



The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget Fiscal Year 2022

Montgomery County

The Maryland-National Capital Park and Planning
Commission

www.mncppc.org

Proposed Annual Budget
Fiscal Year 2022

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Casey Anderson, Vice-Chairman of the Commission

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Natali Fani-Gonzalez

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Joseph Zimmerman, Secretary-Treasurer
Adrian R. Gardner, General Counsel

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Director of Planning

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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For the Fiscal Year Beginning

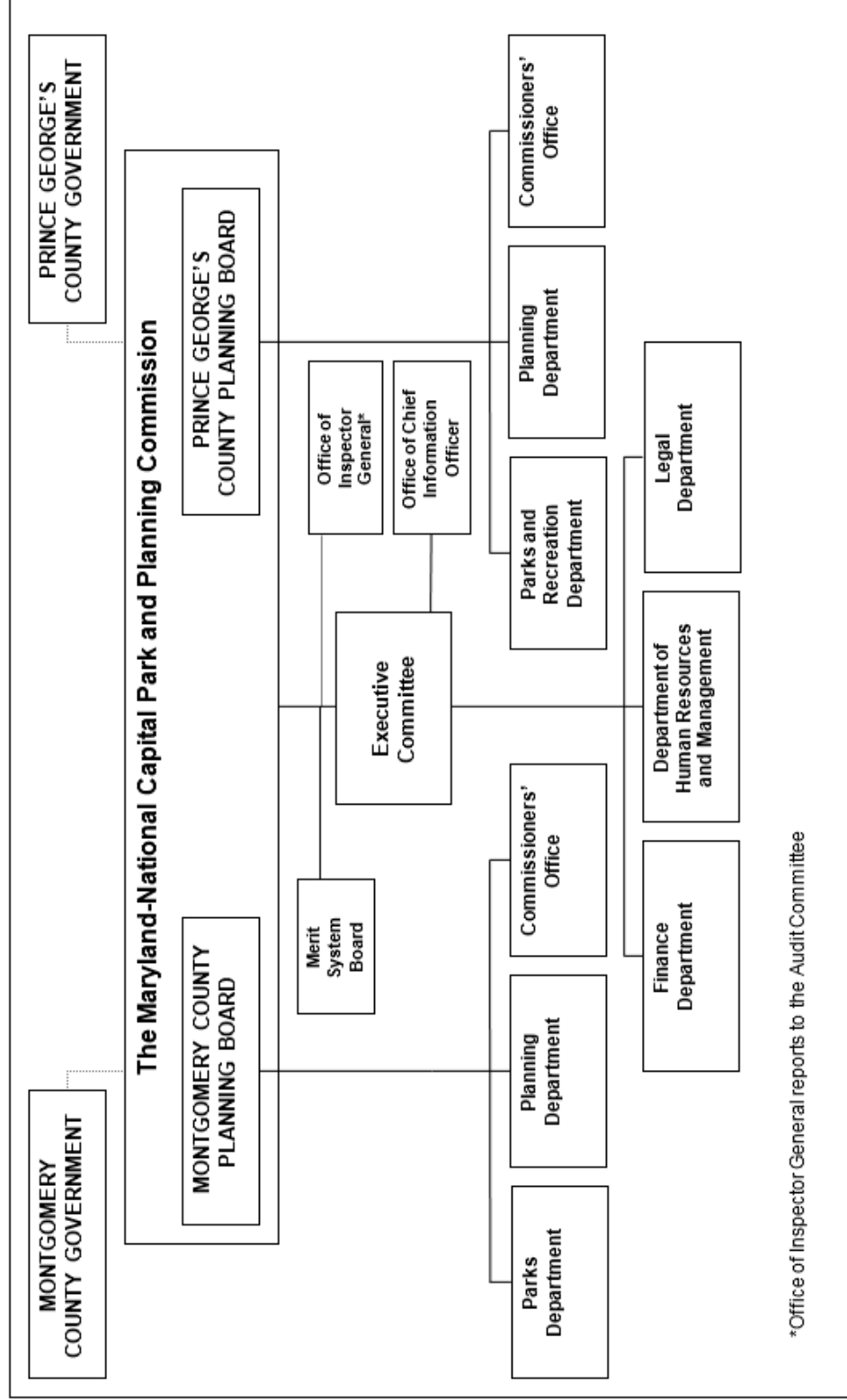
July 1, 2020

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, 2020. 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 2022
Montgomery County**

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

January 15, 2021

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

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

Dear Mr. Elrich and Mr. Hucker:

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 FY22 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 FY22. We fully understand the county's financial challenges and have proposed increases only 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 FY22 Proposed Budget focuses on maintaining service levels, responding to federal/state/local mandates, and addressing a limited number of critical needs. The FY22 Proposed Budget includes increases related to necessary planning studies, legislative mandates, and operating costs of new parks.

The FY22 proposed tax-supported operating budget is \$156.5 million. This is \$9.2 million more than the FY21 adopted budget, a 6.3 percent change, reflecting both on-going and critical needs requests. The total proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$183.3 million, an increase of \$6.5 million or 3.7 percent from the FY21 adopted budget.

**Summary of FY22 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY21 Adopted	FY22 Proposed	\$ Change	% Change
Montgomery Funds				
Administration	\$ 32,634,966	\$ 35,387,944	\$ 2,752,978	8.4%
Park (1)	112,613,946	119,036,122	6,422,176	5.7%
ALA Debt	2,068,181	2,117,000	48,819	2.4%
Subtotal Tax Supported	147,317,093	156,541,066	9,223,973	6.3%
Enterprise (2)	13,099,109	10,965,938	(2,133,171)	-16.3%
Property Management	1,576,671	1,657,600	80,929	5.1%
Special Revenue	7,352,429	7,052,119	(300,310)	-4.1%
Park Debt	7,440,410	7,051,058	(389,352)	-5.2%
Total Montgomery	\$ 176,785,712	\$ 183,267,781	\$ 6,482,069	3.7%

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

(2) 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 FY22 assessable base (both real and personal) projected to grow by 2.4 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 FY21 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 6.3 percent.

M-NCPPC
Summary of FY22 Proposed Budget Major Changes
Montgomery County General Fund Accounts
Administration and Park Funds (excludes property management and reserves)

	Budget Amount	% Change
FY21 Adopted Budget	\$ 145,248,912	
<i>FY22 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo and prefunding	(3,366)	
Health Insurance	980,006	
Pension (ERS)	1,510,110	
Employee Compensation Marker	2,284,946	
Reclassification Marker	361,576	
Subtotal Major Personnel Changes	5,133,272	3.5%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	(364,352)	
Transfer to Development Review	500,000	
One Time Reductions	(245,000)	
Park- NPDES	79,518	
OBI (non-NPDES)	239,606	
Investment in Critical Needs	2,609,250	
Operating Major Known Commitments	1,222,860	
Subtotal FY22 Major NonPersonnel Changes	4,041,882	2.8%
Total Dollar Change for Major Changes	9,175,154	6.3%
TOTAL FY22 Proposed Budget	\$ 154,424,066	6.3%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY22 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 FY22:

- 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 \$5.1 million.

FY22 Proposed Budget				
Summary of Changes in Major Personnel Costs				
Montgomery County Administration Fund and Park Fund				
	FY21	FY22	\$	%
	Adopted	Proposed	Change	Change
OPEB				
OPEB Paygo & Prefunding	\$ 7,567,885	\$ 7,564,519	\$ (3,366)	0.0%
Pension (ERS)				
Pension (ERS)	8,976,138	10,486,248	1,510,110	16.8%
Health and Benefits(1)				
Employee Health Benefits	15,902,002	16,882,008	980,006	6.2%
Subtotal Personnel Costs	<u>\$ 32,446,025</u>	<u>\$ 34,932,775</u>	<u>\$ 2,486,750</u>	<u>7.7%</u>
Employee Compensation				
Marker for Changes to Employee Comp.		2,284,946	2,284,946	-
Marker for Possible Reclassifications	257,318	618,894	361,576	140.5%
Total Major Personnel Costs			<u>\$ 5,133,272</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 pensions and health insurance. Health costs are increasing due to increased utilization and cost trends.

The net change for total OPEB costs is a decrease of \$3,300, or less than 1 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 16.8 percent in FY22, representing an additional cost of \$1.5 million above the FY21 budget. Health benefit costs are projected to increase by 6.2 percent, resulting in additional cost of \$980 thousand over the FY21 Budget.

As for employee compensation, the budget includes a dollar marker of \$2.3 million in the General Fund. The Commission is in full contract negotiations with the MCGEO and will begin shortly a wage and benefit re-opener with the FOP, the results of which will be presented for approval at the

Joint County Council Meeting in May 2021. Also included is \$362,000 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 \$2.6 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	\$ 798,854
Administration	Commissioners' Office	10,000
Administration	DHRM	44,268
Administration	Legal	-
Administration	Finance	4,280
Administration	Inspector General	1,053
Administration	Corporate IT	-
Administration	Share of CIO/CWIT Initiatives	96,100
Park	Parks	<u>1,654,695</u>
Total		\$ 2,609,250

Summary of FY22 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY22 proposed budget to the FY21 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 FY22 Proposed Budget General Fund Accounts
 By Fund by Department (excludes reserves)**

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>\$ Change</u>	<u>% Change</u>
Administration Fund				
Commissioners' Office	\$ 1,235,196	\$ 1,277,993	\$ 42,797	3.5%
Planning Department Operating	20,498,771	21,691,798	1,193,027	5.8%
CAS Departments	9,014,484	9,263,403	248,919	2.8%
Transfer to Development Review	-	500,000	500,000	-
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	<u>1,736,515</u>	<u>2,504,750</u>	<u>768,235</u>	<u>44.2%</u>
Subtotal Admin Fund	<u>32,634,966</u>	<u>35,387,944</u>	<u>2,752,978</u>	<u>8.4%</u>
Park Fund				
Park Department Operating	98,600,598	103,383,284	4,782,686	4.9%
Transfer to Debt Service	7,165,410	6,801,058	(364,352)	-5.1%
Transfer to Capital Projects	350,000	450,000	100,000	28.6%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	<u>6,097,938</u>	<u>8,001,780</u>	<u>1,903,842</u>	<u>31.2%</u>
Subtotal Park Operating	<u>112,613,946</u>	<u>119,036,122</u>	<u>6,422,176</u>	<u>5.7%</u>
Montgomery Operating Subtotal	<u>145,248,912</u>	<u>154,424,066</u>	<u>9,175,154</u>	<u>6.3%</u>
Property Management	1,576,671	1,657,600	80,929	5.1%
Montgomery General Fund Total	<u>\$ 146,825,583</u>	<u>\$ 156,081,666</u>	<u>\$ 9,256,083</u>	<u>6.3%</u>

(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 FY22 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 37,000 acres in 424 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active lifestyles, 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 FY22 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; and
- National Pollutant Discharge Elimination System (NPDES) mandates.

In addition, the FY22 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 FY22 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 FY22 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

One-Time funding requests:

- Continuation of Modeling for Takoma Park Master Plan
- Fairland-Briggs Chaney Master Plan Support
- Bikeways Branding Plan
- Commercial Space Adaptability Study
- E-Commerce and Logistics Industry Trends and Needs Assessment
- Wheaton Downtown Study
- Access Management Study
- Innovative Housing Tool Kit
- Redlining/Segregation Mapping Tool

On-going funding requests:

- Master Plan Support for Historic Preservation Designations
- Full-time Position for Forest Conservation
- Full-time Position for Research
- Conversion of a Part-time position to Full-Time in the Historic Preservation Section

Other Initiatives:

- Provide subsidy transfer to Development Review Special Revenue Fund

Central Administrative Services (CAS)

For FY22, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Department of Human Resources and Management (DHRM): one career position to address Commission-wide Diversity, Equity and Inclusion training and compliance as part of our Labor Relations team.
- Finance Department: dedicated funding for employee recognition awards.
- Inspector General: funding for analytical software.
- Chief Information Officer:
 - Increased costs of Microsoft operational licenses
 - Funding for the following IT initiative
 - ERP Upgrade (first year funding)

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 FY22 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 FY22 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 0.02 cent for the Administration Fund and a decrease of 0.30 cent for the Park Fund.

The FY22 Proposed Budget reflects a total tax rate for property tax supported funds of 7.58 cents real property and 18.95 cents personal property. The breakdown by fund is:

- Administration Fund: 1.78 cents real and 4.45 cents personal, an increase of 0.02 and 0.05, respectively;
- Park Fund: 5.70 cents real and 14.25 cents personal, a decrease of 0.30 and 0.75, 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 FY22.

The Honorable Marc Elrich, County Executive
 The Honorable Tom Hucker, President, Montgomery County Council
 FY22 Proposed Operating Budget Transmittal
 January 15, 2021
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MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)

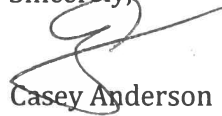
FUNDS	ACTUAL FY10	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ACTUAL FY19	ACTUAL FY20	ADOPTED FY21	PROPOSED FY22
Administration Fund													
Real	1.80	1.50	1.70	1.80	1.80	1.70	1.80	1.70	1.72	1.56	1.70	1.76	1.78
Personal	4.50	3.80	4.30	4.50	4.50	4.25	4.50	4.25	4.30	3.90	4.25	4.40	4.45
Park Fund													
Real	5.00	4.50	4.80	5.40	5.30	5.60	5.52	5.48	5.54	5.30	5.60	6.00	5.70
Personal	12.50	11.20	12.00	13.50	13.25	14.00	13.80	13.70	13.85	13.25	14.00	15.00	14.25
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	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)													
Real	6.90	6.10	6.60	7.30	7.20	7.40	7.42	7.28	7.36	6.96	7.40	7.86	7.58
Personal	17.30	15.30	16.60	18.30	18.00	18.50	18.55	18.20	18.40	17.40	18.50	19.65	18.95

CONCLUSION

The Proposed FY22 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 FY22 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.



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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 2022 are included:

- Commission Summary of FY22 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY20
- 4 and Budgeted Use of Fund Balance/Net Position for FY21 and FY22;
- Montgomery County FY22 Proposed Budget Summary - Fund Summary by Department and by Division;
- Montgomery County FY22 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$189,290,098;
- Montgomery County FY22 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$187,667,981;
- Montgomery County FY22 Proposed Budget Expenditure Summary by Major Object;
- Montgomery County FY22 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$187,667,981;
- 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 FY13 Actual to FY22 Proposed;
- Montgomery County Revenues and Expenditures General Fund Accounts FY13 Actual to FY22 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 Internal Service Fund 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 Base;
- 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 FY22 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, part 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.

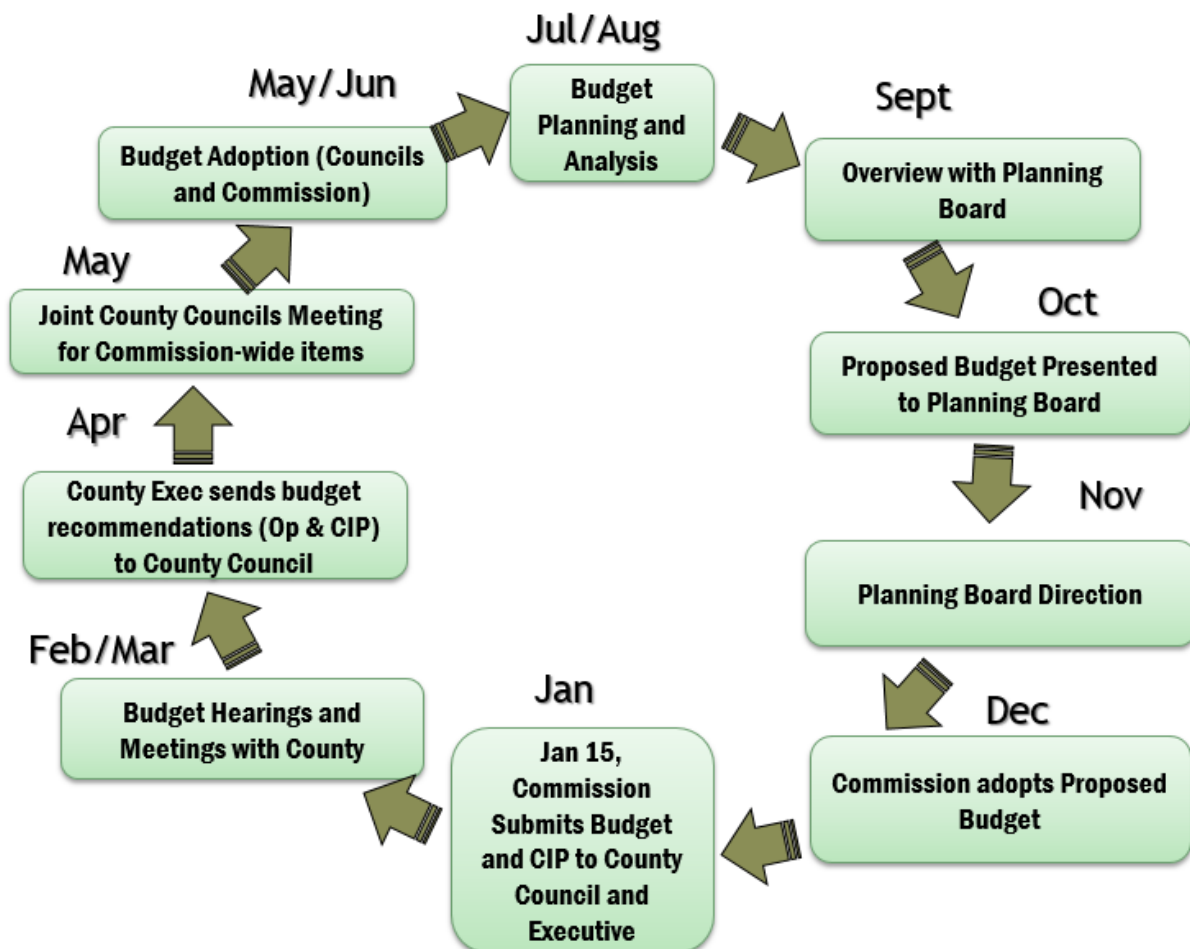
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



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Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2020
• Budget Overview with Planning Board	September to November 2020
• Staff Develops Budget	September to November 2020
• Planning Board Work Sessions	September to December 2020
• Commission Approves Proposed Budget	December 16, 2020
• Staff Produce Proposed Budget Book	December 2020 to January 2021
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2021
• County Executive Makes Recommendations	January 15 to March 1, 2021
• County Council Holds Public Hearings	April 2021
• County Council Reviews Budget	April 2021
• County Councils Meet Jointly	May 2021
• County Councils Adopt Budget	By June 1, 2021
• Commission Adopts Budget Resolution	June 16, 2021



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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 186 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 1,050,688 as of July 1, 2019, 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; 20.1 percent of residents are Hispanic or Latino; 20.1 percent are



Montgomery County Overview – Background

black or African American; 15.6 percent are Asian; and 42.9 percent are non-Hispanic white. About 32.3 percent are foreign born, compared to the state of Maryland which shows about 15.2 percent. According to the 2015-2019 American Community Survey, of the population above age 5, over 41.2 percent speak a language other than English at home. This is substantially greater than it is statewide (19.0 percent).

Over the past four decades, the median age of the county's population has matured from 30 in 1970 to 39.7 in 2019 with the maturing of baby boomers and improving life expectancy of the U.S. population. About 23.1 percent of the population is under 18 years old and another 16.1 percent is age 65 or older. Student enrollment in public grades K-12 was 165,163 during the 2019-2020 school year. In Montgomery County, one of the most highly educated counties in the nation, 58.9 percent of adults age 25 and over have at least a bachelor's degree. Only 9 percent did not graduate from high school.

Based on the American Community Survey, the 2018 median household income was \$108,188 compared to the state median household income of \$78,945. The median value of owner-occupied housing units between 2015 and 2019 in Montgomery County was \$484,900 compared to the state median of \$314,800.

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



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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

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 89 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 FY22, 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



Montgomery County

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 in the 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.



Montgomery County

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 are 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 FY22 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 FY22 assessable base (both real and personal) projected to grow by 2.7 percent next year. The remaining 6 percent of General Fund revenues are projected to increase by 0.1 percent in FY22 due primarily to increased Water Quality Protection funds from the County.

Property Tax Revenue and Tax Rates

To provide sufficient revenues, the FY22 Proposed Budget reflects the need for a tax rate increase in the real and personal property tax rates for the Administration Fund and a decrease for the Park Fund from the FY21 Adopted Budget.

Total proposed tax revenues in the three tax-supported funds are budgeted to decrease by \$1.9 million or 1.3 percent in FY22 to \$139.4 million.

The FY22 Proposed Budget reflects a total tax rate for property tax supported funds of 7.58 cents real property and 18.95 cents personal property. The breakdown by fund is:

- Administration Fund: 1.78 cents real and 4.45 cents personal, an increase of .02 and .05, respectively;
- Park Fund: 5.70 cents real and 14.25 cents personal, a decrease of .30 and .75, 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 FY22.

