, student led community projects, and interactions with local science professionals.
 - Black Hill is continuing its 6th year with the afterschool nature program at the Boys and Girls Club of Germantown.
 - Black Hill also partners with the Clarksburg Student Occupational and Academic Readiness (SOAR) program. Through this program, naturalists work with students at high risk for dropping out of school to work on career skills and introduce students to potential job opportunities in parks.
- The Community Garden program continues to grow with 16 additional garden plots and one additional cistern added to the South Germantown site. This year, the Community Garden Liaisons contributed over 500 volunteer hours to the program. HFEE and PPSD staff collaborated to complete a Site Suitability Study in order to identify potential new sites across the county with 16 possible locations identified. Our educational mission has continued with two Food Matters events with over 100 attendees. A Community Gardens ESRI/GIS Survey Tool was created to efficiently conduct garden inspections and will be implemented in the 2020 garden season.
- Brookside Gardens celebrated its 50th anniversary in 2019 with a variety of activities:
 - Redesigned the “Cultivate” magazine, which advertises programs, acknowledges donors, and highlights garden activities;
 - published monthly “Featured Flora” fact sheet, map, tours and programs;
 - installed a “Cultivating Community” display in the Visitor Center to solicit stories from visitors;
 - hosted a 50th Anniversary Celebration on July 12;
 - published a GIS-based story map virtual tour of the Garden;
 - displayed a 50th Anniversary photo exhibit in the Visitors Center in September;
 - developed branded merchandise for the Gift Shop, and
 - created a 50th Anniversary timeline and story board, highlighting community members and their connections to the Garden.
- Brookside Gardens partnered with a wide variety of organizations to co-host multiple events:
 - World Water Day on March 22 with Maryland Department of Natural Resources and Project Wet;
 - sponsored the Nature City Forum with Project Green Classrooms on March 26;



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

- partnered with local artist Kiera Hart-Mendoza, who received a grant from the Arts and Humanities Council to develop site-specific environmental art and program titled “The Legacy Project---Our lives of consumption and waste”;
 - hosted the Montgomery County GreenFest on April 28;
 - organized The American Public Gardens Association annual conference closing dinner on June 21;
 - presented an NRPA off-site institute on sustainable business and landscape practices on September 26, and
 - sponsored 5K fun run/walk with the office of Councilmember Gabe Albornoz, Montgomery County’s Latino Health Initiative, Latino Outdoors, and the Hispanic Access Foundation on October 5 during Hispanic Heritage Month.
- The Arboriculture crews continue to gain efficiencies by using technology to aid in identifying and tracking tree maintenance work. Using GIS, staff added 643 trees in 75 different parks to HFEE Division’s tree inventory. The inventory will help by providing information on tree species diversity which will assist with setting goals for tree planting and monitoring invasive species. This completes the tree inventory and will be updated yearly to reflect tree removals and plantings. The tree climbing staff were trained on how to use TreeKeeper work order management software. This will allow staff to see work assigned to them on their iPads using the software and to search the database to identify additional work that needs to be done in the park where they are working. Arboriculture tree crew staff will be using a digital version of the Job Safety Briefing which is filled out before every job to ensure safe work practices. Staff will submit the form from the field, and managers will receive it in real time to make sure each briefing is completed before work starts.
 - The Horticulture/Landscape Crew conducted hands-on training on proper tree mulching procedures to park maintenance staff. Horticulture staff planted over 300 trees throughout Parks, providing needed aftercare services of mulching, watering, pest management and pruning to ensure success in the critical first two years after installation. Crews dug approximately 1,100 trees from Pope Farm Nursery, supported gardens at Nature Centers and to the Community Garden Program and provided decorative landscape material for Park opening events.
 - Pope Farm Nursery started a pilot program to assess the short and long-term efficiency of different weed control products to help provide realistic information on effectiveness with the goal to reduce herbicide use. An irrigation control center with a software platform and remote Wi-Fi access was added to a growing section, allowing staff to remotely monitor the trees and water as needed, resulting in water efficiency. Pope Farm moved 50-70 large tree transplants into parks utilizing a contractor in the FY20 planting season.
 - Maydale Nature Classroom was completed by Facilities Management. A career naturalist has been moved to the site and developed operating procedures and guidelines, worked to equip the building for public programming, and has started conducting regularly scheduled public programs, school tour programs, and summer camps.
 - Working with a consultant, staff developed the first Vision Document and Strategic Plan for Montgomery Parks Nature Centers. This plan will be a comprehensive review of how the Department currently provides natural history interpretation and a plan for how to deliver the best experiences for the public in the future. This project will determine where new nature centers or renovations should be constructed within the park system and how to deliver nature



Montgomery County
Department of Parks – Horticulture, Forestry & Environmental
Education

programs equitably including developing strategies to achieve racial equity. The plan will also address how to deliver nature programs with the greatest impact and maximize opportunities for community engagement. This Strategic Plan will result in a new emphasis on Nature and a growth in Nature Appreciation, a plan to equitably serve the county population (racial and social equity, population density), and an increase in interpretation of the county’s diverse natural resources.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20	FY21	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$10,360,810	\$10,662,939	2.9%
Staffing			
Funded Career Positions	87.00	89.00	2.3%
Funded Term Positions	1.00	0.00	-100.0%
Funded Workyears	93.50	92.60	-1.0%

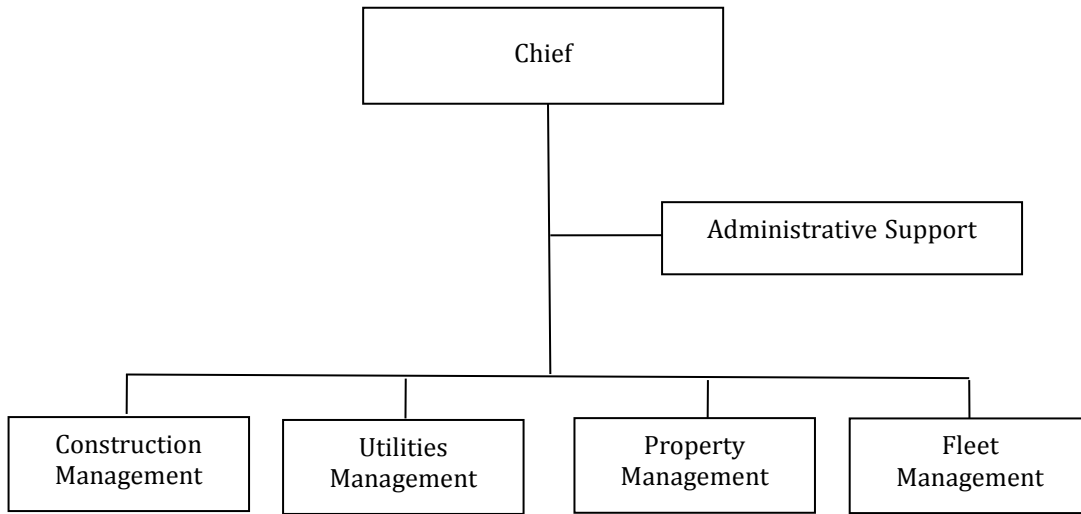
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Converts one (1) term contract position to one (1) full-time career for a green waste operator. This cost is offset with existing personnel funding from the term contract conversion and by a reduction in seasonal cost and 0.5 WY resulting in net zero impact.
- Includes one (1) full-time career position and one (1) WY for a career lead gardener position at Brookside Gardens. This cost is offset by a reduction of 1.6 seasonal WYs and personnel cost, \$17,494 in Supplies & Materials, and \$13,600 in Other Services & Charges resulting in a net zero impact.
- Increases Other Services & Charges by \$25,000 for custodial services at Brookside Nature Center. This cost is offset by a seasonal cost reduction of \$18,000 and 0.6 WYs.
- Increases Supplies & Materials by \$12,747 for inflationary increases, \$1,320 for mandated signage notifying the public of pesticide application use, and \$10,000 for supplies to support production of containerized trees and shrubs for reforestation projects in parks.
- Transfers \$5,000 from Supplies & Materials to Other Services & Charges to increase funding for contractual services.
- Increases Other Services & Charges by \$3,000 for termite inspections and services for six buildings at Brookside Gardens, \$1,924 for insurance premiums, and \$5,000 for contracted services for tree clearance pruning along deer fences and other enclosures.



**Montgomery County
Department of Parks - Facilities Management**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Facilities Management

OVERVIEW

The Facilities Management division provides for the care and maintenance of the Department's physical assets: facilities, pavement, fleet, playgrounds and major building systems. Facilities Management maintains critical Park infrastructure in coordination with other divisions to accomplish the Department's mission. The division is responsible for facility condition assessments, major and minor maintenance programs, and serves as primary support to the Department's CIP. The division provides routine and planned services, 24 hours/365-day emergency response after hours and weekends and provides critical support during extreme weather events.

This division strives to achieve a balance between the upkeep of aging facilities and new construction by integrating a number of CIP and major maintenance projects into the daily work program each year. The Division utilizes the Enterprise Asset Management System (EAM) for processing work requests and tracking projects. 30 CIP projects and 120 major maintenance projects were completed in FY20. The requests for CIP and major maintenance projects continue to increase year to year in addition to the approximately 3,200 unplanned work requests. Facilities Management typically addresses 70% of the 7,400 routine and preventative maintenance tickets. For FY20, Fleet Management is projected to have a 1% increase in work requests and will complete over 4,000 work requests, of which 2,045 are preventative maintenance.

The Facilities Management division is comprised of five functional sections:

Administration provides leadership, exceptional customer service and administrative services for the division. The division also oversees the Department's sustainability and recycling program. Sustainability and recycling goals are achieved in close coordination with the Planning Department, Prince George's Parks & Recreation, Montgomery County Department of Sustainability and Montgomery County Department of Environmental Protection.

Construction Management provides centralized planning, development, maintenance, repair and remodeling services for Department facilities.

Utilities Management provides retrofitting, installation and servicing of the mechanical systems for the Department, including upgrades to increase energy conservation such as new solar collection installations, water conservation measures and security upgrades.

Properties and Administration provides oversight of the Department's leased properties and the Property Management revenue budget and; oversight of the Facilities Management budget and purchasing activity. The leased properties are supported by the maintenance efforts of in-house staff which provide 24/7 response.

Fleet Management provides vehicle acquisition, centralized maintenance and repair for all motorized equipment and oversight of fueling stations across the Department.

MISSION

To build, maintain, and protect facilities (bricks and mortar), which provide the residents and visitors of Montgomery County with a safe park experience.



Montgomery County

Department of Parks – Facilities Management

PROGRAMS AND SERVICES PROVIDED

- Work Order Requests
- Routine and Preventative Maintenance
- Fueling Stations
- CIP Implementation
- Utilities, Security Systems
- Regulatory Compliance
- Inspection and Repairs
- Environmental Stewardship through Sustainability and Energy Management
- Departmental Warehouse for uniforms, sustainable products and safety equipment
- Develop, Renovate, Design, Construct
- Planned Lifetime Asset Replacement (PLAR)
- Fleet Acquisition and Maintenance
- Adaptive Reuse of Obsolete Structures

ACCOMPLISHMENTS

- Completion of the new Maydale classroom building, which features a rain harvesting system for reuse in the building and solar power supply.
- Infrastructure replacement projects:
 - Replaced main power switch serving the entire Black Hill Regional Park
 - Installed new water line and new ADA drinking fountain at Nolte Local Park
 - Installed a generator at Park Police Headquarters
 - Repaired the loop roadway in South Germantown Recreational Park.
- LED upgrades were completed for tennis court lighting at:
 - Fleming Local
 - Good Hope
 - Olney Mill
- Parking lots and roads projects completed:
 - Martin Luther King Park - road
 - Agricultural History Farm Park– road and parking lot
 - Wheaton Regional Park - athletic area walkway and parking lot
- Rehabilitation projects completed:
 - Historic Seneca Store and issued RFP seeking Tenant.
 - Stabilization of the historic Seneca House, which involved significant structural repairs to foundation, flooring and a new metal roof.
 - Large house mid-century modern home for reuse as a residential park house.
 - Seneca Day Camp – Enterprise Offices including ADA access
- ADA improvements: completed:
 - Olney Manor push buttons at tennis court lighting
 - Parking at Wheaton Regional Park restroom
 - Parking and path at new Brookside Nature Center shelter
 - Single use restroom at Arora Hills Park
 - Parking and path to fields at Capital View Homewood Park
 - Parking and path at Black Hill shelter C
 - Replace flagstone at Needwood Boat House
 - Interior improvements to three restrooms at South Germantown Recreational Park
 - Restroom improvements at Pinecrest Park Activity Building



Montgomery County Department of Parks – Facilities Management

- Milled and resurfaced the entire Rickman Horse Farm Park asphalt driveway and parking areas, including stormwater retrofit.
- Completed driveway entrance and parking lot improvements, including ADA at Rockwood Manor event center.
- Roof replacement of large arena at Potomac Horse Center. This project was funded in part by a significant contribution from the tenant via the Montgomery Parks Foundation.
- Power washed and applied deck correct to .6 miles of boardwalks at Matthew Henson Park.
- Sealed 16 playgrounds with water-based wood preserver.
- Painted Pickle Ball Court lines at Tilden Woods and Olney Mill Park.
- Installed the Montgomery Parks logo on Battery Lane, Martin Luther King, Northgate and Chevy Chase Park basketball courts.
- 50% complete in a three-year plan to test for presence of lead in all drinking water outlets in Montgomery Parks. Testing to be 100% complete one year earlier than planned.
- Supported and participated in events such as: Wheaton Friendship Picnic, Long Branch Days, Burtonsville Placemaking, Urban Park Activations, Parks Marathon, MRPA Heavy Equipment Show and Harvest Festival.
- Developed specifications, ordered and took delivery of four new train cars and one new wheelchair accessible train car at Wheaton Regional Park for the Enterprise Division. Advertised the sale of the five old train cars on Govdeals.com and sold all 5 cars.
- In order to eliminate downtime for the Cabin John and Wheaton Trains. We completely overhauled the 3 locomotives and ordered critical replacement parts in case of breakdowns. There was no downtime caused by mechanical breakdown for any of the trains.
- Provided specifications, bid and purchased over \$2.5 million for vehicle and equipment replacement. Successfully took delivery of 30 replacement vehicles.
- Added 3 new electric vehicles to the Montgomery Parks Fleet. We added 3 new Chevrolet Bolts to our fleet and with staff electricians added the infrastructure (chargers) to support these vehicles at Cabin John Management Offices and Green Farm Maintenance Yard.
- Began ordering and installing Fuel-Master transponders on new vehicles and select older vehicles. This technology will aid the Commission in tracking fuel dispensing, vehicle utilization and mileage.
- Principal Advisor for the Wheaton Headquarters lease.



Montgomery County Department of Parks – Facilities Management

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY20</u> <u>Adopted</u>	<u>FY21</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
Budget			
Expenditures	\$12,973,556	\$13,885,513	7.0%
Staffing			
Funded Career Positions	117.00	119.00	1.7%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	101.90	106.20	4.2%

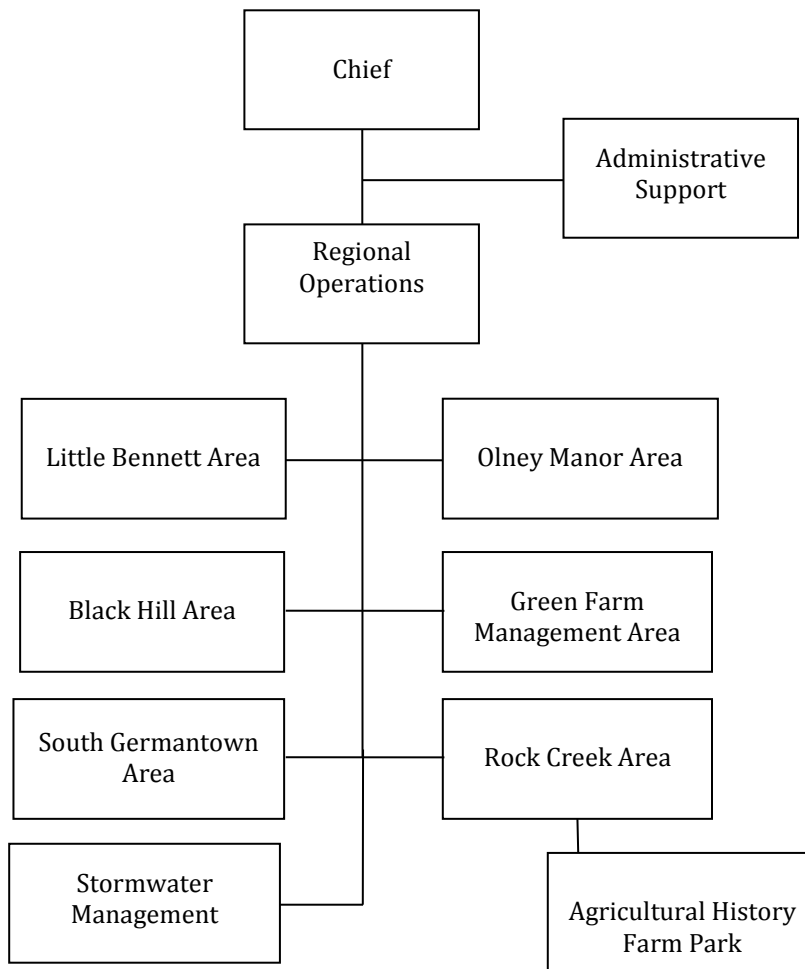
HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes one (1) full time career position and one (1) WY and 1.70 WY seasonal staff to conduct and document facility condition assessments.
- Includes .20 WY for seasonal staff for OBI for Columbia Local Park, Edith Throckmorton Neighborhood Park, Josiah Henson Historic Park, Ken-Gar Palisades Ballfield Irrigation, North Branch Trail, Silver Spring Intermediate Neighborhood Park, Wheaton Regional Park – Restroom Building.
- Includes one (1) full-time career position, one (1) career WY, and 0.7 seasonal WY transferred from the Southern Parks Division for Wheaton Headquarters building operations.
- Increases Supplies & Materials by \$39,661 for inflationary increases and \$8,391 for OBI for Josiah Henson Historic Park, Edith Throckmorton Neighborhood Park, North Branch Trail, Silver Spring Intermediate Neighborhood Park, Wheaton Regional Park – Restroom Building.
- Increases Other Services & Charges by \$23,839 for contractual increases, \$1,605 for OBI for Josiah Henson Historical Park and Ken-Gar Palisades Ballfield Irrigation, \$150,000 for infrastructure repairs for court resurfacing and color coating and \$150,000 for electrical upgrades.
- Increases chargebacks by \$1,900 for general divisional support to the Enterprise Fund.



Montgomery County Department of Parks - Northern Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Northern Parks

OVERVIEW

The Northern Parks Division encompasses the portion of Montgomery County north of Rockville and from the Potomac River to the Howard County line. The Division manages and maintains a large variety of parks, including regional and recreational parks, local parks, urban parks, conservation areas, stream valley and neighborhood parks. The Northern Parks Division also contains large lakes with boating operations, one historical farm park, four equestrian centers, one full-service campground, a splash playground, a miniature golf operation, a driving range, and two nature centers operated by other divisions or partners.

The Northern Parks management areas are based out of Little Bennett Regional Park, Black Hill Regional Park, Green Farm Maintenance Area, Rock Creek Regional Park, Olney Manor Recreational Park and South Germantown Recreational Park.

The Northern Parks Division meets both local and regional recreational and leisure needs by providing opportunities for outdoor recreation; and the conservation and preservation of stream valleys and natural areas. Passive and active recreational activities include picnicking, league sports, camping, hiking, biking, boating, fishing, playgrounds, basketball, and tennis.

One of the Division's focuses, beyond those listed above, is water quality protection. The Stormwater Management team ensures compliance with all applicable stormwater management regulations and NPDES requirements and is striving to expand those efforts to better protect our natural resources.

Additional services and amenities are provided by both public and private partners including the Miracle League, Maryland Soccer Foundation, Montgomery TennisPlex, King Farm Dairy MOOseum, and the Montgomery County Little League at South Germantown, Go Ape at Rock Creek Regional Park, the Montgomery County Recreation Department and the Montgomery County Public Schools to name a few. The Division also sponsors or supports several large events including, but not limited to, the Harvest Festival at the Agricultural History Farm Park and the Germantown Glory Fourth of July Celebration at South Germantown Recreational Park.

MISSION

Maintain and manage the department's natural, cultural and recreational resources, while providing clean, safe and accessible places for leisure time activities.

PROGRAMS AND SERVICES PROVIDED

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Grounds Maintenance
- Trash/Litter Removal and Recycling
- Storm Water Management and NPDES Compliance
- Turf Management and Maintenance
- Tree Planting and Aftercare
- Landscape Maintenance
- Hiking, Biking and Equestrian Trail Maintenance
- Natural Resource Management
- Snow Removal/Storm Response
- Regional Park Attractions and Enterprise Support
- Special Event Management
- Public Private Partnerships



Montgomery County

Department of Parks - Northern Parks

ACCOMPLISHMENTS

- Maintained surfacing at 107 playgrounds without the use of pesticides.
- Maintained 33 Local and Neighborhood Parks without the use of pesticides, as part of the Pesticide Free Park Pilot Program.
- Increased aeration, fertilization and seeding frequencies on 140 Athletic fields to improve playability, availability and player safety.
- Supported Natural Resources Section of Park Planning and Stewardship Division with projects related to their non-native invasive program, goose and deer management, as well as trail inspections and routine maintenance.
- The Division acquired a Foamstream unit, which is an herbicide-free solution for controlling unwanted vegetation. It uses a patented low-pressure process that combines heat with biodegradable foam, making it safe for use around people, animals and delicate environments.

BUDGET AT A GLANCE

Summary of Division Budget

		FY20	FY21	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$10,591,560	\$11,026,996	4.1%
Staffing				
	Funded Career Positions	117.00	119.00	1.7%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	122.00	125.20	2.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes one (1) full-time career and WY and 0.8 seasonal WY and \$7,300 for Supplies & Materials for OBI for Columbia Local Park and the North Branch Trail. This cost will be offset by revenue from the Water Quality Protection Fund (WQPF).
- Includes one (1) full-time career position and one (1) WY for a stormwater and bioretention management position. This cost will be offset by revenue from the WQPF.
- Includes 0.3 seasonal WY and \$4,800 for OBI for Columbia Local Park and the North Branch Trail.
- Converts a part-time Administrative Assistant II position to full-time. This cost increase will be offset by a reduction in seasonal cost resulting in a net zero impact.



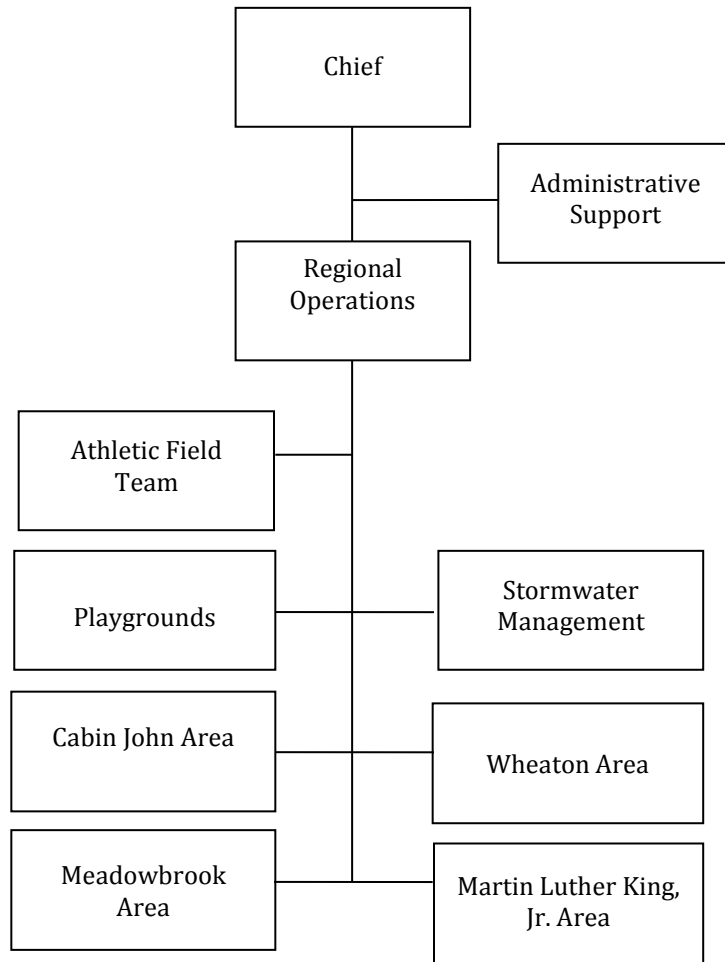
Montgomery County Department of Parks - Northern Parks

- Includes increased salary lapse of 0.4 WY based on historical trend.
- Increases Other Services & Charges by \$40,000 for a one-time expense for mandated Lake Frank and Lake Needwood Dam video inspection. This inspection is conducted every five years.
- Transfers \$12,200 from Supplies & Materials to Other Services & Charges to increase funding for repairs and maintenance services.
- Increases Supplies & Materials by \$14,485 and Capital Outlay by \$4,329 for inflationary increases.



Montgomery County Department of Parks - Southern Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Southern Parks

OVERVIEW

The Southern Parks Division boundaries are: Rockville to the north, the District of Columbia to the south, Prince George's County to the east, and the Potomac River to the west. The Division's maintenance management facilities are located at Cabin John Regional Park, Wheaton Regional Park, Martin Luther King, Jr. Recreational Park, and Meadowbrook Maintenance Facility. Southern Region Headquarters is also located in the Meadowbrook Maintenance Facility.

The Southern Parks Division has a large mixture of developed parks and services. The Division is home to Shirley Povich Stadium, Meadowbrook and Wheaton Riding Stables, Josiah Henson Historical Property, Rockwood Manor, Brookside Gardens, Martin Luther King Jr. Heart Smart Trail, Capital Crescent Trail, Matthew Henson Trail, and Beach Drive and Sligo Creek Parkways.

The Southern Parks Division also contains conservation areas, green spaces, trails, parkways, storm water management structures, two miniature train operations, two ice rinks, one carousel, one sports pavilion, two skateboard parks, two indoor tennis facilities, two nature centers, two equestrian centers, 191 playgrounds, 93 basketball pads, 93 tennis pads, and 3 dog parks.

This Division meets both local and regional leisure needs by providing opportunities for a wide variety of outdoor recreational activities in the most densely populated areas of Montgomery County. In addition to preserving over 4,500 acres of stream valley parks, the Southern Parks Division staff manages and maintains three Regional/Recreational Parks, 23 Urban Parks, 71 Neighborhood Parks, and 81 Local Parks.

MISSION

To provide users with choices of active and passive recreation in parks and facilities that are safe and well-managed; and to apply best practices of stormwater management and stewardship for both undeveloped land and our built resources located within the natural environment.

PROGRAMS AND SERVICES PROVIDED

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Trash/Litter Removal and Recycling
- Storm Water Management/NPDES permit compliance
- Community and 3rd Party Support (Special Events)
- Custodial Services
- Storm Response
- Regional Park Attractions and Enterprise Support
- MCPS School Athletic Field Renovation and Maintenance
- Turf Management
- Integrated Pest Management
- Tree Planting and Aftercare
- Grounds Maintenance
- Land and Non-Native Invasive Species Management
- Athletic Field Standardization and Renovations (Regional and Local)
- Trail Inspection and Maintenance
- Public Private Partnerships, Adopt-A-Field Agreements
- Snow Removal
- Parkway and Roadway Maintenance



Montgomery County

Department of Parks - Southern Parks

ACCOMPLISHMENTS

- The Southern Parks Division pioneered numerous techniques in response to the pesticide legislation. A Ventrac machine with a weed bar and infield groomer attachment was used to cut weeds and rake the infield simultaneously. Sod cutters were used to cut clean, straight edges around the field to provide a safe and visually appealing playing surface. Vegetation removal on local park infields was completed using a new, innovative flail mower that cuts weeds just below the surface and stores them in a hopper, which improves efficiency and reduces labor requirements. The Division acquired a Foamstream unit, which is an herbicide-free solution for controlling unwanted vegetation. It uses a patented low-pressure process that combines heat with biodegradable foam, making it safe for use around people, animals and delicate environments.
- The Division has purchased new green equipment, which aligns with the Department's Urban Park Strategic Plan for reduced noise and emissions of greenhouse gases into the environment. The equipment is fully battery-powered and is quieter than traditional gas-powered equipment. Adding this equipment to our fleet will reduce overhead maintenance, cost of repairs, and labor time and pay. The new Wheaton Local Park (next to the Library and Recreation Center) will be maintained using all "green" (electric powered) equipment and will add an additional efficiency by storing the equipment on site.
- Meadowbrook, Cabin John and Wheaton Maintenance Facilities have implemented industrial vending solutions for safety equipment and other common consumable items and plans to expand this vending to other departmental locations. The vending system combines point-of-use access with total traceability to drive productivity and cost savings. Benefits include: 1) reduced consumption (typically 25–35%) due to the machines' controls and reporting; 2) increased productivity through immediate product availability, 24/7, near the workers who need it; 3) automated ordering via vendor monitoring and refills (a hands-free, paper-free process); and 4) budgetary monitoring as actual usage drives the projected expenditures.
- Southern Parks Division collaborated with the Facilities Management and Park Development Divisions in a comprehensive renovation of Wheaton Regional Athletic Area Field #1 and the adjoining restroom facility. The teams used new technologies and cutting-edge materials to achieve ADA accessibility and collegiate level performance standards. The renovation has: improved players' overall experience; reduced weather cancellations; and will reduce annual labor for major renovations.
- A Ventrac multi-use maintenance vehicle was obtained specifically to clear and treat our many miles of sidewalks, among other uses. This will be much more efficient than clearing the walks by hand, reducing the time it takes to clear sidewalks, as well as reduce the chance of injury to staff from slips, falls, or other injuries.
- The athletic field team, in collaboration with other division staff, performed Bermuda grass renovations to two local park non-irrigated athletic fields. Soccer field renovations at Calverton Galway and Buck Branch included adding quality topsoil and grading to improve drainage and playability of the athletic surface; sprigging with a hybrid Bermuda grass; and implementing a nutrient management program for plant establishment to remedy soil deficiencies for turf sustainability. A Bermuda grass goal mouth renovation program was introduced at different locations for improved playability and player safety, beginning with North Four Corners, Bradley, and Bowie Mill Parks.



Montgomery County

Department of Parks - Southern Parks

- The athletic field team currently maintains a growing inventory of over 200 Montgomery County Public School athletic fields throughout the County. There are multiple renovation improvement projects completed to include Weller Road Elementary School, Goshen Elementary School, Westover Elementary School, and Forest Oak Middle School. These renovations provide improved surfaces for school students and community use concentrating on safety and playability. Projects included aeration, grading, topdressing, sod installation, and implementation of a nutrient management program.
- The Division has increased sourcing of products manufactured by the Department’s Pope Farm Nursery instead of purchasing externally manufactured materials. This includes mulch (50-100 yards each year at the dog park), split firewood for campground sites (1.5 cords of split wood), dead tree logs sized for natural benches at Regional Parks. This has saved time and cost (approximately \$3,600 in material costs) and increased our sustainability.
- The Stormwater Management (SWM) Program successfully planted nine newly installed bio-retention facilities and two rain gardens, saving money on these projects by utilizing plants from our in-house Pope Farm Nursery.
- Northern Parks, Southern Parks, and the Park Planning and Development Divisions collaborated on a renovation of two rectangle Bermuda grass fields at Laytonia Recreational Park. The project included soil modification, grading, drainage, and re-sprigging the fields. These efforts improved the playability and sustainability of these fields prior to the organic pesticide pilot.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 Adopted	FY21 Proposed	% Change
Budget			
Expenditures	\$15,047,350	\$15,708,914	4.4%
Staffing			
Funded Career Positions	161.00	165.00	2.5%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	171.00	172.40	0.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Includes one (1) full-time career position and one (1) WY and \$100,000 in Supplies & Materials for increased athletic field nutrient management.



Montgomery County Department of Parks - Southern Parks

- Includes three (3) full-time career positions for the athletic field team. The cost of these positions will be partially offset by chargebacks. The athletic field maintenance inspector position will be offset by a chargeback of 100% to the Special Revenue Fund associated with athletic field maintenance support of multiple fields for Montgomery County Public Schools and for one Montgomery County Recreation Department field. The cost of the design and construction project manager position and for the renovation inspector position will be funded at 75% through the Capital Improvement Program. In conjunction with these three positions, Supplies & Materials increases by \$20,000 for inspection tools, office supplies, and training.
- Includes one (1) full-time career position and one (1) WY for a stormwater and bioretention management position. This cost will be offset by revenue from the WQPF.
- Transfers one (1) full-time career position, one career WY, and 0.7 seasonal WY to the Facilities Management Division for Wheaton Headquarters building operations.
- Includes 1.4 seasonal WY, \$23,380 for Supplies & Materials, and \$7,200 for Other Services & Charges for OBI for Battery Lane Urban Park, Edith Throckmorton Neighborhood Park, Josiah Henson Historic Park, Ken-Gar Palisades Park ballfield irrigation, Silver Spring Intermediate Neighborhood Park, and for the restroom building and the conversion to Bermuda grass of ballfield #1 at Wheaton Regional Park.
- Increases seasonal cost by \$4,522 and Supplies & Materials by \$3,700 for OBI at Battery Lane Urban Park, Edith Throckmorton Neighborhood Park, Silver Spring Intermediate Park, and the Shorefield Fitness Station area of Wheaton Regional Park. This cost will be offset by revenue from the WQPF.
- Increases Supplies & Materials by \$32,660 and Capital Outlay by \$4,956 for inflationary increases.
- Increases Other Services & Charges by \$ by \$23,338 for contractual and inflationary increases.
- Transfers \$2,100 from Supplies & Materials to Other Services & Charges for repairs and maintenance services.



Montgomery County

Department of Parks - Support Services

OVERVIEW

The Support Services program contains department-wide expenses including utilities, gasoline, telephone, insurance, and workers compensation premiums.

The Personnel Services costs primarily relate to payments due to unemployment insurance costs and group long-term disability insurance premiums. Responsibility for monitoring this program is assigned to the Management Services Division.

BUDGET AT A GLANCE

Summary of Division Budget

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$10,909,012	\$12,745,320	16.8%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	3.10	6.00	93.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increases personnel services cost by \$37,000 for unemployment insurance payments and for payment of the employer’s share of insurance premiums for staff on long-term disability.
- Adds \$75,000 and seasonal 2.5 WYs for restoration of departmental internship program.
- Adds \$20,000 for funding for staff uniforms.
- Adds \$37,038 in Other Services & Charges for utilities and telecommunications funding.
- Increases Other Services & Charges by \$483,053 for OBI for the new Wheaton Headquarters and by \$23,226 for OBI for Columbia Local Park, Josiah Henson Historic Park, and ballfield irrigation at Ken-Gar Palisades Park.
- Increases Other Services & Charges by \$56,000 for departmental training, legal services, background checks, and portable toilet rentals.
- Increases Risk Management charges by \$690,400.
- Increases internal service funds by \$223,000 for the repayment of financed capital equipment.
- Increases internal service funds by \$50,470 for Commission-wide IT services and for the Office of the CIO.
- Increases chargebacks from CAS and to the Enterprise Fund by \$89,865



Montgomery County

Department of Parks – Property Management

OVERVIEW

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses, commercial agreements, and other land leases. Currently, this program administers 127 legal agreements ranging from: residential, agriculture, daycare, parking lots, equestrian and telecommunications.

The Property Management Unit provides the oversight of leased property, which often involves keeping pace with market activity such as an increased demand for rental housing, and land for parking. The Property Management Unit also oversees a range of other agreements such as leases for M-NCPPC occupied buildings, interagency collocations and operations agreements.

The Property Management program establishes rental rates, advertises vacancies, negotiates, drafts and administers legal agreements for use of Park property, and serves as the landlord representative to the public and tenants.

The Property Management portfolio continues to reflect a steady revenue stream, which is attributed to the ongoing rental of park activity buildings, larger rental homes, land for parking use, and annual rental increases at a fixed rate.

MISSION

To provide lease administration and property management services for a diverse portfolio of rental property including buildings, residences, equestrian facilities, agriculture, telecommunications, and recreation; and to promote the use of properties as sources of revenue for public benefit and as a means of land stewardship.

PROGRAMS AND SERVICES PROVIDED

- Oversight of Leased Park Property
- Demolition of Candidate Structures
- Property Management Services

ACCOMPLISHMENTS

- Rehabilitated the historic Hyattstown Mill house for tenant occupancy.
- Negotiated and drafted the Binding Term Sheet for Jack Schore Tennis Phase II lease.
- Completed RFP seeking tenant proposals for the newly rehabilitated historic Seneca Store.
- Demolished candidate structures: two residential homes, a swimming pool and barn.
- Conducted landlord inspections of all residential and daycare rental units.



**Montgomery County
Department of Parks – Property Management**

BUDGET AT A GLANCE

Summary of Division Budget

		FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$1,563,320	\$1,586,500	1.5%
Staffing				
	Funded Career Positions	4.00	4.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	5.80	5.80	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increases revenue by \$119,900. The Department continues to deploy lease standards and a higher percentage of tenants paying fair market rental rates for building and land rentals. The revenue is increasing due to these increased rental rates and various fluctuations in the type and use of Park inventory.
- Increases Personnel cost by \$26,799 for compensation increases.
- Increases Enterprise Chargeback by \$1,700 and for general Property Management support.



Montgomery County

Department of Parks – Non-Departmental, Other & Transfers

OVERVIEW

This Section accounts for those items that are included in the Park Fund’s budget but are not allocated to specific divisions:

- Other Post-Employment Benefits (OPEB)
- Compensation increases (compensation marker for total Park Fund)
- Inter-fund transfers
- Reserve accounts

BUDGET AT A GLANCE

Summary of Non Departmental, Transfers, and Other Budget

Budget	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
OPEB Prefunding	\$ 2,190,495	\$ 2,345,581	7.1%
OPEB PayGo	3,183,020	3,586,490	12.7%
Marker for Changes to Employee Comp. <i>(included in Divisional Budgets)</i>		1,645,722	-
Marker for Possible Reclassifications	156,617	439,002	180.3%
Other Personnel	4,200	9,250	120.2%
Transfer to Capital Projects Fund	350,000	450,000	28.6%
Transfer to Debt Service Fund	6,624,410	7,165,410	8.2%
Operating Expenditure Reserve @ 3%	3,012,600	3,273,100	8.6%
Total Expenditures	\$ 15,521,342	\$ 18,914,555	21.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increases OPEB Pre-funding and OPEB PayGo by \$558,556 per the latest actuarial study.
- Adds compensation funding for wage adjustments and reclassifications for Park Fund of \$2,084,724 (subject to negotiations). Also includes \$9,250 budgeted for benefits marker for seasonal employees.
- Increases the debt service transfer by \$541,000.
- Increases the CIP PayGo transfer by \$100,000.



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND

Expenditures by Division by Type

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Office of the Director				
Personnel Services	1,525,532	1,578,590	1,527,263	-3.3%
Supplies and Materials	5,661	2,473	2,522	2.0%
Other Services and Charges	86,897	59,240	59,240	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,618,090	1,640,303	1,589,025	-3.1%
Public Affairs & Community Partnerships				
Personnel Services	2,255,515	2,720,954	2,856,170	5.0%
Supplies and Materials	84,291	131,972	154,611	17.2%
Other Services and Charges	599,358	575,083	688,858	19.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(87,000)	-
Total	2,939,164	3,428,009	3,612,639	5.4%
Management Services				
Personnel Services	1,612,538	2,238,775	2,620,093	17.0%
Supplies and Materials	7,635	20,737	24,702	19.1%
Other Services and Charges	175,596	197,819	200,070	1.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,795,769	2,457,331	2,844,865	15.8%
Information Technology & Innovation				
Personnel Services	1,253,023	1,462,131	1,476,223	1.0%
Supplies and Materials	297,680	296,688	303,688	2.4%
Other Services and Charges	1,155,953	965,974	1,014,257	5.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(61,900)	(63,900)	(65,500)	2.5%
Total	2,644,756	2,660,893	2,728,668	2.5%
Park Planning & Stewardship				
Personnel Services	4,798,571	5,474,726	6,041,258	10.3%
Supplies and Materials	148,766	140,793	165,654	17.7%
Other Services and Charges	501,385	568,736	774,295	36.1%
Capital Outlay	55,721	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(286,983)	(338,638)	(270,000)	-20.3%
Total	5,217,460	5,845,617	6,711,207	14.8%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Park Development				
Personnel Services	6,008,024	6,260,654	6,357,651	1.5%
Supplies and Materials	48,095	49,338	20,000	-59.5%
Other Services and Charges	122,281	155,115	125,139	-19.3%
Capital Outlay	24,325	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,414,204)	(2,382,949)	(2,358,949)	-1.0%
Total	3,788,521	4,082,158	4,143,841	1.5%
Park Police				
Personnel Services	13,280,634	13,530,899	14,157,788	4.6%
Supplies and Materials	807,195	573,095	631,217	10.1%
Other Services and Charges	380,967	386,626	421,756	9.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(192,000)	-
Total	14,468,796	14,490,620	15,018,761	3.6%
Horticulture, Forestry & Environmental Education				
Personnel Services	8,761,135	8,819,200	9,074,584	2.9%
Supplies and Materials	560,616	637,347	652,500	2.4%
Other Services and Charges	993,129	1,028,763	1,060,355	3.1%
Capital Outlay	250,789	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(126,181)	(124,500)	(124,500)	0.0%
Total	10,439,488	10,360,810	10,662,939	2.9%
Facilities Management				
Personnel Services	10,018,948	10,840,524	11,380,885	5.0%
Supplies and Materials	1,799,173	1,983,054	2,029,106	2.3%
Other Services and Charges	1,206,158	1,158,578	1,486,022	28.3%
Capital Outlay	350,963	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,087,755)	(1,008,600)	(1,010,500)	0.2%
Total	12,287,487	12,973,556	13,885,513	7.0%
Northern Parks				
Personnel Services	8,447,037	8,979,213	9,351,135	4.1%
Supplies and Materials	876,087	914,265	928,750	1.6%
Other Services and Charges	380,839	516,423	561,123	8.7%
Capital Outlay	654,825	216,459	220,788	2.0%
Other Classifications	-	-	-	-
Chargebacks	(33,700)	(34,800)	(34,800)	0.0%
Total	10,325,088	10,591,560	11,026,996	4.1%
Southern Parks				
Personnel Services	11,772,260	12,887,708	13,559,549	5.2%
Supplies and Materials	1,453,017	1,632,987	1,819,227	11.4%
Other Services and Charges	431,966	446,946	479,584	7.3%
Capital Outlay	457,706	247,809	252,765	2.0%
Other Classifications	-	-	-	-
Chargebacks	(78,100)	(168,100)	(402,211)	139.3%
Total	14,036,849	15,047,350	15,708,914	4.4%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Support Services				
Personnel Services	224,650	171,900	289,900	68.6%
Supplies and Materials	1,323,651	1,611,464	1,643,520	2.0%
Other Services and Charges	8,152,487	8,194,223	9,790,610	19.5%
Capital Outlay	21,493	-	-	-
Other Classifications	-	-	-	-
Chargebacks	1,115,004	931,425	1,021,290	9.6%
Total	10,837,285	10,909,012	12,745,320	16.8%
Non-Departmental				
Personnel Services	5,237,573	5,534,332	8,026,045	45.0%
Salary Adjustment Marker	-	156,617	2,084,724	1231.1%
Other Personnel Costs	9,241	4,200	9,250	120.2%
OPEB PreFunding	2,349,712	2,190,495	2,345,581	7.1%
OPEB Paygo	2,878,620	3,183,020	3,586,490	12.7%
Supplies and Materials	(52,706)	-	-	-
Other Services and Charges	(18,340)	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,166,527	5,534,332	8,026,045	45.0%
Grants				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	400,000	400,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	400,000	400,000	0.0%
Other Financing Uses/Transfers Out				
Capital Projects Funds	350,000	350,000	450,000	28.6%
Debt Service Fund	5,983,991	6,624,410	7,165,410	8.2%
Total	6,333,991	6,974,410	7,615,410	9.2%
Budgetary Reserve @ 3%	-	3,012,600	3,273,100	8.6%
Fund Total	101,899,271	110,408,561	119,993,243	8.7%
Total Park Fund				
Personnel Services	75,195,440	80,499,606	86,718,544	7.7%
Supplies and Materials	7,359,161	7,994,213	8,375,497	4.8%
Other Services and Charges	14,168,676	14,653,526	17,061,309	16.4%
Capital Outlay	1,815,822	464,268	473,553	2.0%
Other Classifications	-	-	-	-
Chargebacks	(2,973,819)	(3,190,062)	(3,524,170)	10.5%
Subtotal Park Fund	95,565,280	100,421,551	109,104,733	8.6%
Transfers Out	6,333,991	6,974,410	7,615,410	9.2%
Budgetary Reserve	-	3,012,600	3,273,100	8.6%
Total Park Fund	101,899,271	110,408,561	119,993,243	8.7%



Montgomery County Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	8.00	8.00	6.00	6.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.00	8.00	6.00	6.00	6.00	6.00
Term Contract	5.00	4.80	5.00	4.80	5.00	4.80
Seasonal/Intermittent		1.00		1.50		1.50
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Director of Parks	13.00	13.80	11.00	12.30	11.00	12.30
<u>PUBLIC AFFAIRS & COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	22.00	22.00	26.00	26.00	25.00	25.00
Part-Time Career	1.00	0.50	-	-	1.00	0.60
Career Total	23.00	22.50	26.00	26.00	26.00	25.60
Term Contract	-	-	-	-	1.00	1.00
Seasonal/Intermittent		1.50		3.50		3.50
Chargebacks		-		-		(0.90)
Less Lapse		(1.20)		(2.00)		(2.00)
Subtotal Public Affairs & Comm. Partner.	23.00	22.80	26.00	27.50	27.00	27.20
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	15.00	15.00	19.00	19.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	15.00	15.00	19.00	19.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		0.50		2.10
Chargebacks		-		-		-
Less Lapse		(0.10)		(0.10)		(0.20)
Subtotal Management Services	15.00	14.90	19.00	19.40	20.00	21.90
<u>INFORMATION TECHNOLOGY & INNOVATION</u>						
Full-Time Career	11.00	11.00	11.00	11.00	12.00	12.00
Part-Time Career	1.00	0.90	1.00	0.90	-	-
Career Total	12.00	11.90	12.00	11.90	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(1.00)		(0.60)		(0.60)
Less Lapse		(0.40)		(0.10)		(0.10)
Subtotal Information Technology & Innovation	12.00	10.50	12.00	11.20	12.00	11.30
<u>PARK PLANNING AND STEWARDSHIP</u>						
Full-Time Career	48.00	48.00	50.00	50.00	52.00	52.00
Part-Time Career	-	-	-	-	-	-
Career Total	48.00	48.00	50.00	50.00	52.00	52.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		6.50		7.20		8.70
Chargebacks		(3.60)		(2.50)		(1.70)
Less Lapse		(3.90)		(3.90)		(3.70)
Subtotal Planning and Stewardship	48.00	47.00	50.00	50.80	52.00	55.30



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PARK DEVELOPMENT</u>						
Full-Time Career	49.00	49.00	50.00	50.00	51.00	51.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
Career Total	50.00	49.90	51.00	50.90	52.00	51.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(19.70)		(19.90)		(19.40)
Less Lapse		(3.70)		(4.00)		(3.90)
Subtotal Park Development	50.00	26.50	51.00	27.00	52.00	28.60
<u>PARK POLICE</u>						
Full-Time Career	117.00	117.00	117.00	117.00	119.00	119.00
Part-Time Career	-	-	-	-	-	-
Career Total	117.00	117.00	117.00	117.00	119.00	119.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		5.60		5.60
Chargebacks		-		-		(2.00)
Less Lapse		(8.90)		(8.30)		(8.00)
Subtotal Park Police	117.00	112.10	117.00	114.30	119.00	114.60
<u>HORTICULTURE, FORESTRY & ENVIRONMENTAL ED</u>						
Full-Time Career	89.00	89.00	86.00	86.00	89.00	89.00
Part-Time Career	2.00	1.30	1.00	0.60	-	-
Career Total	91.00	90.30	87.00	86.60	89.00	89.00
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent		16.60		13.60		11.30
Chargebacks		(2.70)		(1.40)		(1.40)
Less Lapse		(5.90)		(6.30)		(6.30)
Subtotal Hort., Forestry & Enviro. Ed.	92.00	99.30	88.00	93.50	89.00	92.60
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	114.00	114.00	117.00	117.00	119.00	119.00
Part-Time Career	-	-	-	-	-	-
Career Total	114.00	114.00	117.00	117.00	119.00	119.00
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent		3.00		3.10		5.70
Chargebacks		(11.70)		(8.90)		(8.90)
Less Lapse		(9.10)		(9.30)		(9.60)
Subtotal Facilities Management	115.00	97.20	117.00	101.90	119.00	106.20
<u>NORTHERN PARKS</u>						
Full-Time Career	115.00	115.00	116.00	116.00	119.00	119.00
Part-Time Career	1.00	0.50	1.00	0.50	-	-
Career Total	116.00	115.50	117.00	116.50	119.00	119.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		18.00		17.00		18.10
Chargebacks		(0.40)		(0.50)		(0.50)
Less Lapse		(10.20)		(11.00)		(11.40)
Subtotal Northern Parks	116.00	122.90	117.00	122.00	119.00	125.20