The State Department of Assessments and Taxation (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. Showing little effect from the economic effects of the COVID pandemic, service charges and fees of the two major tax-supported funds (Administration and Park) are projected at \$3.44 million in FY22, a 0.1 percent increase from the FY21 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. FY22 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 FY22 is proposed at \$200,000, unchanged from the FY21 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 FY22 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 \$3,665,414. This is a total increase of 2.0 percent from FY21. The increase is necessary to cover staffing and other costs for the Parks Department to meet National Pollutant Discharge Elimination System (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 \$75,000 of miscellaneous revenue in the Park Fund.

Enterprise Fund Revenues

In FY22, 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 FY22 that includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY22:

- 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 \$5.1 million, mostly due to increased pension and health insurance costs and employee compensation markers.



Montgomery County Overview – Budget Issues

Exhibit 1

**FY22 Proposed Budget
Summary of Changes in Major Personnel Costs
Montgomery County Administration Fund and Park Fund**

	FY21 Adopted	FY22 Proposed	\$ Change	% Change
OPEB				
OPEB Paygo & Prefunding	\$ 7,567,885	\$ 7,564,519	\$ (3,366)	0.0%
Pension (ERS)				
Pension (ERS)	8,976,138	10,486,248	1,510,110	16.8%
Health and Benefits(1)				
Employee Health Benefits	15,902,002	16,882,008	980,006	6.2%
Subtotal Personnel Costs	<u>\$ 32,446,025</u>	<u>\$ 34,932,775</u>	<u>\$ 2,486,750</u>	<u>7.7%</u>
Employee Compensation				
Marker for Changes to Employee Comp.		2,284,946	2,284,946	-
Marker for Possible Reclassifications	257,318	618,894	361,576	140.5%
Total Major Personnel Costs			<u>\$ 5,133,272</u>	

(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 FY22 have been determined by the actuary. The net change for total OPEB costs is about a \$3 thousand decrease or less than 1 percent less than the FY21 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 16.8 percent in FY22. This represents an additional cost of \$1.5 million over the FY21 adopted budget.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 6.2 percent in FY21, or \$980 thousand more than the FY21 adopted budget.

Employee Compensation

The Commission's FY22 budget includes a compensation adjustment marker of \$2.3 million in the General Fund. The Commission is in full contract negotiations with the Municipal and County Government Employees Organization (MCGEO), and in a wage and benefit re-opener with the



Montgomery County

Overview – Budget Issues

Fraternal Order of Police (FOP). Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is under way (\$362,000).

Total expenditures for tax supported funds in the FY22 Proposed Budget (excluding reserves) are \$156.5 million, a 6.3 percent increase from FY21. The total FY22 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 \$183.3 million, 3.7 percent higher than the FY21 budget. Exhibit 2 provides a comparative total funds summary.

Exhibit 2

Summary of FY22 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)

	FY21 Adopted	FY22 Proposed	\$ Change	% Change
Montgomery Funds				
Administration	\$ 32,634,966	\$ 35,387,944	\$ 2,752,978	8.4%
Park (1)	112,613,946	119,036,122	6,422,176	5.7%
ALA Debt	2,068,181	2,117,000	48,819	2.4%
Subtotal Tax Supported	147,317,093	156,541,066	9,223,973	6.3%
Enterprise (2)	13,099,109	10,965,938	(2,133,171)	-16.3%
Property Management	1,576,671	1,657,600	80,929	5.1%
Special Revenue	7,352,429	7,052,119	(300,310)	-4.1%
Park Debt	7,440,410	7,051,058	(389,352)	-5.2%
Total Montgomery	\$ 176,785,712	\$ 183,267,781	\$ 6,482,069	3.7%

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

(2) Includes transfer to Capital Projects

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

One of the primary objectives in the FY22 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 \$2.6 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 DHRM, it is an additional position to address Commission-wide Diversity, Equity and Inclusion training and compliance as part of our Labor Relations team; for Finance, it is dedicated funding for employee recognition awards; and for the Inspector General, it is funding for analytical software. 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	\$	798,854
Administration	Commissioners' Office		10,000
Administration	DHRM		44,268
Administration	Legal		-
Administration	Finance		4,280
Administration	Inspector General		1,053
Administration	Corporate IT		-
Administration	Share of CIO/CWIT Initiatives		96,100
Park	Parks		1,654,695
Total		\$	2,609,250

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 FY20, the Commission had \$1.7 million in fund balance in the Administration Fund and \$3.2 million in fund balance in the Park Fund. Based on current estimates, which include the County required budget reductions, \$725,000 and \$4.8 million, respectively, will be added to these fund balances in FY21. This will result in \$3.4 million in the Administration Fund and \$11.0 million in the Park Fund going into FY21. Therefore, coupled with the proposed tax rate changes, 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 FY22 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 and decreases, projected expenditures and other uses, the ending fund balances after meeting reserve requirements for FY22 are projected to be \$444,136 in the Administration Fund and \$819,680 in the Park Fund (not including \$688,491 in the Property Management subfund).

DEBT

Debt Service in the Park Fund is proposed to be \$6.8 million in FY22. Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$135,050, in FY22, as part of the continuing debt service repayment. Tax rates for the ALA debt service fund are proposed without change from the FY21 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, 2020 is estimated at \$1.82 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 \$83.7 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, and not requested in FY21. Due to the continued use of reserves to balance this fund, we have once again requested a subsidy for FY22.



FY22 Proposed Budget
Fiscal and Budget Summary Schedules



Montgomery County Overview - Fiscal and Budget Summary Schedules

COMMISSION SUMMARY OF FY22 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			% Change
	FY 22 Actual	FY 21 Adopted	FY 22 Proposed	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	60,065,278	61,543,517	64,419,417	31,087,046	32,432,807	33,526,300	91,152,324	93,976,324	97,945,717	4.2%
Park Fund	168,039,028	171,700,342	176,924,212	103,513,603	115,075,790	112,218,461	271,552,631	286,776,132	289,142,673	0.8%
Recreation Fund	89,511,620	96,695,799	98,952,560	-	-	-	89,511,620	96,695,799	98,952,560	2.3%
General Funds Total	317,615,925	329,939,658	340,296,189	134,600,649	147,508,597	145,744,761	452,216,575	477,448,255	486,040,950	1.8%
ALA Debt Service Fund	200	200	200	2,013,927	2,068,181	2,117,000	2,014,127	2,068,181	2,117,000	2.4%
Tax-Supported Funds Total	317,616,125	329,939,658	340,296,189	136,614,576	149,576,778	147,861,761	454,230,702	479,516,436	488,157,950	1.8%
Park Debt Service Fund	12,120,269	15,064,619	13,288,277	6,209,906	7,440,410	7,051,058	18,330,175	22,505,029	20,339,335	-9.6%
Property Management Fund	-	-	-	1,412,699	1,576,671	1,657,671	1,412,699	1,576,671	1,657,671	5.1%
Capital Projects Fund	67,095,665	73,884,810	60,180,000	36,136,843	32,377,000	34,978,000	103,232,508	106,261,810	95,158,000	-10.4%
Special Revenue Funds	5,458,753	8,129,362	6,804,705	4,723,100	5,880,710	5,931,793	10,181,853	12,736,498	12,736,498	-7.1%
Governmental Funds Total	402,290,812	427,018,449	420,569,171	185,097,125	196,551,569	197,480,212	587,387,937	623,570,018	618,049,383	-0.9%
Proprietary Funds:										
Enterprise Fund	14,955,331	19,148,292	19,481,057	9,281,155	12,608,136	12,588,055	24,236,487	31,756,428	32,069,112	1.0%
Internal Service Funds:										
Risk Management Fund	3,942,471	4,456,100	4,754,100	2,961,782	3,411,900	3,353,300	6,904,253	7,868,000	8,107,400	3.0%
Capital Equipment Fund	2,123,069	789,127	166,250	2,015,080	3,666,837	2,229,350	4,138,148	4,455,964	2,395,600	-46.2%
Wheaton Headquarters Bldg Fund	-	-	-	116,191	2,794,400	2,902,595	116,191	2,794,400	2,902,595	3.9%
CIO & Comm-wide IT Initiatives Fund	2,573,776	3,073,109	3,715,956	1,944,133	1,926,373	2,769,238	4,517,909	4,999,482	6,485,194	29.7%
Executive Office Building Fund*	-	-	-	-	-	-	1,431,191	1,402,000	1,456,080	3.9%
Group Insurance Fund	-	-	-	-	-	-	54,371,627	71,189,849	71,089,849	-0.1%
Internal Service Funds Total	8,639,315	8,318,336	8,636,306	7,037,186	11,799,510	11,254,483	71,479,319	92,709,695	92,436,718	-0.3%
Proprietary Funds Total	23,594,646	27,466,628	28,117,363	16,318,341	24,407,646	23,842,538	95,715,805	124,466,123	124,505,830	0.0%
Private Purpose Trust Funds:										
ALA Revolving Fund	5,441	454,485,077	448,686,534	1,981,209	2,025,581	2,081,950	1,986,650	2,025,581	2,081,950	2.8%
GRAND TOTAL	425,890,899	454,485,077	448,686,534	203,396,675	222,984,796	223,404,700	665,090,393	750,061,722	744,637,163	-0.7%
Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)										
Governmental Funds:										
General Funds:										
Administration Fund	52,665,436	59,657,203	59,160,913	33,407,978	33,613,966	36,434,544	86,073,414	93,271,169	95,595,457	2.5%
Park Fund	186,110,457	189,163,065	180,403,879	106,277,898	115,766,946	122,389,722	292,388,355	304,930,011	302,793,601	-0.7%
Recreation Fund	86,502,534	99,639,201	102,419,875	-	-	-	86,502,534	99,639,201	102,419,875	2.8%
General Funds Total	325,278,426	348,459,469	341,984,667	139,685,877	149,380,912	158,824,266	464,964,303	497,840,381	500,809,933	0.6%
ALA Debt Service Fund	146	-	-	2,014,990	2,068,181	2,117,000	2,015,136	2,068,181	2,117,000	2.4%
Tax-Supported Funds Total	325,278,572	348,459,469	341,984,667	141,700,867	151,449,093	160,941,266	466,979,439	499,908,562	502,925,933	0.6%
Park Debt Service Fund	12,120,269	15,064,619	13,288,277	6,209,906	7,440,410	7,051,058	18,330,175	22,505,029	20,339,335	-9.6%
Property Management Fund	-	-	-	1,562,170	1,576,671	1,657,671	1,562,170	1,576,671	1,657,671	5.1%
Capital Projects Fund	37,998,126	73,884,810	59,180,000	28,808,886	32,377,000	34,978,000	66,807,012	106,261,810	94,158,000	-11.4%
Special Revenue Funds	5,646,737	8,158,062	6,819,205	6,334,676	7,352,429	7,052,119	11,981,412	15,510,491	13,871,324	-10.6%
Governmental Funds Total	381,043,704	445,566,960	421,272,149	184,616,504	200,195,603	211,680,043	565,660,208	645,762,563	632,952,192	-2.0%
Proprietary Funds:										
Enterprise Fund	19,578,125	19,148,292	19,481,057	9,415,229	13,099,109	10,965,938	28,993,354	32,247,401	30,446,995	-5.6%
Internal Service Funds:										
Risk Management Fund	5,254,632	5,072,324	5,081,313	3,097,385	3,603,324	3,503,512	8,352,017	8,675,648	8,584,825	-1.0%
Capital Equipment Fund	1,330,711	-	153,804	3,304,550	3,656,413	3,059,286	4,635,261	3,213,090	3,213,090	-12.1%
Wheaton Headquarters Bldg Fund	-	-	-	2,794,400	2,902,595	2,902,595	-	2,794,400	2,902,595	3.9%
CIO & Comm-wide IT Initiatives Fund	2,479,735	2,969,100	3,609,371	1,852,587	1,951,835	2,745,816	4,332,322	4,920,935	6,355,187	29.1%
Executive Office Building Fund*	-	-	-	-	-	-	896,029	1,474,572	1,501,205	1.8%
Group Insurance Fund	-	-	-	-	-	-	54,655,466	71,844,236	71,322,028	-0.7%
Internal Service Funds Total	9,065,077	8,041,424	8,844,488	8,254,522	12,005,972	12,211,209	72,871,094	93,366,204	93,879,930	0.5%
Proprietary Funds Total	28,643,203	27,189,716	28,325,545	17,669,751	25,105,081	23,177,147	101,864,449	125,613,605	124,325,925	-1.0%
Private Purpose Trust Funds:										
ALA Revolving Fund	-	299,279	304,715	-	10,447,087	12,549,349	-	10,746,366	12,854,064	19.6%
GRAND TOTAL	409,686,906	473,055,955	449,902,409	202,286,256	235,747,771	247,406,539	667,524,657	782,122,534	770,132,181	-1.5%

* 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 FY22. 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 FY20 and Budgeted Use of Fund Balance/Net Position for FY21 and FY22

	Prince George's County			Montgomery County			Total Commission		
	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	FY 20 Actual	FY 21 Adopted	FY 22 Proposed
Governmental Funds:									
Administration Fund	7,399,842	1,886,314	5,258,504	(2,320,932)	(1,181,159)	(2,908,244)	5,078,910	705,155	2,350,260
Park Fund	(18,071,429)	(17,462,723)	(3,479,667)	(2,764,295)	(691,156)	(10,171,261)	(20,835,724)	(18,153,879)	(13,650,928)
Recreation Fund	3,009,086	(2,943,402)	(3,467,315)	-	-	-	3,009,086	(2,943,402)	(3,467,315)
General Funds Total	(7,662,501)	(18,519,811)	(1,688,478)	(5,085,227)	(1,872,315)	(13,079,505)	(12,747,728)	(20,392,126)	(14,767,983)
ALA Debt Service Fund	54	-	-	(1,063)	-	-	(1,009)	-	-
Tax Supported Funds Total	(7,662,447)	(18,519,811)	(1,688,478)	(5,086,290)	(1,872,315)	(13,079,505)	(12,748,737)	(20,392,126)	(14,767,983)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(149,470)	-	-	(149,470)	-	-
Capital Projects Fund	29,097,539	-	1,000,000	7,327,957	-	-	36,425,496	-	1,000,000
Special Revenue Funds	(187,984)	(28,700)	(14,500)	(1,611,576)	(1,771,719)	(1,120,326)	(1,799,559)	(1,800,419)	(1,134,826)
Governmental Funds Total	21,247,108	(18,548,511)	(702,978)	480,621	(3,644,034)	(14,199,831)	21,727,729	(22,192,545)	(14,902,809)
Proprietary Funds:									
Enterprise Fund	(4,622,794)	-	-	(134,074)	(490,973)	1,622,117	(4,756,868)	(490,973)	1,622,117
Risk Management Fund	(1,312,161)	(616,224)	(327,213)	(135,603)	(191,424)	(150,212)	(1,447,764)	(807,648)	(477,425)
Capital Equipment Fund	792,358	789,127	12,446	(1,289,471)	10,424	(829,936)	(497,113)	799,551	(817,490)
Wheaton Headquarters Bldg Fund	-	-	-	116,191	-	-	116,191	-	-
Comm-wide CIO & IT Initiatives Fund	94,041	104,009	106,585	91,546	(25,462)	23,422	185,587	78,547	130,007
Executive Office Building Fund*	-	-	-	-	-	-	535,162	(72,572)	(45,125)
Group Insurance Fund *	-	-	-	-	-	-	(283,839)	(654,387)	(232,179)
Internal Service Funds Total	(425,762)	276,912	(208,182)	(1,217,336)	(206,462)	(956,726)	(1,391,776)	(656,509)	(1,442,212)
Proprietary Funds Total	(5,048,556)	276,912	(208,182)	(1,351,410)	(697,435)	665,391	(6,148,644)	(1,147,482)	179,905
Private Purpose Trust Funds:									
ALA Revolving Fund	5,441	(299,279)	(304,715)	1,981,209	(8,421,506)	(10,467,399)	1,986,650	(8,720,785)	(10,772,114)
GRAND TOTAL	16,203,993	(18,570,878)	(1,215,875)	1,110,420	(12,762,975)	(24,001,839)	17,565,736	(32,060,812)	(25,495,018)

* 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 FY20 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 FY22 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
Property Taxes	\$ 32,666,000	\$ 104,612,500	\$ -	\$ -	\$ 2,117,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,385,500
Intergovernmental	565,600	4,165,414	-	200,000	-	-	27,678,000	1,942,373	-	-	-	-	1,654,477	36,205,864
Sales	1,200	6,754	-	-	-	-	-	42,460	885,700	-	-	-	-	936,114
Charges for Services	203,500	2,478,793	-	-	-	-	-	2,973,461	7,016,880	3,153,300	2,209,350	2,769,238	1,248,118	22,052,640
Rentals and Concessions	-	755,000	1,647,600	-	-	-	-	144,999	3,612,014	-	-	-	-	6,159,613
Interest	100,000	100,000	10,000	-	-	100,000	25,000	60,000	300,000	200,000	20,000	-	-	915,000
Miscellaneous	-	75,000	-	-	-	1,981,950	6,000,000	268,500	773,461	-	-	-	-	9,098,911
Total Revenues	33,526,300	112,193,461	1,657,600	200,000	2,117,000	2,081,950	33,703,000	5,431,793	12,588,055	3,353,300	2,229,350	2,769,238	2,902,595	214,753,642
Transfers In	-	25,000	-	6,801,058	-	-	850,000	500,000	-	-	-	-	-	8,176,058
Bond Proceeds	-	-	-	50,000	-	-	425,000	-	-	-	-	-	-	475,000
Use of Fund Balance/Net Assets	2,908,244	10,171,261	-	-	-	10,467,399	-	1,120,326	-	150,212	829,936	-	-	25,647,378
Total Available Funds	\$ 36,434,544	\$ 122,389,722	\$ 1,657,600	\$ 7,051,058	\$ 2,117,000	\$ 12,549,349	\$ 34,978,000	\$ 7,052,119	\$ 12,588,055	\$ 3,503,512	\$ 3,059,286	\$ 2,769,238	\$ 2,902,595	\$ 249,052,078
Uses:														
Commissioners' Office	\$ 1,277,993	-	-	-	-	-	-	-	-	-	-	-	-	1,277,993
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office of The Planning Director	1,450,261	-	-	-	-	-	-	-	-	-	-	-	-	1,450,261
Management Services	1,131,982	-	-	-	-	-	-	-	-	-	-	-	-	1,131,982
Communications Division	1,589,622	-	-	-	-	-	-	-	-	-	-	-	-	1,589,622
Countywide Planning & Policy (formerly Functions)	3,175,918	-	-	-	-	-	-	-	-	-	-	-	-	3,175,918
Downcounty Planning (formerly Area 1)	1,476,314	-	-	-	-	-	-	-	-	-	-	-	-	1,476,314
Mid-County Planning (formerly Area 2)	2,214,037	-	-	-	-	-	-	-	-	-	-	-	-	2,214,037
Upcounty Planning (formerly Area 3)	1,756,597	-	-	-	-	-	-	-	-	-	-	-	-	1,756,597
Intake & Regulatory Coordination(formerly Devel	1,227,261	-	-	-	-	-	-	-	-	-	-	-	-	1,227,261
Information Technology and Innovation	3,856,262	-	-	-	-	-	-	-	-	-	-	-	-	3,856,262
Research and Strategic Projects (formerly Rese:	1,211,559	-	-	-	-	-	-	-	-	-	-	-	-	1,211,559
Support Services	2,621,985	-	-	-	-	-	-	-	-	-	-	-	-	2,621,985
Grants	150,000	-	-	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	-	3,953,583	-	-	-	-	-	3,953,583
Planning Operations Total	21,841,798	-	-	-	-	-	-	3,953,583	-	-	-	-	-	25,795,381
Central Administrative Services (CAS):														
Dept of Human Resources and Mgmt.	2,572,736	-	-	-	-	-	-	-	-	-	-	-	-	2,572,736
Department of Finance	2,387,159	-	-	-	-	-	-	-	-	-	-	-	-	2,387,159
Legal Department	1,586,615	-	-	-	-	-	-	-	-	-	-	-	-	1,586,615
Merit System Board	83,426	-	-	-	-	-	-	-	-	-	-	-	-	83,426
Office of Inspector General	367,346	-	-	-	-	-	-	-	-	-	-	-	-	367,346
Corporate IT	1,573,048	-	-	-	-	-	-	-	-	-	-	-	-	1,573,048
Support Services	693,073	-	-	-	-	-	-	-	-	-	-	-	-	693,073
CAS Total	9,263,403	-	-	-	-	-	-	-	-	-	-	-	-	9,263,403

Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY22 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

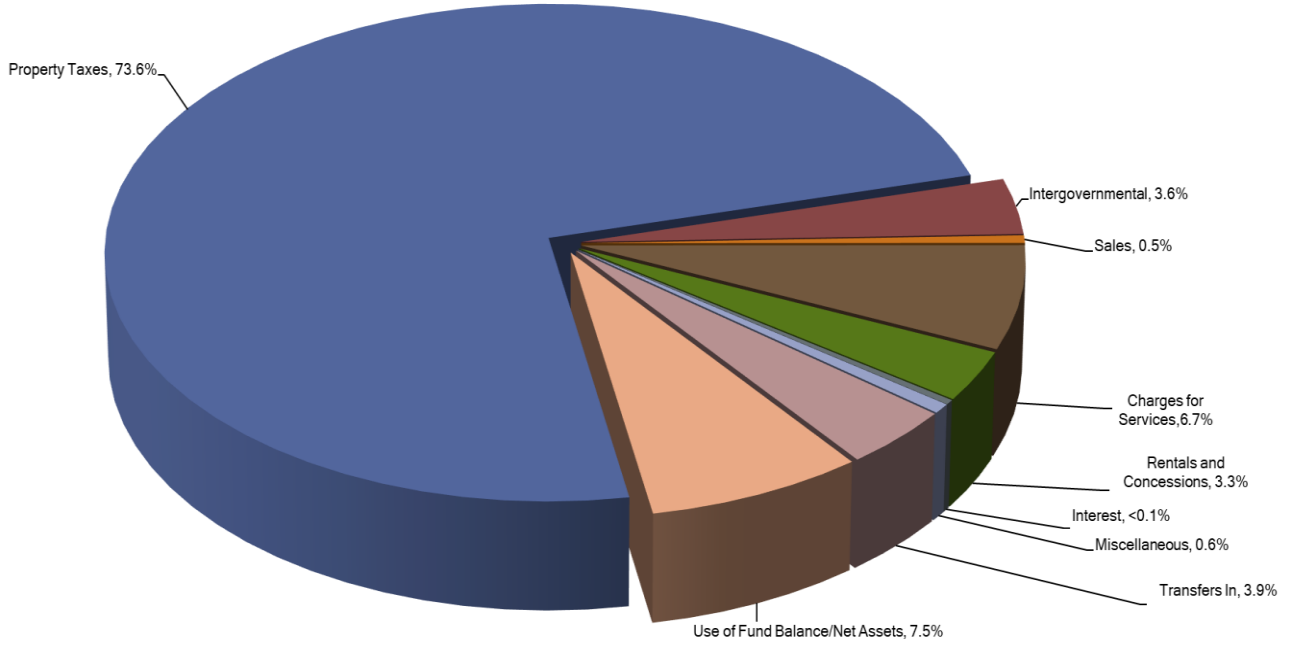
	Ad ministration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Comm-wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Internal Service Fund	Total
Park Department Operating Divisions:														
Office of the Director	-	1,520,603	-	-	-	-	-	-	-	-	-	-	-	1,520,603
Public Affairs & Community Partnerships	-	3,660,919	-	-	-	-	-	-	-	-	-	-	-	3,660,919
Management Services	-	3,036,472	-	-	-	-	-	-	-	-	-	-	-	3,036,472
Information Technology & Innovation	-	2,741,175	-	-	-	-	-	-	-	-	-	-	-	2,741,175
Park Planning & Stewardship	-	6,682,271	-	-	-	-	-	-	-	-	-	-	-	6,682,271
Park Development	-	3,908,043	-	-	-	-	-	-	-	-	-	-	-	3,908,043
Park Police	-	16,061,722	-	-	-	-	-	-	-	-	-	-	-	16,061,722
Horticulture, Forestry & Environmental Education	-	10,894,804	-	-	-	-	-	-	-	-	-	-	-	10,894,804
Facilities Management	-	13,697,556	-	-	-	-	-	-	-	-	-	-	-	13,697,556
Northern Parks	-	11,229,092	-	-	-	-	-	-	-	-	-	-	-	11,229,092
Southern Parks	-	15,724,120	-	-	-	-	-	-	-	-	-	-	-	15,724,120
Support Services	-	14,226,507	-	-	-	-	-	-	-	-	-	-	-	14,226,507
Special Revenue Operations	-	-	-	-	-	-	-	3,098,536	-	-	-	-	-	3,098,536
Grants	-	400,000	-	-	-	-	-	-	-	-	-	-	-	400,000
Property Management	-	-	1,657,600	-	-	-	-	-	-	-	-	-	-	1,657,600
Enterprise Operations	-	-	-	-	-	-	-	-	10,565,938	-	-	-	-	10,565,938
Total Park Department Operations	-	103,783,284	1,657,600	-	-	-	-	3,098,536	10,565,938	-	-	-	-	119,105,358
Non-Departmental	2,504,750	8,001,780	-	-	-	-	-	-	-	-	-	-	-	10,506,530
Debt Service	-	-	-	7,051,068	135,050	-	-	-	-	-	-	-	-	7,186,108
Capital Projects	-	-	-	-	-	-	34,953,000	-	-	-	-	-	-	34,953,000
Transfer to Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	6,801,058
Advanced Land Acquisition	-	-	-	-	1,981,950	12,549,349	-	-	-	-	-	-	-	14,531,299
Risk Management Operating	-	-	-	-	-	-	-	-	-	3,503,512	-	-	-	3,503,512
Capital Equipment Operating	-	-	-	-	-	-	-	-	3,059,286	-	-	-	-	3,059,286
CIO & Commission-wide IT Operating	-	-	-	-	-	-	-	-	-	-	2,745,816	-	-	2,745,816
Wheaton Headquarters Building	-	-	-	-	-	-	-	-	-	-	-	2,902,595	-	2,902,595
Transfers Out	500,000	450,000	-	-	-	-	25,000	-	400,000	-	-	-	-	1,375,000
Total Uses	\$ 35,387,944	\$ 119,036,122	\$ 1,657,600	\$ 7,051,068	\$ 2,117,000	\$ 12,549,349	\$ 34,978,000	\$ 7,052,119	\$ 10,965,938	\$ 3,503,512	\$ 3,059,286	\$ 2,745,816	\$ 2,902,595	\$ 243,006,339
Designated Expenditure Reserve @ 3%	1,046,600	3,353,600	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	4,400,200
Total Required Funds	\$ 36,434,544	\$ 122,389,722	\$ 1,657,600	\$ 7,051,068	\$ 2,117,000	\$ 12,549,349	\$ 34,978,000	\$ 7,052,119	\$ 10,965,938	\$ 3,503,512	\$ 3,059,286	\$ 2,745,816	\$ 2,902,595	\$ 247,406,539
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,622,117	\$ -	\$ -	\$ 23,422	\$ -	\$ 1,645,539
Total Funded Career/Term Positions	226.26	788.00	4.00	-	-	-	-	-	38.00	3.00	-	3.50	-	1,062.76
Total Funded Workyears	191.10	772.50	5.80	-	-	-	-	39.25	121.30	3.40	-	3.50	-	1,136.85



Montgomery County Overview – Fiscal and Budget Summary Schedules

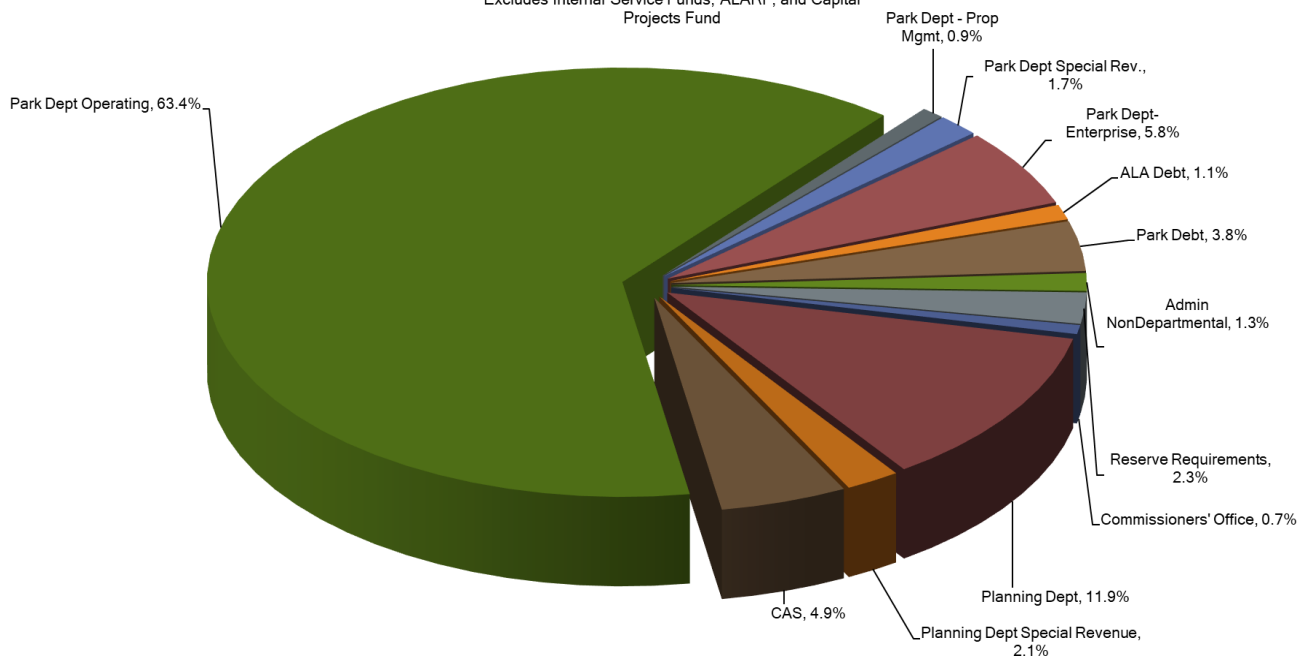
Montgomery County FY22 Proposed Budget
Revenue Sources (Percent of Total by Type)
Operating Funds Total \$189,290,098

Excludes Internal Service Funds, ALARF, and
Capital Projects Fund



Montgomery County FY22 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$187,667,981

Excludes Internal Service Funds, ALARF, and Capital
Projects Fund



Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY22 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

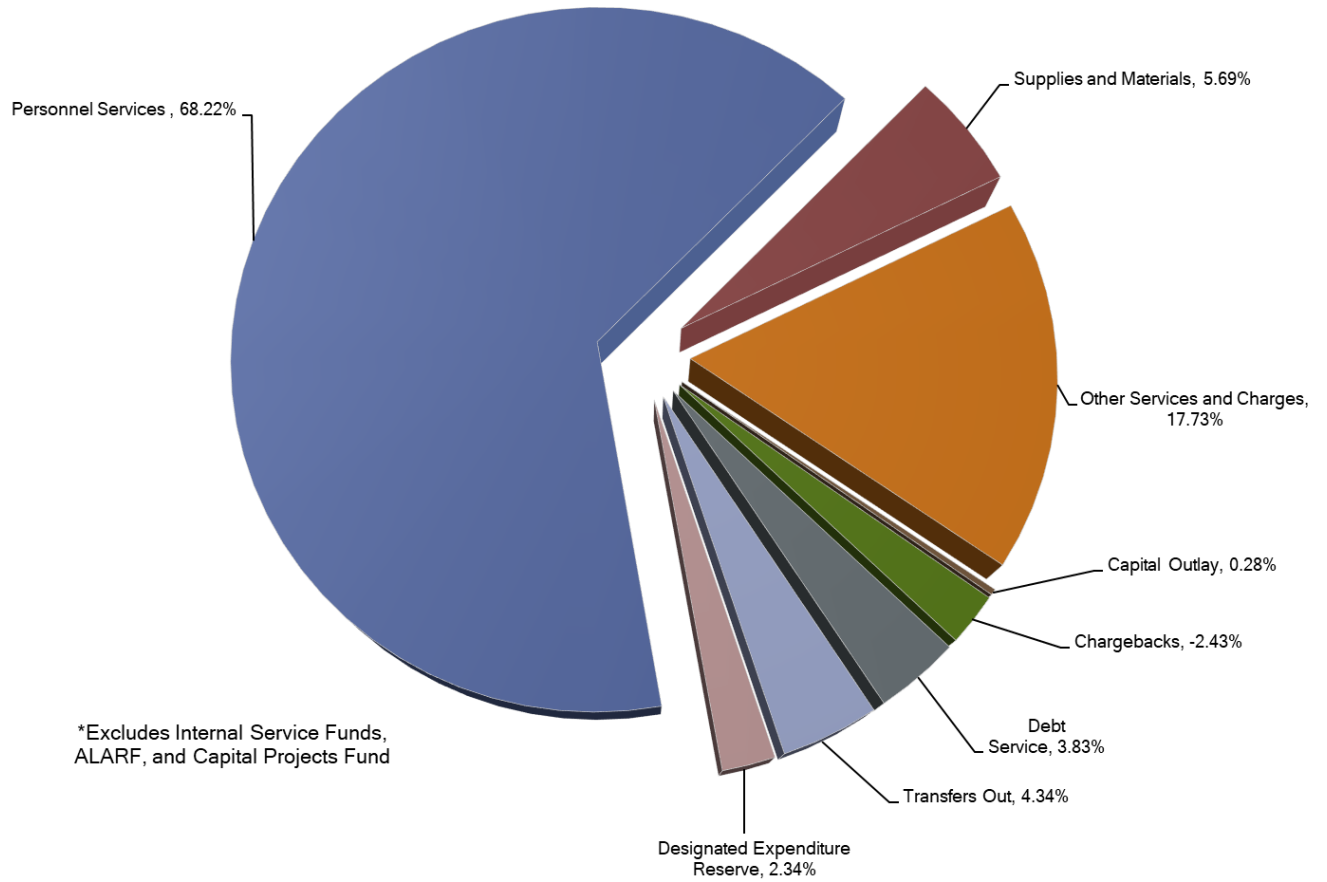
	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:									
General Funds:									
Administration Fund									
Commissioners' Office	1,213,161	24,457	40,375	-	-	-	-	-	1,277,993
Planning Department	19,567,829	466,703	4,890,651	-	(3,083,385)	-	-	-	21,841,798
DHRM	2,452,998	29,244	387,493	-	(296,999)	-	-	-	2,572,736
Department of Finance	2,631,855	25,894	244,643	-	(515,233)	-	-	-	2,387,159
Legal Department	2,051,794	16,873	196,907	-	(678,959)	-	-	-	1,586,615
Merit System Board	66,376	900	16,150	-	-	-	-	-	83,426
Office of Inspector General	348,542	2,654	16,150	-	-	-	-	-	367,346
Corporate IT	1,311,358	78,219	746,814	-	(563,343)	-	-	-	1,573,048
CAS Support Services	4,440	15,540	673,093	-	-	-	-	-	693,073
Non-Departmental	2,504,750	-	-	-	-	-	500,000	-	3,004,750
Budgetary Reserve	-	-	-	-	-	-	-	1,046,600	1,046,600
Administration Fund Total	32,153,103	660,484	7,212,276	-	(5,137,919)	-	500,000	1,046,600	36,434,544
Park Fund									
Parks Department	87,954,878	8,538,753	18,493,807	491,911	(3,694,285)	-	7,251,058	3,353,600	122,389,722
Park Fund Total	87,954,878	8,538,753	18,493,807	491,911	(3,694,285)	-	7,251,058	3,353,600	122,389,722
ALA Debt Service Fund									
General Funds Total	120,107,981	9,199,237	25,706,083	491,911	(8,832,204)	-	7,751,058	4,400,200	158,824,266
ALA Debt Service Fund	-	-	1,981,950	-	-	135,050	-	-	2,117,000
Tax Supported Funds Total	120,107,981	9,199,237	27,688,033	491,911	(8,832,204)	135,050	7,751,058	4,400,200	160,941,266
Park Debt Service Fund									
Property Management Fund	511,171	191,183	797,646	-	157,600	-	-	-	1,657,600
Parks Department	511,171	191,183	797,646	-	157,600	-	-	-	1,657,600
Property Management Fund Total	511,171	191,183	797,646	-	157,600	-	-	-	1,657,600
Capital Projects Fund									
Special Revenue Funds									
Planning Department	-	29,000	504,000	-	3,420,583	-	-	-	3,953,583
Parks Department	664,500	287,836	1,886,665	29,300	230,235	-	-	-	3,098,536
Special Revenue Funds Total	664,500	316,836	2,390,665	29,300	3,650,818	-	-	-	7,052,119
Governmental Funds Total	121,283,652	9,707,256	30,876,344	35,474,211	(5,023,786)	7,186,108	7,776,058	4,400,200	211,680,043
Proprietary Funds:									
Enterprise Funds									
Parks Department	6,741,251	963,875	2,402,249	-	458,563	-	400,000	-	10,965,938
Enterprise Funds Total	6,741,251	963,875	2,402,249	-	458,563	-	400,000	-	10,965,938
Internal Service Funds:									
Risk Management Fund	480,374	35,000	2,637,740	-	350,398	-	-	-	3,503,512
Capital Equipment Internal Service Fund	-	-	-	1,925,000	50,186	1,084,100	-	-	3,059,286
Wheaton Headquarters Building Fund	-	70,000	2,640,595	-	192,000	-	-	-	2,902,595
CIO & Commission-wide IT Initiatives Fund	609,314	22,756	2,113,746	-	-	-	-	-	2,745,816
Internal Service Funds Total	1,099,688	127,756	7,392,081	1,925,000	592,584	1,084,100	-	-	12,211,209
Proprietary Funds Total	7,830,939	1,091,631	9,794,330	1,925,000	1,051,147	1,084,100	400,000	-	23,177,147
Private Purpose Trust Funds:									
ALA Revolving Fund	-	-	-	12,549,349	-	-	-	-	12,549,349
Private Purpose Trust Funds Total	-	-	-	12,549,349	-	-	-	-	12,549,349
GRAND TOTAL	\$ 129,114,591	\$ 10,798,887	\$ 40,670,674	\$ 49,948,560	\$ (3,972,639)	\$ 8,270,208	\$ 8,176,058	\$ 4,400,200	\$ 247,406,539

* Park Fund transfers out includes the transfers to Capital Projects Fund (Pay-Co) (\$4.50K) and to Debt Service (\$6.801M).



Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County FY22 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$187,667,981



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2022

Part I. Administration Fund

	FY 21 Adopted	FY 22 Proposed	% Change
Commissioners' Office	1,235,196	1,277,993	3.5%
Planning Department			
Planning Director's Office	1,441,992	1,450,261	0.6%
Management Services	1,270,426	1,131,982	-10.9%
Communications Division	1,575,036	1,569,622	-0.3%
Countywide Planning & Policy (formerly Functional Planning and Policy)	2,729,058	3,175,918	16.4%
Downcounty Planning (formerly Area 1)	1,667,059	1,476,314	-11.4%
Mid-County Planning (formerly Area 2)	2,050,563	2,214,037	8.0%
Upcounty Planning (formerly Area 3)	1,668,553	1,756,597	5.3%
Intake & Regulatory Coordination(formerly Development Applications and Regulatory Coordination)	919,206	1,227,261	33.5%
Information Technology and Innovation	3,611,371	3,856,262	6.8%
Research and Strategic Projects (formerly Research and Special Projects)	964,647	1,211,559	25.6%
Support Services	2,600,860	2,621,985	0.8%
Subtotal Planning	20,498,771	21,691,798	5.8%
Central Administrative Services			
Department of Human Resources and Management	2,457,267	2,572,736	4.7%
Department of Finance	2,226,035	2,387,159	7.2%
Legal Department	1,578,645	1,586,615	0.5%
Merit System Board	87,200	83,426	-4.3%
Office of Inspector General	327,545	367,346	12.2%
Corporate IT	1,684,700	1,573,048	-6.6%
Support Services	653,092	693,073	6.1%
Subtotal Central Administrative Services	9,014,484	9,263,403	2.8%
Non-Departmental	1,736,515	2,504,750	44.2%
Total Expenditures	32,484,966	34,737,944	6.9%

Part II. Park Fund

	FY 21 Adopted	FY 22 Proposed	% Change
Director of Parks	1,588,976	1,520,603	-4.3%
Public Affairs & Community Partnerships	3,343,227	3,660,919	9.5%
Management Services	2,693,048	3,036,472	12.8%
Information Technology & Innovation	2,689,268	2,741,175	1.9%
Park Planning and Stewardship	6,483,998	6,682,271	3.1%
Park Development	4,043,144	3,908,043	-3.3%
Park Police	14,994,161	16,061,722	7.1%
Horticulture, Forestry & Environmental Education	10,629,314	10,894,804	2.5%
Facilities Management	13,370,856	13,697,556	2.4%
Northern Parks	10,887,126	11,229,092	3.1%
Southern Parks	15,342,555	15,724,120	2.5%
Support Services	12,534,925	14,226,507	13.5%
Subtotal Park Operations	98,600,598	103,383,284	4.9%
Non-Departmental	6,097,938	8,001,780	31.2%
Debt Service	7,165,410	6,801,058	-5.1%
Total Expenditures	111,863,946	118,186,122	5.7%



Montgomery County

Overview – Fiscal and Budget Summary Schedules

-CONTINUED-
MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2022

Part III. Grants

	FY 21 Adopted	FY 22 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 21 Adopted	FY 22 Proposed	% Change
Enterprise Fund	10,549,109	10,565,938	0.2%
Property Management	1,576,671	1,657,600	5.1%
Total Expenditures	12,125,780	12,223,538	0.8%

Part V. Advance Land Acquisition Debt Service Fund

	FY 21 Adopted	FY 22 Proposed	% Change
Debt Service	142,600	135,050	-5.3%
Total Expenditures	142,600	135,050	-5.3%