Montgomery County

Department of Parks – Summary of Positions and Workyears

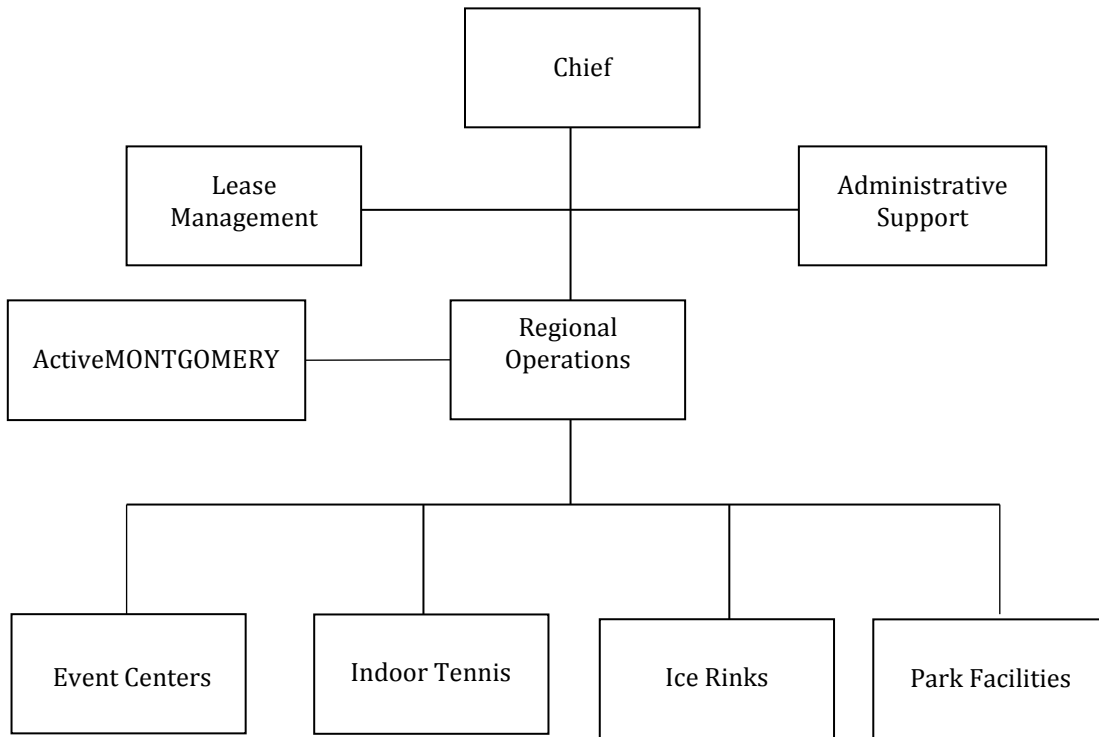
MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SOUTHERN PARKS</u>						
Full-Time Career	155.00	155.00	161.00	161.00	165.00	165.00
Part-Time Career	-	-	-	-	-	-
Career Total	155.00	155.00	161.00	161.00	165.00	165.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.00		24.60		25.30
Chargebacks		(0.70)		(1.40)		(3.90)
Less Lapse		(13.80)		(13.20)		(14.00)
Subtotal Southern Parks	155.00	162.50	161.00	171.00	165.00	172.40
<u>SUPPORT SERVICES</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		2.50
Chargebacks		3.10		3.10		3.50
Less Lapse		-		-		-
Subtotal Support Services	-	3.10	-	3.10	-	6.00
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	743.00	743.00	759.00	759.00	777.00	777.00
Part-Time Career	6.00	4.10	4.00	2.90	2.00	1.50
Career Total	749.00	747.10	763.00	761.90	779.00	778.50
Term Contract	7.00	6.80	6.00	5.80	6.00	5.80
Seasonal/Intermittent		72.60		76.60		84.30
Chargebacks		(36.70)		(32.10)		(35.80)
Less Lapse		(57.20)		(58.20)		(59.20)
Grand Total Park Fund	756.00	732.60	769.00	754.00	785.00	773.60



Montgomery County Department of Parks - Enterprise Operations Summary

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Enterprise Operations Summary

OVERVIEW

The Enterprise Division manages or oversees the operation of 16 distinct facilities that are entirely funded through user fees, rentals and other non-tax revenue sources.

The facilities include the ice rinks, indoor tennis facilities, event centers, a synthetic turf pavilion and other park facilities such as the miniature trains, boat facilities, campground, splash playground, mini golf course, driving range, and a carousel, as well as oversight of several recreation facility leases.

In recognition that some of these recreational experiences are more focused on individual benefit than others, such as ice skating, indoor tennis, or a campground, a fee is charged to provide these experiences. These exclusive use facilities are included in the Department's Enterprise Fund, which, by policy, is required to be self-sustaining. The user fees charged cover all operating costs, maintenance, renovations, capital improvements, administrative costs and debt service payments. The Division balances financial obligations while meeting the recreation needs of the public; keeping fees at a reasonable rate while making improvements and upgrades to the facilities.

MISSION

To provide a positive park experience, achieve an appropriate balance among fees and public service, develop new programs, expand existing programs, maintain, repurpose and/or enhance current facilities, and continue to operate Enterprise facilities in a fiscally responsible manner.

ACCOMPLISHMENTS

- Greeted approximately one million visitors or participants in hundreds of classes, programs and events at the Enterprise facilities in FY19. Gross revenues reached \$12,549,584.
- Hosted 130 summer camp programs including before care and after care, with approximately 2,270 participants.
- Continued to focus on facility improvements and upgrades, as well as expanding program offerings while improving energy efficiencies.
- Continued to prioritize and initiate accessibility improvements to Enterprise facilities.
- Continued coordination with other agencies to define the scope of work and requirements for a new registration and reservation software system.



Montgomery County Department of Parks - Enterprise Operations Summary

SUMMARY OF ENTERPRISE OPERATIONS BUDGETS

MONTGOMERY COUNTY ENTERPRISE FUNDS - SUMMARY BY PROGRAMS Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Revenues and Transfers In:				
Golf Courses	\$ 38,432	\$ 40,000	\$ 45,000	12.5%
Ice Rinks	5,268,418	4,899,750	5,408,500	10.4%
Indoor Tennis	2,343,144	2,071,795	2,239,425	8.1%
Event Centers	566,367	499,000	565,700	13.4%
Park Facilities	6,450,924	4,086,497	4,349,511	6.4%
Administration	-	-	-	-
Total Revenues	14,667,285	11,597,042	12,608,136	8.7%
Expenses and Transfers Out:				
Golf Courses	142,670	-	-	-
Ice Rinks	4,981,810	4,554,739	4,953,425	8.8%
Indoor Tennis	1,586,415	1,566,935	1,724,616	10.1%
Event Centers	538,138	522,282	719,796	37.8%
Park Facilities	5,455,271	3,553,978	4,786,751	34.7%
Administration	-	-	1,000,000	-
Total Expenses	\$ 12,704,304	\$ 10,197,934	\$ 13,184,588	29.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- The Enterprise Fund Balance Policy directs the Enterprise Fund balance to be 10% of the operating expenses plus one year's debt service. Through positive management changes, facility improvements, continued marketing efforts, and no debt service, the FY21 proposed fund balance will be above the reserve requirement.
- FY21 proposed Capital Improvement Projects include \$400,000 for improved ADA storefront access and interior building alterations for a more efficient operational flow at the Wheaton Ice Arena, \$1,000,000 for construction of a water park at the Little Bennett Campground as an amenity for customers, \$1,000,000 for design costs to build an ice rink at Ridge Road, and \$150,000 for a feasibility study to enclose and upgrade Wheaton Sports Pavilion.



Montgomery County

Department of Parks – Golf Courses

OVERVIEW

The Department of Parks has a long-term lease with the Montgomery County Revenue Authority (MCRA) for the operation of three of our golf courses, Little Bennett, Needwood, and Northwest. This contract expires October 31, 2036.

MCRA also manages Sligo Creek Golf Course through an Operational Agreement. In October of 2012, MCRA agreed to extend the Operating Agreement for an additional five years. This agreement was originally due to expire November 2017; however, the agreement is currently continuing to operate on a month-to-month basis.

According to the terms of the contract, the MCRA pays a percentage of revenue received in excess of \$5,100,000 for Little Bennett, Northwest and Needwood golf courses. These courses reached that minimum threshold for the seventh time in eleven years and paid \$60,956 to the Enterprise Fund in FY20. There is no revenue payment stipulation in the lease agreement for Sligo Golf Course.

MISSION

To provide consistently high-quality golf experiences for the golfing public with no tax-payer money subsidizing the operation or the capital investment in the courses pursuant to the lease agreement between the MCRA and the M-NCPPC.

PROGRAMS AND SERVICES PROVIDED

- Golf
- Lessons
- Tournaments
- Special Events

ACCOMPLISHMENTS

- Received \$60,956 from MCRA in FY20, which was the percentage of net proceeds from Little Bennett, Northwest and Needwood Golf Courses that exceeded the \$5,100,000 revenue threshold for FY19.



Montgomery County Department of Parks – Golf Courses

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	38,432	40,000	45,000	12.5%
Miscellaneous	-	-	-	-
Interest	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	38,432	40,000	45,000	12.5%
Operating Expenses and Other Uses				
Personnel Services	-	-	-	-
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Depreciation & Amortization Expense	142,670	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	142,670	-	-	-
Gain (Loss)	\$ (104,238)	\$ 40,000	\$ 45,000	12.5%

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
GOLF COURSES						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Golf Courses	-	-	-	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increases revenue based on historical trend.



Montgomery County

Department of Parks - Enterprise Operations – Ice Rinks

OVERVIEW

The Department operates two indoor ice rink facilities seven days a week, year-round. At Cabin John, there is one NHL ice surface, one Olympic size ice surface, and one studio sheet. Wheaton Ice Arena has one NHL ice surface. Both facilities feature hockey and figure skating sessions and camps, programs, group and private lessons, general and special public sessions, therapeutic skating, and special events. The Ice Rinks also offer figure and hockey skate rentals, leased ice rentals, birthday parties, meetings, snack bars, pro shops and off-ice conditioning space for training.

MISSION

To provide a balance of public and specialty skating sessions, instructional classes and rental opportunities for the ice-skating community and general public.

PROGRAMS AND SERVICES PROVIDED

- Recreational Skating (Public Sessions)
- Camps (Winter, Spring, Summer)
- Special Events
- Snack Bar
- Dance/Off-ice Conditioning Room
- Instructional Figure Skating and Hockey Classes
- Birthday Parties/Meetings
- Leased Ice
- Skating Shows/Exhibitions
- Tournaments
- Pro shop
- Leagues
- Competitions

ACCOMPLISHMENTS

- Installed new energy efficient Mycom compressor at Wheaton Ice Arena to replace the original Sabroe compressor.
- Registered and taught over 10,000 class participants with both facilities' group lesson program (figure skating and hockey) in FY19.
- Completed Capital Improvement Project at the Cabin John Ice Rink renovating NHL and Studio Rink by replacing refrigeration system, dehumidification units, cooling towers, concrete floors with sand floors, installed new dasher board system and replaced rubber matting around the rinks.
- Completed Wheaton Ice Arena Entrance and Interior Renovation Design for future upgrades to the facility.
- Installed a new HVAC system with computer controls at Cabin John Ice Rink for offices, party rooms, pro shop, lobby, warming room, snack bar, locker rooms, dance studio, restrooms, etc.



Montgomery County

Department of Parks - Enterprise Operations - Ice Rinks

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	446,891	453,700	470,400	3.7%
Charges for Services	3,042,641	2,774,000	3,088,200	11.3%
Rentals and Concessions	1,733,774	1,662,050	1,818,600	9.4%
Miscellaneous	(227)	-	-	-
Interest	45,339	10,000	31,300	213.0%
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	5,268,418	4,899,750	5,408,500	10.4%
Operating Expenses and Other Uses				
Personnel Services	1,711,750	1,878,547	2,019,386	7.5%
Goods for Resale	264,274	221,500	269,700	21.8%
Supplies and Materials	162,588	112,400	145,800	29.7%
Other Services and Charges	1,412,616	1,270,750	1,386,725	9.1%
Depreciation & Amortization Expense	782,629	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	647,953	671,542	731,814	9.0%
Transfers Out	-	400,000	400,000	0.0%
Total Oper. Exp and Other Uses	4,981,810	4,554,739	4,953,425	8.8%
Gain (Loss)	\$ 286,608	\$ 345,011	\$ 455,075	31.9%

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ICE RINKS						
Full-Time Career	10.00	10.00	11.00	11.00	11.00	11.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.00	10.00	11.00	11.00	11.00	11.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		35.50		29.10		28.50
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Ice Rinks	10.00	45.50	11.00	40.10	11.00	39.50



Montgomery County

Department of Parks - Enterprise Operations – Ice Rinks

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increases FY21 proposed revenue by \$508,750 due to Cabin John Ice Rink returning to a full operating schedule after completing capital improvement upgrades, plus increases from camps, rentals, and group lesson registrations at both ice rinks.
- Increases personnel cost by \$140,839 due to proposed compensation increases including increased benefits and seasonal staffing cost.
- Increases Other Services and Charges by \$115,975 mainly due to increased instructors and utility costs with Cabin John Ice Rink returning to a full operating schedule as well as credit card fee increases.
- The proposed capital project funding includes \$400,000 for improved ADA storefront access and interior building alterations for a more efficient operational flow at the Wheaton Ice Arena.



Montgomery County

Department of Parks - Enterprise Operations – Indoor Tennis

OVERVIEW

The Department operates two indoor tennis facilities, one in Cabin John Regional Park and the other in Wheaton Regional Park. The Pauline Betz Addie Tennis Center (PBA) at Cabin John Regional Park is air conditioned and includes six tennis courts, restrooms, showers, lockers, and a large customer lounge. The Wheaton Indoor Tennis facility is also air conditioned and includes six courts that are covered by a fabric skin over a rigid frame structure. The facility has an attached service building that contains restrooms, showers, lockers, party/meeting room, kitchenette, and a waiting area. The average annual attendance at the tennis facilities is over 136,500 patrons.

Each tennis facility operates seven days per week from as early as 6:00 am to midnight. Each facility offers seasonal court time, spot time play, year-round leagues in partnership with the Montgomery County Tennis Association (MCTA), and clinics and camps.

The tennis facilities offer a wide variety of classes and camps for many levels and abilities. The six-week class sessions are offered year-round. A sampling of classes offered include; Parent & Child, Beginner, Intermediate, Advanced, and Match Play. Additional offerings are Round Robin, ACEing Autism, and tennis tournaments for various levels. Private instruction and birthday party packages are also available.

In addition, the Indoor Tennis fund includes the concession operation of the Montgomery TennisPlex in South Germantown Recreational Park.

MISSION

To offer diverse programming opportunities to all levels and abilities of players. This includes instructional classes, singles, doubles, match play, tournament play, private lessons, and camps.

PROGRAMS AND SERVICES PROVIDED

- Seasonal play
- Match play
- Classes
- Camps
- Meeting Space
- Spot time play
- Clinics
- Private Lessons
- Tournaments
- Birthday Parties

ACCOMPLISHMENTS

- Improvements made at both facilities include; lighting upgrades, installation of new divider nets, painting of interior and exterior areas, power washing of courts, making necessary repairs to interior skin of the Wheaton Tennis Bubble, and installation of new doors for customer viewing.
- Improving customer service by offering customers the option of purchasing a beginner tennis racquet when registering for classes online or in person.
- Hosted several events at the Wheaton Indoor Tennis facility: MCTA Bruce Francis Memorial Tournament and a Wheelchair Tournament.
- Implemented additional camp and program offerings to increase participation.
- Purchased an accessible tennis wheelchair for customers to use.



Montgomery County
Department of Parks - Enterprise Operations - Indoor Tennis

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	4,824	5,000	5,100	2.0%
Charges for Services	1,889,995	1,800,500	1,879,900	4.4%
Rentals and Concessions	182,120	185,295	190,925	3.0%
Miscellaneous	24,425	-	-	-
Interest	241,780	81,000	163,500	101.9%
Other	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	2,343,144	2,071,795	2,239,425	8.1%
Operating Expenses and Other Uses				
Personnel Services	787,451	763,852	847,873	11.0%
Goods for Resale	4,770	3,200	3,200	0.0%
Supplies and Materials	31,652	24,800	37,650	51.8%
Other Services and Charges	366,720	381,671	407,171	6.7%
Depreciation & Amortization Expense	46,850	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	348,972	393,412	428,722	9.0%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	1,586,415	1,566,935	1,724,616	10.1%
Gain (Loss)	\$ 756,729	\$ 504,860	\$ 514,809	2.0%

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
INDOOR TENNIS						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	17.40	-	14.50	-	15.50
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Indoor Tennis	4.00	21.40	4.00	18.50	4.00	19.50



Montgomery County
Department of Parks - Enterprise Operations - Indoor Tennis

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increases revenue by \$167,630 for camps, group lessons, and spot time rentals at Pauline Betz Addie and Wheaton Indoor Tennis facilities.
- Increases personnel cost by \$84,021 due to proposed compensation increases for staff and due to an increase in seasonal staffing needed to support the planned expansion of programming.
- Increases Other Services & Charges by \$16,500 for credit card fee transaction fees based on increased fee rate and on revenue increase.



Montgomery County

Department of Parks - Enterprise Operations – Event Centers

OVERVIEW

This program includes the operation of Rockwood Manor and the Lodge at Little Seneca Creek.

MISSION

To provide versatile indoor and outdoor rental venues in a park setting for meetings, social events, educational offerings and other group, family or community activities.

PROGRAMS AND SERVICES PROVIDED

These facilities are used for social and business functions. Rockwood Manor offers overnight accommodations which are utilized for family, business and wedding retreats. Seneca Lodge, a log cabin with cathedral ceilings and a towering wood-burning fireplace as well as a reception tent, continues to be a popular facility for social events.

- Meeting space
- Educational offerings
- Overnight accommodations
- Social events
- Community activities

ACCOMPLISHMENTS

- Continued improvements at Event Centers: re-stained exterior of Seneca Lodge, upgraded Rockwood Manor cabins with new flooring, furniture, microwaves, mini refrigerators, coffee makers, grills, etc.; and installed new wood laminate flooring in lobby of Manor House.
- Continued marketing efforts by advertising on The Knot, Wedding Wire, various publications, and social media sites.



Montgomery County
Department of Parks - Enterprise Operations - Event Centers

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	-	-	-	-
Charges for Services	880	-	-	-
Rentals and Concessions	557,099	495,000	560,000	13.1%
Miscellaneous	-	-	-	-
Interest	8,388	4,000	5,700	42.5%
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	566,367	499,000	565,700	13.4%
Operating Expenses and Other Uses				
Personnel Services	301,185	301,323	443,518	47.2%
Goods for Resale	4,049	10,500	5,500	-47.6%
Supplies and Materials	30,487	30,910	60,275	95.0%
Other Services and Charges	141,517	111,430	136,270	22.3%
Depreciation & Amortization Expense	7,387	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	53,513	68,119	74,233	9.0%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	538,138	522,282	719,796	37.8%
Gain (Loss)	\$ 28,229	\$ (23,282)	(154,096)	561.9%

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
EVENT CENTERS						
Full-Time Career	2.00	2.00	2.00	2.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.40	-	3.50	-	4.10
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Event Centers	2.00	6.40	2.00	5.50	3.00	7.10



HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increases revenue by \$66,700 due to proposed increases in rentals at both Event Centers.
- Increases one (1) full-time career position and WY for and office manager at Rockwood Manor.
- Increases seasonal cost by \$26,913 adding staff to accommodate increased rentals.



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

OVERVIEW

Enterprise park facilities located in the Northern Parks include Lake Needwood and Black Hill boating facilities, the Campground at Little Bennett, the South Germantown Splash Park and Miniature Golf Course and the South Germantown Driving Range.

In the Southern Parks, Enterprise park facilities include the Cabin John and Wheaton Miniature Trains, Ovid Hazen Wells Carousel at Wheaton Regional Park, and fee-based activities (tours, special events, facility rentals, educational programs) at Brookside Gardens and the Wheaton Sports Pavilion.

MISSION

To provide seasonal operations that enhance the park patrons' recreation experience.

PROGRAMS AND SERVICES PROVIDED

Each of the park amenities provides a service such as camping, riding the train, riding the carousel, renting a boat, going on pontoon boat ride, or enjoying an afternoon at the Splash Park. In addition, the Driving Range offers golf instruction (camps/clinics) and archery lessons. The Wheaton Sports Pavilion offers camps, clinics, field rentals, and special events. Also, there are party rental opportunities at the facilities for special occasions.

- Canoe, Kayak, Paddleboard, Pedal Boat Rentals
- Laser Tag at Campground
- Golf Lessons/Camps/Clinics
- Train Rides
- Eye Spy Train Rides in April and October
- Party Room Rentals
- Cabin and Yurt Rentals
- Camp Store and Game Room at Campground
- Archery Lessons at South Germantown
- Pontoon Boat Tours
- Special Events
- Carousel Rides
- Tent Rental Areas at Splash Park
- Jumping Pillow at Splash Park and Campground
- Camper Ready Tent Rentals
- Pedal Karts at Campground
- Mining Sluice at Campground

ACCOMPLISHMENTS

- Obtained a new picker for collecting golf balls at the South Germantown Driving Range.
- Added new water features at the South Germantown Splash Park and additional features at the Mini Golf Course.
- Purchased additional kayaks, canoes, and pedal boats at both boating facilities.
- Purchased and installed three cabins (one accessible) with full amenities and hookups at the Little Bennett Campground.
- Completed a major repair to the historic Ovid Hazen Wells Carousel and continued to upgrade both mini-train tracks for longevity.



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	383,071	395,650	411,000	3.9%
Charges for Services	1,980,155	1,895,775	2,047,500	8.0%
Rentals and Concessions	878,297	912,450	921,270	1.0%
Miscellaneous	799,632	777,622	777,241	0.0%
Interest	292,068	105,000	192,500	83.3%
Transfers In	2,117,701	-	-	-
Total Oper. Rev and Other Sources	<u>6,450,924</u>	<u>4,086,497</u>	<u>4,349,511</u>	<u>6.4%</u>
Operating Expenses and Other Uses				
Personnel Services	1,467,862	1,693,406	1,704,717	0.7%
Goods for Resale	179,029	159,600	197,600	23.8%
Supplies and Materials	291,957	240,695	261,400	8.6%
Other Services and Charges	489,183	456,585	492,634	7.9%
Depreciation & Amortization Expense	101,904	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	807,635	903,692	980,400	8.5%
Transfers Out	2,117,701	100,000	1,150,000	1050.0%
Total Oper. Exp and Other Uses	<u>5,455,271</u>	<u>3,553,978</u>	<u>4,786,751</u>	<u>34.7%</u>
Gain (Loss)	<u>\$ 995,653</u>	<u>\$ 532,519</u>	<u>\$ (437,240)</u>	<u>-182.1%</u>

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FACILITIES						
Full-Time Career	5.00	5.00	6.00	6.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	6.00	6.00	6.00	6.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	38.10	-	34.70	-	32.90
Chargebacks	-	0.50	-	0.70	-	0.70
Less Lapse	-	-	-	-	-	-
Subtotal Park Facilities	6.00	44.60	7.00	42.40	7.00	40.60



HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Increases revenue by \$263,014. This is attributed mainly to an increase in facilities sales revenue and charges for services. Brookside Gardens reflects an increase in class registrations and projected gift shop sales. Revenue is increased at the Little Bennett Campground based on higher bookings of full hookup RV sites, cabin rentals, and camp store merchandise sales. In addition, Wheaton Sports Pavilion projects more revenue due to increased rentals and camp participation.
- Increases Goods for Resale cost by \$38,000 due to Brookside Gardens and Little Bennett Campground purchasing additional merchandise; however, this cost increase is offset by additional revenue.
- Proposed capital improvement projects include \$150,000 for a feasibility study to enclose and upgrade the Wheaton Sports Pavilion; and \$1 million for the construction of a waterpark at the Little Bennett Campground as an amenity for the customers.



Montgomery County

Department of Parks – Enterprise Operations - Administration

OVERVIEW

The Enterprise Division’s Administrative Office oversees and coordinates all the activities of the Enterprise Fund. The Enterprise Division budget includes: an administrative office budget; the system administration for the ActiveMONTGOMERY system; recreation facility leases; insurance fund costs; and chargebacks for support from the Northern and Southern Parks, Facilities Management trades personnel, Central Administrative Services, Information Technology costs, Pope Farm nursery services for landscaping materials around Enterprise facilities, Public Affairs and Community Partnerships for marketing support, and Support Services. These costs are allocated on a percentage basis to the various Enterprise facilities.