Part VI. Internal Service Funds

	FY 21 Adopted	FY 22 Proposed	% Change
Risk Management Fund	3,603,324	3,503,512	-2.8%
Capital Equipment Fund	3,656,413	3,059,286	-16.3%
CIO/CWIT Fund	1,951,835	2,745,816	40.7%
Wheaton Headquarters Building	2,794,400	2,902,595	3.9%
Total Expenditures	12,005,972	12,211,209	1.7%

Part VII. Special Revenue Funds

	FY 21 Adopted	FY 22 Proposed	% Change
Park Activities	2,967,428	3,098,536	4.4%
Planning Activities	4,385,001	3,953,583	-9.8%
Total Expenditures	7,352,429	7,052,119	-4.1%

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 2022

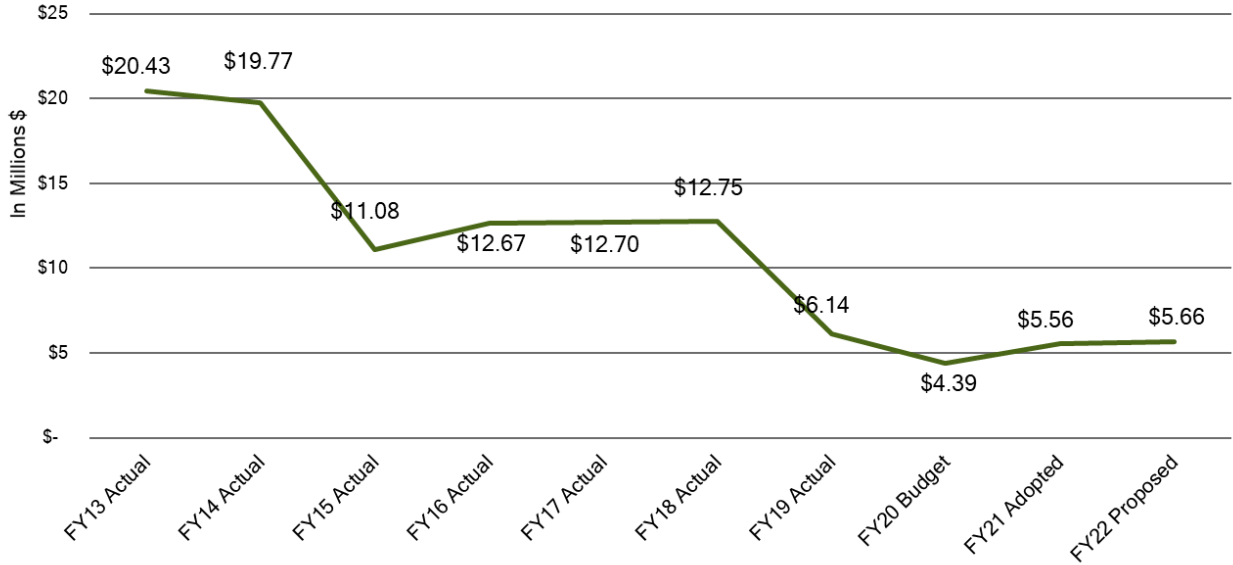
	General Fund Accounts		Advance Land Acquisition Debt Service Fund		Total Tax Supported Funds		Park Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds	
	FY21 Adopted	FY22 Proposed	FY21 Adopted	FY22 Proposed	FY21 Adopted	FY22 Proposed	FY21 Adopted	FY22 Proposed	FY21 Adopted	FY22 Proposed	FY21 Adopted	FY22 Proposed	FY21 Adopted	FY22 Proposed
Revenues:														
Property Taxes	\$ 139,191,508	\$ 137,268,500	\$ 2,068,181	\$ 2,117,000	\$ 141,259,689	\$ 139,386,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,259,689	\$ 139,386,500
Ingoovernmental -														
Federal		550,000			550,000	550,000			(852,000)		1,902,450		1,902,450	1,942,373
State		100,000			100,000	100,000			8,550,000				852,000	
County - Other		4,001,496			4,001,496	4,081,014	200,000	200,000	12,479,000				9,100,000	12,409,000
County - Water Quality Protection		6,200			6,200	7,954					43,100		49,300	16,190,000
Sales		2,672,293			2,672,293	2,682,293					3,079,760		5,757,053	50,414
Charges for Services		755,000			755,000	755,000					162,400		917,400	989,999
Rentals and Concessions		200,000			200,000	200,000			25,000		110,000		335,000	285,000
Interest		102,100			102,100	75,000			4,450,000		283,000		288,500	6,343,500
Miscellaneous		145,719,761			149,551,728	147,836,761	200,000	200,000	24,652,000		5,380,710		179,984,488	187,171,554
Total Revenues														
Expenditures by Major Object:														
Personnel Services	113,843,191	120,107,981	-	-	113,843,191	120,107,981	-	-	-	-	849,000	-	114,692,191	120,772,481
Supplies and Materials	8,703,339	9,198,237	1,925,581	1,981,950	8,703,339	9,198,237			8,550,000		316,830		9,020,169	9,516,073
Other Services and Charges	23,492,580	25,706,083	142,600	135,050	25,418,161	27,688,033	7,440,410	7,051,068			2,234,457		27,652,618	30,078,698
Debt Service														
Capital Outlay	465,741	491,911			465,741	491,911			32,352,000		70,000		32,887,741	35,474,211
Other Classifications														
Chargebacks	(8,771,349)	(8,832,204)			(8,771,349)	(8,832,204)					3,882,142		(4,889,207)	(5,181,386)
Total Expenditures	137,733,502	146,673,008	2,068,181	2,117,000	139,801,683	148,790,008	7,440,410	7,051,068	32,352,000		7,852,429		186,946,522	197,946,185
Excess of Revenues over Expenditures	9,750,095	(9,532,477)			9,750,095	(9,532,477)	(7,240,410)	(6,851,068)	(7,700,000)		(1,771,719)		(6,962,034)	(10,674,631)
Other Financing Sources (Uses):														
Bond Proceeds														
Transfers In														
Park Fund							75,000	50,000	4,825,000				4,900,000	475,000
Capital Projects Fund							7,165,410	6,801,068	350,000				7,515,410	7,251,068
Enterprise Fund	25,000	25,000			25,000	25,000			2,550,000				2,550,000	400,000
Administration Fund														
Total Transfers In	25,000	25,000			25,000	25,000	7,165,410	6,801,068	2,900,000				500,000	500,000
Transfers (Out) To:														
Park Fund														
Capital Projects Fund	(350,000)	(450,000)			(350,000)	(450,000)			(25,000)				(25,000)	(25,000)
Debt Service Fund	(7,165,410)	(6,801,068)			(7,165,410)	(6,801,068)							(7,165,410)	(6,801,068)
Total Transfers (Out)	(7,515,410)	(7,251,068)			(7,515,410)	(7,251,068)	2,240,410	6,851,068	7,700,000				(7,540,410)	(7,776,058)
Total Other Financing Sources (Uses)	(7,490,410)	(7,226,068)			(7,490,410)	(7,226,068)	2,240,410	6,851,068	2,900,000				7,450,000	675,000
Total Uses	145,249,912	154,424,066	2,068,181	2,117,000	147,317,093	156,541,066	7,440,410	7,051,068	32,377,000		7,852,429		194,486,932	205,622,243
Excess of Sources over (Under) Total Uses	2,259,685	(8,678,305)			2,259,685	(8,678,305)							487,966	(9,799,631)
Designated Expenditure Reserve @ 3%	4,132,000	4,400,200			4,132,000	4,400,200							4,132,000	4,400,200
Total Required Funds	149,380,912	158,824,266	2,068,181	2,117,000	151,449,093	160,941,266	7,440,410	7,051,068	32,377,000		7,852,429		198,618,932	210,022,443
Excess of Sources over (Under) Total Funds Required	(1,872,315)	(13,079,505)			(1,872,315)	(13,079,505)							(1,771,719)	(11,203,265)
Fund Balance - Beginning	3,300,145	14,343,321			3,300,145	14,343,321		0	13,019,251		5,891,910		22,211,306	38,551,479
Fund Balance - Ending	5,559,830	5,664,016			5,559,830	5,664,016			20,347,208		4,120,191		22,689,272	28,751,848
Classification of Ending Fund Balance:														
Designated Expenditure Reserve	4,132,000	4,400,200	not applicable	not applicable	4,132,000	4,400,200	not applicable	not applicable	not applicable		1,057,818		5,234,864	5,458,018
Undesignated Fund Balance	1,427,830	1,263,816			1,427,830	1,263,816			13,019,251		3,017,327		17,464,402	23,293,830
Total Ending Fund Balance	5,559,830	5,664,016			5,559,830	5,664,016		0	13,019,251		4,120,191		22,689,272	28,751,848

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.

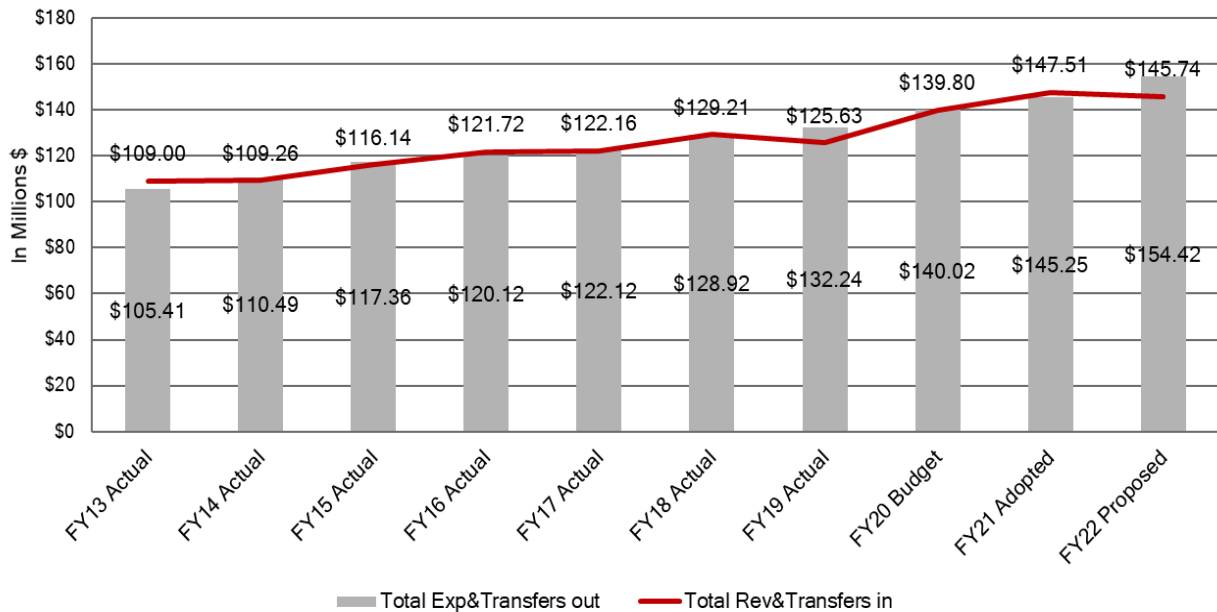


Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County
Ending Fund Balance
General Fund Accounts
FY13 Actual to FY22 Proposed



Montgomery County
Revenues and Expenditures
General Fund Accounts
FY13 Actual to FY22 Proposed



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 2022

	Montgomery County			Prince George's County			Combined Department Total		
	FY 21 Adopted	FY 22 Proposed	% Change	FY 21 Adopted	FY 22 Proposed	% Change	FY 21 Adopted	FY 22 Proposed	% Change
DHRM									
Personnel Services	2,288,005	2,452,998	7.2%	3,212,007	3,544,551	10.4%	5,500,012	5,997,549	9.0%
Supplies and Materials	29,411	29,244	-0.6%	41,289	42,257	2.3%	70,700	71,501	1.1%
Other Services and Charges	343,008	387,493	13.0%	463,049	529,204	14.3%	806,057	916,697	13.7%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,660,424	2,869,735	7.9%	3,716,345	4,116,012	10.8%	6,376,769	6,985,747	9.5%
Chargebacks	(203,157)	(296,999)	46.2%	(484,080)	(743,583)	53.6%	(687,237)	(1,040,582)	51.4%
Total	2,457,267	2,572,736	4.7%	3,232,265	3,372,429	4.3%	5,689,532	5,945,165	4.5%
Department of Finance									
Personnel Services	2,456,846	2,631,855	7.1%	3,351,288	3,517,339	5.0%	5,808,134	6,149,194	5.9%
Supplies and Materials	25,592	25,894	1.2%	34,908	34,606	-0.9%	60,500	60,500	0.0%
Other Services and Charges	224,597	244,643	8.9%	289,103	304,643	5.4%	513,700	549,286	6.9%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,707,035	2,902,392	7.2%	3,675,299	3,856,588	4.9%	6,382,334	6,758,980	5.9%
Chargebacks	(481,000)	(515,233)	7.1%	(867,300)	(911,262)	5.1%	(1,348,300)	(1,426,495)	5.8%
Total	2,226,035	2,387,159	7.2%	2,807,999	2,945,326	4.9%	5,034,034	5,332,485	5.9%
Legal Department									
Personnel Services	2,026,257	2,051,794	1.3%	1,987,772	2,011,161	1.2%	4,014,029	4,062,955	1.2%
Supplies and Materials	16,873	16,873	0.0%	16,147	16,147	0.0%	33,020	33,020	0.0%
Other Services and Charges	195,634	196,907	0.7%	186,499	193,007	3.5%	382,133	389,914	2.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,238,764	2,265,574	1.2%	2,190,418	2,220,315	1.4%	4,429,182	4,485,889	1.3%
Chargebacks	(660,119)	(678,959)	2.9%	(834,674)	(858,752)	2.9%	(1,494,793)	(1,537,711)	2.9%
Total	1,578,645	1,586,615	0.5%	1,355,744	1,361,563	0.4%	2,934,389	2,948,178	0.5%
Merit System Board									
Personnel Services	70,155	66,376	-5.4%	70,155	66,376	-5.4%	140,310	132,752	-5.4%
Supplies and Materials	900	900	0.0%	900	900	0.0%	1,800	1,800	0.0%
Other Services and Charges	16,145	16,150	0.0%	16,145	16,150	0.0%	32,290	32,300	0.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	87,200	83,426	-4.3%	87,200	83,426	-4.3%	174,400	166,852	-4.3%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	87,200	83,426	-4.3%	87,200	83,426	-4.3%	174,400	166,852	-4.3%



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 2022

	Montgomery County			Prince George's County			Combined Department Total		
	FY 21 Adopted	FY 22 Proposed	% Change	FY 21 Adopted*	FY 22 Proposed	% Change	FY 21 Adopted	FY 22 Proposed	% Change
Office of Inspector General									
Personnel Services	313,482	348,542	11.2%	515,835	487,281	-5.5%	829,317	835,823	0.8%
Supplies and Materials	2,400	2,654	10.6%	3,948	3,695	-6.4%	6,348	6,349	0.0%
Other Services and Charges	11,663	16,150	38.5%	16,402	19,592	19.4%	28,065	35,742	27.4%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	327,545	367,346	12.2%	536,185	510,568	-4.8%	863,730	877,914	1.6%
Chargebacks	-	-	-	(143,289)	(145,850)	1.8%	(143,289)	(145,850)	1.8%
Total	327,545	367,346	12.2%	392,896	364,718	-7.2%	720,441	732,064	1.6%
Corporate IT									
Personnel Services	1,329,997	1,311,358	-1.4%	1,378,749	1,332,510	-3.4%	2,708,746	2,643,868	-2.4%
Supplies and Materials	77,777	78,219	0.6%	80,626	79,481	-1.4%	158,403	157,700	-0.4%
Other Services and Charges	997,958	746,814	-25.2%	1,025,000	752,857	-26.6%	2,022,958	1,499,671	-25.9%
Capital Outlay	1,473	-	-100.0%	1,527	-	-100.0%	3,000	-	-100.0%
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,407,205	2,136,391	-11.3%	2,485,902	2,164,848	-12.9%	4,893,107	4,301,239	-12.1%
Chargebacks	(722,505)	(563,343)	-22.0%	(1,265,172)	(964,552)	-23.8%	(1,987,677)	(1,527,895)	-23.1%
Total	1,684,700	1,573,048	-6.6%	1,220,730	1,200,296	-1.7%	2,905,430	2,773,344	-4.5%
CAS Support Services									
Personnel Services	4,440	4,440	0.0%	5,560	5,560	0.0%	10,000	10,000	0.0%
Supplies and Materials	22,422	15,540	-30.7%	28,078	19,460	-30.7%	50,500	35,000	-30.7%
Other Services and Charges	626,230	673,093	7.5%	782,382	839,982	7.4%	1,408,612	1,513,075	7.4%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	653,092	693,073	6.1%	816,020	865,002	6.0%	1,469,112	1,558,075	6.1%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	653,092	693,073	6.1%	816,020	865,002	6.0%	1,469,112	1,558,075	6.1%
Total Central Administrative Services									
Personnel Services	8,489,182	8,867,363	4.5%	10,521,366	10,964,778	4.2%	19,010,548	19,832,141	4.3%
Supplies and Materials	175,375	169,324	-3.5%	205,896	196,546	-4.5%	381,271	365,870	-4.0%
Other Services and Charges	2,415,235	2,281,250	-5.5%	2,778,580	2,655,435	-4.4%	5,193,815	4,936,685	-5.0%
Capital Outlay	1,473	-	-100.0%	1,527	-	-100.0%	3,000	-	-100.0%
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	11,081,265	11,317,937	2.1%	13,507,369	13,816,759	2.3%	24,588,634	25,134,696	2.2%
Chargebacks	(2,066,781)	(2,054,534)	-0.6%	(3,594,515)	(3,623,999)	0.8%	(5,661,296)	(5,678,553)	0.3%
Total	\$ 9,014,484	\$ 9,263,403	2.8%	\$ 9,912,854	\$ 10,192,760	2.8%	\$ 18,927,338	\$ 19,456,163	2.8%

* % 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Property Taxes	\$ 29,603,191	\$ 31,562,507	\$ 31,562,507	\$ 32,656,000	3.5%
Intergovernmental -					
Federal	12,670	-	-	-	-
State	-	150,000	150,000	150,000	0.0%
County - Other	-	-	-	-	-
County - Water Quality Protection	727,830	415,600	415,600	415,600	0.0%
Sales	5,137	1,200	1,200	1,200	0.0%
Charges for Services	480,268	203,500	203,500	203,500	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	236,700	100,000	100,000	100,000	0.0%
Miscellaneous	21,250	-	-	-	-
Total Revenues	<u>31,087,046</u>	<u>32,432,807</u>	<u>32,432,807</u>	<u>33,526,300</u>	<u>3.4%</u>
Expenditures by Major Object:					
Personnel Services	28,015,887	30,200,433	30,200,433	32,153,103	6.5%
Supplies and Materials	630,611	669,872	669,872	660,484	-1.4%
Other Services and Charges	8,737,203	7,156,292	7,156,292	7,212,276	0.8%
Capital Outlay	80,715	1,473	1,473	-	-100.0%
* Other Classifications	-	-	(1,850,950)	-	-
Chargebacks	(5,150,838)	(5,393,104)	(5,393,104)	(5,137,919)	-4.7%
Total Expenditures	<u>32,313,578</u>	<u>32,634,966</u>	<u>30,784,016</u>	<u>34,887,944</u>	<u>6.9%</u>
Excess of Revenues over (under) Expenditures	(1,226,532)	(202,159)	1,648,791	(1,361,644)	573.6%
Other Financing Sources (Uses):					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	(125,000)	-	-	-	-
Special Revenue Fund	-	-	-	(500,000)	-
Total Transfers (Out)	(125,000)	-	-	(500,000)	-
Total Other Financing Sources (Uses)	<u>(125,000)</u>	<u>-</u>	<u>-</u>	<u>(500,000)</u>	<u>-</u>
Total Uses	<u>32,438,578</u>	<u>32,634,966</u>	<u>30,784,016</u>	<u>35,387,944</u>	<u>8.4%</u>
Excess of Sources over (under) Total Uses	<u>(1,351,532)</u>	<u>(202,159)</u>	<u>1,648,791</u>	<u>(1,861,644)</u>	<u>820.9%</u>
Designated Expenditure Reserve @ 3%	969,400	979,000	923,500	1,046,600	6.9%
Total Required Funds	<u>\$ 33,407,978</u>	<u>\$ 33,613,966</u>	<u>\$ 31,707,516</u>	<u>\$ 36,434,544</u>	<u>8.4%</u>
Excess of Sources over (under) Total Funds Required	\$ (2,320,932)	\$ (1,181,159)	\$ 725,291	\$ (2,908,244)	146.2%
Fund Balance - Beginning	3,055,121	1,264,421	1,703,589	3,352,380	165.1%
Fund Balance - Ending	<u>\$ 1,703,589</u>	<u>\$ 1,062,262</u>	<u>\$ 3,352,380</u>	<u>\$ 1,490,736</u>	<u>40.3%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	969,400	979,000	923,500	1,046,600	6.9%
Undesignated Fund Balance	734,189	83,262	2,428,880	444,136	433.4%
Total Ending Fund Balance	<u>\$ 1,703,589</u>	<u>\$ 1,062,262</u>	<u>\$ 3,352,380</u>	<u>\$ 1,490,736</u>	<u>40.3%</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.

* Other Classifications for FY21 Estimated = County required mid-year budget reductions



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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ 97,525,522	\$ 107,629,001	\$ 107,304,800	\$ 104,612,500	-2.8%
Intergovernmental:					
Federal	248,397	-	-	-	-
State	21,563	400,000	400,000	400,000	0.0%
County - Other	100,000	-	-	100,000	-
County - Water Quality Protection	3,422,473	3,585,896	3,585,896	3,665,414	2.2%
Local	-	-	-	-	-
Sales	7,995	5,000	5,000	6,754	35.1%
Charges for Services	1,094,035	2,473,793	2,473,793	2,478,793	0.2%
Rentals and Concessions	493,857	755,000	755,000	755,000	0.0%
Interest	261,815	100,000	100,000	100,000	0.0%
Miscellaneous	86,514	102,100	102,100	75,000	-26.5%
Total Revenues	103,262,172	115,050,790	114,726,589	112,193,461	-2.5%
Expenditures by Major Object:					
Personnel Services	77,562,795	83,642,758	82,601,471	87,954,878	5.2%
Supplies and Materials	7,219,938	8,033,467	6,618,325	8,538,753	6.3%
Other Services and Charges	14,372,624	16,336,288	14,382,012	18,493,807	13.2%
Capital Outlay	1,074,982	464,268	241,459	491,911	6.0%
Other Classifications	-	-	-	-	-
Chargebacks	(3,416,747)	(3,378,245)	(3,478,245)	(3,694,285)	9.4%
Total Expenditures	96,813,592	105,098,536	100,365,022	111,785,064	6.4%
Excess of Revenues over (under) Expenditures	6,448,579	9,952,254	14,361,567	408,397	-95.9%
Other Financing Sources (Uses):					
Transfers In					
Capital Projects Funds	126,431	25,000	25,000	25,000	0.0%
Capital Equipment Fund	-	-	-	-	-
Administration Fund	125,000	-	-	-	-
Total Transfers In	251,431	25,000	25,000	25,000	0.0%
Transfers(Out)					
Capital Projects Funds	(350,000)	(350,000)	(350,000)	(450,000)	28.6%
Debt Service Fund	(6,209,906)	(7,165,410)	(6,268,660)	(6,801,058)	-5.1%
Total Transfers (Out)	(6,559,906)	(7,515,410)	(6,618,660)	(7,251,058)	-3.5%
Total Other Financing Sources (Uses)	(6,308,474)	(7,490,410)	(6,593,660)	(7,226,058)	-3.5%
Total Uses	103,373,498	112,613,946	106,983,682	119,036,122	5.7%
Excess of Sources over (under) Total Uses	140,105	2,461,844	7,767,907	(6,817,661)	-376.9%
Designated Expenditure Reserve @ 3%	2,904,400	3,153,000	3,011,000	3,353,600	6.4%
Total Required Funds	\$ 106,277,898	\$ 115,766,946	\$ 109,994,682	\$ 122,389,722	5.7%
Excess of Sources over (under) Total Funds Required	\$ (2,764,295)	\$ (691,156)	\$ 4,756,907	\$ (10,171,261)	1371.6%
Fund Balance - Beginning	3,082,929	2,035,724	3,223,034	10,990,941	439.9%
Fund Balance - Ending	\$ 3,223,034	\$ 4,497,568	\$ 10,990,941	\$ 4,173,280	-7.2%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	2,904,400	3,153,000	3,011,000	3,353,600	6.4%
Undesignated Fund Balance	318,634	1,344,568	7,979,941	819,680	-39.0%
Total Ending Fund Balance	\$ 3,223,034	\$ 4,497,568	\$ 10,990,941	\$ 4,173,280	-7.2%

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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ 375	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,387,725	1,551,671	1,541,085	1,647,600	6.2%
Interest	20,100	25,000	25,000	10,000	-60.0%
Miscellaneous	4,500	-	-	-	-
Total Revenues	<u>1,412,699</u>	<u>1,576,671</u>	<u>1,566,085</u>	<u>1,657,600</u>	<u>5.1%</u>
Expenditures by Major Object:					
Personnel Services	492,511	504,693	504,693	511,171	1.3%
Supplies and Materials	106,227	191,183	191,183	191,183	0.0%
Other Services and Charges	804,131	723,195	723,195	797,646	10.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	159,300	157,600	157,600	157,600	0.0%
Total Expenditures	<u>1,562,170</u>	<u>1,576,671</u>	<u>1,576,671</u>	<u>1,657,600</u>	<u>5.1%</u>
Excess of Revenues over Expenditures	<u>(149,470)</u>	<u>-</u>	<u>(10,586)</u>	<u>-</u>	<u>-</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>\$ (149,470)</u>	<u>\$ -</u>	<u>\$ (10,586)</u>	<u>\$ -</u>	<u>-</u>
Fund Balance - Beginning	<u>848,547</u>	<u>751,827</u>	<u>699,077</u>	<u>688,491</u>	<u>-8.4%</u>
Fund Balance - Ending	<u>\$ 699,077</u>	<u>\$ 751,827</u>	<u>\$ 688,491</u>	<u>\$ 688,491</u>	<u>-8.4%</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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Property Taxes	\$ 2,013,927	\$ 2,068,181	\$ 2,068,181	\$ 2,117,000	2.4%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,013,927</u>	<u>2,068,181</u>	<u>2,068,181</u>	<u>2,117,000</u>	<u>2.4%</u>
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,871,290	1,925,581	1,932,375	1,981,950	2.9%
Debt Service:	143,700	142,600	142,600	135,050	-5.3%
Debt Service Principal	130,000	130,000	130,000	125,000	-3.8%
Debt Service Interest	13,700	11,100	11,100	8,550	-23.0%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>2,014,990</u>	<u>2,068,181</u>	<u>2,074,975</u>	<u>2,117,000</u>	<u>2.4%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(1,063)</u>	<u>-</u>	<u>(6,794)</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)	<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>(1,063)</u>	<u>-</u>	<u>(6,794)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	7,857	-	6,794	-	-
Fund Balance, Ending	<u>\$ 6,794</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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	109,919	100,000	100,000	100,000	0.0%
Miscellaneous (Contributions)	1,871,290	1,925,581	1,932,375	1,981,950	2.9%
Total Revenues	<u>1,981,209</u>	<u>2,025,581</u>	<u>2,032,375</u>	<u>2,081,950</u>	<u>2.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	10,447,087	-	12,549,349	20.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>10,447,087</u>	<u>-</u>	<u>12,549,349</u>	<u>20.1%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>1,981,209</u>	<u>(8,421,506)</u>	<u>2,032,375</u>	<u>(10,467,399)</u>	<u>24.3%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
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>1,981,209</u>	<u>(8,421,506)</u>	<u>2,032,375</u>	<u>(10,467,399)</u>	<u>24.3%</u>
Total Net Position - Beginning	<u>6,453,815</u>	<u>8,421,506</u>	<u>8,435,024</u>	<u>10,467,399</u>	<u>24.3%</u>
Total Net Position - Ending	<u>\$ 8,435,024</u>	<u>\$ -</u>	<u>\$ 10,467,399</u>	<u>\$ 0</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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	200,000	200,000	200,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	35,000	-	-	-	-
Debt Service -	6,174,906	7,440,410	7,440,410	7,051,058	-5.2%
Debt Service Principal	4,135,000	4,900,000	4,900,000	4,885,000	-0.3%
Debt Service Interest	2,004,660	2,290,410	2,290,410	1,966,058	-14.2%
Debt Service Fees	35,246	250,000	250,000	200,000	-20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>6,209,906</u>	<u>7,440,410</u>	<u>7,440,410</u>	<u>7,051,058</u>	<u>-5.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(6,209,906)</u>	<u>(7,240,410)</u>	<u>(7,240,410)</u>	<u>(6,851,058)</u>	<u>-5.4%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	75,000	75,000	50,000	-33.3%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	6,209,906	7,165,410	7,165,410	6,801,058	-5.1%
Total Transfers In	<u>6,209,906</u>	<u>7,165,410</u>	<u>7,165,410</u>	<u>6,801,058</u>	<u>-5.1%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>6,209,906</u>	<u>7,240,410</u>	<u>7,240,410</u>	<u>6,851,058</u>	<u>-5.4%</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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	(852,000)	(852,000)	-	-100.0%
State (POS)	2,059,790	6,000,000	6,000,000	10,409,000	73.5%
State (Other)	100,600	2,550,000	2,550,000	1,450,000	-43.1%
County	11,915,312	12,479,000	12,479,000	15,819,000	26.8%
Interest	126,431	25,000	25,000	25,000	0.0%
Contributions	22,270	4,450,000	4,450,000	6,000,000	34.8%
Miscellaneous	9,634,380	-	-	-	-
Total Revenues	<u>23,858,784</u>	<u>24,652,000</u>	<u>24,652,000</u>	<u>33,703,000</u>	<u>36.7%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	1,160,951	-	-	-	-
Other Services and Charges	3,628,645	-	-	-	-
Capital Outlay	20,095,187	32,352,000	32,352,000	34,953,000	8.0%
Park Acquisition	8,893,728	8,286,000	8,286,000	12,978,000	56.6%
Park Development	11,201,459	24,066,000	24,066,000	21,975,000	-8.7%
Other Classifications	-	-	-	-	-
Chargebacks	3,797,672	-	-	-	-
Total Expenditures	<u>28,682,455</u>	<u>32,352,000</u>	<u>32,352,000</u>	<u>34,953,000</u>	<u>8.0%</u>
Excess of Revenues over Expenditures	<u>(4,823,671)</u>	<u>(7,700,000)</u>	<u>(7,700,000)</u>	<u>(1,250,000)</u>	<u>-83.8%</u>
Other Financing Sources (Uses):					
Bond Proceeds	10,000,000	4,825,000	4,825,000	425,000	-91.2%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	450,000	28.6%
Transfer from Enterprise Fund	1,928,059	2,550,000	2,550,000	400,000	-84.3%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>2,278,059</u>	<u>2,900,000</u>	<u>2,900,000</u>	<u>850,000</u>	<u>-70.7%</u>
Transfers Out					
Transfer to Park Fund	<u>(126,431)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>0.0%</u>
Total Transfers Out	<u>(126,431)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>12,151,628</u>	<u>7,700,000</u>	<u>7,700,000</u>	<u>1,250,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>7,327,957</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>13,019,251</u>	<u>13,019,251</u>	<u>20,347,208</u>	<u>20,347,208</u>	<u>56.3%</u>
Fund Balance, Ending	<u>\$ 20,347,208</u>	<u>\$ 13,019,251</u>	<u>\$ 20,347,208</u>	<u>\$ 20,347,208</u>	<u>56.3%</u>



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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,658,126	\$ 1,902,450	\$ 1,773,120	\$ 1,942,373	2.1%
Sales	9,635	43,100	24,793	42,460	-1.5%
Charges for Services	2,557,144	3,079,760	2,305,126	2,973,461	-3.5%
Rentals and Concessions	91,707	162,400	61,902	144,999	-10.7%
Interest	118,353	110,000	68,855	60,000	-45.5%
Miscellaneous	288,136	283,000	228,500	268,500	-5.1%
Total Revenues	<u>4,723,100</u>	<u>5,580,710</u>	<u>4,462,296</u>	<u>5,431,793</u>	<u>-2.7%</u>
Expenditures by Major Object:					
Personnel Services	518,067	849,000	260,801	664,500	-21.7%
Supplies and Materials	117,612	316,830	230,455	316,836	0.0%
Other Services and Charges	2,037,950	2,234,457	2,051,399	2,390,665	7.0%
Capital Outlay	29,283	70,000	35,000	29,300	-58.1%
Other Classifications	-	-	-	-	-
Chargebacks	3,631,764	3,882,142	3,882,142	3,650,818	-6.0%
Total Expenditures	<u>6,334,676</u>	<u>7,352,429</u>	<u>6,459,797</u>	<u>7,052,119</u>	<u>-4.1%</u>
Excess of Revenues over Expenditure	<u>(1,611,576)</u>	<u>(1,771,719)</u>	<u>(1,997,501)</u>	<u>(1,620,326)</u>	<u>-8.5%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	500,000	-
Property Management Fund	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</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>500,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(1,611,576)</u>	<u>(1,771,719)</u>	<u>(1,997,501)</u>	<u>(1,120,326)</u>	<u>-36.8%</u>
Fund Balance - Beginning	<u>7,470,026</u>	<u>5,891,910</u>	<u>5,858,451</u>	<u>3,860,950</u>	<u>-34.5%</u>
Fund Balance - Ending	<u>\$ 5,858,451</u>	<u>\$ 4,120,191</u>	<u>\$ 3,860,950</u>	<u>\$ 2,740,624</u>	<u>-33.5%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	950,201	1,102,864	968,970	1,057,818	-4.1%
Undesignated Fund Balance	4,908,249	3,017,327	2,891,980	1,682,806	-44.2%
Total Ending Fund Balance	<u>\$ 5,858,451</u>	<u>\$ 4,120,191</u>	<u>\$ 3,860,950</u>	<u>\$ 2,740,624</u>	<u>-33.5%</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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ 15,512	\$ -	\$ -	\$ -	-
Sales	606,248	886,500	394,937	885,700	-0.1%
Charges for Services	4,936,419	7,015,600	3,861,200	7,016,880	0.0%
Rentals and Concessions	2,574,139	3,535,795	2,232,820	3,612,014	2.2%
Miscellaneous	781,964	777,241	801,754	773,461	-0.5%
Total Operating Revenues	<u>8,914,282</u>	<u>12,215,136</u>	<u>7,290,711</u>	<u>12,288,055</u>	<u>0.6%</u>
Operating Expenses:					
Personnel Services	5,428,833	6,547,523	4,822,960	6,741,251	3.0%
Goods for Resale	333,880	476,000	172,695	469,600	-1.3%
Supplies and Materials	458,194	543,875	235,676	494,275	-9.1%
Other Services and Charges	2,030,671	2,513,500	1,725,515	2,402,249	-4.4%
Depreciation & Amortization Expense	803,152	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	352,070	468,211	468,211	458,563	-2.1%
Indirect Charges (Admin Chargeback)	(0)	-	(12,151)	-	-
Total Operating Expenses	<u>9,406,800</u>	<u>10,549,109</u>	<u>7,412,906</u>	<u>10,565,938</u>	<u>0.2%</u>
Operating Income (Loss)	<u>(492,518)</u>	<u>1,666,027</u>	<u>(122,195)</u>	<u>1,722,117</u>	<u>3.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	361,280	393,000	289,900	300,000	-23.7%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	(2,836)	-	-	-	-
Total Nonoperating Revenues (Expenses)	<u>358,444</u>	<u>393,000</u>	<u>289,900</u>	<u>300,000</u>	<u>-23.7%</u>
Income (Loss) Before Operating Transfers	<u>(134,074)</u>	<u>2,059,027</u>	<u>167,705</u>	<u>2,022,117</u>	<u>-1.8%</u>
Operating Transfers In (Out):					
Transfer in - Park Fund	5,593	-	-	-	-
Transfer - Other	-	-	-	-	-
Total Transfers In	<u>5,593</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfer Out - Capital Projects Funds	(5,593)	(2,550,000)	-	(400,000)	-84.3%
Net Operating Transfer	<u>-</u>	<u>(2,550,000)</u>	<u>-</u>	<u>(400,000)</u>	<u>-84.3%</u>
Change in Net Position	(134,074)	(490,973)	167,705	1,622,117	-430.4%
Total Net Position - Beginning	<u>26,411,631</u>	<u>27,831,760</u>	<u>26,277,557</u>	<u>26,445,262</u>	<u>-5.0%</u>
Total Net Position - Ending	<u>\$ 26,277,557</u>	<u>\$ 27,340,787</u>	<u>\$ 26,445,262</u>	<u>\$ 28,067,379</u>	<u>2.7%</u>

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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,732,775	3,156,300	3,156,300	3,104,700	-1.6%
Planning	24,400	35,100	35,100	27,300	-22.2%
CAS	7,800	7,200	7,200	11,400	58.3%
Enterprise	11,800	13,300	13,300	9,900	-25.6%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	2,776,775	3,211,900	3,211,900	3,153,300	-1.8%
Operating Expenses:					
Personnel Services	525,491	515,642	515,642	480,374	-6.8%
Supplies and Materials	38,162	34,750	34,750	35,000	0.7%
Other Services and Charges:					
Insurance Claims:					
Parks	2,134,813	2,099,600	2,099,600	1,938,600	-7.7%
Planning	(26,584)	22,000	22,000	16,300	-25.9%
CAS	32,666	4,500	4,500	7,900	75.6%
Enterprise	864	8,300	8,300	5,900	-28.9%
Insurance Reimbursement	54,695	-	-	-	-
Misc., Professional services, etc.	63,567	637,294	637,294	669,040	5.0%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	273,712	281,238	281,238	350,398	24.6%
Total Operating Expenses	3,097,385	3,603,324	3,603,324	3,503,512	-2.8%
Operating Income (Loss)	(320,610)	(391,424)	(391,424)	(350,212)	-10.5%
Nonoperating Revenue (Expenses):					
Interest Income	185,007	200,000	200,000	200,000	0.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	185,007	200,000	200,000	200,000	0.0%
Income (Loss) Before Operating Transfers	(135,603)	(191,424)	(191,424)	(150,212)	-21.5%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(135,603)	(191,424)	(191,424)	(150,212)	-21.5%
Total Net Position - Beginning	4,929,226	4,581,425	4,793,623	4,602,199	0.5%
Total Net Position - Ending	\$ 4,793,623	\$ 4,390,001	\$ 4,602,199	\$ 4,451,987	1.4%
Designated Position	803,290	3,425,463	3,412,115	3,610,213	5.4%
Unrestricted Position	3,990,333	964,537	1,190,084	841,774	-12.7%
Total Net Position, June 30	\$ 4,793,623	\$ 4,390,001	\$ 4,602,199	\$ 4,451,987	1.4%

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

Parks	\$ 477,600	\$ 512,100	\$ 512,100	\$ 543,300	6.1%
Planning	10,200	5,400	5,400	4,600	-14.8%
CAS	1,300	1,100	1,100	2,200	100.0%
Enterprise	2,000	2,000	2,000	1,700	-15.0%
Total	\$ 491,100	\$ 520,600	\$ 520,600	\$ 551,800	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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Planning	433,200	144,400	144,400	-	-100.0%
Parks	1,053,000	988,743	988,743	2,043,100	106.6%
Corporate IT	203,000	161,500	161,500	166,250	2.9%
Miscellaneous (Sale of Equipment, etc.)	229,796	-	-	-	-
Total Operating Revenues	<u>1,918,996</u>	<u>1,294,643</u>	<u>1,294,643</u>	<u>2,209,350</u>	<u>70.7%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	135,770	-	-	-	-
Other Services and Charges:	51,755	-	-	-	-
Debt Service:					
Debt Service Principal	-	600,000	600,000	925,100	54.2%
Debt Service Interest	-	105,000	105,000	159,000	51.4%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	2,962,854	2,896,941	2,896,941	1,925,000	-33.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	54,472	54,472	50,186	-7.9%
Total Operating Expenses	<u>3,150,379</u>	<u>3,656,413</u>	<u>3,656,413</u>	<u>3,059,286</u>	<u>-16.3%</u>
Operating Income (Loss)	<u>(1,231,383)</u>	<u>(2,361,770)</u>	<u>(2,361,770)</u>	<u>(849,936)</u>	<u>-64.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	48,300	1,800,000	1,800,000	-	-100.0%
Interest Income	47,784	10,000	10,000	20,000	100.0%
Interest Expense, Net of Amortization	(130,000)	-	-	-	-
Loss on Sale/Disposal Assets	(24,171)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(58,088)</u>	<u>1,810,000</u>	<u>1,810,000</u>	<u>20,000</u>	<u>-98.9%</u>
Income (Loss) Before Operating Transfers	<u>(1,289,471)</u>	<u>(551,770)</u>	<u>(551,770)</u>	<u>(829,936)</u>	<u>50.4%</u>
Operating Transfers In (Out):					
Transfer in	-	562,194	562,194	-	-100.0%
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>562,194</u>	<u>562,194</u>	<u>-</u>	<u>-100.0%</u>
Change in Net Position	(1,289,471)	10,424	10,424	(829,936)	-8061.8%
Total Net Position - Beginning	<u>11,177,795</u>	<u>11,407,341</u>	<u>9,888,325</u>	<u>9,898,749</u>	<u>-13.2%</u>
Total Net Position - Ending	<u>\$ 9,888,325</u>	<u>\$ 11,417,765</u>	<u>\$ 9,898,749</u>	<u>\$ 9,068,813</u>	<u>-20.6%</u>
Note: Future Financing Plans					
Capital equipment financed for Planning	\$ 760,000	\$ -	\$ -	\$ -	
Capital equipment financed for Parks	2,700,000	1,800,000	1,800,000	1,800,000	
Capital equipment financed for Corporate IT	250,000	-	-	125,000	