The ActiveMONTGOMERY system has been in operation for several years and is a consolidated registration/reservation system with the Montgomery County Department of Recreation and Community Use of Public Facilities. The system allows residents to register for programs and reserve facilities offered by each agency. It is also used as a point of sale system. ActiveMONTGOMERY is utilized at the ice rinks, indoor tennis facilities, event centers, Brookside Gardens, the seasonal park facilities, the nature centers, as well as for Cultural Resources programs and tours.

MISSION

To provide administrative support including personnel, budget, procurement, and ActiveMONTGOMERY registration and reservation system for the Enterprise facilities.

PROGRAMS AND SERVICES PROVIDED

- Budget Preparation and Oversight
- Concession Lease Management
- ActiveMONTGOMERY Administration
- Marketing and Promotion

ACCOMPLISHMENTS

- Achieved an appropriate balance among fees and public service.
- Operated all Enterprise facilities in a fiscally responsible manner resulting in a net profit.
- Administrative Staff moving to new offices at the Seneca Lodge House.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

- Adds a Park Fund chargeback of \$87,000 and 0.9 WY realigning marketing funding from the Public Affairs and Community Partnerships Division. A position in the Enterprise complement previously providing marketing support is being re-purposed to provide divisional administrative support.
- The proposed capital project funding includes \$1,000,000 for design costs to build an ice rink at Ridge Road.



Montgomery County
Department of Parks – Enterprise Operations - Administration

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION

Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Miscellaneous	-	-	-	-
Interest	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	-	-	-	-
Operating Expenses and Other Uses				
Personnel Services	1,586,993	1,555,306	1,617,508	4.0%
Goods for Resale	-	-	-	-
Supplies and Materials	26,014	40,700	38,750	-4.8%
Other Services and Charges	67,811	88,689	90,700	2.3%
Depreciation & Amortization Expense	15,922	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	81,000	284,070	398,511	40.3%
Indirect Charges (Admin Chargeback)	(1,777,740)	(1,968,765)	(2,145,469)	9.0%
Transfers Out	-	-	1,000,000	-
Total Oper. Exp and Other Uses	-	-	1,000,000	-
Gain (Loss)	\$ -	\$ -	\$ (1,000,000)	-

	FY 19 Actual		FY 20 Adopted		FY 21 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ADMINISTRATION</u>						
Full-Time Career	16.00	16.00	13.00	13.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	13.00	13.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.40		-		-
Chargebacks		(1.10)		1.20		2.10
Less Lapse		-		-		-
Subtotal Administration	16.00	15.30	13.00	14.20	13.00	15.10



Montgomery County

Department of Parks – Capital Improvement Program

OVERVIEW

The Capital Improvement Program (CIP) implements the County’s master plans, functional plans, park plans, Land Preservation, Parks and Recreation Plan, Vision 2030 Strategic Plan and other studies. The six-year CIP recommends planning, acquisition, design, construction and funding schedules for projects in Montgomery County parks. It is based on a careful analysis of public recreation, open space, conservation and management needs and a realistic assessment of resources available to meet those needs. The Commission balances needs and resources in the context of a participatory process involving the Montgomery County Recreation Department, Parks and Recreation Advisory Board, Department of Parks divisions, Planning Department staff, other County agencies and the general public.

The Land Use Article of the Annotated Code of Maryland provides the authority for the Commission’s CIP. The CIP, Operating Budget, and Capital Budget are also prepared in coordination with the fiscal and capital program requirements of the Montgomery County Charter. Montgomery County enjoys 37,000 acres of parkland and 422 parks maintained by the Commission. The proposed FY21-26 CIP includes \$51,615,000 for land acquisition and \$201,643,000 for development projects.

The priorities in the capital improvement program are:

Infrastructure Maintenance/Renovation – Repair, renovation, and lifecycle replacement of existing park facilities and supporting infrastructure. Also, protection and enhancement of natural, historical and cultural resources on parkland.

Land Acquisition – Continue creation of new parkland through five acquisition programs to address the changing needs of the County for active, contemplative, and social gathering spaces, with a focus on providing new parkland to serve urban and dense suburban communities.

New Parks and Park Facilities – Proactively responding to unmet stewardship and recreation needs.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 CAPITAL BUDGET

The major highlights of the FY21 Capital Budget include:

- Complete construction of Josiah Henson Historical Park museum and visitors center.
- Complete design of Hillandale Local Park and Ovid Hazen Wells Recreational Park.
- Complete design and begin construction of the North Branch Trail.
- Construct stream restoration projects for Stoneybrook and Grosvenor tributaries to Rock Creek.
- Begin construction at Edith Throckmorton and Silver Spring Intermediate Neighborhood Parks.
- Countywide Ballfield Renovations for CUPF fields.
- Countywide Vision Zero trail intersection safety improvements.
- Trail renovations for Long Branch Trail.
- Facility Planning of trail connection between Wheaton Regional Park and Matthew Henson Trail
- Countywide playground and court renovations.
- Countywide ADA improvements and infrastructure renovations.
- Irrigate and Install Bermuda Turf at 2 athletic fields
- Restoration of degraded streams



Montgomery County

Department of Parks – Capital Improvement Program

- Replace aging water and sewer to the Meadowbrook Park Activity Building
- Enterprise Fund-supported projects that include:
 - Wheaton Ice Arena Construction,
 - Little Bennett Campground water feature construction,
 - Ridge Road Ice Rink Design, and
 - Wheaton Sports Pavilion Design.

OPERATING BUDGET IMPACTS (OBI's)

OBI's are the costs associated with the operating, maintaining and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developers. New and expanded park facilities require additional operating, maintenance, and safety resources. The chart below details the added resources necessary to implement completed CIP and non-CIP work programs associated with new or expanded park infrastructure.

Project Name	FY21 OBI Expenditures	FY21 Career Workyears	FY21 Seasonal Workyears
CIP PROJECTS			
Wheaton Headquarters	\$481,404	2.0	0.0
Josiah Henson Historic Park	\$137,343	0.0	1.5
Ken-Gar Palisades Park Ballfield Irrigation	\$28,231	0.0	0.3
Lanman Property - Addition to McCrillis Gardens	\$25,403	0.4	0.0
Silver Spring Intermediate Neighborhood Park	\$17,316	0.0	0.4
Wheaton Regional Park - (Restroom Bldg/Shorefield Fitness Area/Convert Ballfield to Bermuda Grass)	\$16,742	0.0	0.2
North Branch Trail	\$15,492	0.0	0.3
Nolte Community Garden	\$6,968	0.0	0.1
Columbia Local Park	\$6,091	0.0	0.0
Battery Lane Urban Park	\$5,376	0.0	0.1
Edith Throckmorton Neighborhood Park	\$3,000	0.0	0.0
SUB-TOTAL	\$743,366	2.4	2.9
CIP - WQPF PROJECTS			
North Branch Trail	\$62,859	0.8	0.3
Columbia Local Park	\$31,650	0.2	0.5
Edith Throckmorton Neighborhood Park	\$3,369	0.0	0.0
Silver Spring Intermediate Neighborhood Park	\$2,215	0.0	0.0
Wheaton Regional Park - Shorefield Fitness Area	\$1,369	0.0	0.0
Battery Lane Urban Park	\$1,269	0.0	0.0
SUB-TOTAL	\$102,731	1.0	0.8
TOTAL	\$846,097	3.4	3.7



Montgomery County Department of Parks – Capital Improvement Program

The following schedule shows the expected CIP expenditures by project by year. While the capital budget is often considered to be the funding schedule of the first year of the CIP, the resolution for the capital budget approved by the Montgomery County Council is drafted with respect to the appropriations requested for that fiscal year. This is because the budget must include enough funding to cover contracts that may extend beyond the current fiscal year. As such, the appropriation request of the current fiscal year rarely matches the funding schedule of that same fiscal year.



Montgomery County Department of Parks - Capital Improvement Program

M-NCPPC, Montgomery Department of Parks FY21-26 Capital Improvements Program - Expenditure Schedule, FY21 Request (\$000)

	Total	Thru FY19	Est FY20	6 Yr Total	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Beyond 6 Yrs	FY21 Approp
Acquisition												
P767828	19,969	4,739	2,330	12,900	2,150	2,150	2,150	2,150	2,150	2,150	0	2,150
P998798	25,445	9,810	2,135	13,500	2,250	2,250	2,250	2,250	2,250	2,250	0	2,250
P727007	27,798	20,798	1,000	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0
P872002	15,000	0	10,000	5,000	2,500	2,500	0	0	0	0	0	2,500
P018710	100,000	81,964	3,250	14,215	2,650	2,650	2,650	2,600	2,465	1,200	571	2,650
	188,212	117,311	18,715	51,615	10,550	10,550	8,050	8,000	7,865	6,000	571	9,650
Acquisition Subtotal:												
Development												
P128701	8,767	2,444	1,473	4,850	760	860	880	800	800	750	0	760
P128702	10,848	3,293	1,555	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	1,000
P008720	21,497	3,303	2,844	15,350	2,350	2,600	2,600	2,600	2,600	2,600	0	2,350
P118701	190	190	0	0	850	0	0	0	0	0	0	850
P872101	850	0	0	0	850	0	0	0	0	0	0	850
P078702	11,911	9,974	237	1,700	0	0	950	500	0	0	0	0
P872103	2,500	0	0	0	0	0	0	0	0	0	0	2,500
P977748	851	326	75	450	75	75	75	75	75	75	0	75
P761682	556	206	50	300	50	50	50	50	50	50	0	50
P138701	1,613	52	619	0	0	0	0	0	0	0	0	942
P998710	976	224	123	629	150	150	70	83	86	90	0	150
P998711	1,030	96	134	800	100	100	100	150	150	200	0	100
P998773	35,762	6,255	6,057	23,450	2,550	20,400	0	0	500	0	0	0
P957775	4,429	1,407	622	2,400	400	400	400	400	400	400	0	400
P958776	3,608	834	974	1,800	300	300	300	300	300	300	0	300
P871742	5,700	434	2,266	3,000	2,500	500	0	0	0	0	0	0
P871552	7,762	846	5,854	1,062	1,062	0	0	0	0	0	0	200
P038703	12,579	12,002	577	0	0	0	0	0	0	0	0	0
P138703	14,567	4	569	8,167	506	2,093	2,070	1,820	1,678	0	5,827	7,540
P871744	2,780	0	0	0	0	0	0	0	0	0	0	2,780
P098706	2,629	0	0	0	0	0	0	0	0	0	0	2,629
P998799	4,984	1,529	1,150	2,305	400	450	360	364	365	366	0	400
P998763	7,565	1,926	1,089	4,550	700	700	750	800	800	800	0	700
P871541	4,672	235	3,285	1,152	1,152	0	0	0	0	0	0	0
P118704	4,950	162	188	620	0	0	0	0	0	0	0	620
P871745	8,300	36	640	7,624	800	2,650	1,850	1,600	724	0	3,980	0
P871902	28,645	360	7,945	20,340	3,300	3,900	3,504	3,438	3,326	2,872	0	3,000
P967754	39,462	11,767	7,300	20,395	3,640	3,790	3,266	3,318	3,183	3,198	0	3,640
P968755	43,519	6,800	6,539	30,180	5,030	5,030	5,030	5,030	5,030	5,030	0	5,030
P078701	13,039	4,704	1,535	6,800	1,000	1,000	1,200	1,200	1,200	1,200	0	1,000
P908494	6,886	1,364	1,222	4,100	550	550	650	650	850	850	0	550
P871746	5,418	2,094	206	3,118	0	0	100	650	868	1,500	0	0
P138704	8,773	0	0	0	0	0	0	0	0	0	0	8,773
P058755	11,585	2,716	2,269	6,600	1,100	1,100	1,100	1,100	1,100	1,100	0	1,100
P818571	11,049	2,003	2,196	6,850	1,700	1,350	950	950	950	950	0	1,700
P768673	5,208	2,449	959	1,800	300	300	300	300	300	300	0	300
P888754	7,541	2,294	1,197	4,050	550	550	650	700	800	800	0	550
P858710	4,388	1,440	748	2,200	300	300	400	400	400	400	0	300
P871540	3,601	535	915	2,151	500	600	296	276	235	244	0	500
P871905	3,400	5	395	3,000	500	500	500	500	500	500	0	500
P118703	6,177	975	250	0	0	0	0	0	0	0	0	4,952
P871904	5,000	0	0	3,000	0	0	0	0	0	0	0	2,000
Development Subtotal:	385,367	85,284	64,057	201,643	34,175	51,548	29,401	29,054	28,770	28,695	34,383	36,345
M-NCPPC Total:	573,579	202,595	82,772	253,258	44,725	62,098	37,451	37,054	36,635	35,295	34,954	45,895



Montgomery County

Department of Parks – Capital Projects Fund

OVERVIEW

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities. This fund’s budget consists of the first year of the six-year Capital Improvement Program (CIP).

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL PROJECTS FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 21 Proposed	%
				Change
Revenues:				
Intergovernmental:	\$	\$	\$	
Federal	-	-	-	-
State (POS)	1,414,158	4,425,000	9,523,000	115.2%
State (Other)	(234,847)	1,800,000	2,400,000	33.3%
County	11,392,674	14,897,000	22,497,000	51.0%
Interest	224,636	25,000	25,000	0.0%
Contributions	367,444	11,000,000	3,650,000	-66.8%
Miscellaneous	-	-	-	-
Total Revenues	<u>13,164,065</u>	<u>32,147,000</u>	<u>38,095,000</u>	<u>18.5%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	1,338,547	-	-	-
Other Services and Charges	4,037,101	-	-	-
Capital Outlay	10,914,509	52,594,000	48,445,000	-7.9%
Park Acquisition	9,707,729	15,215,000	9,550,000	-37.2%
Park Development	1,206,780	37,379,000	38,895,000	4.1%
Other Classifications	-	-	-	-
Chargebacks	3,567,591	-	-	-
Total Expenditures	<u>19,857,748</u>	<u>52,594,000</u>	<u>48,445,000</u>	<u>-7.9%</u>
Excess of Revenues over Expenditures	<u>(6,693,683)</u>	<u>(20,447,000)</u>	<u>(10,350,000)</u>	<u>-49.4%</u>
Other Financing Sources (Uses):				
Bond Proceeds	13,006,596	16,122,000	7,375,000	-54.3%
Transfers In				
Transfer from Park Fund (Pay-Go)	350,000	350,000	450,000	28.6%
Transfer from Enterprise Fund	2,597,785	4,000,000	2,550,000	-36.3%
Transfer from Debt Service Fund	-	-	-	-
Total Transfers In	<u>2,947,785</u>	<u>4,350,000</u>	<u>3,000,000</u>	<u>-31.0%</u>
Transfers Out				
Transfer to Park Fund	(224,636)	(25,000)	(25,000)	0.0%
Total Transfers Out	<u>(224,636)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>15,729,745</u>	<u>20,447,000</u>	<u>10,350,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>9,036,062</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	3,983,189	3,983,189	13,019,251	226.9%
Fund Balance, Ending	<u>\$ 13,019,251</u>	<u>\$ 3,983,189</u>	<u>\$ 13,019,251</u>	<u>226.9%</u>



Other Funds

OTHER FUNDS

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Montgomery County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue funds are Development Review (Planning Department). The FY21 proposed revenue budget is \$5,580,710 and is 7.7% higher compared to the FY20 adopted budget. FY21 expenditures are proposed at \$7,352,429 representing an 3.8% increase over the FY20 adopted budget.

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SUMMARY BY SPECIAL REVENUE PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues and Other Sources:					
Planning Department:					
Traffic Mitigation Program	\$ 26,249	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Historic Preservation-County Non-Dept	392	1,500	500	11,500	666.7%
GIS Data Sales	3,523	1,600	1,600	3,500	118.8%
Environmental/Forest Conserv. Penalties	19,518	26,200	27,000	27,300	4.2%
Development Review	4,163,065	2,563,400	2,563,400	2,625,460	2.4%
Forest Conservation	250,886	110,100	165,000	170,100	54.5%
Subtotal Planning:	4,463,633	2,722,800	2,777,500	2,857,860	5.0%
Parks Department:					
Historic Renovations- Property Mngmt.	273	10	250	260	2500.0%
Park Police- Drug Enforcement	1,840	250	1,000	1,100	340.0%
Park Police- Federally Forfeited Prop.	1,325	250	1,000	1,100	340.0%
Interagency Agreements	1,220,865	1,738,430	1,808,488	1,936,450	11.4%
Park Cultural Resources	93,230	118,850	97,800	123,300	3.7%
Special Events	139,291	171,000	171,000	171,500	0.3%
Nature Programs and Facilities	292,139	325,693	295,000	380,040	16.7%
Special Donations and Programs	62,271	103,590	159,800	109,100	5.3%
Subtotal Parks:	1,811,234	2,458,073	2,534,338	2,722,850	10.8%
Total Revenues and Other Sources	6,274,868	5,180,873	5,311,838	5,580,710	7.7%
Expenditures and Other Uses:					
Planning Department:					
Traffic Mitigation Program	96,846	20,000	20,000	20,000	0.0%
Historic Preservation-County Non-Dept	(1,330)	2,000	-	11,000	450.0%
GIS Data Sales	-	130,000	-	130,000	0.0%
Environmental/Forest Conserv. Penalties	28,588	34,000	34,000	69,000	102.9%
Development Review	3,404,560	3,567,607	3,537,607	3,685,001	3.3%
Forest Conservation	190,664	470,000	470,000	470,000	0.0%
Subtotal Planning:	3,719,328	4,223,607	4,061,607	4,385,001	3.8%
Parks Department:					
Historic Renovations- Property Mngmt.	-	-	-	-	-
Park Police- Drug Enforcement	-	10,000	10,000	10,000	0.0%
Park Police- Federally Forfeited Prop.	-	20,000	10,000	20,000	0.0%
Interagency Agreements	984,900	1,936,689	2,042,946	1,971,450	1.8%
Park Cultural Resources	80,115	134,342	81,532	143,365	6.7%
Special Events	172,666	171,640	162,640	167,667	-2.3%
Nature Programs and Facilities	232,435	439,126	349,589	507,030	15.5%
Special Donations and Programs	44,602	149,336	171,639	147,916	-1.0%
Subtotal Parks:	1,514,718	2,861,133	2,828,346	2,967,428	3.7%
Total Expenditures and Other Uses	5,234,046	7,084,740	6,889,953	7,352,429	3.8%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,040,822	(1,903,867)	(1,578,115)	(1,771,719)	-6.9%
Fund Balance - Beginning	6,429,204	5,137,875	7,470,025	5,891,910	14.7%
Fund Balance - Ending	\$ 7,470,025	\$ 3,234,008	\$ 5,891,910	\$ 4,120,191	27.4%



Montgomery County Special Revenue Funds – Traffic Mitigation Program

OVERVIEW

The Traffic Mitigation SRF supports the regulatory process to ensure compliance with traffic mitigation agreements that were Planning Board requirements for the approved developments. Revenues are received from developers on an annual basis. This account is designated to pay for the independent monitoring of traffic mitigation agreements and to ensure that each achieves and maintains its trip reduction goal. Audits are conducted by a consultant hired by the Planning Department.

SUMMARY OF FY21 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
TRAFFIC MITIGATION PROGRAM
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	26,249	20,000	20,000	20,000	0.0%
Total Revenues	<u>26,249</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	96,846	20,000	20,000	20,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>96,846</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>(70,597)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(70,597)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	60,614	614	(9,983)	(9,983)	-1725.9%
Fund Balance - Ending	<u>\$ (9,983)</u>	<u>\$ 614</u>	<u>\$ (9,983)</u>	<u>\$ (9,983)</u>	<u>-1725.9%</u>



Montgomery County Special Revenue Funds: Historic Preservation – County Non- Departmental Account

OVERVIEW

The Historic Preservation SRF was established to manage funds derived from the annual contract between Montgomery County and the Planning Department to partially fund staff support to the Montgomery County Historic Preservation Commission (HPC) and other activities. The historic preservation special revenue fund remains in place as a source of funding for grant projects and sale of publications. Staff also administers additional grants from the State of Maryland, in support of historic preservation functions.

SUMMARY OF FY21 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC PRESERVATION - COUNTY NON-DEPARTMENTAL ACCOUNT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021**

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ 11,000	-
Sales	392	1,500	500	500	-66.7%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	392	1,500	500	11,500	666.7%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	2,000	-	-	-100.0%
Other Services and Charges	(1,330)	-	-	11,000	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	(1,330)	2,000	-	11,000	450.0%
Excess of Revenues over Expenditures	1,722	(500)	500	500	-200.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,722	(500)	500	500	-200.0%
Fund Balance - Beginning	1,396	896	3,118	3,618	303.8%
Fund Balance - Ending	\$ 3,118	\$ 396	\$ 3,618	\$ 4,118	939.9%



Montgomery County

Special Revenue Funds: Map Sales

OVERVIEW

The Map Sales SRF was formerly known as the GIS Data Sales SRF. The GIS Data SRF was created to accumulate the revenue needed to contract for countywide GIS data updates. These updates occur on a three-year basis for Planimetric data, and a six-year basis for topographic data (LiDAR) as dictated by the County GIS strategic plan. Revenue for this fund used to come from the sale of GIS data to the development community. In FY15, the sale of digital GIS data was ended at the request of the Montgomery County Council and by State law enacted for providing open data to the public. The funds in this revenue account will be used for the next countywide update. Afterwards, the fund balance will be depleted, and the account shall be ended due to the termination of the main revenue source. Going forward, maintenance of this data will be budgeted in the ITI division of the Planning Department. Now map sales are the remaining revenue source for this fund.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
MAP SALES					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2021					
	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	20	300	100	100	-66.7%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,503	1,300	1,500	3,400	161.5%
Miscellaneous	-	-	-	-	-
Total Revenues	3,523	1,600	1,600	3,500	118.8%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	130,000	-	130,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	130,000	-	130,000	0.0%
Excess of Revenues over Expenditures	3,523	(128,400)	1,600	(126,500)	-1.5%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	3,523	(128,400)	1,600	(126,500)	-1.5%
Fund Balance - Beginning	144,097	144,397	147,620	149,220	3.3%
Fund Balance - Ending	\$ 147,620	\$ 15,997	\$ 149,220	\$ 22,720	42.0%



Montgomery County

Special Revenue Funds: Environmental/Forest Conservation Penalties

OVERVIEW

The Environmental/Forest Conservation Penalty SRF collects funds from property owners that have received administration citations and administrative civil penalties. By law, the money collected in this fund must be used to administer the program. Funds have been used to reimburse hearing examiners used in violation cases, obtain transcripts for appeals, planting of new trees and forests, and obtaining equipment and training necessary for the forest conservation inspectors to perform their duties.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,122	1,200	2,000	2,300	91.7%
Miscellaneous	16,396	25,000	25,000	25,000	0.0%
Total Revenues	<u>19,518</u>	<u>26,200</u>	<u>27,000</u>	<u>27,300</u>	<u>4.2%</u>
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	9,000	9,000	9,000	0.0%
Other Services and Charges	28,588	25,000	25,000	25,000	0.0%
Capital Outlay	-	-	-	35,000	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>28,588</u>	<u>34,000</u>	<u>34,000</u>	<u>69,000</u>	<u>102.9%</u>
Excess of Revenues over Expenditures	<u>(9,070)</u>	<u>(7,800)</u>	<u>(7,000)</u>	<u>(41,700)</u>	<u>434.6%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(9,070)</u>	<u>(7,800)</u>	<u>(7,000)</u>	<u>(41,700)</u>	<u>434.6%</u>
Fund Balance - Beginning	<u>126,640</u>	<u>96,440</u>	<u>117,570</u>	<u>110,570</u>	<u>14.7%</u>
Fund Balance - Ending	<u>\$ 117,570</u>	<u>\$ 88,640</u>	<u>\$ 110,570</u>	<u>\$ 68,870</u>	<u>-22.3%</u>



Montgomery County

Special Revenue Funds: Development Review

OVERVIEW

The Development Review SRF was created to collect fees generated from the submission of development applications. A certain portion of the costs associated with the review of plans may be recovered through fees. Treating this portion separately from the remainder of the Planning Department's budget served to reduce pressure on both the Administration Fund and the Spending Affordability Guidelines. Costs have been defined broadly to reflect not only the time spent by reviewers in the analysis of development applications, but also additional support costs associated with administrative and tech team staff, public information staff, legal staff, and a certain portion of other support services, such as technology support and GIS. Revenues are defined as the fees received for record plats, preliminary plans of subdivisions, administrative subdivisions, sketch plans, project plans, and site plans and amendments to those plans.

It was originally anticipated that fees could be adjusted as necessary to recover the necessary costs. However, previous slowdowns in the economy led to a gap between costs incurred and fees received. Moreover, fees could not be raised to inordinately high levels to cover the gap. Therefore, transfers were made from the Administration Fund to cover the gap in years of low economic development. From FY08-FY13, the average transfer was \$1.4 million.