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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ 1,592,808	\$ 1,071,629	\$ 1,654,477	3.9%
Montgomery County	-	1,592,808	1,071,629	1,654,477	3.9%
Charges for Services (Office Space Rental):					
MC Planning	58,049	600,796	404,204	624,059	3.9%
MC Parks	58,049	600,796	404,204	624,059	3.9%
Rental Revenues	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Operating Revenues	<u>116,099</u>	<u>2,794,400</u>	<u>1,880,037</u>	<u>2,902,595</u>	<u>3.9%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	30,000	70,000	-
Other Services and Charges	-	2,602,400	1,658,037	2,640,595	1.5%
Capital Outlay	-	-	-	-	-
Chargebacks	-	192,000	192,000	192,000	0.0%
Total Operating Expenses	<u>-</u>	<u>2,794,400</u>	<u>1,880,037</u>	<u>2,902,595</u>	<u>3.9%</u>
Operating Income (Loss)	<u>116,099</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	92	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>92</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>116,191</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	116,191	-	-	-	-
Total Net Position - Beginning	-	-	116,191	116,191	-
Total Net Position - Ending	<u>\$ 116,191</u>	<u>\$ -</u>	<u>\$ 116,191</u>	<u>\$ 116,191</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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds;	\$	\$	\$	\$	
DHRM	32,596	38,737	38,737	66,223	71.0%
CIO	1,801	9,420	9,420	3,993	-57.6%
Finance	105,279	40,077	40,077	62,802	56.7%
Legal	12,076	14,585	14,585	24,085	65.1%
Inspector General	2,815	4,010	4,010	7,147	78.2%
Corporate IT	90,598	117,496	117,496	139,471	18.7%
Parks	1,199,207	1,203,207	1,203,207	1,845,553	53.4%
Planning	484,032	498,841	498,841	619,964	24.3%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	1,928,405	1,926,373	1,926,373	2,769,238	43.8%
Operating Expenses:					
Personnel Services	455,940	569,300	569,300	609,314	7.0%
Supplies and Materials	24,205	21,494	21,494	22,756	5.9%
Other Services and Charges:	1,305,798	1,361,041	1,361,041	2,113,746	55.3%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	66,644	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	1,852,587	1,951,835	1,951,835	2,745,816	40.7%
Operating Income (Loss)	75,818	(25,462)	(25,462)	23,422	-192.0%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	15,728	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	15,728	-	-	-	-
Income (Loss) Before Operating Transfers	91,546	(25,462)	(25,462)	23,422	-192.0%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	91,546	(25,462)	(25,462)	23,422	-192.0%
Total Net Position - Beginning	596,891	672,263	688,438	662,976	-1.4%
Total Net Position - Ending	\$ 688,438	\$ 646,801	\$ 662,976	\$ 686,398	6.1%

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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	-	-100.0%
Retirement System	108,680	108,680	108,680	113,027	4.0%
Chief Information Office	59,644	59,644	59,644	62,030	4.0%
Risk Management	54,808	54,808	54,808	57,000	4.0%
Group Insurance	65,338	65,338	65,338	67,952	4.0%
CAS Departments	937,352	937,352	937,352	1,106,071	18.0%
Miscellaneous (Claim Recoveries, etc.)	18,507	-	-	-	-
Total Operating Revenues	<u>1,370,507</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,406,080</u>	<u>4.0%</u>
Operating Expenses:					
Personnel Services	229,569	243,910	243,910	256,135	5.0%
Supplies and Materials	44,026	43,400	43,400	61,000	40.6%
Other Services and Charges:	453,957	1,003,490	1,003,490	988,644	-1.5%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	73,769	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	85,000	85,000	85,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	94,708	98,772	98,772	110,426	11.8%
Total Operating Expenses	<u>896,029</u>	<u>1,474,572</u>	<u>1,474,572</u>	<u>1,501,205</u>	<u>1.8%</u>
Operating Income (Loss)	<u>474,478</u>	<u>(122,572)</u>	<u>(122,572)</u>	<u>(95,125)</u>	<u>-22.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	60,684	50,000	50,000	50,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>60,684</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>535,162</u>	<u>(72,572)</u>	<u>(72,572)</u>	<u>(45,125)</u>	<u>-37.8%</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	535,162	(72,572)	(72,572)	(45,125)	-37.8%
Total Net Position - Beginning	5,160,554	5,099,851	5,695,716	5,623,144	10.3%
Total Net Position - Ending	<u>\$ 5,695,716</u>	<u>\$ 5,027,279</u>	<u>\$ 5,623,144</u>	<u>\$ 5,578,019</u>	<u>11.0%</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 GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 2,089,051	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	0.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	8,515,904	14,618,370	14,618,370	14,618,370	0.0%
Employer Contributions/Premiums	43,524,545	54,271,479	54,271,479	54,271,479	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>54,129,500</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	776,415	811,371	811,371	791,467	-2.5%
Supplies and Materials	6,845	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	1,864,903	504,018	504,018	504,018	0.0%
Insurance Claims and Fees	44,411,659	60,507,264	60,507,264	60,507,264	0.0%
Insurance Premiums	7,284,234	9,066,340	9,066,340	9,066,340	0.0%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	311,410	343,049	343,049	402,939	17.5%
Total Operating Expenses	<u>54,655,466</u>	<u>71,282,042</u>	<u>71,282,042</u>	<u>71,322,028</u>	<u>0.1%</u>
Operating Income (Loss)	<u>(525,966)</u>	<u>(392,193)</u>	<u>(392,193)</u>	<u>(432,179)</u>	<u>10.2%</u>
Non-operating Revenue (Expenses):					
Interest Income	242,127	300,000	300,000	200,000	-33.3%
Total Non-operating Revenue (Expenses)	<u>242,127</u>	<u>300,000</u>	<u>300,000</u>	<u>200,000</u>	<u>-33.3%</u>
Income (Loss) Before Operating Transfers	<u>(283,839)</u>	<u>(92,193)</u>	<u>(92,193)</u>	<u>(232,179)</u>	<u>151.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	(562,194)	(562,194)	-	-100.0%
Net Operating Transfer	<u>-</u>	<u>(562,194)</u>	<u>(562,194)</u>	<u>-</u>	<u>-100.0%</u>
Change in Net Position	(283,839)	(654,387)	(654,387)	(232,179)	-64.5%
Total Net Position, Beginning	12,230,275	11,083,172	11,946,436	11,292,049	1.9%
Total Net Position, Ending	<u>11,946,436</u>	<u>10,428,785</u>	<u>11,292,049</u>	<u>11,059,870</u>	<u>6.1%</u>
Designated Position	5,465,547	7,128,204	7,128,204	7,132,203	0.1%
Unrestricted Position	6,480,889	3,300,580	4,163,845	3,927,667	19.0%
Total Net Position, June 30	<u>\$ 11,946,436</u>	<u>\$ 10,428,785</u>	<u>\$ 11,292,049</u>	<u>\$ 11,059,870</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

Tax Rates: (Cents per \$100 of assessed value)		FY 20 Actual	FY 21 Adopted	FY 22 Proposed	Rate Change
Administration					
Real		1.70	1.76	1.78	0.02
Personal		4.25	4.40	4.45	0.05
Park					
Real		5.60	6.00	5.70	(0.30)
Personal		14.00	15.00	14.25	(0.75)
Adv. Land Acquisition					
Real		0.10	0.10	0.10	-
Personal		0.25	0.25	0.25	-
Total Tax Rates (Cents)					
Real		<u>7.40</u>	<u>7.86</u>	<u>7.58</u>	<u>(0.28)</u>
Personal		<u>18.50</u>	<u>19.65</u>	<u>18.95</u>	<u>(0.70)</u>
Assessable Base: (in billions \$)		FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Administration Fund*					
Real		171.429	171.363	175.432	2.37%
Personal		3.652	3.494	3.529	1.00%
Park Fund*					
Real		171.429	171.363	175.432	2.37%
Personal		3.652	3.494	3.529	1.00%
Adv. Land Acquisition (Entire County)					
Real		197.610	197.440	202.275	2.45%
Personal		4.452	4.235	4.266	0.73%

* 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 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	210.42	209.37	212.80	211.75	215.33	214.42
Unfunded Career (Planning Dept)	3.00	-	3.00	-	1.00	-
Part-Time Career	8.94	4.85	8.95	4.85	7.93	4.35
Career Total	222.36	214.22	224.75	216.60	224.26	218.77
Term Contract	3.00	2.50	2.00	1.75	2.00	1.75
Seasonal/Intermittent		0.20		0.20		0.20
Chargebacks		(23.55)		(23.55)		(22.00)
Less Lapse		(7.61)		(7.61)		(7.62)
TOTAL ADMINISTRATION FUND	225.36	185.76	226.75	187.39	226.26	191.10
PARK FUND						
Full-Time Career	759.00	759.00	768.00	768.00	779.00	779.00
Part-Time Career	4.00	2.90	1.00	0.90	2.00	1.70
Career Total	763.00	761.90	769.00	768.90	781.00	780.70
Term Contract	6.00	5.80	5.00	4.80	7.00	6.80
Seasonal/Intermittent		76.60		78.50		81.40
Chargebacks		(32.10)		(34.30)		(36.50)
Less Lapse		(58.20)		(59.20)		(59.90)
TOTAL PARK FUND	769.00	754.00	774.00	758.70	788.00	772.50
TOTAL TAX SUPPORTED (Admin. and Park)						
Full-Time Career	969.42	968.37	980.80	979.75	994.33	993.42
Unfunded Career (Planning Dept)	3.00	-	3.00	-	1.00	-
Part-Time Career	12.94	7.75	9.95	5.75	9.93	6.05
Career Total	985.36	976.12	993.75	985.50	1,005.26	999.47
Term Contract	9.00	8.30	7.00	6.55	9.00	8.55
Seasonal/Intermittent		76.80		78.70		81.60
Chargebacks		(55.65)		(57.85)		(58.50)
Less Lapse		(65.81)		(66.81)		(67.52)
TOTAL TAX SUPPORTED (Admin. and Park)	994.36	939.76	1,000.75	946.09	1,014.26	963.60
ENTERPRISE FUND						
Full-Time Career	36.00	36.00	37.00	37.00	37.00	37.00
Part-Time Career	-	-	-	-	-	-
Career Total	36.00	36.00	37.00	37.00	37.00	37.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		81.80		81.00		80.50
Chargebacks		1.90		2.80		2.80
Less Lapse		-		-		-
TOTAL ENTERPRISE FUND	37.00	120.70	38.00	121.80	38.00	121.30
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		1.80		1.80		1.80
Less Lapse		-		-		-
TOTAL PROPERTY MANAGEMENT FUND	4.00	5.80	4.00	5.80	4.00	5.80
SPECIAL REVENUE FUND						
Seasonal/Intermittent		34.65		38.25		39.25
INTERNAL SERVICE FUNDS						
Full-Time Career	6.50	6.90	6.50	6.90	6.50	6.90
Part-Time Career	-	-	-	-	-	-
Career Total	6.50	6.90	6.50	6.90	6.50	6.90
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,015.92	1,015.27	1,028.30	1,027.65	1,041.83	1,041.32
Unfunded Career (Planning Dept)	3.00	-	3.00	-	1.00	-
Part-Time Career	12.94	7.75	9.95	5.75	9.93	6.05
Career Total	1,031.86	1,023.02	1,041.25	1,033.40	1,052.76	1,047.37
Term Contract	10.00	9.30	8.00	7.55	10.00	9.55
Seasonal/Intermittent		193.25		197.95		201.35
Chargebacks		(51.95)		(53.25)		(53.90)
Less Lapse		(65.81)		(66.81)		(67.52)
GRAND TOTAL	1,041.86	1,107.81	1,049.25	1,118.84	1,062.76	1,136.85



**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 more than 37,000 acre nationally recognized park system, including 424 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 FY22, the Commissioners' Office will continue to carry out the following responsibilities:



Montgomery County Commissioners' Office

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.
- 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 2020 included the following:

- Staffed 43 Planning Board meetings as clerks/webcasters and technical writers. Due to the COVID-19 pandemic, 34 of these meetings were held virtually.
- 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.
- Served on various Montgomery and bi-county internal planning committees, work groups and participated in events including the racial equity training, Diversity Council, Black History Month, Asian Pacific American Heritage Month, Women's History Month, LGBTQ Celebrations, Hispanic Heritage Month and Veteran's Appreciation.



Montgomery County Commissioners' Office

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The Montgomery County Commissioners' Office proposes an FY22 Operating Budget of \$1,277,993, an increase of \$42,797 or 3.5%, from the FY21 adopted budget.

The proposed FY22 Operating Budget includes the following major categories:

- \$1,213,161 in Personnel Services, an increase of \$31,722 from the FY21 adopted budget primarily due to increases in retirement costs.
- \$24,457 in Supplies and Materials, an increase of \$500 over the FY21 adopted budget for general inflation costs.
- \$40,375 for Other Services and Charges, an increase of \$10,000 over the FY21 adopted budget for a Planning Board retreat, Board and staff trainings and conferences and an increase of \$575 for general inflation costs.

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Commissioners' Office				
Personnel Services	1,140,069	1,181,439	1,213,161	2.7%
Supplies and Materials	40,103	23,957	24,457	2.1%
Other Services and Charges	31,365	29,800	40,375	35.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,211,536	1,235,196	1,277,993	3.5%

	FY 20 Actual		FY 21 Adopted		FY 22 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 FY22 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	FY20 Budget	FY21 Adopted	FY22 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	66,250	68,250	75,000	9.9%
	Park Fund - Park Police Support	DHRM	45,000	50,000	46,500	-7.0%
	Risk Management	DHRM	23,106	24,314	80,310	230.3%
	Capital Equipment Fund	Finance	32,286	33,600	31,300	-6.8%
	Enterprise Funds	Finance	118,382	131,200	139,100	6.0%
	Park Fund - ERP Operations	Finance	88,000	76,100	90,133	18.4%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Risk Management	Finance	16,143	19,600	21,800	11.2%
	Spec Rev Fund - Planning	Finance	36,272	44,300	51,200	15.6%
	Spec Rev Fund - Parks	Finance	19,000	20,000	20,000	0.0%
	Capital Equipment Fund	Corporate IT	19,469	20,872	18,886	-9.5%
	Enterprise Funds	Corporate IT	71,388	79,112	84,583	6.9%
	Park Fund - Data Center	Corporate IT	352,455	443,739	268,613	-39.5%
	Pension Trust Fund	Corporate IT	23,600	68,767	69,798	1.5%
	Risk Management	Corporate IT	9,735	12,686	15,461	21.9%
	Spec Rev Fund - Planning	Corporate IT	21,873	27,015	29,993	11.0%
	Spec Rev Fund - Parks	Corporate IT	11,457	12,206	15,015	23.0%
	Admin Fund - Planning	Legal	87,550	90,177	92,882	3.0%
	Park Fund	Legal	158,320	163,070	167,962	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	206,394	212,586	218,964	3.0%
	Spec Rev Fund - Development Review	Legal	157,462	162,186	167,051	3.0%
	Subtotal Montgomery		1,657,442	1,853,080	1,797,851	-3.0%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	21,709	21,235	22,512	6.0%
	Admin Fund - Planning - Recruitment	DHRM	14,182	14,488	16,731	15.5%
	Park Fund - HRIS/CC	DHRM	47,246	48,266	130,574	170.5%
	Park Fund - Labor Relations	DHRM	66,250	68,250	75,000	9.9%
	Park Fund - Park Police Support	DHRM	45,000	50,000	46,500	-7.0%
	Park Fund - Recruitment	DHRM	54,261	53,074	55,738	5.0%
	Rec Fund - Recruitment	DHRM	54,261	53,074	55,738	5.0%
	Recreation Fund - HRIS/CC	DHRM	74,804	76,366	165,291	116.4%
	Risk Management	DHRM	23,106	24,314	80,310	230.3%
	Capital Equipment Fund	Finance	14,529	14,300	17,200	20.3%
	Enterprise Funds	Finance	172,191	178,600	180,300	1.0%
	Park Fund - New Positions	Finance	108,000	108,000	108,000	0.0%
	Park Fund - ERP Operations	Finance	210,000	119,400	140,022	17.3%
	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%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - ERP Operations	Finance	-	73,800	81,040	9.8%
	Risk Management	Finance	32,286	27,600	31,300	13.4%
	Special Revenue Funds (multiple)	Finance	80,715	89,400	91,700	2.6%
	Capital Equipment Fund	Corporate IT	8,761	8,775	11,604	32.2%
	Enterprise Funds	Corporate IT	103,836	109,067	101,263	-7.2%
	Park Fund - Data Center	Corporate IT	777,904	948,790	644,466	-32.1%
	Pension Trust Fund	Corporate IT	23,600	68,767	69,798	1.5%
	Risk Management	Corporate IT	19,469	17,677	22,242	25.8%
	Special Revenue Funds (multiple)	Corporate IT	48,673	53,988	54,185	0.4%
	Park Fund	Inspector General	135,138	143,289	145,850	1.8%
	Admin Fund - Planning	Legal	281,595	290,042	298,744	3.0%
	Park Fund	Legal	198,020	203,961	210,080	3.0%
	Park Fund - Atty support	Legal	82,400	84,872	87,418	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	217,184	223,699	230,410	3.0%
	Subtotal Prince George's		3,108,420	3,366,394	3,367,316	0.0%
Commission-Wide						
	EOB	DHRM	94,708	98,772	110,426	11.8%
	Group Insurance	DHRM	35,382	36,833	79,952	117.1%
	Group Insurance	Corporate IT	103,836	116,216	121,988	5.0%
	Group Insurance	Finance	172,192	190,000	201,000	5.8%
	Subtotal Commission-Wide		406,118	441,821	513,366	16.2%
COMBINED TOTAL			5,171,980	5,661,295	5,678,533	0.3%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		665,265	687,236	1,040,582	51.4%
	Finance		1,322,396	1,348,300	1,426,495	5.8%
	Corporate IT		1,596,056	1,987,677	1,527,895	-23.1%
	Legal		1,453,125	1,494,793	1,537,711	2.9%
	Inspector General		135,138	143,289	145,850	1.8%
	TOTAL		5,171,980	5,661,295	5,678,533	0.3%



Central Administrative Services Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The bi-county proposed FY22 operating budget for Central Administrative Services before chargebacks is \$25,134,696, which is a 2.2% increase over FY21. The budget sustains, at a minimum, the same service level as FY21, 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 FY22 proposed budget is based on the analysis performed in the Fall of 2020.

The FY22 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 45.0% Montgomery County and 55.0% 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 FY22, 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.