The fund generally performed well in five of the last eight fiscal years primarily due to the fees collected for various large projects in commercial-residential zones. This performance built a significant fund balance. While the Council did not approve a transfer in FY14 to FY16, transfers of \$500,000 and \$300,000 were approved in FY17 and FY18 respectively. In FY19 and FY20, the Council did not approve a transfer due to tight fiscal constraints. The fund again performed well in FY19. The Planning Department is not requesting a transfer from the Administration fund in FY21.

The FY21 Development Review SRF includes an increase in the chargebacks of \$117,394. This includes an increase of \$4,724 from the Legal Department, \$13,170 from the Finance Department, and \$99,500 from Planning to cover the FY20 compensation increases.

In anticipation of another influx of development applications as property owners quickly seek approval to increase density in a few of the recently approved master plan areas, the budget includes an increase in revenue projections of \$25,260, a 1% increase (from \$2,526,000 to \$2,551,260) for FY21.



Montgomery County Special Revenue Funds: Development Review

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	4,051,592	2,526,000	2,526,000	2,551,260	1.0%
Rentals and Concessions	-	-	-	-	-
Interest	111,473	37,400	37,400	74,200	98.4%
Miscellaneous	-	-	-	-	-
Total Revenues	4,163,065	2,563,400	2,563,400	2,625,460	2.4%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	3,284	35,000	5,000	35,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,401,276	3,532,607	3,532,607	3,650,001	3.3%
Total Expenditures	3,404,560	3,567,607	3,537,607	3,685,001	3.3%
Excess of Revenues over Expenditures	758,505	(1,004,207)	(974,207)	(1,059,541)	5.5%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	758,505	(1,004,207)	(974,207)	(1,059,541)	5.5%
Fund Balance - Beginning	4,048,788	3,114,188	4,807,293	3,833,086	23.1%
Fund Balance - Ending	\$ 4,807,293	\$ 2,109,981	\$ 3,833,086	\$ 2,773,545	31.4%



Montgomery County

Special Revenue Funds: Forest Conservation

OVERVIEW

The Forest Conservation SRF was created in response to the implementation of the Montgomery County Forest Conservation Law. This fund was created to allow some developers to pay into a fund in lieu of finding an off-site location to meet the forest planting requirements. Developers using the fund must pay for reforestation. Funds are used to meet the reforestation obligations that developers pass onto M-NCPPC through the planting of new forests, maintenance of planted forests and planting urban canopy trees. Funds are occasionally used as leverage to help secure grants from the Maryland Department of Natural Resources and other organizations to enable additional forest planting and habitat restoration.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
FOREST CONSERVATION					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2021					
	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ 57,107	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	30,684	10,100	15,000	20,100	99.0%
Miscellaneous	163,095	100,000	150,000	150,000	50.0%
Total Revenues	250,886	110,100	165,000	170,100	54.5%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	15,686	20,000	20,000	20,000	0.0%
Other Services and Charges	174,978	450,000	450,000	450,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	190,664	470,000	470,000	470,000	0.0%
Excess of Revenues over Expenditures	60,222	(359,900)	(305,000)	(299,900)	-16.7%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-Administration Account					
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	60,222	(359,900)	(305,000)	(299,900)	-16.7%
Fund Balance - Beginning	1,089,851	841,851	1,150,073	845,073	0.4%
Fund Balance - Ending	\$ 1,150,073	\$ 481,951	\$ 845,073	\$ 545,173	13.1%



Montgomery County

Special Revenue Funds: Historic Renovations – Property Management

OVERVIEW

The Historic Renovations – Property Management account contains property management revenues and other fees for preservation of historic properties owned or managed by Montgomery County Parks. The funds are earmarked for historic park properties.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	273	10	250	260	2500.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>273</u>	<u>10</u>	<u>250</u>	<u>260</u>	<u>2500.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>273</u>	<u>10</u>	<u>250</u>	<u>260</u>	<u>2500.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Property Management Fund	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>273</u>	<u>10</u>	<u>250</u>	<u>260</u>	<u>2500.0%</u>
Fund Balance - Beginning	10,847	547	11,120	11,370	1978.7%
Fund Balance - Ending	<u>\$ 11,120</u>	<u>\$ 557</u>	<u>\$ 11,370</u>	<u>\$ 11,630</u>	<u>1988.1%</u>



Montgomery County

Special Revenue Funds: Park Police – Drug Enforcement Fund

OVERVIEW

The Park Police Drug Enforcement Fund account was established pursuant to Maryland law and provides the authority to seize property as a result of drug-related crime conviction. The funds may only be used specifically for the purchase of equipment and other resources to combat drug-related crimes in the parks.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK POLICE - DRUG ENFORCEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,396	250	1,000	1,100	340.0%
Miscellaneous	444	-	-	-	-
Total Revenues	1,840	250	1,000	1,100	340.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	10,000	10,000	10,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	10,000	10,000	10,000	0.0%
Excess of Revenues over Expenditures	1,840	(9,750)	(9,000)	(8,900)	-8.7%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,840	(9,750)	(9,000)	(8,900)	-8.7%
Fund Balance - Beginning	47,513	28,093	49,353	40,353	43.6%
Fund Balance - Ending	\$ 49,353	\$ 18,343	\$ 40,353	\$ 31,453	71.5%



Montgomery County

Special Revenue Funds: Park Police – Federally Forfeited Property

OVERVIEW

The Federal Forfeited Property account was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When forfeiture is approved by the court, the seized assets may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK POLICE - FEDERALLY FORFEITED PROPERTY
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,325	250	1,000	1,100	340.0%
Miscellaneous	-	-	-	-	-
Total Revenues	1,325	250	1,000	1,100	340.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	10,000	10,000	10,000	0.0%
Other Services and Charges	-	10,000	-	10,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	20,000	10,000	20,000	0.0%
Excess of Revenues over Expenditures	1,325	(19,750)	(9,000)	(18,900)	-4.3%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,325	(19,750)	(9,000)	(18,900)	-4.3%
Fund Balance - Beginning	55,193	35,773	56,518	47,518	32.8%
Fund Balance - Ending	\$ 56,518	\$ 16,023	\$ 47,518	\$ 28,618	78.6%



Montgomery County

Special Revenue Funds: Interagency Agreements

OVERVIEW

The Special Revenue Fund account for Interagency Agreements includes revenues from other agencies and governments for work the Commission performs on a “reimbursement for service” basis. The Commission maintains agreements with Montgomery County to assist with snow removal and playground equipment maintenance, and with other agencies for seasonal policing and ballfield maintenance.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,182,453	\$ 1,688,430	\$ 1,737,260	\$ 1,891,450	12.0%
Sales	-	-	10,525	10,000	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	38,412	50,000	60,703	35,000	-30.0%
Total Revenues	1,220,865	1,738,430	1,808,488	1,936,450	11.4%
Expenditures by Major Object:					
Personnel Services	218,906	274,000	326,766	251,000	-8.4%
Supplies and Materials	45,501	42,730	51,180	55,330	29.5%
Other Services and Charges	676,093	1,531,059	1,565,000	1,444,534	-5.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	44,400	88,900	100,000	220,586	148.1%
Total Expenditures	984,900	1,936,689	2,042,946	1,971,450	1.8%
Excess of Revenues over Expenditures	235,965	(198,259)	(234,458)	(35,000)	-82.3%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	235,965	(198,259)	(234,458)	(35,000)	-82.3%
Fund Balance - Beginning	278,953	246,551	514,918	280,460	13.8%
Fund Balance - Ending	\$ 514,918	\$ 48,292	\$ 280,460	\$ 245,460	408.3%



Montgomery County

Special Revenue Funds: Park Cultural Resources

OVERVIEW

This program provides supplemental funding for expanding and enhancing historic interpretation and archaeology-educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events and admissions at public historic sites, guided historical tours, and school programs. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and volunteer docent materials related to historic and archaeological programs.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK CULTURAL RESOURCES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	844	10,000	14,750	17,500	75.0%
Charges for Services	69,950	103,000	69,250	93,500	-9.2%
Rentals and Concessions	3,209	5,500	4,400	7,000	27.3%
Interest	1,680	350	1,000	1,300	271.4%
Miscellaneous	17,547	-	8,400	4,000	-
Total Revenues	93,230	118,850	97,800	123,300	3.7%
Expenditures by Major Object:					
Personnel Services	60,148	96,300	58,440	101,000	4.9%
Supplies and Materials	10,173	19,250	10,000	19,500	1.3%
Other Services and Charges	9,794	17,250	11,550	20,950	21.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	1,542	1,542	1,915	24.2%
Total Expenditures	80,115	134,342	81,532	143,365	6.7%
Excess of Revenues over Expenditures	13,115	(15,492)	16,268	(20,065)	29.5%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	13,115	(15,492)	16,268	(20,065)	29.5%
Fund Balance - Beginning	53,828	39,228	66,943	83,211	112.1%
Fund Balance - Ending	\$ 66,943	\$ 23,736	\$ 83,211	\$ 63,146	166.0%



Montgomery County

Special Revenue Funds: Special Events

OVERVIEW

This Special Revenue Fund account provides for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks. Examples include the Avon Breast Cancer Walk and the Half Marathon in the Parks.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL EVENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	136,568	170,000	170,000	170,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	2,723	1,000	1,000	1,500	50.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>139,291</u>	<u>171,000</u>	<u>171,000</u>	<u>171,500</u>	<u>0.3%</u>
Expenditures by Major Object:					
Personnel Services	130,694	144,000	135,000	140,000	-2.8%
Supplies and Materials	7,351	18,000	18,000	18,000	0.0%
Other Services and Charges	6,081	7,000	7,000	7,000	0.0%
Capital Outlay	28,540	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	2,640	2,640	2,667	1.0%
Total Expenditures	<u>172,666</u>	<u>171,640</u>	<u>162,640</u>	<u>167,667</u>	<u>-2.3%</u>
Excess of Revenues over Expenditures	<u>(33,375)</u>	<u>(640)</u>	<u>8,360</u>	<u>3,833</u>	<u>-698.9%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(33,375)</u>	<u>(640)</u>	<u>8,360</u>	<u>3,833</u>	<u>-698.9%</u>
Fund Balance - Beginning	95,690	92,090	62,315	70,675	-23.3%
Fund Balance - Ending	<u>\$ 62,315</u>	<u>\$ 91,450</u>	<u>\$ 70,675</u>	<u>\$ 74,508</u>	<u>-18.5%</u>



Montgomery County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

This Special Revenue Fund account provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated through seasonal employee led nature center camps, programs, birthday party programs, and special events. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and animal supplies/services related to the camps, programs, and special events. Revenues and expenses for camps or programs offered by career staff are accounted for in the Park Fund.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
NATURE PROGRAMS AND FACILITIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	15,496	6,000	12,000	15,000	150.0%
Charges for Services	189,121	252,863	215,000	265,000	4.8%
Rentals and Concessions	68,799	55,380	55,000	86,500	56.2%
Interest	9,973	2,900	4,000	4,540	56.6%
Miscellaneous	8,750	8,550	9,000	9,000	5.3%
Total Revenues	292,139	325,693	295,000	380,040	16.7%
Expenditures by Major Object:					
Personnel Services	197,500	245,890	293,250	323,000	31.4%
Supplies and Materials	8,872	149,000	34,600	143,000	-4.0%
Other Services and Charges	26,063	39,207	16,710	35,130	-10.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	5,029	5,029	5,900	17.3%
Total Expenditures	232,435	439,126	349,589	507,030	15.5%
Excess of Revenues over Expenditures	59,704	(113,433)	(54,589)	(126,990)	12.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	59,704	(113,433)	(54,589)	(126,990)	12.0%
Fund Balance - Beginning	343,514	421,508	403,218	348,629	-17.3%
Fund Balance - Ending	\$ 403,218	\$ 308,075	\$ 348,629	\$ 221,639	-28.1%



Montgomery County

Special Revenue Funds: Special Donations and Programs

OVERVIEW

The Special Donations and Programs account includes donations and contributions designated for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL DONATIONS AND PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	62,039	67,500	69,400	68,900	2.1%
Interest	232	240	200	200	-16.7%
Miscellaneous	-	35,850	90,200	40,000	11.6%
Total Revenues	<u>62,271</u>	<u>103,590</u>	<u>159,800</u>	<u>109,100</u>	<u>5.3%</u>
Expenditures by Major Object:					
Personnel Services	10,178	39,000	29,893	34,000	-12.8%
Supplies and Materials	17,000	46,000	23,500	42,000	-8.7%
Other Services and Charges	17,424	31,290	85,200	35,843	14.6%
Capital Outlay	-	32,000	32,000	35,000	9.4%
Other Classifications	-	-	-	-	-
Chargebacks	-	1,046	1,046	1,073	2.6%
Total Expenditures	<u>44,602</u>	<u>149,336</u>	<u>171,639</u>	<u>147,916</u>	<u>-1.0%</u>
Excess of Revenues over Expenditures	<u>17,669</u>	<u>(45,746)</u>	<u>(11,839)</u>	<u>(38,816)</u>	<u>-15.1%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>17,669</u>	<u>(45,746)</u>	<u>(11,839)</u>	<u>(38,816)</u>	<u>-15.1%</u>
Fund Balance - Beginning	<u>72,279</u>	<u>75,699</u>	<u>89,948</u>	<u>78,109</u>	<u>3.2%</u>
Fund Balance - Ending	<u>\$ 89,948</u>	<u>\$ 29,953</u>	<u>\$ 78,109</u>	<u>\$ 39,293</u>	<u>31.2%</u>



Montgomery County

Advance Land Acquisition Funds

EXECUTIVE OVERVIEW

The Land Use Article of the Annotated Code of Maryland empowers the Maryland National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets or roads as well as for school sites and other public uses in Montgomery County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the District Council of Montgomery County. The acquisition of school sites also requires the prior approval of the Montgomery County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The Advance Land Acquisition Revolving Fund (ALARF) is financed from the proceeds of bonds issued and sold by the Commission from time to time in amounts deemed necessary for the purpose stated above. The payment of principal and interest on these bonds is provided by a special tax levied by the Montgomery County Council against all property assessed for the purposes of County taxation. The Commission first issued bonds on September 1, 1971, in the amount of \$7,000,000 to establish the size of the revolving fund. Since 1970, bonds have been issued in 1990 and 1994, with some of the total refunded in FY96 and FY03 to lower the interest rate charged to the Commission. The Commission established a debt service fund to pay the principal and interest payments on outstanding bond issues using proceeds from the property tax levy. The proposed personal property tax rate of 0.25 cents and 0.1 cent real property rate will be sufficient to pay the debt service of \$142,600 in FY21. The contribution to the Advance Land Acquisition Revolving Fund is proposed at \$1,945,100.

The Land Use Article limits the annual rate of the Advance Land Acquisition tax to a maximum of 3.0 cents personal property tax and 1.2 cents real property tax on each \$100 of assessed valuation. There is no minimum noted under State law. Coupled with continuing annual increases in the assessable base, the tax rate has been sufficient to pay the debt service.

Since the Commission cannot fully anticipate the future needs and requests of other governmental agencies for specific acquisitions, the Commission proposes, in accordance with its authority as prescribed by Land Use Article, Sections 18-401 and 18-402 to expend the entire balance in the ALARF for Advance Land purchases. Since, by law, the District Council has final approval for all land acquisitions by the ALARF, the proposed expenditures from this fund should serve as an estimate only. If no request for land acquisition comes from other agencies and the Commission does not make subsequent purchases, the proposed expenditures will not be made, and therefore will not affect fund balance. Total appropriated funds in the ALA Revolving Fund for FY21 are \$10,466,606.



Montgomery County

Advance Land Acquisition Funds

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ 1,976,076	\$ 2,075,264	\$ 2,030,034	\$ 2,087,700	0.6%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	1,976,076	2,075,264	2,030,034	2,087,700	0.6%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,822,038	1,930,064	1,892,691	1,945,100	0.8%
Debt Service:	151,350	145,200	145,200	142,600	-1.8%
Debt Service Principal	135,000	130,000	130,000	130,000	0.0%
Debt Service Interest	16,350	13,700	13,700	11,100	-19.0%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	1,973,388	2,075,264	2,037,891	2,087,700	0.6%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	2,688	-	(7,857)	-	-
Other Financing Sources (Uses):					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	2,688	-	(7,857)	-	-
Fund Balance, Beginning	5,169	-	7,857	-	-
Fund Balance, Ending	\$ 7,857	\$ -	\$ -	\$ -	-



Montgomery County

Advance Land Acquisition Funds

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND
Summary of Revenues, Expenditures, and Changes in Net Position
PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	144,152	75,000	75,000	100,000	33.3%
Miscellaneous (Contributions)	1,822,038	1,930,064	1,892,691	1,945,100	0.8%
Total Revenues	<u>1,966,190</u>	<u>2,005,064</u>	<u>1,967,691</u>	<u>2,045,100</u>	<u>2.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	532,093	8,952,029	-	10,466,606	16.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>532,093</u>	<u>8,952,029</u>	<u>-</u>	<u>10,466,606</u>	<u>16.9%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>1,434,097</u>	<u>(6,946,965)</u>	<u>1,967,691</u>	<u>(8,421,506)</u>	<u>21.2%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,434,097</u>	<u>(6,946,965)</u>	<u>1,967,691</u>	<u>(8,421,506)</u>	<u>21.2%</u>
Total Net Position - Beginning	<u>5,019,718</u>	<u>6,946,965</u>	<u>6,453,815</u>	<u>8,421,506</u>	<u>21.2%</u>
Total Net Position - Ending	<u>\$ 6,453,815</u>	<u>\$ -</u>	<u>\$ 8,421,506</u>	<u>\$ -</u>	<u>-</u>



Montgomery County Park Debt Service Fund

EXECUTIVE OVERVIEW

The Park Debt Service Fund is used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs. Resources consist of the annual transfer from the Park Fund.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The FY21 proposed budget includes debt service on an expected \$10 million issue in the spring of 2020.

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	-	-	200,000	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	-	-	-	200,000	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	5,983,991	6,624,410	6,624,410	7,440,410	12.3%
Debt Service Principal	3,855,000	4,135,000	4,135,000	4,900,000	18.5%
Debt Service Interest	1,915,762	2,239,410	2,239,410	2,290,410	2.3%
Debt Service Fees	213,229	250,000	250,000	250,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	5,983,991	6,624,410	6,624,410	7,440,410	12.3%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(5,983,991)	(6,624,410)	(6,624,410)	(7,240,410)	9.3%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	75,000	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	5,983,991	6,624,410	6,624,410	7,165,410	8.2%
Total Transfers In	5,983,991	6,624,410	6,624,410	7,165,410	8.2%
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	5,983,991	6,624,410	6,624,410	7,240,410	9.3%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ -	\$ -	\$ -	\$ -	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



Montgomery County Debt Service Requirements for FY21

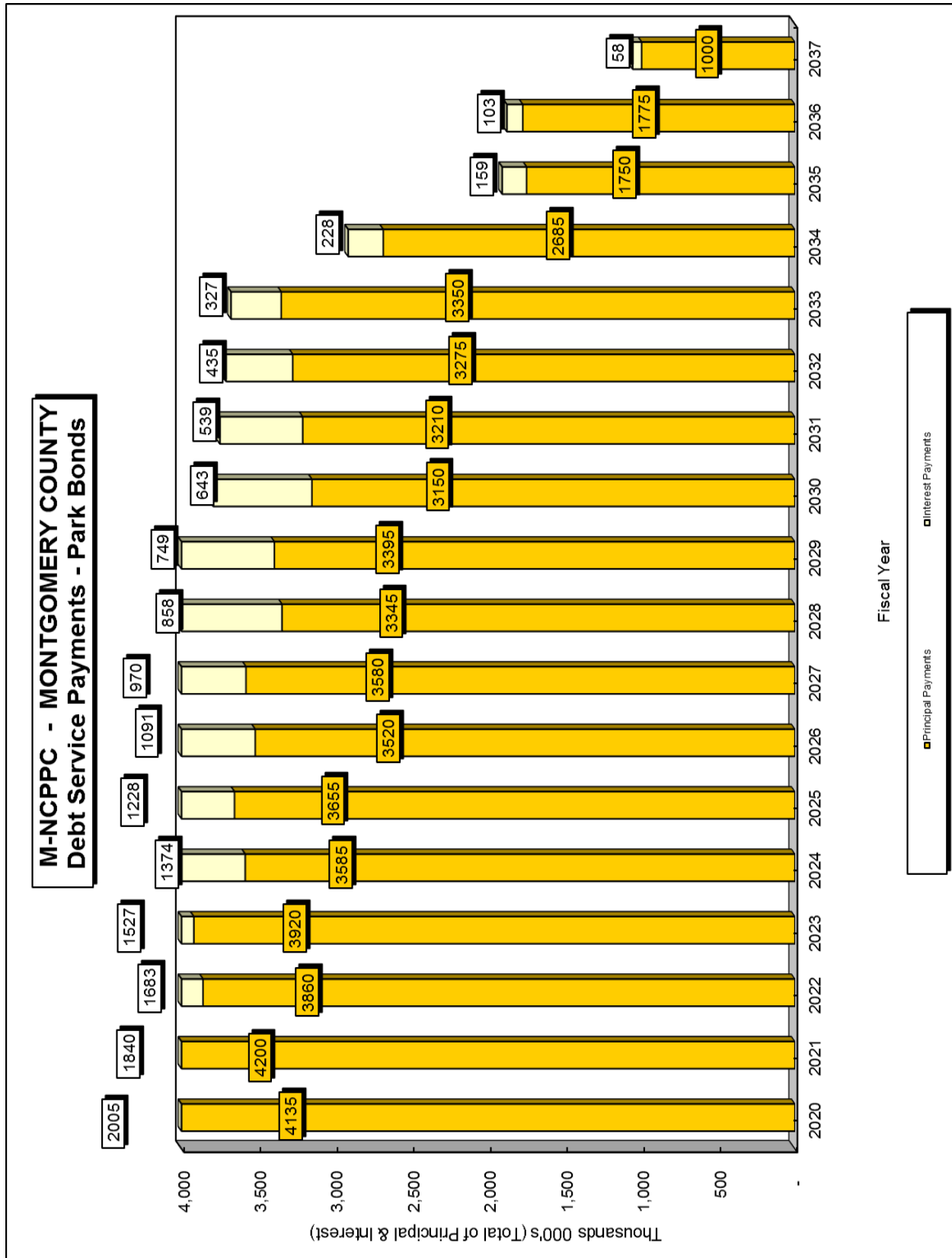
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MONTGOMERY COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2021

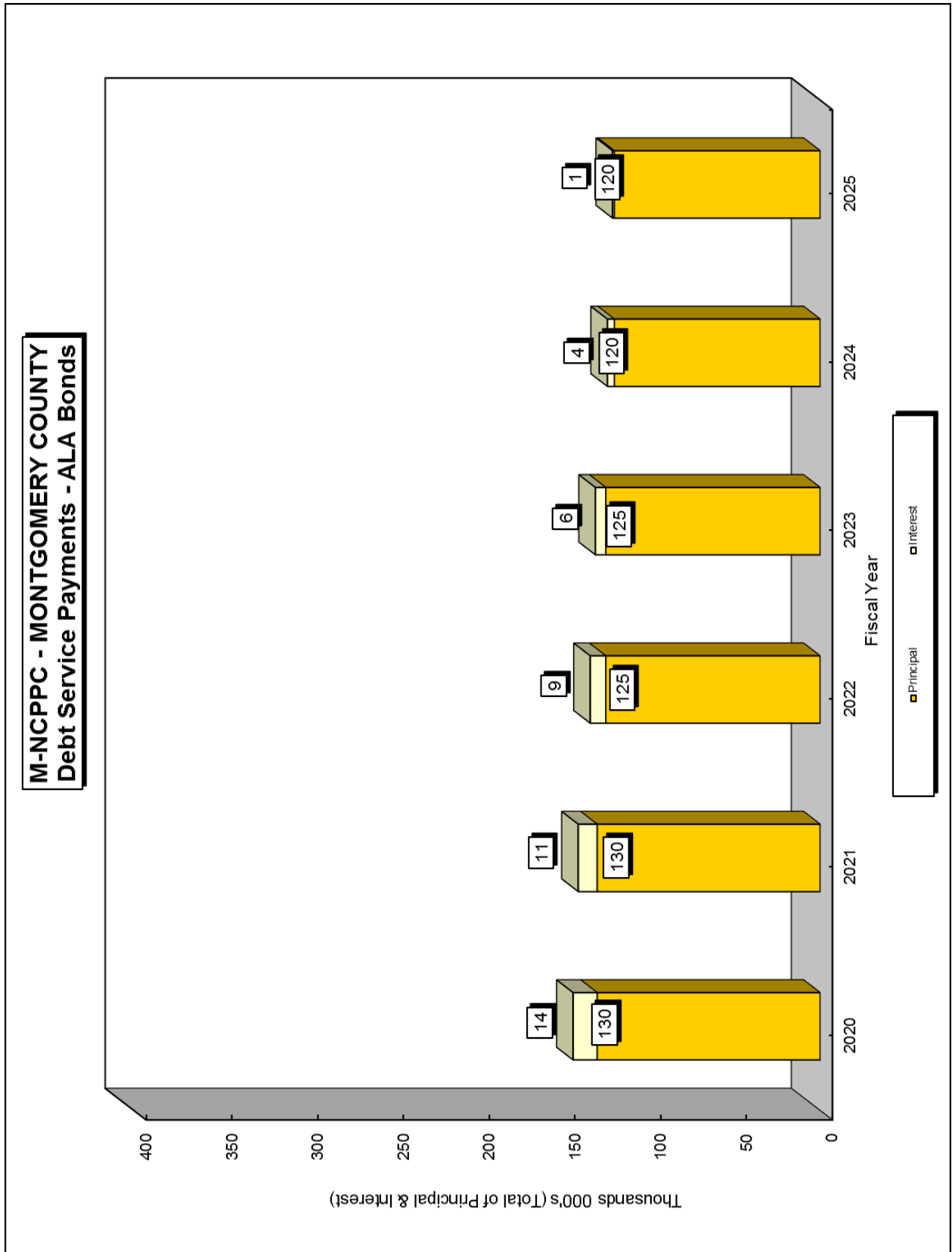
Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/20	FY 2021 Payments			Balance
						Principal	Interest	Total	
LL-2 Park and Acquisition and Development	2.3300%	05/21/09	11/01/20	8,405,000	400,000	400,000	6,250	406,250	-
MC 2012-A Park Acquisition and Development Refunding Bond	2.8695%	03/21/12	12/30/32	12,505,000	7,335,000	950,000	259,256	1,209,256	6,385,000
MC 2012- B Park Acquisition and Development	3.5622%	03/21/12	06/30/33	3,000,000	2,115,000	135,000	77,898	212,898	1,980,000
MC 2014-A Park Acquisition and Development	2.8633%	06/17/14	12/01/23	14,000,000	10,850,000	600,000	331,200	931,200	10,250,000
MC 2016- A Park Acquisition and Development	2.2959%	04/14/16	11/01/35	12,000,000	10,200,000	500,000	288,056	788,056	9,700,000
MC 2016- B Park Acquisition and Development	1.5876%	04/14/16	11/01/28	6,120,000	5,355,000	615,000	171,000	786,000	4,740,000
MC 2017-A Park Acquisition and Development	2.6886%	05/04/17	11/01/36	8,000,000	6,800,000	400,000	220,000	620,000	6,400,000
MC 2018-A Park Acquisition and Development	3.1590%	10/04/18	11/01/38	12,000,000	11,400,000	600,000	486,750	1,086,750	10,800,000
Proposed Debt Service- \$10M Spring 2020				10,000,000	-	700,000	450,000	1,150,000	9,300,000
Issuance Costs (includes underwriters disc.)				86,030,000	54,455,000	4,900,000	2,290,410	7,190,410	59,555,000
Total Park Fund Debt Service								250,000	59,555,000
Advance Land Acquisition									
MC 2016-C- ALA	1.2177%	04/14/16	11/01/24	1,075,000	620,000	130,000	11,100	141,100	490,000
Issuance Costs				1,075,000	620,000	130,000	11,100	141,100	490,000
Total Advance Land Debt Service								1,500	490,000
Internal Service- Capital Equipment									
MC-2018 B- ISF	2.5391%	10/04/18	11/01/24	3,000,000	2,400,000	600,000	105,000	705,000	1,800,000
Issuance Costs				3,000,000	2,400,000	600,000	105,000	705,000	1,800,000



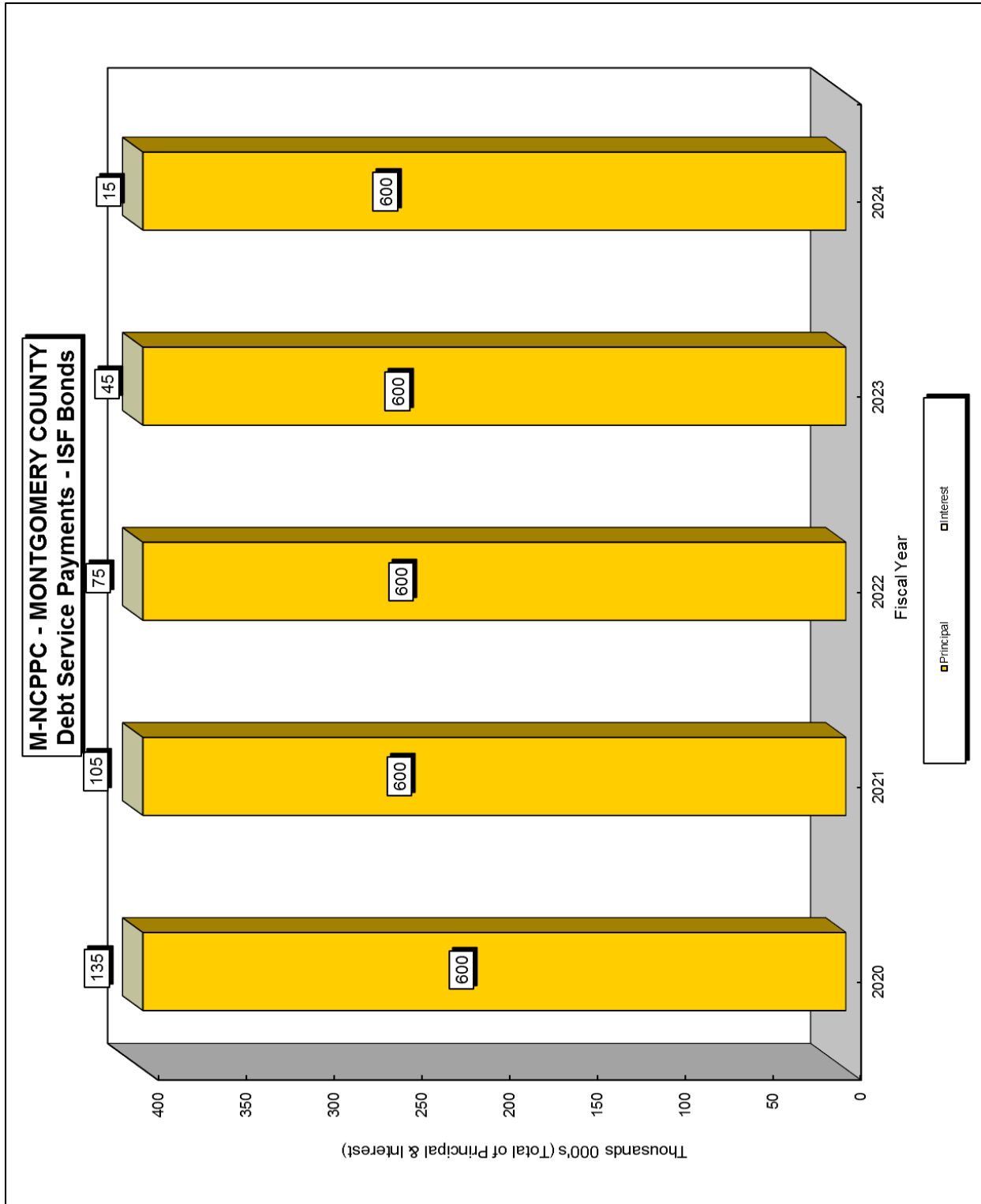
Montgomery County Debt Service Payments - Park Bonds



Montgomery County Debt Service Payments - ALA Bonds



Montgomery County Debt Service Payments - ISF Bonds



Montgomery County

Risk Management Internal Service Fund

MISSION AND OVERVIEW

The agency's Risk Management Self Insurance Fund was established on July 1, 1978. Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The Department of Human Resources and Management (DHRM) is responsible for the program and The Fund is administered jointly with the Finance Department.

The program's overall goals include:

- reducing the risk of personal injury to employees,
- protecting and securing agency assets,
- avoiding or minimizing injury to users of agency services and facilities, and
- managing costs and risk efficiently.

The program goals are met through risk assessments; implementation of loss control programs; management of commercial insurance and self-insured coverages; subrogation of liability; establishment of vendor insurance requirements to protect the agency against losses; supervisory and employee training, compliance reviews for adherence with workplace safety regulations issued by Maryland Occupational Safety and Health (MOSH), the federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT), accident and damage investigations, facility inspections, administration of safety programs such as the drug and alcohol education and testing program, driver's license monitoring program and defensive driving program, risk assessments of new and existing agency programs, emergency response program, and case management of workplace injuries and liability claims.

The agency participates in a self-insurance program administered by the Montgomery County Government (MCSIP) for specialized services related to third party reviews of workers' compensation and liability claims. This program is open to the agency as a bi-county organization and participation offers cost effective, independent claims adjudication services, and group discounts on commercial insurance policies. Separate from MCSIP, the agency purchases insurance for various surety bonds, police horses, catastrophic losses, and blanket coverage for other specialized programs. The agency handles its own litigation and representation on liability and workers' compensation claims to enable better control of the outcome from these efforts.

FY20 WORK PROGRAM ACCOMPLISHMENTS

- Continued to implement and monitor loss mitigation through risk assessments, protocols, safety programs, insurance, and loss transfer.
- Conducted regular audits of claims managements to promote cost effectiveness, coordinated return to work strategies, and proper case reserves.
- Implemented specialized training to address frequent causes of accidents and injuries.
- Continued to perform comprehensive assessments of site-specific emergency action protocols for all agency facilities.
- Enhanced monthly position-specific safety trainings for maintenance and trades personnel.



Montgomery County

Risk Management Internal Service Fund

HIGHLIGHTS AND MAJOR CHANGES IN THE FY21 PROPOSED BUDGET

The main cost driver for the Risk Management budget are workers' compensation and liability claims that occur in the departments. This includes paid claims, incurred but not reported claim estimates, and claim reserves. This budget is developed to establish necessary funding levels for projected future claims, insurance costs, personnel costs, and external administration fees. While the agency subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are returned directly to the affected departments after being received.

Total FY21 proposed budget of \$8,695,549 reflects an 18.8% increase from FY20 adopted levels of \$7,312,771. This increase is due to unexpected workers' compensation expenses triggered by state mandated benefits. To offset these expenses, unrestricted fund balance and interest income are applied to bring the total funding need down to \$7,268,000. Prior to the application of fund balance and interest, the budget is broken out into three separate components:

Workers' Compensation and Liability Claims: The largest component of projected FY21 expenses are related to claims filed by operating departments in both counties and their compensability under Maryland State law. Claim costs comprise 63% (or \$5,477,500) of the total budget. This expense can vary significantly year-to-year, based on the number, severity, and complexity of claims filed. Projected claims expenses utilize actuarial projections based on analysis of the last full cycle of claims, historical claims, expected future losses, and other variables such as expected industry adjustments for medical costs and replacement values to help determine necessary funding levels to protect the agency against expected and unforeseen losses in future years.

Internal Administrative Expenses: Internal administrative expenses support the agency's internal Risk Management and Workplace Safety Office in developing and implementing loss control programs, conducting risk analysis, managing the agency's commercial and self-insurance programs, administering liability and workers' compensation programs, and managing safety programs.

The total internal administrative expense for FY21 is \$1,916,549, which is 22% of the total proposed budget. These expenses have increased 3.7% (or 67,678) mainly due to personnel and benefit adjustments provided by the Corporate Budget Office. The proposed budget includes 6 career positions and 6.8 workyears (3.4 to each county). No personnel changes are being proposed for FY21.

External Administrative Expenses: External administrative expenses are 15% (or \$1,301,500) of the total FY21 Proposed Budget. These expenses represent fees to the MCSIP for claims adjudication, commercial insurance, and actuarial services. These expenses have increased 6% (or \$73,700) from FY20 levels.

Proposed Expenses for Montgomery County: The FY21 proposed expense for Montgomery County funded operations is \$3,613,275. After the application of \$201,375 in fund balance and \$200,000 of interest income, the proposed funding level is adjusted down to \$3,211,900.



Montgomery County

Risk Management Internal Service Fund

Proposed funding is allocated as follows: 98.4% (or \$2,099,600) to the Park Fund, 1.0% (or \$22,000) the Planning Department, and nominal amounts for the Enterprise Fund (\$8,300) and to Central Administrative Services Operations (\$4,500).

FY21 WORK PROGRAM PRIORITIES

- Continue to implement and monitor loss mitigation through risk assessments and protocols, safety programs, insurance, and loss transfer.
- Conduct regular analysis and briefings on the Risk Management Program and recommend strategies for containing costs, improving safety, and reducing liability to the agency.
- Implement specialized training to prevent accidents and injuries to employees and patrons.
- Continue to perform comprehensive assessment of site-specific emergency action protocols for all agency facilities.
- Enhance monthly position-specific safety trainings for maintenance and trades personnel.
- Continue comprehensive facility inspections to ensure safety and compliance with federal and state regulations.
- Conduct regular audits of losses and accidents to identify areas of focus, coordinated return to work strategies, and proper case reserves.

BUDGET AT A GLANCE

		FY20 Adopted	FY21 Proposed	% Change	% Allocated *
Montgomery County Budget					
Budget	Expenditures	\$2,997,702	\$3,613,275	20.5%	41.6%
Staffing	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%
Prince George's County Budget					
Budget	Expenditures	\$4,315,069	\$5,082,275	17.8%	58.4%
Staffing	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%
Combined Department Total Budget					
Budget	Expenditures	\$7,312,771	\$8,695,550	18.9%	100.0%
Staffing	Funded Career Positions	6.00	6.00	0.0%	100.0%
	Funded Workyears	6.80	6.80	0.0%	100.0%

* Percent Allocated is the amount of the Department's budget funded by each county.



Montgomery County Risk Management Internal Service Fund

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,332,100	2,465,900	2,465,900	3,156,300	28.0%
Planning	45,600	24,400	24,400	35,100	43.9%
CAS	1,850	7,800	7,800	7,200	-7.7%
Enterprise	9,500	11,800	11,800	13,300	12.7%
Miscellaneous (Claim Recoveries, etc.)	317,809	-	-	-	-
Total Operating Revenues	2,706,859	2,509,900	2,509,900	3,211,900	28.0%
Operating Expenses:					
Personnel Services	457,962	499,400	499,400	525,593	5.2%
Supplies and Materials	12,641	34,750	34,750	34,750	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	2,680,660	1,556,500	1,556,500	2,099,600	34.9%
Planning	40	33,100	33,100	22,000	-33.5%
CAS	(2,132)	4,300	4,300	4,500	4.7%
Enterprise	(1,577)	6,600	6,600	8,300	25.8%
Insurance Reimbursement	145,098	-	-	-	-
Misc., Professional services, etc.	37,929	607,674	607,674	637,294	4.9%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	264,507	255,378	255,378	281,238	10.1%
Total Operating Expenses	3,595,128	2,997,702	2,997,702	3,613,275	20.5%
Operating Income (Loss)	(888,269)	(487,802)	(487,802)	(401,375)	-17.7%
Nonoperating Revenue (Expenses):					
Interest Income	316,044	140,000	140,000	200,000	42.9%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	316,044	140,000	140,000	200,000	42.9%
Income (Loss) Before Operating Transfers	(572,225)	(347,802)	(347,802)	(201,375)	-42.1%
Operating Transfers In (Out):					
Transfer In	769,744	-	-	-	-
Transfer (Out)	(769,744)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(572,225)	(347,802)	(347,802)	(201,375)	-42.1%
Total Net Position - Beginning	5,501,451	5,039,472	4,929,227	4,581,425	-9.1%
Total Net Position - Ending	\$ 4,929,227	\$ 4,691,670	\$ 4,581,425	\$ 4,380,050	-6.6%
Designated Position	647,722	1,286,337	1,296,294	3,795,923	195.1%
Unrestricted Position	4,281,505	3,405,333	3,285,130	584,126	-82.8%
Total Net Position, June 30	\$ 4,929,227	\$ 4,691,670	\$ 4,581,425	\$ 4,380,050	-6.6%

Note: Allocation of administrative expense paid to Montgomery County for insurance pool management

Parks	\$ 473,000	\$ 477,600	\$ 477,600	\$ 512,100	7.2%
Planning	11,200	10,200	10,200	5,400	-47.1%
CAS	1,500	1,300	1,300	1,100	-15.4%
Enterprise	2,800	2,000	2,000	2,000	0.0%
Total	\$ 488,500	\$ 491,100	\$ 491,100	\$ 520,600	6.0%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Capital Equipment Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The financing authority of the CEISF may be carried over from year to year. This means that if the total authorized amount of financing is not utilized during a particular fiscal year any remaining funding may be carried over to succeeding fiscal years. Approval of the budget gives the Commission's Secretary-Treasurer and other officers authority to carry out financing for this fund at such time and on such terms as is believed to be advantageous to the Commission without additional action by the Commission or a Planning Board.

For FY21, the Commission is not proposing any new purchases for either the Montgomery Department of Planning, or the Corporate IT division of the Office of the CIO.

For FY21, the Commission is proposing new purchases of \$1,800,000 for the Montgomery Department of Parks, consisting of:

- \$30,000 for a Ventrac mower needed for the Stormwater Management program
- \$115,000 for equipment for the Athletic Field team for the Nutrient Management and Pesticide Reduction Initiative included in the Program Enhancements.
- \$1,655,000 for replacement of older vehicles and equipment that have exceeded their useful life cycle.

For FY21, Montgomery Department of Planning is also proposing additional fit-out of the Wheaton Headquarters building. This will be funded by a transfer of \$562,194 from the Group Insurance Fund (reserved for Planning for a previously disallowed use) and the use of \$534,747 of the Capital Equipment Fund's fund balance (that was reserved in past years for such a purpose).



Montgomery County Capital Equipment Internal Service Fund

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Planning	273,600	144,400	144,400	144,400	0.0%
Parks	1,961,417	795,000	795,000	1,018,000	28.1%
Corporate IT	149,150	180,500	180,500	161,500	-10.5%
Miscellaneous (Sale of Equipment, etc.)	104,697	-	-	-	-
Total Operating Revenues	<u>2,488,864</u>	<u>1,119,900</u>	<u>1,119,900</u>	<u>1,323,900</u>	<u>18.2%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	71,704	-	-	-	-
Other Services and Charges:	65,285	-	-	-	-
Debt Service:					
Debt Service Principal	-	690,300	690,300	600,000	-13.1%
Debt Service Interest	-	158,300	158,300	105,000	-33.7%
Depreciation & Amortization Expense	2,786,956	-	-	-	-
Capital Outlay	-	3,710,000	3,710,000	2,896,941	-21.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	51,755	51,755	54,472	5.2%
Total Operating Expenses	<u>2,923,944</u>	<u>4,610,355</u>	<u>4,610,355</u>	<u>3,656,413</u>	<u>-20.7%</u>
Operating Income (Loss)	<u>(435,080)</u>	<u>(3,490,455)</u>	<u>(3,490,455)</u>	<u>(2,332,513)</u>	<u>-33.2%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	32,200	3,710,000	3,710,000	1,800,000	-51.5%
Interest Income	75,649	10,000	10,000	10,000	0.0%
Interest Expense, Net of Amortization	(105,417)	-	-	-	-
Loss on Sale/Disposal Assets	48,761	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>51,193</u>	<u>3,720,000</u>	<u>3,720,000</u>	<u>1,810,000</u>	<u>-51.3%</u>
Income (Loss) Before Operating Transfers	<u>(383,887)</u>	<u>229,545</u>	<u>229,545</u>	<u>(522,513)</u>	<u>-327.6%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	562,194	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>562,194</u>	<u>-</u>
Change in Net Position	(383,887)	229,545	229,545	39,681	-82.7%
Total Net Position - Beginning	<u>11,561,683</u>	<u>12,456,016</u>	<u>11,177,796</u>	<u>11,407,341</u>	<u>-8.4%</u>
Total Net Position - Ending	<u>\$ 11,177,796</u>	<u>\$ 12,685,561</u>	<u>\$ 11,407,341</u>	<u>\$ 11,447,022</u>	<u>-9.8%</u>
Note: Future Financing Plans					
Capital equipment financed for Planning	\$	\$ 760,000	\$ 760,000	\$ -	
Capital equipment financed for Parks		2,700,000	2,700,000	1,800,000	
Capital equipment financed for Corporate IT		250,000	250,000	-	

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Wheaton Headquarters Building Internal Service Fund

OVERVIEW

When completed, the Wheaton Headquarters Building (Wheaton HQ) will consolidate the Montgomery Parks and Planning Departments from three office facilities into one new joint headquarters, as well as house several County departments and agencies. This fourteen-floor, 308,000 square foot building, of which 133,000 sq. ft. will be utilized by the Commission, will be owned by the Commission. It will accommodate nearly 1,000 staff, including approximately 360 Commission employees.

To account for this Commission-owned facility that will be utilized by both the Commission and the County, a new internal service fund will be created. The Wheaton Headquarters Building Internal Service Fund will account for all building related expenses and will be funded by “rental” charges to the Planning Department, the Parks Department, and to Montgomery County.

HIGHLIGHTS OF THE FY21 PROPOSED BUDGET

For FY21, the Wheaton HQ budget is \$2,794,400.

- **Expenditures in the Fund:**

- Personnel Services: No personnel services are proposed here. Two new Park Police officers will be requested in the Park Fund budget, assigned here, and funded by chargebacks (see below).
- Supplies and Materials: No supplies and materials are proposed here. All necessary building supplies will be provided by the management services company.
- Other Services and Charges: Included in this cost is contractual services for a management services company that will handle daily building support including project management, building engineering, maintenance and repair services, and guest services. In addition, costs for services will include building costs for utilities, telecommunications, custodial, and refuse and recycling.
- Capital Outlay: No capital outlay is proposed here.
- Chargebacks: The chargeback cost is for salaries and uniform allowance for two new Park Police positions along with one-time costs for uniforms and equipment.



Montgomery County

Wheaton Headquarters Building Internal Service Fund

SUMMARY OF FY21 PROPOSED BUDGET

WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Montgomery County		549,244	75,000	1,592,808	190.0%
Charges for Services (Office Space Rental):					
MC Planning		92,796	92,796	600,796	547.4%
MC Parks		92,796	92,796	600,796	547.4%
Rental Revenues		-	-	-	-
Miscellaneous		-	-	-	-
Total Operating Revenues	<u>-</u>	<u>734,836</u>	<u>260,592</u>	<u>2,794,400</u>	<u>280.3%</u>
Operating Expenses:					
Personnel Services		-	-	-	-
Supplies and Materials		-	-	-	-
Other Services and Charges		434,836	131,592	2,602,400	498.5%
Capital Outlay		300,000	129,000	-	-100.0%
Chargebacks		-	-	192,000	-
Total Operating Expenses	<u>-</u>	<u>734,836</u>	<u>260,592</u>	<u>2,794,400</u>	<u>280.3%</u>
Operating Income (Loss)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Position - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Position - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

MISSION

The Chief Information Officer (CIO) reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The Office of the CIO (OCIO) has its own office space in the Executive Office Building.

Executive Overview

Working in collaboration with the Chief Technology Officers of each department and the Information Technology Council, the Office of the Chief Information Officer (OCIO) has submitted the FY21 budget with the following highlights.

FY21 has seen sustained progress in advancing Enterprise IT Systems the face of increased information technology security threats and breaches. The OCIO has recruited an IT Security Officer to lead the information security planning processes to establish an inclusive and comprehensive information security program in alignment with MNCPPC System-wide Information Security Policies. Cyber security remains a top priority for the CIO as M-NCPPC dependency on technology increases it brings with it an increased threat from cybercriminals. For hackers, the possibilities increased exponentially, along with the potential rewards.

The OCIO worked closely with the Office of the Inspector General to review of our information technology environment and the policies that govern it, identified gaps and made recommendations. Our focus is to ensure that the integrity and confidentiality of Commission's data is protected under all circumstances. The CIO collaborated with the Information Technology Council to rank Commission Wide IT (CWIT) project priorities for FY21 to ensure that projects are aligned with Commissions goals and objectives.