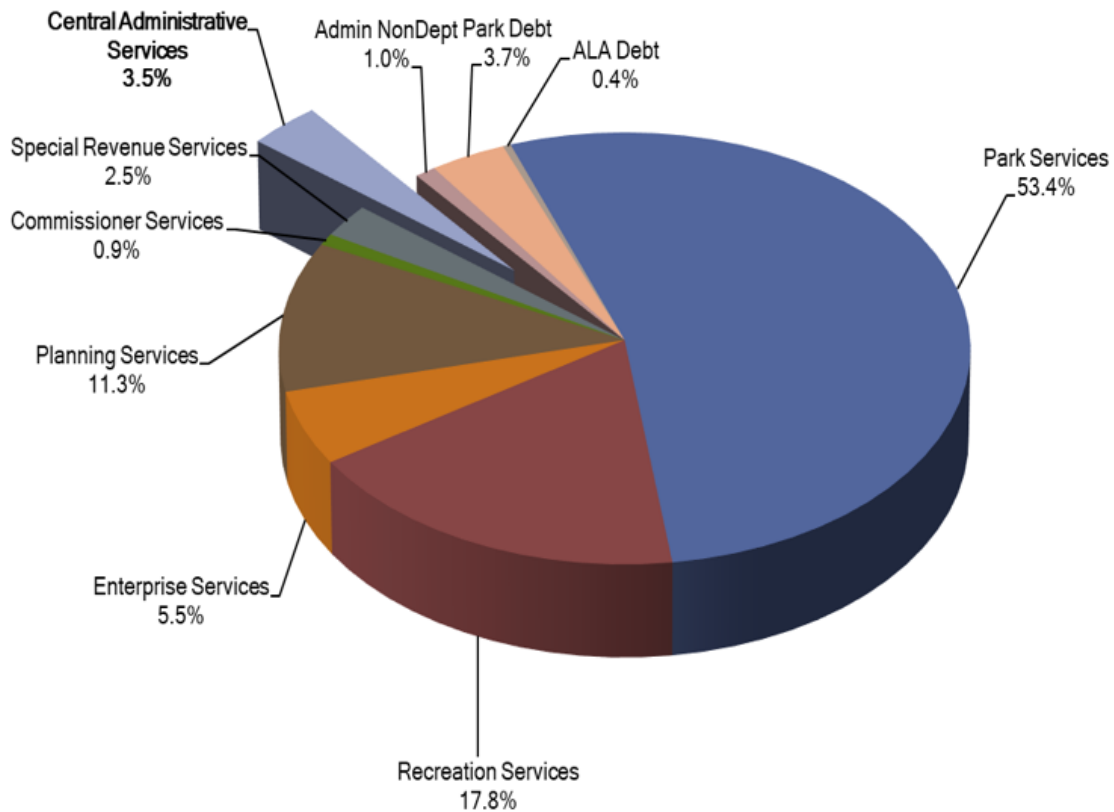
The CAS budget proposal reflects positions and workyears comparable to FY 2011 levels, even while work program demands have increased over the past nine years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued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

The CAS proposed budget is 3.5% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS)
FY22 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

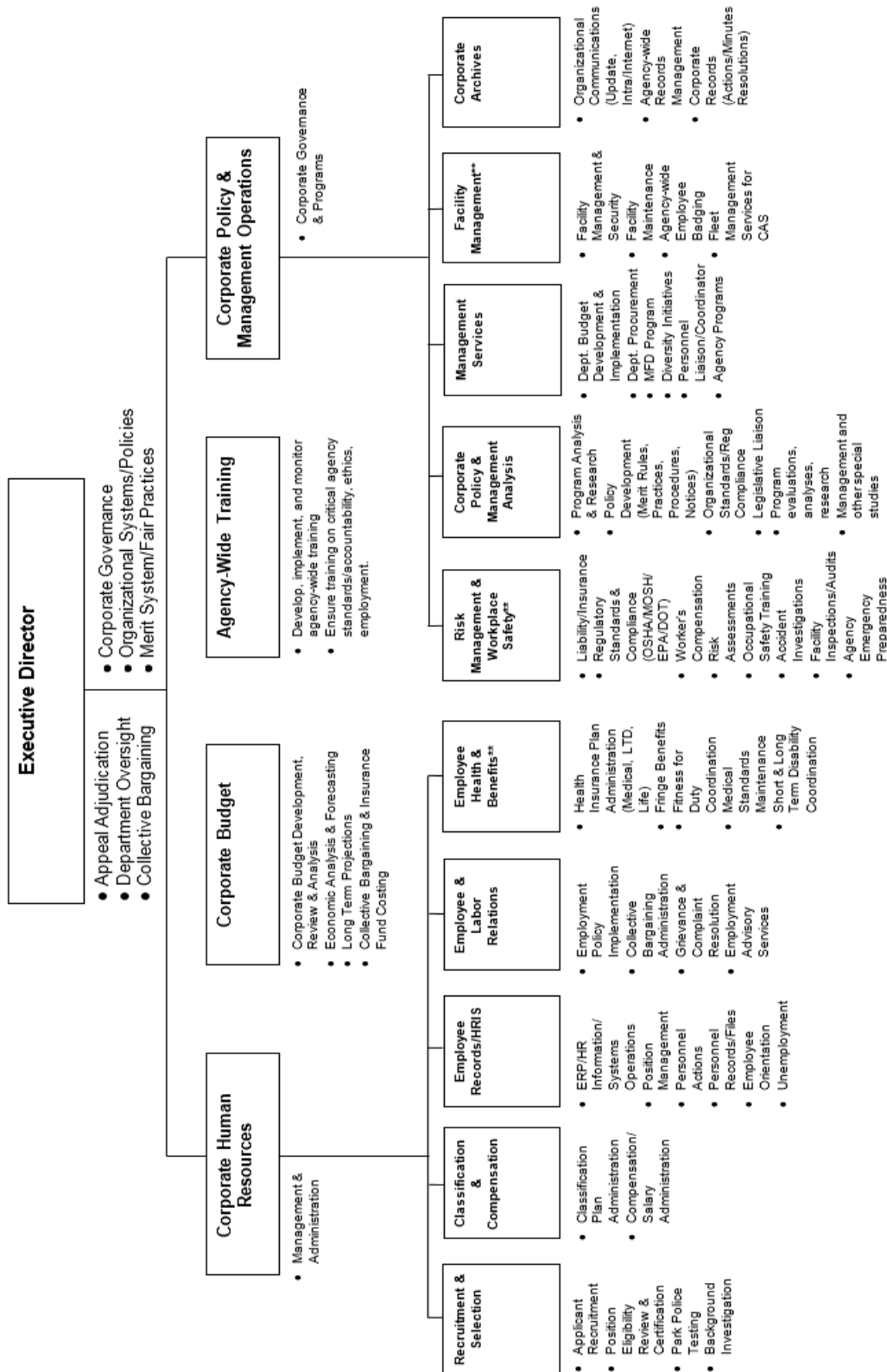


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



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) is responsible for corporate governance and operations guidance, fiscal planning and budgeting services, and human resources administration. Each of these functional areas are integral to enabling efficient and cost-effective operations across the entire agency. 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, programs funded through the Risk Management Fund (Risk and Safety), Commission-Wide Executive Office Building Fund, and Commission-Wide Group Insurance Fund (health insurance and employee benefits) are also administered by the Department.

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 leadership, coordination, and administrative direction for 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, 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 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 Systems 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.

FY21 ACCOMPLISHMENTS

Agency-wide Pandemic Response: In response to the unprecedented COVID-19 crisis, the Department led the development and implementation of the agency's response, education, and handling of COVID-19. Through the development of robust safety protocols and internal operating procedures, coordinated review of all suspected cases to mitigate exposure, case monitoring, and the updating of Continuity of Operations Programs (COOP), the department provided a framework for the workforce and agency facilities to reduce exposure of the virus and handle cases. The Department also provided wellness programs designed to support employees as they address the impacts of COVID-19 on their lives, and administered mandated emergency paid sick leave.

Unemployment Cases Surge: Shifted resources to address a 2000% increase in unemployment claims received.

Performance Measurement: Began work on developing a robust set of metrics to quantify the agency's critical internal operations, impact on citizens and stakeholders, and staff engagement.

Succession Planning: Began the process of identifying essential positions and knowledge gaps to develop an extensive and varied training plan that involves upskilling employees from entry level to more technical and managerial roles.

Coordinated Communications Study: Began to analyze the agency's coordinated communications processes, which will assist agency Departments as we work together to effectively communicate with internal and external stakeholders.

National Recognition as a Workplace of Excellence: The agency was named as one of the best places to work in the nation by the Alliance for Workplace Excellence (AWE). The agency earned all four AWE awards including the Workplace Excellence Seal of Approval for our exceptional corporate culture, management practices and employee engagement practices; the Health and Wellness Seal of Approval for our health and wellness programs and assessments; the Diversity Champion Award for our leadership, demographics and diversity programs; and the EcoLeadership Award for waste minimization, conservation and energy efficiency.

Collective Bargaining and Labor Relations: The Executive Director led the management bargaining team in a full labor agreement with the Fraternal Order of Police Union (FOP) and a



Central Administrative Services Department of Human Resources and Management

wage reopener with the Municipal and County Government Employees Organization/UFCWU Local 1994 (MCGEO) Union which both carried over from FY20 into FY21 due to the COVID-19 crisis. A full labor agreement MCGEO began as well.

Fiscal Responsibility: The agency was a recipient of the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the 35th consecutive year.

Workforce Development: DHRM continued implementing multi-year recommendations from the ongoing comprehensive agency-wide compensation and classification study to support the ability to recruit and retain a highly skilled career workforce. The department also continued to support the employee-led Diversity Council and administer on the job training and career development through the agency-wide Language and Literacy and Apprenticeship Programs.

Policy Development and Management Studies: Policy review and analysis continued for nearly 200 functional areas necessary to ensure agency-wide regulatory compliance, fair practices, and accountability. The analysis focused on policies concerning finance and budgeting, office services, facilities and equipment, new management directives, and strengthening internal controls.

Employee Benefits: Benefit plans remained 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. Introduced an automated enrollment option for new employees and employees with qualifying life events.

Employee Onboarding Automation: Implemented an automated onboarding process system to eliminate duplicate data entry across various systems, allow for a customized agency-wide and departmental-specific orientation, provide a tailored approach to benefit enrollment.

Human Resources Process Automations: In coordination with the Office of the Chief Information Officer, the Department introduced automatic notifications informing managers of approaching and overdue annual performance evaluations for direct reports and background checks for seasonal and temporary direct reports.

FY22 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY22 include:

- Creating and standing up the robust set of metrics to we began to develop in FY21 to quantify overall agency performance.
- Further succession planning efforts through leadership development and specialized training to prepare staff members to transition into critical positions as they become vacant.
- Continue implementation of collective bargaining contracts and conducting negotiations with two collective bargaining units, including a full 3-year contract with the Municipal and County Government Employees Organization (MCGEO) and a wage and benefits reopener with the Fraternal Order Police (FOP).



Central Administrative Services

Department of Human Resources and Management

- Continued implementation of management-supported recommendations from the ongoing Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.
- Reevaluating the agency-wide Wellness Program to leverage resources with current healthcare partners for maximum benefit, engage employees through surveys, and maximize the agency's impact on employees' wellbeing and productivity.
- Continued analysis and development of the agency's coordinated communications processes.

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	<u>FY21</u> <u>Adopted</u>	<u>FY22</u> <u>Proposed</u>	<u>%</u> <u>Change</u>	<u>%</u> <u>Allocated*</u>
Montgomery County Budget				
Expenditures	\$2,457,267	\$2,572,736	4.7%	43.3%
Staffing				
Funded Career Positions	17.49	17.92	2.5%	42.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	16.64	17.07	2.6%	41.6%
Prince George's County Budget				
Expenditures	\$3,232,265	\$3,372,429	4.3%	56.7%
Staffing				
Funded Career Positions	23.51	24.08	2.4%	57.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.36	23.93	2.4%	58.4%
Combined Department Total Budget				
Expenditures	\$5,689,532	\$5,945,165	4.5%	100.0%
Staffing				
Funded Career Positions	41.00	42.00	2.4%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	40.00	41.00	2.5%	100.0%

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



Central Administrative Services

Department of Human Resources and Management

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The FY22 proposed budget is \$5,945,165, representing an increase of 4.5% (\$255,633) over the FY21 adopted budget level. This increase funds the ongoing operations administered by the Department, the addition of a career position, and support to the Office of the Chief Information Officer through allocated charges for technology systems. The increase is allocated \$140,164 to Prince George's and \$115,469 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 FY22 funding allocation before chargebacks to 40.9% Montgomery and 59.1% to Prince George's. This shifts 0.7% of the funding allocation from Montgomery to Prince George's, as compared to FY21. Major components of the budget include:

Personnel Services: This category includes an increase of 9.0% (\$497,537). The proposed DHRM budget includes 42 career and 2 term contract positions, with 41 WYS (of which 17.07 are allocated to Montgomery and 23.93 to Prince George's, respectively). One new position is requested for FY22:

- **Human Resources Specialist (\$108,234):** The Employee and Labor Relations team is comprised of one Human Resources Manager and 2 Human Resources Specialists. This small team is the clearing house for all disciplinary actions, conducts complex investigations requiring extensive knowledge of federal and state regulations, delivers agency-wide trainings, provides guidance to field HR staff, and supports Collective Bargaining efforts. The number of complex investigations, employee consultations and grievances continue to climb, and we anticipate this trend to continue as we all adjust to the "new normal" because of stressors that COVID-19 and civil unrest have placed on our communities.

Due to societal changes throughout the nation that impact our region and workforce, we need an additional HR specialist to proactively mitigate and address such situations in the workplace before they become grievances and to educate managers and coworkers alike on what is acceptable in the work environment and in our ever-evolving communities. This position will also serve as a DHRM liaison to the Diversity Council and the Park Police to ensure Diversity, Equity and Inclusion efforts are being coordinated across the Commission and are tailored to suit the unique challenges different members of our workforce may face.

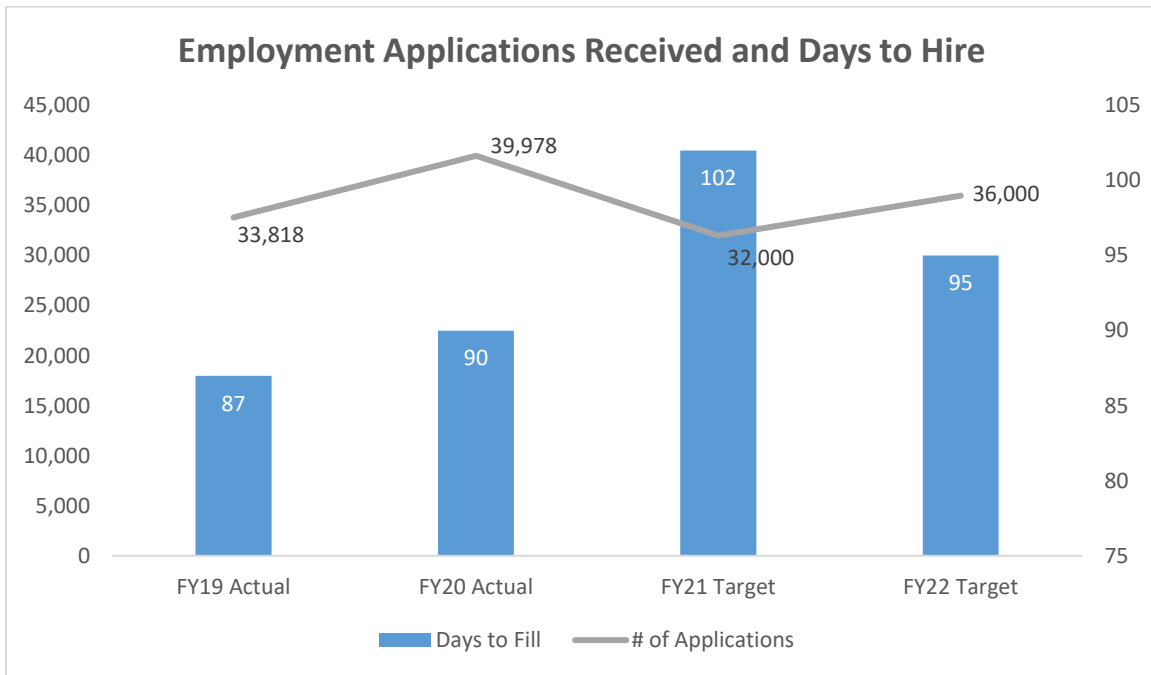
Other Operating Charges: This category includes an increase of 12.7% (\$111,441) for supplies, materials and professional services to support an upgrade of the ERP system, operating needs specific to the COVID-19 pandemic, labor negotiations, and employee records technical support.

Chargebacks: This category includes an increase of 51.4% (\$353,345) for wage and benefit allocations and expenses for services directly impacting specific programs or departments outside of DHRM. The increase is due to the utilization of chargebacks to allocate wage and benefit expenses to the Internal Service Funds managed by the Department instead of directly charging the funds, which was done in prior fiscal years. This change brings continuity to the way all wage and benefit allocations are recognized by the Department.

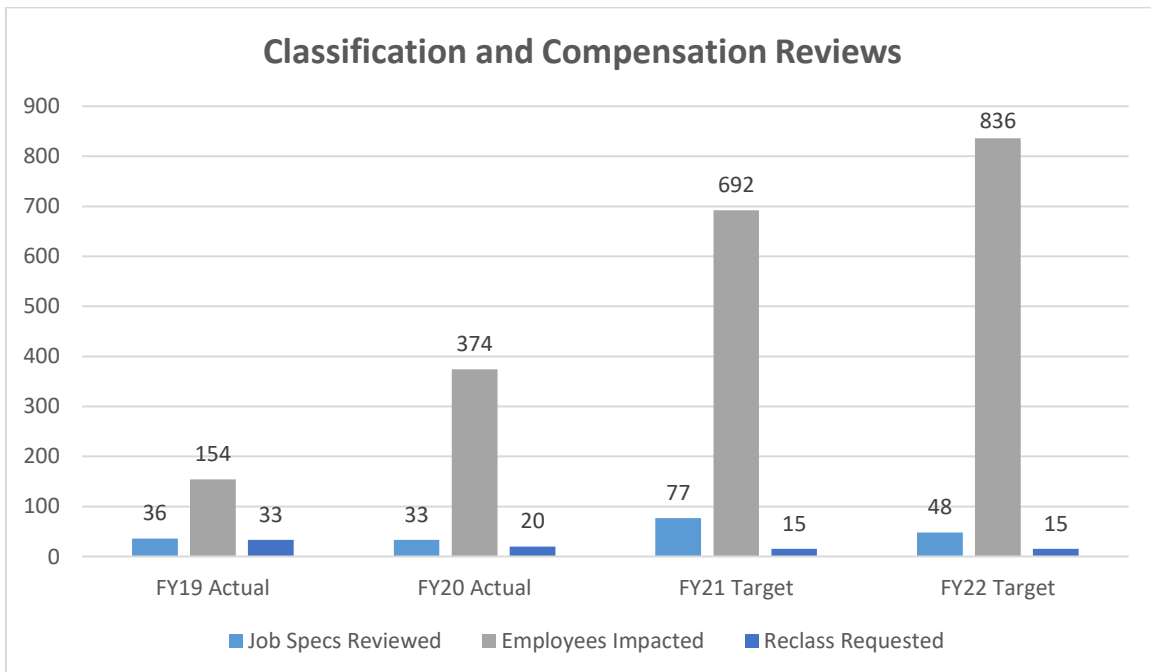


Central Administrative Services Department of Human Resources and Management

GOALS AND PERFORMANCE MEASURES



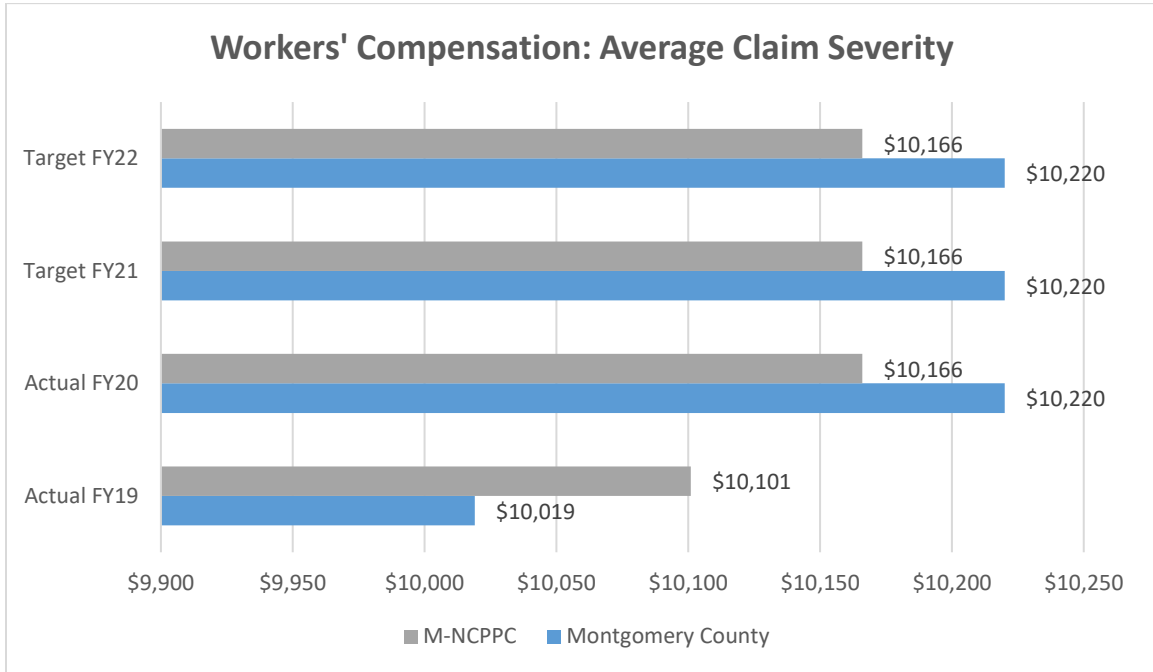
The time-to-fill metric is business days from close of posting to hire date. Due to the ongoing impact of the COVID-19 crisis, the number of applicants has decreased in FY21 while the days to fill have increased. An incremental recovery of these metrics has been projected in FY22.