OCIO Budget Overview

The proposed FY21 expenditure budget is \$1,545,507 representing a \$78,708 (5.4%) increase from the FY20 adopted levels. This is mainly due to the Department share of CWIT Initiatives and health insurance increases, OPEB increases, and compensation markers for this office.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with the Chief Technology Officers and was vetted and supported by the Information Technology Council. The OCIO requests authority to spend \$3,450,180 in FY21. This consists of \$1,130,000 for new project initiatives and \$2,320,180 for ongoing software license fees. The new project initiatives are:

- ERP Next Gen
- KRONOS enhancements
- Risk Management Framework
- ECM Phase I
- Website
- Website ADA



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

The ongoing software license fees are for:

- Microsoft Licenses – Annual Enterprise License agreement
- Kronos – Annual Cloud hosting and related services
- Adobe – Annual Enterprise License agreement
- Website – Annual hosting and
- End user IT Security Training

By comparison the adopted budget for FY20 initiatives was \$2,770,402

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

Proposed project initiatives consist of:

1. ERP - MC \$82,140, PGC \$117,860 (\$200,000) - To address evolving needs and regulatory mandates, critical operational needs and other mid-year identified requirements.
2. ERP Next Generation - MC \$41,070, PGC \$58,930 (\$100,000) - ERP Systems must be reevaluated every 5-7 years to ensure that our business needs are being met. The evaluation of our current system is needed to determine the most effective solution for the next ten years. The next release of our current platform will require a full implementation, the agency needs to evaluate whether it will remain with the current platform or select a different solution provider.
3. Kronos - MC \$30,810, PGC \$44,220 (\$75,000) - Ongoing improvements to the Time Keeping System which allows supervisors to manage workforce schedules, authorize work hours, review and approve overtime and leave requests.
4. Risk Management Framework - MC \$20,560, PGC \$29,490 (\$50,000) - To begin an independent review of our systems to ensure compliance with state and federal Data Protection guidelines such as the National Institute of Standards and Technology (NIST) Special Publications (SP) 800 Series.
5. ECM Phase I - MC \$12,500, PGC \$87,500 (\$100,000) - Enterprise Content Management implementation. The solution is needed to help the Agency meet state mandates for public records. Currently, the Commission has 5 ECM solutions, the Commission needs to consolidate solutions and provide a true solution for Prince George's Parks and the Bi-County operations at Central Administration. It is anticipated that the new solutions will be rolled out in several phases over multiple to ease the transition for department users.
6. Alliance - MC \$49,220, PGC \$250,790 (\$300,000) – Since this project was originally funded in 2016, building configurations, control panel and reader counts have changed, necessitating additional resources to complete.
7. Website - MC \$50,650, PGC \$174,400 (\$225,000) - M-NCPPC websites are the Commission's window to the community, our current platform is not user friendly and does not convey



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

that we are a premier agency; it is very difficult to navigate and locate appropriate information. The project has two distinctive components:

- a. Evaluate and redesign with our public affairs teams.
 - b. Select and migrate to a reliable, flexible, easier to navigate, ADA compliant and up-to-date platform.
8. Website ADA - MC \$18,000, PGC \$62,000 (\$80,000) - ADA Compliance consists of 2 parts:
- a. Training staff to develop skills in creating ADA compliant documents
 - b. Evaluate and select a scanning tool that automatically scans website content, finds noncompliant documents and generates notifications.
 - c. Engage a service provider to identify noncompliant website content and make the necessary corrections. This is a one-time effort.

BUDGET AT A GLANCE

		FY20	FY21	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$1,833,664	\$1,987,970	8.4%	39.8%
Staffing	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Prince George's County Budget					
Budget	Expenditures	\$2,403,537	\$3,007,717	25.1%	60.2%
Staffing	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Combined Department Total Budget					
Budget	Expenditures	\$4,237,201	\$4,995,687	17.9%	100.0%
Staffing	Funded Career Positions	7.00	7.00	0.0%	100.0%
	Funded Workyears	7.00	7.00	0.0%	100.0%

* Percent Allocated is the amount of the Department's budget funded by each county.



Montgomery County Commission-wide CIO & IT Initiatives Internal Service Fund

SUMMARY OF FY21 PROPOSED BUDGET

MONTGOMERY COUNTY COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds;	\$	\$	\$	\$	
DHRM	55,908	39,398	39,398	41,127	4.4%
CIO	3,010	2,150	2,150	9,420	338.1%
Finance	164,012	38,646	38,646	39,407	2.0%
Legal	21,729	14,573	14,573	24,425	67.6%
Inspector General	4,334	3,395	3,395	10,570	211.3%
Corporate IT	67,956	108,577	108,577	124,866	15.0%
Parks	524,925	1,199,207	1,199,207	1,249,677	4.2%
Planning	300,815	484,032	484,032	498,841	3.1%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	1,142,689	1,889,978	1,889,978	1,998,333	5.7%
Operating Expenses:					
Personnel Services	312,930	516,636	516,636	579,945	12.3%
Supplies and Materials	27,783	20,144	20,144	21,494	6.7%
Other Services and Charges:	1,152,231	1,277,826	1,277,826	1,386,531	8.5%
Debt Service:					
Debt Service Principal	-	14,958	-	-	-100.0%
Debt Service Interest	-	4,100	-	-	-100.0%
Depreciation & Amortization Expense	63,153	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	1,556,097	1,833,664	1,814,606	1,987,970	8.4%
Operating Income (Loss)	(413,408)	56,314	75,372	10,363	-81.6%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	7,294	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	7,294	-	-	-	-
Income (Loss) Before Operating Transfers	(406,114)	56,314	75,372	10,363	-81.6%
Operating Transfers In (Out):					
Transfer in	164,724	-	-	-	-
Transfer (Out)	(164,724)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(406,114)	56,314	75,372	10,363	-81.6%
Total Net Position - Beginning	1,003,006	973,364	596,891	672,263	-30.9%
Total Net Position - Ending	\$ 596,891	\$ 1,029,678	\$ 672,263	\$ 682,626	-33.7%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for expenses related to operating the bi-county Executive Office Building (EOB) at 6611 Kenilworth Avenue in Riverdale, MD. Bi-county operations including departments of Finance, Legal, Human Resources and Management as well as the Office of the Chief Information Officer and the Merit System Board are housed in the EOB. The EOB also houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department's Information Technology and Communications Division. The Office of the Inspector General and the agency-wide Archives program are housed offsite due to space configuration challenges.

HIGHLIGHTS AND MAJOR CHANGES IN FY21 PROPOSED BUDGET

The EOB was built in 1968 and still maintains the original systems and outdated design elements which pose structural, operational, and space design challenges. A facility condition assessment, completed by an independent facility consultant, identified several significant and costly updates required to maintain the integrity of the building. Under the direction of the Commission, a study conducted by an outside consultant was launched to determine if it is prudent to remain in the present facility or relocate operations. Initial cost analysis revealed that it is more financially prudent to relocate bi-county operations to an alternate site. Consultants are presently researching feasible relocation options.

This budget was built upon the understanding that relocation may not occur immediately, as a feasible relocation site has not yet been identified. Once a feasible alternative is identified and approved by the Commission, we will have a more accurate understanding of funding needs. If the feasibility analysis is completed in FY21, a budget amendment will be submitted for a proposed relocation project.

For FY21, the EOB budget is \$1,479,338 and includes an increase of 2.9% (or \$41,635). This adjustment will address expected life cycle maintenance and critical repairs for the continued safe and reliable operation of the facility.

Revenue to the Fund: Revenue to the fund is provided annually through operational occupancy charges to the tenants based on allocated space. The occupancy rate is based on the per square footage cost from anticipated costs to operate the building and ensure a clean, safe and secure site for occupants and visitors. The cost per square foot covers facility maintenance and repairs, mechanical systems, janitorial services, security and electronic access systems, and grounds maintenance. The proposed budget maintains the current occupancy rate of \$26.00 per square foot. Fund balance of \$77,338 will be used to absorb the proposed FY21 budget balance.

Expenditures in the Fund:

Personnel Services: This category includes an increase of 4.5% (\$10,711). The proposed budget includes 2 career positions and workyears. These positions manage the day to day operations of building mechanical systems, perform necessary repairs, and address occupant concerns. Extensive daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facility staff to focus primarily on technical repairs, testing and maintenance.

Other Operating Charges: This category includes an increase of 2.6% (26,860) for utilities and professional services necessary to operate the building, preventative maintenance, maintaining



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

major mechanical, janitorial and operating services, and parts and equipment.

Capital Projects: This category remains flat compared to FY20 levels and provides for structural building improvements, machinery, and major equipment.

Chargebacks: A small percentage of the management services manager and administrative staff in DHRM are charged to EOB facility operations as they provide budget, expenditure monitoring, procurement, and project management administration for the facility.

FY21 WORK PROGRAM PRIORITIES

Critical improvements to continue the smooth operation of the facility and ensure occupant safety will be performed in FY21.

FY21 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	FY20 <u>Adopted</u>	FY21 <u>Proposed</u>	% <u>Change</u>
Staffing			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY21 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	126,178	0.0%
Retirement System	108,680	108,680	108,680	108,680	0.0%
Chief Information Office	59,644	59,644	59,644	59,644	0.0%
Risk Management	54,808	54,808	54,808	54,808	0.0%
Group Insurance	65,338	65,338	65,338	65,338	0.0%
CAS Departments	937,352	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,352,000	1,352,000	1,352,000	1,352,000	0.0%
Operating Expenses:					
Personnel Services	201,525	237,965	237,965	248,676	4.5%
Supplies and Materials	27,253	42,500	42,500	43,400	2.1%
Other Services and Charges:	504,961	977,530	977,530	1,003,490	2.7%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	120,740	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	85,000	85,000	85,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	80,958	94,708	94,708	98,772	4.3%
Total Operating Expenses	935,437	1,437,703	1,437,703	1,479,338	2.9%
Operating Income (Loss)	416,563	(85,703)	(85,703)	(127,338)	48.6%
Nonoperating Revenue (Expenses):					
Interest Income	98,527	25,000	25,000	50,000	100.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	98,527	25,000	25,000	50,000	100.0%
Income (Loss) Before Operating Transfers	515,090	(60,703)	(60,703)	(77,338)	27.4%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	515,090	(60,703)	(60,703)	(77,338)	27.4%
Total Net Position - Beginning	4,645,464	5,160,554	5,160,554	5,099,851	-1.2%
Total Net Position - Ending	\$ 5,160,554	\$ 5,099,851	\$ 5,099,851	\$ 5,022,513	-1.5%

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the CAFR; however, the budget for these funds is prepared on a cash requirements basis.



Montgomery County

Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission’s Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The operating department’s contribution toward employee insurance costs make up 76% of the revenue. Revenue from employee and retiree share of the premiums makes up 21% of revenue, with the Employer Group Waiver Plan (EGWP) subsidy and interest income making up the balance. The Fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Pay-go costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 6 full-time positions.

Highlights and Major Changes in the FY21 Proposed Budget

The proposed FY21 expenditure budget is \$71.3 million, which includes a 15% increase from FY20 budget levels. This increase results from higher claims experience which resulted in a higher rate forecast for FY21.

The FY21 Proposed budget reflects the Commission-adopted employee health insurance cost share. The administrative expenses are factored into the health insurance rates and paid through the employer and employee contributions for health care premiums.

The proposed budget identifies \$25,000 to support agency-wide health and wellness initiatives and \$30,000 to incentivize annual checkups and wellness assessments, which reduce overall future healthcare costs.

The FY21 Proposed Budget contains a designated reserve of \$7.13 million, which is enough to meet the 10.0% of total operating expenses reserve policy.

Essential Needs

No essential needs are proposed for FY21.

Group Insurance Fund

	FY20 Adopted	FY21 Proposed	% Change
Staffing			
Funded Career Positions	6.00	6.00	0.0%
Funded Workyears	6.20	6.20	0.0%



Montgomery County Commission-wide Group Insurance Internal Service Fund

SUMMARY OF FY21 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2021

	FY 19 Actual	FY 20 Adopted	FY 20 Estimate	FY 21 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 1,567,781	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	0.0%
Charges for Services:					
Employer Contributions, Other	-	14,180	14,180	-	-100.0%
Employee/Retiree Contributions	7,462,625	12,737,218	12,737,218	14,618,370	14.8%
Employer Contributions/Premiums	35,569,797	45,913,873	45,913,873	54,271,479	18.2%
Miscellaneous (Claim Recoveries, etc.)	3,162,450	-	-	-	-
Total Operating Revenues	<u>47,762,653</u>	<u>60,665,271</u>	<u>60,665,271</u>	<u>70,889,849</u>	<u>16.9%</u>
Operating Expenses:					
Personnel Services	753,261	781,425	781,425	831,483	6.4%
Supplies and Materials	20,476	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	2,031,269	483,928	483,928	504,018	4.2%
Insurance Claims and Fees	40,088,899	52,215,757	52,215,757	60,507,264	15.9%
Insurance Premiums	8,497,531	8,169,825	8,169,825	9,066,340	11.0%
Change in IBNR	73,000	-	-	-	-
Other Classifications	6,477	-	-	-	-
Chargebacks	353,640	311,410	311,410	343,049	10.2%
Total Operating Expenses	<u>51,824,553</u>	<u>62,012,345</u>	<u>62,012,345</u>	<u>71,302,154</u>	<u>15.0%</u>
Operating Income (Loss)	<u>(4,061,900)</u>	<u>(1,347,074)</u>	<u>(1,347,074)</u>	<u>(412,305)</u>	<u>-69.4%</u>
Non-operating Revenue (Expenses):					
Interest Income	439,241	200,000	200,000	300,000	50.0%
Total Non-operating Revenue (Expenses)	<u>439,241</u>	<u>200,000</u>	<u>200,000</u>	<u>300,000</u>	<u>50.0%</u>
Income (Loss) Before Operating Transfers	<u>(3,622,659)</u>	<u>(1,147,074)</u>	<u>(1,147,074)</u>	<u>(112,305)</u>	<u>-90.2%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(562,194)	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>(562,194)</u>	<u>-</u>
Change in Net Position	(3,622,659)	(1,147,074)	(1,147,074)	(674,499)	-41.2%
Total Net Position, Beginning	<u>15,852,905</u>	<u>12,230,246</u>	<u>12,230,246</u>	<u>11,083,172</u>	<u>-9.4%</u>
Total Net Position, Ending	<u>12,230,246</u>	<u>11,083,172</u>	<u>11,083,172</u>	<u>10,408,673</u>	<u>-6.1%</u>
Designated Position	5,182,455	6,201,235	6,201,235	7,130,215	15.0%
Unrestricted Position	7,047,790	4,881,937	4,881,937	3,278,457	-32.8%
Total Net Position, June 30	<u>\$ 12,230,246</u>	<u>\$ 11,083,172</u>	<u>\$ 11,083,172</u>	<u>\$ 10,408,673</u>	<u>-6.1%</u>

Policy requires a reserve equal to 10% of Total Operating Expense



Appendices

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Montgomery County

Appendices - Glossary

Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$10,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS)- The Commission's centralized core administrative departments (Human Resources and Management, Finance, Inspector General, Legal, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

Chargebacks- Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Chief Information Officer (CIO)/Commission-Wide IT Initiatives- The Commission's unit responsible for technology systems, technology security, and strategic planning for enterprise-wide IT systems.



Montgomery County

Appendices - Glossary

Collective Bargaining Agreement- A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA)-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

Depreciation- Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

Encumbrance- A commitment within an organization to use funds for a specific purpose; there is a legal obligation to spend in the future. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. A purchase order is a typical encumbrance transaction.

Enterprise Funds- Those funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees. These activities are similar to businesses operated by private enterprise.

Fiscal Year (FY)- The Commission's fiscal year, extending from July 1 in one calendar year to June 30 in the next. Where only a two-digit number is shown, e.g., FY21, the year ending June 30 of the number shown is intended. (June 30, 2021, in this case).

Fringe Benefits Costs- Funds authorized for the Commission's share of the cost of employees' social security, retirement, health and life insurance.

Fund- A set of accounts reserved for particular types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear compliance with the Land Use Article of the Annotated Code of Maryland, and with accounting standards and practices.

Fund Balance- Amounts left unexpended or unencumbered in a fund at the end of a fiscal year that can be used either to support budget amendments for unanticipated projects or offset revenue shortfalls in the current fiscal year, or to reduce the demand for tax revenue in the next fiscal year. Tax receipts or interest income in excess of budgeted amounts may also create fund balance.

GAAP- Generally Accepted Accounting Principles (GAAP) are the minimum standards governing financial reporting in both the public and private sector. Governments and the accounting industry recognize the GASB as the primary source of GAAP for state and local governments.

GASB- The Governmental Accounting Standards Board or GASB is an independent, private-sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments.

GASB 45- The GASB Statement 45 provides for more complete financial reporting of costs and financial obligations arising from post-employment benefits other than pensions (OPEB) as part of the compensation for services rendered by employees. Post-employment healthcare benefits, the most common form of OPEB, are a significant financial commitment for many governments. Implementation of Statement 45, requires reporting annual OPEB cost and their unfunded actuarial accrued liabilities for past service costs. Prior to Statement 45, it was typical to use a "pay-as-you-go" accounting approach to report the cost of benefits after employees retire.

General Fund- The fund used to account for all assets and liabilities of a non-profit entity except those particularly assigned for other purposes in another more specialized fund. Within the Commission's accounting, the General Fund is made up of the following five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's Administration Fund, Prince George's Park Fund, and Prince George's Recreation Fund.

Governmental Funds- All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.



Montgomery County

Appendices - Glossary

Internal Service Funds- Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office Building, information systems, and risk management.

Merit Increase- An upward increment in an employee's pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

Modified Accrual Method- The method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

Net Position- The residual of assets, deferred outflows of resources, liabilities, and deferred inflows of resources. This amount is broken out into three components: net investment in capital assets, restricted and unrestricted.

OPEB - Other Post-Employment Benefits. See **GASB 45** for details.

Operating Budget- A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year. It includes descriptions of departments by work programs with estimated expenditures and revenue sources. It also relates data and information on the fiscal management of the Commission.

Operating Budget Impact (OBI)- The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

Other Services and Charges- This category of expenditure reflects services, fees, repairs or maintenance on equipment, rents and leases, and insurance.

Outcome Measure- An assessment of program activity results as compared to its intended purpose. For example, if a program activity's

intent was to increase the number of volunteers, the outcome measure would be the increase in the number of volunteers.

Output Measure- The tabulation, calculation, or recording of activity or effort, expressed in a quantitative manner. An example would be the number of arrests made, or the number of employees enrolling in a new benefit. Output measures do not refer to resources required or reflect the effectiveness or efficiency of the work performed.

Park Concessions- Food and entertainment provided by contractual businesses rather than Park Fund employees.

Park Fund/Tax- Those funds approved to finance park operating expenses and debt service.

Pay-As-You-Go (PAYGO)- The concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus saving the Commission from having to pay interest charges on those bonds.

Performance Indicator- A particular value or characteristic used to measure output or outcome; specific information which either alone, or in combination with other data, permits the systematic assessment of how well services are being delivered. An example would be the percentage of reduction in job related accidents after safety training was conducted.

Performance Measurement- Performance measurement is a system that helps managers: (1) set standards and outcome objectives; (2) measure performance against goals, standards or benchmarks; and (3) communicate results. Performance measurement shifts thinking and focus, providing a practical technique for quantifying and establishing accountability. Performance measurement is fully integrated into the budgetary process and reflects specific strategies, goals, and objectives as determined by decision-makers.

Personal Property Tax- A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

Personal Services- The cost for personnel salary, wages and fringe benefits is reflected in this category.



Montgomery County

Appendices - Glossary

Position- An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period. Employees who occupy a position are designated as career employees. A position may be full or part-time. A career employee may work full-time for a standard workweek, or may work less than a full-time workweek, but more than one-half a workweek, as a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.

Program Budget- Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS)- A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund- An entity created to account for income and expenditures associated with the rental of park properties.

Proprietary Funds- A fund having profit and loss aspects; therefore, it uses the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

Real Property Tax- A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

Recreation Fund/Tax- Those funds approved to finance recreation programs (Prince George's County only).

Reserve- Also referred to as "surplus" in an expenditure budget, it is shown but it cannot be spent without the consent of the approving body. With approval it may be spent for emergencies or other unforeseen purposes. Generally, this amount is held for future year's expenditures. This reserve is proposed to be at least 3-5% of the operating expenditures in the General Fund. Other funds may have separate reserve policies. If the term "Reserve" is used in the revenue listings in the budget, this term refers to a funding source

that is carried over or created in a previous fiscal year.

Salary Lapse- The amount deducted from the budgets for employee salaries and wages to account for assumed savings resulting from turnover, i.e., periods when authorized positions are vacant because of retirements or resignations or when replacements are hired at lower salaries. Positions newly authorized in the budget may generate salary lapse because of delays in hiring. Lapse may also be generated from a deliberate decision to hold a position that could otherwise be filled vacant for a specified period of time in order to generate savings. Lapse will differ from year to year and from department to department.

Seasonal or Seasonal/Intermittent- An employment status for temporary, intermittent, seasonal or as-needed employees. Employees may work full or part-time, but not continuously on a yearly basis. Employees in this category are not in career status. Seasonal/intermittent employees do not occupy positions but do perform work effort measured in workyears.

Service Charge/User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "user fee".

Service Quality Measure- A type of performance indicator that measures the timeliness or effectiveness of a program's operation or a record of customers' assessments. Whereas an output measure might project the number of facilities subject to a safety inspection in a given year, and an outcome measure might project the percentage of facilities receiving the inspection, a service quality measure would record the percentage of facilities inspected on schedule, the percentage of facilities passing inspection, or the percentage of facilities making identified safety improvements within a specified time frame. Results of customer surveys or other assessments tools may be reflected as a service quality measure.

Special Revenue Funds- Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. For example, the Federal Forfeited Property Fund collects revenues from the sale of drug-crime related assets seized in operations involving the Commission's Park Police. As required by Federal



Montgomery County Appendices - Glossary

statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.

Spending Affordability- A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee (SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit- This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

Support Services- Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent, shared

by more than one division within a department or by more than one department.

Tax Rate- The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and commercial personal property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield $.03 \times \$10,000,000,000/100 = \$3,000,000$.

Term Contract- An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

Workyear-A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



Montgomery County Appendices - Acronyms

ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All-Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC
Land Preservation, Parks, and Recreation	LPPR



Montgomery County Appendices - Acronyms

Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Department of Assessments & Taxation	SDAT
State Highway Administration	SHA
State Of Maryland Department Of Environment	MDE
State of Maryland Department Of Housing And Community Development	DHCD
State of Maryland Department Of Natural Resources	DNR
Total Maximum Daily Load	TMDL
Town Sector zone	T-S
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Action Partnership	TAP



Montgomery County Appendices - Acronyms

Transportation Policy Area Review	TPAR
United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
Us Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Montgomery County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt
To Assessed Value and Net General Obligation Bonded Debt Per Capita
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2010	976,321	149,161,911	34,114	0.02	171,220,841	2,680	0.002	2.74
2011	992,928	149,284,865	29,319	0.02	171,646,984	2,145	0.001	2.16
2012	1,006,218	143,754,415	35,654	0.02	165,916,424	1,905	0.001	1.89
2013	1,017,759	140,577,467	32,462	0.02	161,877,310	1,665	0.001	1.64
2014	1,027,780	141,899,535	44,616	0.03	163,601,193	1,430	0.001	1.39
2015	1,036,233	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.16
2016	1,043,863	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,050,370	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97
2018	1,056,920	163,053,038	52,924	0.03	188,182,436	885	0.000	0.84
2019	1,078,725	167,427,077	64,917	0.04	193,106,472	750	0.000	0.70

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2010	865,705	91,889,365	76,246	0.08	98,521,803	290	0.000	0.33
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	-	n.a.
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	-	n.a.
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	-	n.a.
2014	904,430	70,551,044	67,280	0.10	75,744,055	-	-	n.a.
2015	909,535	71,578,363	58,860	0.08	76,747,781	-	-	n.a.
2016	908,049	74,240,911	73,329	0.10	79,385,919	-	-	n.a.
2017	912,756	78,488,744	64,534	0.08	83,863,174	-	-	n.a.
2018	909,308	84,361,738	92,162	0.11	90,065,188	-	-	n.a.
2019	n.a.	89,052,828	119,227	0.13	95,038,631	-	-	n.a.

Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums
(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments
Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch



Montgomery County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable		Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2010	29,680	1,041	3,393	-	34,114	0.05	34.94	2,680	36,794	0.05	37.69
2011	26,710	368	2,241	-	29,319	0.04	29.53	2,145	31,464	0.04	31.69
2012	34,590	-	1,064	222	35,654	0.05	35.43	1,905	37,559	0.05	37.33
2013	32,240	-	-	-	32,462	0.04	31.90	1,665	34,127	0.05	33.53
2014	44,616	-	-	-	44,616	0.06	43.41	1,430	46,046	0.06	44.80
2015	41,464	-	-	-	41,464	0.05	40.01	1,200	42,664	0.05	41.17
2016	51,857	-	-	-	51,857	0.06	49.68	1,075	52,932	0.06	50.71
2017	56,953	-	-	-	56,953	0.07	54.22	1,020	57,973	0.07	55.19
2018	52,924	-	-	-	52,924	0.06	50.07	885	53,809	0.06	50.91
2019	64,917	-	-	-	64,917	0.07	60.18	750	65,667	0.07	60.87

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable		Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2010	76,246	653	-	-	76,899	0.22	87.98	290	77,189	0.22	88.31
2011	65,925	369	-	-	66,294	0.17	75.24	-	66,294	0.17	75.24
2012	56,363	120	-	-	56,483	0.15	63.46	-	56,483	0.15	63.46
2013	47,086	-	-	-	47,086	0.12	52.06	-	47,086	0.12	52.06
2014	67,280	-	-	-	67,280	0.16	73.97	-	67,280	0.16	73.97
2015	58,860	-	-	-	58,860	0.14	64.82	-	58,860	0.14	64.82
2016	73,329	-	-	-	73,329	0.17	80.34	-	73,329	0.17	80.34
2017	64,534	-	-	-	64,534	0.15	70.70	-	64,534	na	na
2018	92,162	-	-	-	92,162	0.21	101.35	-	92,162	na	na
2019	119,227	-	-	-	119,227	na	na	-	119,227	na	na

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 14 for personal income and population data. Data are not available for Prince George's County for FY 2018 and FY 2019.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments



Montgomery County Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

Employer	2019			2010		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	25,000 - 30,000	1	5.81 %	>30,000	1	6.48 %
Montgomery County Public Schools	25,000 - 30,000	2	5.81	20,000 - 25,000	2	4.86
Montgomery County Government	10,000 - 15,000	3	2.64	5,000 - 10,000	4	1.62
U.S. Department of Defense	5,000 - 10,000	4	1.59	10,000 - 15,000	3	2.70
Adventist Healthcare	5,000 - 10,000	5	1.59	5,000 - 10,000	6	1.62
Holy Cross Hospital of Silver Spring	2,500 - 5,000	6	0.79	**		
Marriott International Admin Svcs, Inc.	2,500 - 5,000	7	0.79	2,500 - 5,000	8	0.81
Montgomery Community College	2,500 - 5,000	8	0.79	2,500 - 5,000	10	0.81
Government Employees Insurance Co.	2,500 - 5,000	9	0.79	**		
U.S. Department of Commerce	2,500 - 5,000	10	0.79	5,000 - 10,000	5	1.62
Lockheed Martin Corporation	**		-	5,000 - 10,000	7	1.62
Giant Food Corporation	**		-	2,500 - 5,000	9	0.81
Total			21.39 %			22.95 %

PRINCE GEORGE'S COUNTY

Employer	2018 (1)			2009(1)		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
University System of Maryland (2)	20,205	1	6.19 %	16,014	1	5.12 %
Joint Base Andrews Naval Air Facility Washington*	17,500	2	5.36	8,473	2	2.71
U.S. Internal Revenue Service *	4,735	3	1.45	5,539	4	1.77
United States Census Bureau *	4,605	4	1.41	4,287	5	1.37
United Parcel Service	3,000	5	0.92	4,220	6	1.35
NASA/Goddard Space Flight Center *	3,000	6	0.92	3,171	8	1.01
MGM National Harbor	2,785	7	0.85	-	-	-
Marriott International	2,200	8	0.67	-	-	-
Prince George's Community College	2,045	9	0.63	-	-	-
National Maritime Intelligence-Integration Office	1,890	10	0.58	-	-	-
Prince George's County Government	-	-	-	7,105	3	2.27
Giant Food, Inc.	-	-	-	3,600	7	1.15
Verizon	-	-	-	2,738	9	0.88
University of Maryland Capital Region Health	-	-	-	2,500	10	0.80
Total	61,965		18.97 %	57,647		18.44 %

Note:

- (1) In 2019, Information is not yet available.
- (2) Includes UMPC, UMUC and Bowie State University
- (*) Employee counts for federal and military facilities exclude contractors.
- (**) Employer is not one of the ten largest employers during the year noted.

Source: Montgomery County and Prince George's County Governments.



Montgomery County

Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Demographic Statistics
Last Ten Fiscal Years

MONTGOMERY COUNTY

<u>Year</u>	<u>Population (1)</u>	<u>Total Personal Income 000's omitted (2,3)</u>	<u>Per Capita Income (4)</u>	<u>Labor Force (5)</u>	<u>Unemployment Rate (6)</u>	<u>Registered Pupils (7)</u>
2010	976,321	\$ 69,149,438	\$ 70,827	532,549	5.6 %	140,500
2011	992,928	73,818,085	74,344	536,832	5.3	143,309
2012	1,006,218	76,994,315	76,519	540,427	5.2	146,497
2013	1,017,759	74,017,970	72,726	543,124	4.9	149,018
2014	1,027,780	75,745,140	73,698	545,005	4.4	151,289
2015	1,036,233	80,786,226	77,961	549,111	3.9	153,852
2016	1,043,863	84,518,332	80,967	548,401	3.4	159,242
2017	1,050,370	87,230,000	83,047	557,412	3.3	161,909
2018	1,056,920	90,840,000	85,948	562,343	3.4	161,936
2019	1,078,725	98,500,000	91,312	556,916	3.0	163,123

PRINCE GEORGE'S COUNTY

<u>Year</u>	<u>Population (8)</u>	<u>Total Personal Income 000's omitted (2)</u>	<u>Per Capita Income (2) (4)</u>	<u>Labor Force (9)</u>	<u>Unemployment Rate (6)</u>	<u>Registered Pupils (10)</u>
2010	865,705	\$ 34,302,938	\$ 39,647	462,138	7.7 %	127,039
2011	874,045	35,036,640	40,215	466,787	7.2	126,671
2012	881,138	38,481,250	43,672	469,150	6.8	123,833
2013	890,081	38,595,921	43,362	467,318	6.9	123,737
2014	904,430	40,215,913	44,465	469,359	6.2	125,136
2015	909,535	40,806,805	44,866	495,449	4.7	127,576
2016	908,049	41,922,938	46,168	498,002	4.4	128,936
2017	912,756	43,030,211	47,348	513,393	4.7	130,814
2018	909,308	44,938,165	49,420	504,423	4.1	132,322
2019	n. a.	n. a.	n. a.	512,267	4.1	132,667

Notes: n.a. represents information that was unavailable at the time the tables were updated

- (1) Source: Data for 2010-2017 estimated by the Montgomery County, Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2019 is not currently available for Prince George's County)
- (3) Source: Data for 2010-2017 estimated by the Montgomery County, Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Data for 2010-2017 estimated by the Montgomery County, Department of Finance
- (8) Source: Data for 2010-2019 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2019 are not available
Data for 2018 estimates are provided by the U.S. Bureau of the Census, Population Estimates Branch.
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2018. Prince George's County data for 2019 is an estimate
- (10) Source: www.mdreportcard.org, 2019 for Prince George's County



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY TAX RATES BY FUND: FY07 THRU FY21

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY07</u>	Real	0.0200	0.0490	0.0080	0.0010	0.0780
	Personal	0.0500	0.1230	0.0200	0.0030	0.1960
<u>FY08</u>	Real	0.0190	0.0500	0.0080	0.0010	0.0780
	Personal	0.0470	0.1250	0.0200	0.0030	0.1950
<u>FY09</u>	Real	0.0190	0.0500	0.0030	0.0010	0.0730
	Personal	0.0470	0.1120	0.0200	0.0030	0.1820
<u>FY10</u>	Real	0.0180	0.0420	0.0080	0.0010	0.0690
	Personal	0.0450	0.1050	0.0200	0.0030	0.1730
<u>FY11</u>	Real	0.0150	0.0370	0.0080	0.0010	0.0610
	Personal	0.0380	0.0920	0.0200	0.0030	0.1530
<u>FY12</u>	Real	0.0170	0.0400	0.0080	0.0010	0.0660
	Personal	0.0430	0.1000	0.0200	0.0030	0.1660
<u>FY13</u>	Real	0.0180	0.0460	0.0080	0.0010	0.0730
	Personal	0.0450	0.1150	0.0200	0.0030	0.1830
<u>FY14</u>	Real	0.0180	0.0450	0.0080	0.0010	0.0720
	Personal	0.0450	0.1125	0.0200	0.0025	0.1800
<u>FY15</u>	Real	0.0170	0.0480	0.0080	0.0010	0.0740
	Personal	0.0425	0.1200	0.0200	0.0025	0.1850
<u>FY16</u>	Real	0.0180	0.0472	0.0080	0.0010	0.0742
	Personal	0.0450	0.1180	0.0200	0.0025	0.1855
<u>FY17</u>	Real	0.0170	0.0468	0.0080	0.0010	0.0728
	Personal	0.0425	0.1170	0.0200	0.0025	0.1820
<u>FY18</u>	Real	0.0172	0.0474	0.0080	0.0010	0.0736
	Personal	0.0430	0.1185	0.0200	0.0025	0.1840
<u>FY19</u>	Real	0.0156	0.0450	0.0080	0.0010	0.0696
	Personal	0.0390	0.1125	0.0200	0.0025	0.1740
<u>FY20 ADOPTED</u>	Real	0.0170	0.0480	0.0080	0.0010	0.0740
	Personal	0.0425	0.1200	0.0200	0.0025	0.1850
<u>FY21 PROPOSED</u>	Real	0.0186	0.0532	0.0080	0.0010	0.0808
	Personal	0.0465	0.1330	0.0200	0.0025	0.2020

NOTE: Rates are per \$100 of assessed valuation



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY REVENUES BY FUND: FY07 THRU FY21

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>ADVANCE LAND</u>		<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
		<u>PARK*</u>	<u>ACQUISITION</u>			
FY07	\$25,473,046	\$73,632,630	\$1,524,673	\$9,808,885	\$4,166,028	\$114,605,262
FY08	\$26,263,298	\$80,659,951	\$1,595,405	\$8,567,556	\$3,459,638	\$120,545,848
FY09	\$28,997,876	\$80,275,750	\$1,700,802	\$9,217,043	\$4,445,680	\$124,637,151
FY10	\$28,445,527	\$80,565,040	\$1,804,764	\$9,266,362	\$3,956,150	\$124,037,843
FY11	\$23,481,987	\$72,484,600	\$1,785,987	\$9,569,906	\$5,375,861	\$112,698,341
FY12	\$26,437,160	\$75,737,385	\$1,723,507	\$10,366,006	\$6,812,980	\$121,077,038
FY13	\$26,945,597	\$82,984,943	\$1,680,687	\$9,840,577	\$6,728,370	\$128,180,174
FY14	\$27,056,857	\$83,226,578	\$1,704,476	\$10,096,922	\$3,501,277	\$125,586,110
FY15	\$26,223,319	\$89,840,349	\$1,738,887	\$9,867,991	\$4,776,429	\$132,446,975
FY16	\$28,807,434	\$94,034,599	\$2,911,625	\$10,470,211	\$4,531,216	\$140,755,085
FY17	\$28,230,072	\$95,220,227	\$1,859,162	\$10,779,619	\$5,054,657	\$141,143,737
FY18	\$29,608,451	\$100,123,666	\$1,929,019	\$11,724,952	\$6,655,296	\$150,041,384
FY19	\$27,710,840	\$99,310,655	\$1,976,076	\$14,667,285	\$6,274,868	\$149,939,724
FY20 ADOPTED	\$31,468,209	\$109,795,399	\$2,075,264	\$11,597,042	\$5,180,873	\$160,116,787
FY21 PROPOSED	\$34,538,700	\$120,082,675	\$2,087,700	\$12,608,136	\$5,580,710	\$174,897,921

* Park includes Property Management Fund



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY EXPENDITURES BY FUND: FY07 THRU FY21

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK *</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY07	\$24,190,637	\$70,054,359	\$1,522,688	\$9,653,051	\$3,412,819	\$108,833,554
FY08	\$26,983,794	\$77,198,235	\$1,593,030	\$9,428,990	\$3,939,515	\$119,143,564
FY09	\$28,014,385	\$83,429,359	\$1,678,914	\$9,383,977	\$3,971,293	\$126,477,928
FY10	\$27,911,142	\$82,419,460	\$1,824,924	\$9,296,669	\$4,342,711	\$125,794,906
FY11	\$25,077,878	\$72,987,813	\$1,787,718	\$9,076,362	\$4,881,491	\$113,811,262
FY12	\$24,987,214	\$74,057,368	\$1,724,076	\$9,706,336	\$4,285,899	\$114,760,893
FY13	\$24,787,963	\$81,579,090	\$1,677,529	\$9,251,742	\$4,897,488	\$122,193,812
FY14	\$25,750,754	\$85,190,538	\$1,700,704	\$9,508,592	\$4,529,732	\$126,680,320
FY15	\$27,972,803	\$90,478,486	\$1,748,460	\$9,402,804	\$4,613,867	\$134,216,420
FY16	\$28,639,076	\$92,605,696	\$2,912,617	\$9,754,146	\$4,460,089	\$138,371,624
FY17	\$27,825,322	\$95,568,452	\$1,861,720	\$9,913,919	\$5,352,881	\$140,522,294
FY18	\$29,729,197	\$100,454,632	\$1,929,466	\$10,543,655	\$5,379,406	\$148,036,356
FY19	\$30,343,807	\$103,428,722	\$1,973,388	\$12,704,304	\$5,234,046	\$153,684,267
FY20 ADOPTED**	\$33,594,679	\$111,971,881	\$2,075,264	\$10,197,934	\$7,084,740	\$164,924,498
FY21 PROPOSED**	\$35,418,202	\$121,579,743	\$2,087,700	\$13,184,588	\$7,352,429	\$179,622,662

* Park includes Property Management Fund

** Includes Reserves for Administration & Park Funds



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY WORKYEARS BY FUND: FY07 THRU FY21

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY07	205.20	657.20	111.00	36.60	1,010.00
FY08	214.58	683.24	110.30	36.60	1,044.72
FY09	212.19	691.71	104.60	30.23	1,038.73
FY10	216.88	692.00	113.10	27.12	1,049.10
FY11	176.95	606.40	110.90	27.55	921.80
FY12	177.85	622.80	117.20	28.55	946.40
FY13	175.30	630.60	118.90	28.55	953.35
FY14	174.53	641.10	116.00	27.17	958.80
FY15	179.60	665.00	110.30	24.85	979.75
FY16	181.74	691.00	110.00	24.85	1,007.59
FY17	182.74	714.60	119.30	29.55	1,046.19
FY18	183.79	732.30	126.70	32.05	1,074.84
FY19	185.75	739.60	125.40	34.15	1,084.90
FY20 ADOPTED	185.76	759.80	120.70	34.65	1,100.91
FY21 PROPOSED	187.89	779.40	121.80	38.25	1,127.34

* Park includes Property Management Fund



Montgomery County Appendices - Pay Schedules

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective July 14, 2019
1.5% COLA**

Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$30,192 \$14.5154	\$42,233 \$20.3043	\$54,272 \$26.0923
12	\$33,920 \$16.3077	\$45,981 \$22.1063	\$58,042 \$27.9048
14	\$37,529 \$18.0428	\$50,874 \$24.4587	\$64,218 \$30.8740
16	\$42,112 \$20.2462	\$57,087 \$27.4457	\$72,060 \$34.6442
18	\$47,692 \$22.9288	\$64,649 \$31.0813	\$81,607 \$39.2341
20	\$50,076 \$24.0750	\$67,883 \$32.6361	\$85,689 \$41.1966
22	\$54,066 \$25.9933	\$73,289 \$35.2351	\$92,517 \$44.4793
24	\$56,769 \$27.2928	\$76,953 \$36.9966	\$97,138 \$46.7010
26	\$61,231 \$29.4380	\$83,105 \$39.9543	\$104,980 \$50.4712
28	\$65,328 \$31.4077	\$89,587 \$43.0707	\$113,846 \$54.7337
30	\$71,266 \$34.2625	\$97,735 \$46.9880	\$124,203 \$59.7130
32	\$79,161 \$38.0582	\$107,270 \$51.5721	\$135,380 \$65.0865
34	\$85,345 \$41.0313	\$115,691 \$55.6207	\$146,038 \$70.2106
36	\$94,432 \$45.4000	\$128,010 \$61.5433	\$161,589 \$77.6870
38	\$103,518 \$49.7683	\$140,328 \$67.4654	\$177,139 \$85.1630
40	\$113,869 \$54.7447	\$149,933 \$72.0832	\$185,995 \$89.4207

**Approved by the Commission
June 19, 2019**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective July 14, 2019
1.5% COLA and changes to Longevity

Lawson Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$26,968 \$12.9654	\$36,557 \$17.5755	\$46,149 \$22.1870	\$47,649 \$22.9082
HL2	\$30,118 \$14.4798	\$42,128 \$20.2538	\$54,139 \$26.0284	\$55,899 \$26.8745
HL3/HL4	\$33,838 \$16.2683	\$45,870 \$22.0529	\$57,902 \$27.8375	\$59,784 \$28.7423
HL5/HL6	\$37,438 \$17.9990	\$50,751 \$24.3995	\$64,064 \$30.8000	\$66,146 \$31.8010
HL7	\$42,010 \$20.1971	\$56,949 \$27.3793	\$71,886 \$34.5606	\$74,222 \$35.6837

Approved by the Commission
June 19, 2019



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective July 14, 2019
1.5% COLA and changes to Longevity

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$27,048 \$13.0038	\$36,666 \$17.6279	\$46,284 \$22.2519	\$47,788 \$22.9750
HC2	\$28,892 \$13.8904	\$39,166 \$18.8298	\$49,439 \$23.7688	\$51,046 \$24.5413
HC3	\$30,206 \$14.5221	\$42,252 \$20.3135	\$54,299 \$26.1053	\$56,064 \$26.9538
HC4	\$33,937 \$16.3159	\$46,004 \$22.1173	\$58,069 \$27.9178	\$59,956 \$28.8250
HC5	\$37,549 \$18.0524	\$50,899 \$24.4707	\$64,253 \$30.8909	\$66,341 \$31.8947
HC6	\$42,133 \$20.2563	\$57,115 \$27.4591	\$72,098 \$34.6625	\$74,441 \$35.7889

Approved by the Commission
June 19, 2019



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective July 14, 2019
1.5% COLA and changes to Longevity

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$28,892 \$13.8904	\$39,166 \$18.8298	\$49,439 \$23.7688	\$51,046 \$24.5413
HT2	\$33,937 \$16.3159	\$46,004 \$22.1173	\$58,069 \$27.9178	\$59,956 \$28.8250
HT3	\$37,549 \$18.0524	\$50,899 \$24.4707	\$64,251 \$30.8899	\$66,339 \$31.8938
HT4	\$42,133 \$20.2563	\$57,115 \$27.4591	\$72,098 \$34.6625	\$74,441 \$35.7889

Approved by the Commission
June 19, 2019



Montgomery County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 14, 2019 (1.0% COLA) and ASI-1 to 3.5% and ASI-2 to 3.5%

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
P02 (annual) (hourly)	\$53,103 \$25.5303	\$54,966 \$26.4260	\$56,890 \$27.3510	\$58,881 \$28.3082	\$60,938 \$29.2971	\$63,075 \$30.3245	\$65,280 \$31.3846	\$67,565 \$32.4832	\$69,928 \$33.6192	\$72,381 \$34.7986	\$74,915 \$36.0168	\$77,532 \$37.2750	\$80,246 \$38.5798	\$83,055 \$39.9303			
P03 (annual) (hourly)	\$53,081 \$25.5197	\$55,760 \$26.8077	\$57,714 \$27.7471	\$59,742 \$28.7221	\$61,824 \$29.7231	\$63,981 \$30.7601	\$66,227 \$31.8399	\$68,544 \$32.9538	\$70,948 \$34.1096	\$73,428 \$35.3019	\$75,998 \$36.5375	\$78,662 \$37.8183	\$81,416 \$39.1423	\$84,259 \$40.5091	\$87,208 \$41.9269		
P04 (annual) (hourly)	\$55,735 \$26.7957	\$58,546 \$28.1471	\$60,601 \$29.1351	\$62,721 \$30.1543	\$64,913 \$31.2082	\$67,187 \$32.3014	\$69,536 \$33.4308	\$71,969 \$34.6005	\$74,492 \$35.8135	\$77,094 \$37.0644	\$79,797 \$38.3639	\$82,591 \$39.7072	\$85,479 \$41.0957	\$88,473 \$42.5351	\$91,572 \$44.0250		
P05 (annual) (hourly)	\$61,446 \$29.5413	\$64,554 \$31.0356	\$66,810 \$32.1202	\$69,149 \$33.2447	\$71,566 \$34.4067	\$74,072 \$35.6115	\$76,665 \$36.8582	\$79,352 \$38.1500	\$82,130 \$39.4856	\$85,001 \$40.8659	\$87,979 \$42.2976	\$91,062 \$43.7798	\$94,242 \$45.3087	\$97,541 \$46.8947	\$100,952 \$48.5346	\$103,478 \$49.7490	
Rank	ASI 1*	ASI 2**															
P02 (annual) (hourly)	\$85,962 \$41.3279	\$88,971 \$42.7745															
P03 (annual) (hourly)	\$90,260 \$43.3942	\$93,419 \$44.9130															
P04 (annual) (hourly)	\$94,777 \$45.5659	\$98,094 \$47.1606															
P05 (annual) (hourly)	\$107,100 \$51.4904	\$110,849 \$53.2928															

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

**ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Approved by the Commission
June 19, 2019



**Montgomery County
 Appendices – Pay Schedules**

**Park Police Command Officers
 Effective July 14, 2019
 1.5% COLA**

Title		Minimum	Midpoint	Maximum
Lieutenant [P06]	(annual)	\$71,984	\$97,264	\$122,548
	(hourly)	\$34.6077	\$46.7615	\$58.9173
Captain [P07]	(annual)	\$83,282	\$112,526	\$141,772
	(hourly)	\$40.0394	\$54.0990	\$68.1596
Commander [P09]	(annual)	\$101,738	\$132,224	\$162,706
	(hourly)	\$48.9125	\$63.5692	\$78.2240

**Officer Candidate Pay Scale
 Effective July 14, 2019
 1.5% COLA**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$51,688
	(hourly)	\$24.8500

**Approved by the Commission
 June 19, 2019**



**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective July 14, 2019
1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$50,076 \$24.0750	\$66,435 \$31.9399	\$85,689 \$41.1966
EHT	\$56,769 \$27.2928	\$75,311 \$36.2072	\$97,138 \$46.7010
EIT	\$64,290 \$30.9087	\$85,396 \$41.0558	\$110,228 \$52.9942
EJT	\$77,681 \$37.3466	\$104,243 \$50.1168	\$135,380 \$65.0865

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	EGT
GIS Specialist I	EGT
IT Telecommunications Spec I	EGT
Programmer/Analyst II	EHT
GIS Specialist II	EHT
Senior IT Support Specialist	EIT
Programmer/Analyst III	EIT
GIS Specialist III	EIT
IT Systems Manager/Leader	EJT

**Approved by the Commission
June 19, 2019**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$11.5000	\$12.3500	\$13.2000	950	I
PFA II - 921	N02	\$11.5500	\$12.6750	\$13.8000		
PFA III - 922	N03	\$11.6000	\$13.0500	\$14.5000		
PFMA I - 930	N04	\$11.6500	\$13.4500	\$15.2500	951	II
PFMA II - 931	N05	\$11.7000	\$13.8500	\$16.0000		
PFMA III - 932	N07	\$11.7500	\$14.2750	\$16.8000		
Call Center/Help Desk Rep 1 - 936	N08	\$11.8000	\$14.7250	\$17.6500	952	III
Not in Use	N10	\$11.8500	\$15.2000	\$18.5500		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$20.0500	953	IV
Call Center/Help Desk Rep 2 - 937	N12	\$13.2626	\$16.9100	\$21.6500		
Intern II/Call Center-Help Desk Rep 3 (938)	N13	\$15.2514	\$19.4455	\$23.6396	954	V
Not in Use	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 941	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission
October 18, 2017



Montgomery County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission Aquatics Seasonal/Intermittent Pay Schedule Effective May 13, 2018 Pay Schedule Adjustments and New Grade

	<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
900 - Ramp Guard/Slide Attendant	AQ2	\$12.00	\$12.61	\$13.23	\$13.89
906 - Shallow Water Lifeguard	AQ3	\$13.00	\$13.88	\$14.57	\$15.30
901 - Lifeguard	AQ4	\$15.00	\$15.75	\$16.53	\$17.36
902 - Instructor Aide/Swim Lessons	AQ5	\$16.50	\$17.31	\$18.18	\$19.09
903 - Assistant Pool Manager	AQ6	\$18.14	\$19.05	\$20.00	\$21.00
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$19.96	\$20.96	\$22.01	\$23.10
907 - Senior Pool Manager	AQ8	\$24.15	\$25.36	\$26.62	\$27.95

Approved by Commission
February 21, 2018



**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$11.5000	\$16.7500	\$22.0000
Spec Svcs Instructor 2	SS2	\$12.5000	\$19.7500	\$27.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

**Approved by the Commission
October 18, 2017**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	T11	\$11.5000	\$14.2750	\$17.0500
Tennis Instructor 2	T12	\$15.0000	\$19.0000	\$23.0000
Tennis Instructor 3	T13	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	T14	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission
October 18, 2017