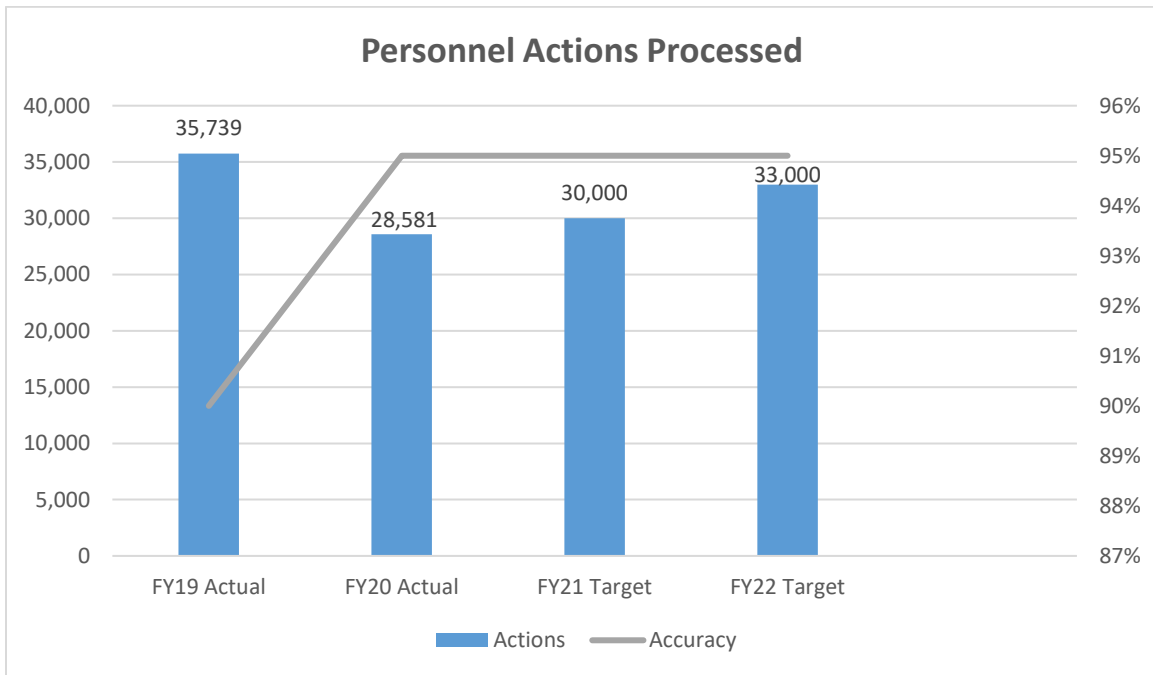
The number of job specifications reviewed in FY21 has increased due to additional funding provided by agency departments. In FY22, the increased funding support will be redistributed to the allocation of job specifications created from the reviews in FY21 and the development of additional new job specs, which will impact 21% more employees.



Central Administrative Services Department of Human Resources and Management



Workers' Compensation data from Prince George's County has not been provided to the agency.

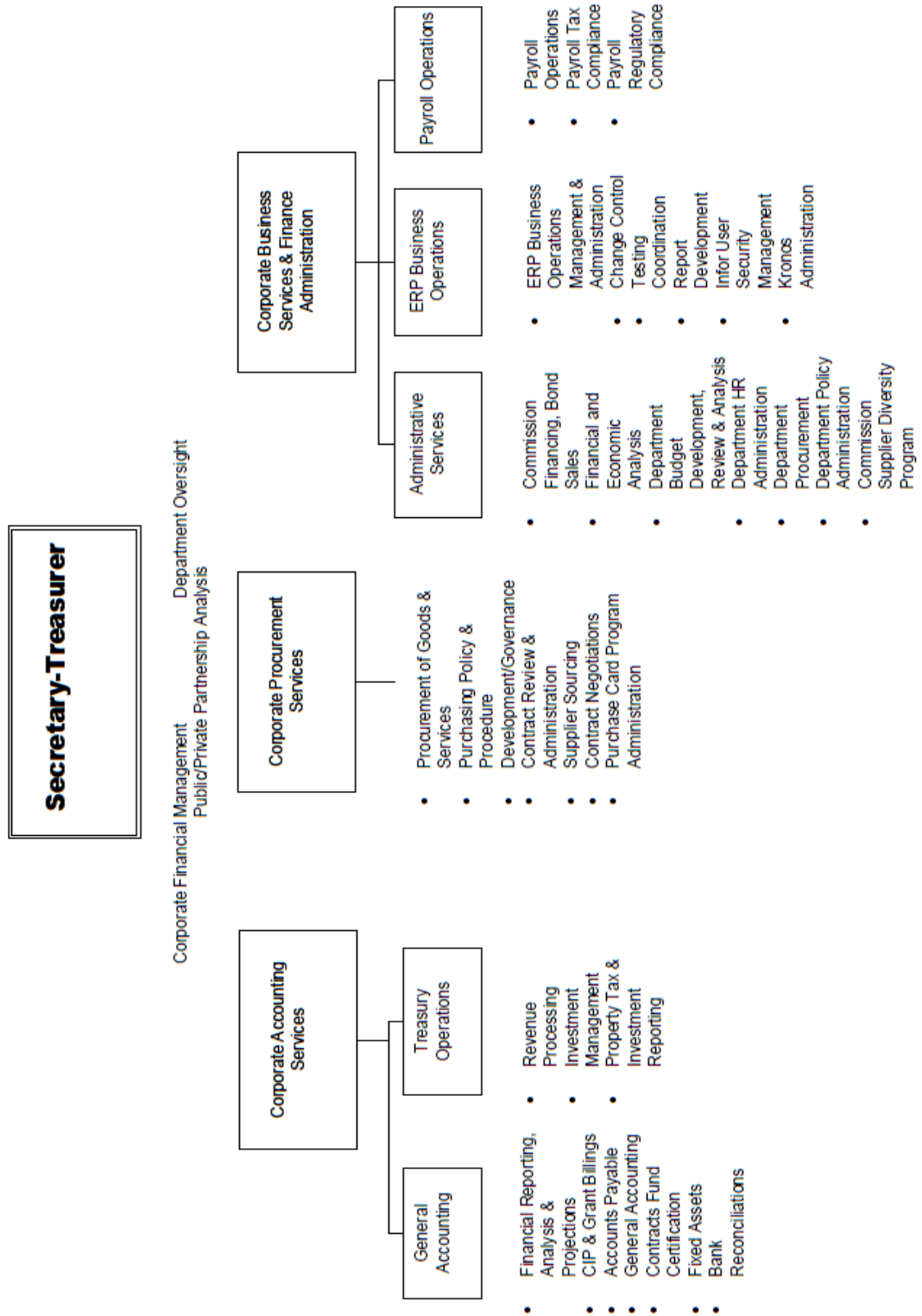


The decrease in Personnel Actions processed in FY20 and FY21 is due to the impact of COVID-19 on the agency's in-person programs (summer camps, etc.) and the pausing of annual pay increases in FY21.



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

	FY21 Adopted	FY22 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$2,226,035	\$2,387,159	7.2%	44.8%
Staffing				
Funded Career Positions	20.92	20.00	-4.4%	42.6%
Funded Workyears	20.02	19.26	-3.8%	42.8%
Prince George's County Budget				
Expenditures	\$2,807,999	\$2,945,326	4.9%	55.2%
Staffing				
Funded Career Positions	26.08	27.00	3.5%	57.4%
Funded Workyears	24.98	25.74	3.0%	57.2%
Combined Department Total Budget				
Expenditures	\$5,034,034	\$5,332,485	5.9%	100.0%
Staffing				
Funded Career Positions	47.00	47.00	0.0%	100.0%
Funded Workyears	45.00	45.00	0.0%	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 FY22 PROPOSED BUDGET

The FY22 proposed budget is \$5,332,485 reflects an additional \$298,451 or 5.9% increase from the FY21 adopted budget after chargebacks.

The personnel services budget increased by \$81,990 in base salaries and by \$259,070 in benefits due to increased pension and benefit costs. Other operating charges increased by \$35,586 from CWIT increases, and chargebacks increased by \$78,195.

In developing this preliminary estimate of the FY22 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 are two proposed funding requests for fiscal 2022:

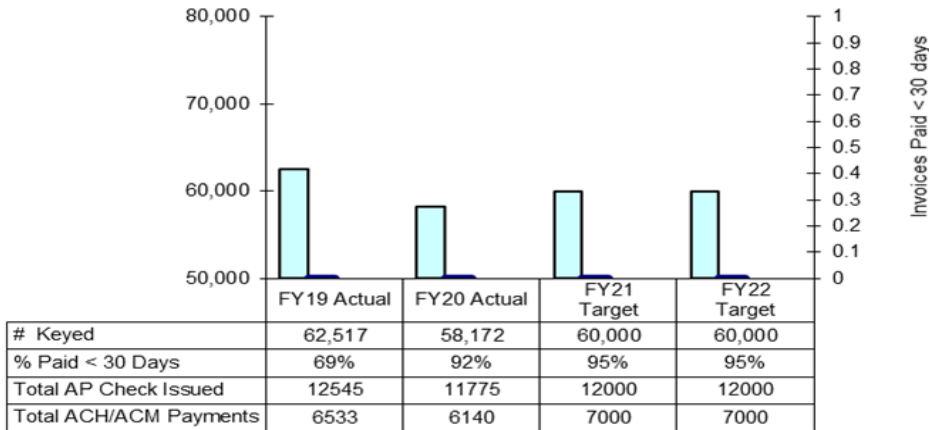
- Funding, \$10,000, is requested for Employee Recognition Awards as a separate item, as opposed to using lapsed salary.
- Funding, \$24,400, for Finance's share of Commission-wide IT initiatives (primarily the next version of ERP) which are presented as part of the Office of the CIO's budget request which Finance supports.



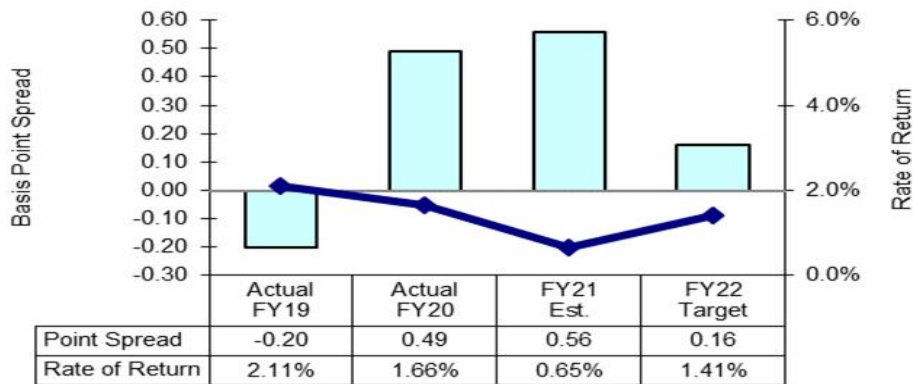
Central Administrative Services Finance Department

GOALS AND PERFORMANCE MEASURES

Accounting

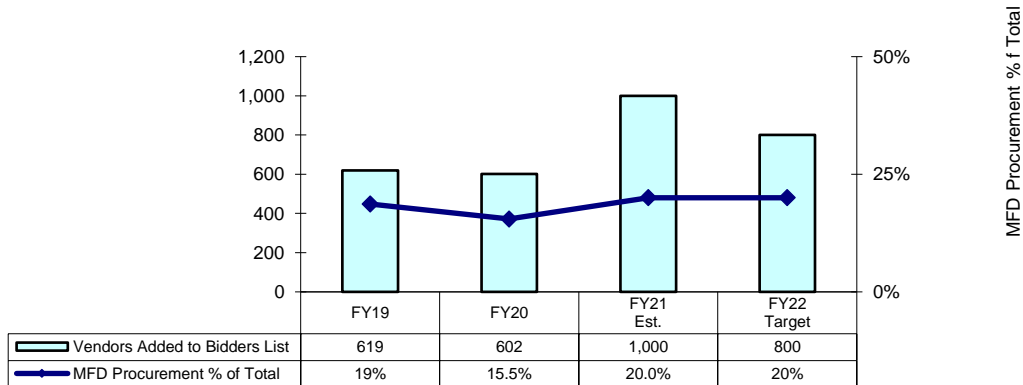


Treasury Operations Basis Point Spread Portfolio Versus 90-Day Treasury Bill Rate of Return



Central Administrative Services Finance Department

MFD Procurement Opportunity Minority, Female or Disability Owned



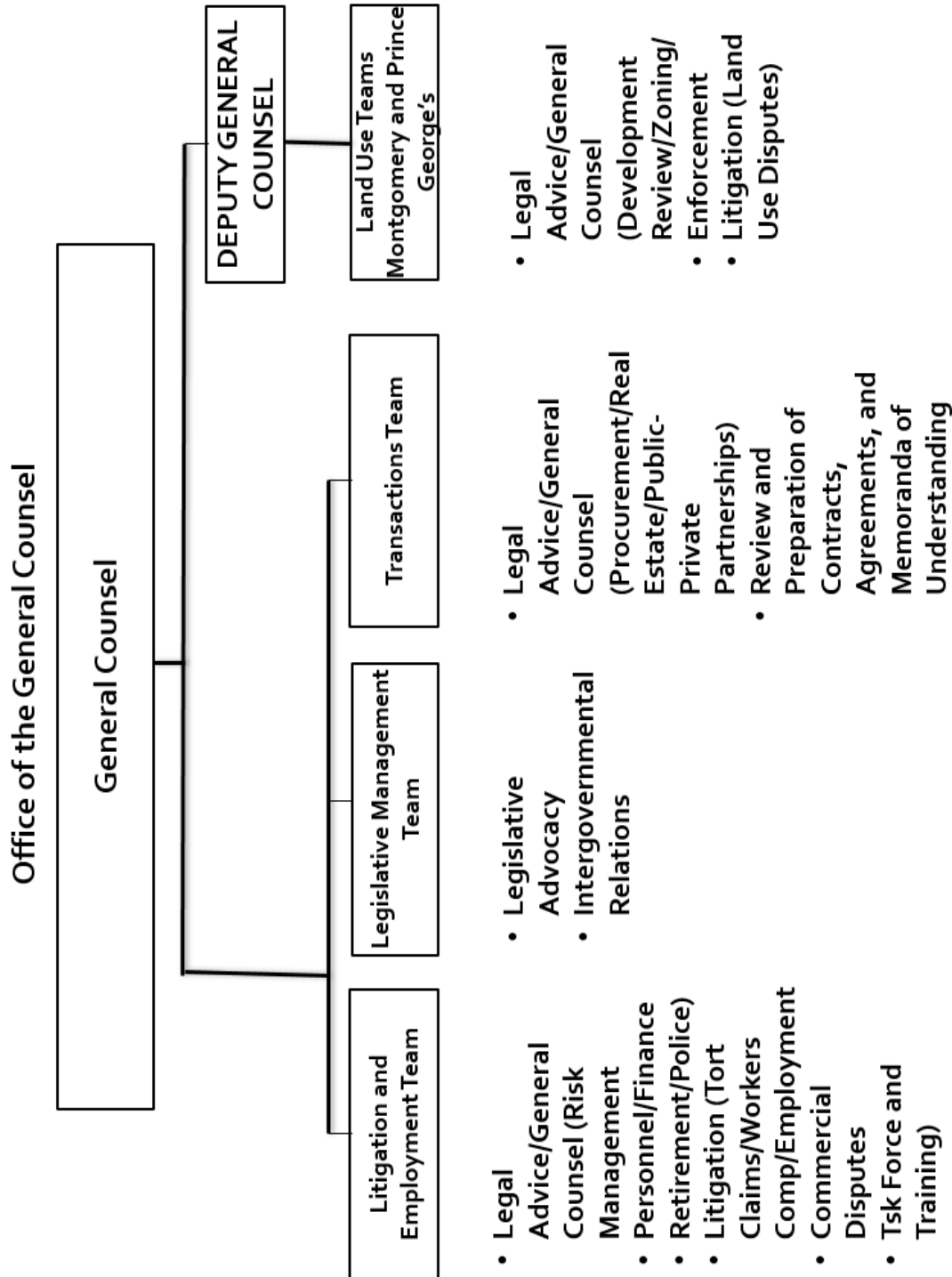
Bond Rating Data

Rating Agency Information	FY19	FY20	FY21 Est.	FY22 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



Central Administrative Services Legal Department

ORGANIZATIONAL STRUCTURE



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 2020, the OGC registered 11 new litigation cases and closed 12 cases – ending the year with 19 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including 1 ordinary tort claims, 1 employment claim, 7 workers compensation appeals, 8 administrative land use appeals, and 2 miscellaneous matters. The Commission litigation team consistently delivered successful results and handled a number of complex matters including construction, employment, and unique workers compensation and liability matters. The litigation team represented the Commission’s interest to prevent the *6525 Belcrest Road, LLC* plaintiffs from circumventing, through collateral litigation, the judicial-review process for challenging a Prince George’s County Planning Board decision. The OGC provided advice for a myriad of novel legal and compliance issues arising in response to the novel coronavirus.

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 2020, our work included: drafting amendments to the Zoning Ordinance for a new “Small Cell Wireless Facilities” zoning use category to facilitate the expansion of 5G technology in Prince George’s County; drafting a wholesale revision of the Subdivision Regulations in Montgomery County; developing effective strategies to assure continuation of operations by our Planning Boards and operating departments during the COVID-19 pandemic; 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 review important area development projects, such as the Metro Tower/One Bethesda Center Preliminary Plan and Sketch Plan in Montgomery County and the Conceptual and Detailed Site Plans for Southlake, a mixed-use development project in Prince George’s County.

Building Quality of Life – One Transaction at a Time: Commission attorneys 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. Examples of important projects initiated or completed during FY 2020 include: Establishing a COVID19 Toolkit which is a suite of documents for use by Commission departments to address COVID19-related issues; successful negotiation of a new comprehensive pension software administration system for the Employee Retirement System; the acquisition of a property on Albion Road in College Park from WMATA; revisions to the Montgomery County Parks Department Commemorative Naming Policy; completion of complex agreements for the Wheaton Regional Headquarters which is the new location for various Commission Departments in Montgomery County; finalizing the Westbard Self Storage Project in which the Commission will own and develop a new park and memorial dedicated to African Americans who historically occupied the property.

Legislative Support: In its role as legislative advocate for the Commission, the OGC Legislative Management Team lobbied or monitored over 160 bills during the 2020 Session of the Maryland General Assembly, including about 6 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 near record-setting allocations for Montgomery County and Prince George’s County of \$10 and \$17 million, respectively.



Central Administrative Services Legal Department

BUDGET AT A GLANCE

The Legal Department’s FY 2022 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, FY20, and FY21 funding cuts in the Montgomery County Administrative Fund. After accounting for the combined fiscal impact of personnel turnover, including expected increases in fringe benefit costs, the fiscal impact of our personnel budget results in a net increase of \$48,926, which results in a budget for personnel services allocable to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$1,586,615
- Prince George’s County Administration Fund: \$1,361,563

These budget figures reflect the updated allocation formula (“split”) for Montgomery/Prince George’s County at 50.5% and 49.5% respectively, as well as any changes in non-departmental charges passed through for capital equipment, the CIO allocation, etc.

Additionally, our proposed estimate is based on a modest pass through of interdepartmental chargebacks that remain under discussion with our client departments. The proposed estimates will be subject to change to reflect final pension and/or OPEB numbers.

Summary of Legal Department Budget

		FY21 Adopted	FY22 Proposed	% Change	% Allocated *
Montgomery County Budget					
	Expenditures	\$1,578,645	\$1,586,615	0.5%	53.8%
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					
	Expenditures	\$1,355,744	\$1,361,563	0.4%	46.2%
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					
	Expenditures	\$2,934,389	\$2,948,178	0.5%	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.



Central Administrative Services Legal Department

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

Additionally, our proposed estimate is based on a modest pass through of interdepartmental chargebacks that reflect our commitment to our client departments to maintain the current level of service. Further, the proposed budget has been adjusted to reflect final pension and OPEB numbers, which have increased across the Commission due to lower investment returns in the second half of FY21 related to the COVID-19 pandemic.



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 13 performance audits in FY20. Seven (7) of the audits included a review of Commission-wide programs such as Recruitment and Selection, Group Insurance Fund, and Aquatic Fee Payments. Six (6) of the audits were full facility audits. As a result of these reviews, the OIG presented 46 audit recommendations to improve the effective and efficient operation of M-NCPPC programs and facilities.
- The OIG completed 10 investigations, 4 management advisories, and 22 follow-up reviews in FY20. Upon completion of the follow-up reviews, the OIG was able to conclude 49 of the 57 (94.2%) audit recommendations reviewed were satisfactorily resolved.
- The OIG facilitated a Commission-wide risk assessment in May 2019. As part of the assessment process, the OIG meet 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 FY20 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

		FY21 Adopted	FY22 Proposed	% Change	% Allocated *
Montgomery County Budget					
Budget	Expenditures	\$327,545	\$367,346	12.2%	50.2%
Staffing	Funded Career Positions	2.00	2.00	0.0%	40.0%
	Funded Workyears	2.20	2.20	0.0%	40.0%
Prince George's County Budget					
Budget	Expenditures	\$392,896	\$364,718	-7.2%	49.8%
Staffing	Funded Career Positions	3.00	3.00	0.0%	60.0%
	Funded Workyears	3.30	3.30	0.0%	60.0%
Combined Department Total Budget					
Budget	Expenditures	\$720,441	\$732,064	1.6%	100.0%
Staffing	Funded Career Positions	5.00	5.00	0.0%	100.0%
	Funded Workyears	5.50	5.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The FY22 proposed budget of \$732,064 represents a 1.6% (or \$11,623) increase over FY21 adopted budget of \$720,441. Increased pension, benefit and contracted salary adjustments account for \$6,506 of the increase.

The budget also includes an additional \$5,157 to cover planned Commission-wide IT initiatives.

The OIG has requested one modest base budget increase of \$2,520 to cover licensing costs of analytical software used in audits and investigations.

Prince George's County chargebacks increased by \$2,561 due to approved pension and benefit costs of a full time Inspector.



Central Administrative Services Office of Inspector General

GOALS AND PERFORMANCE MEASURES

Goals:

- The Inspector General shall coordinate with the AC to develop a written annual 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.

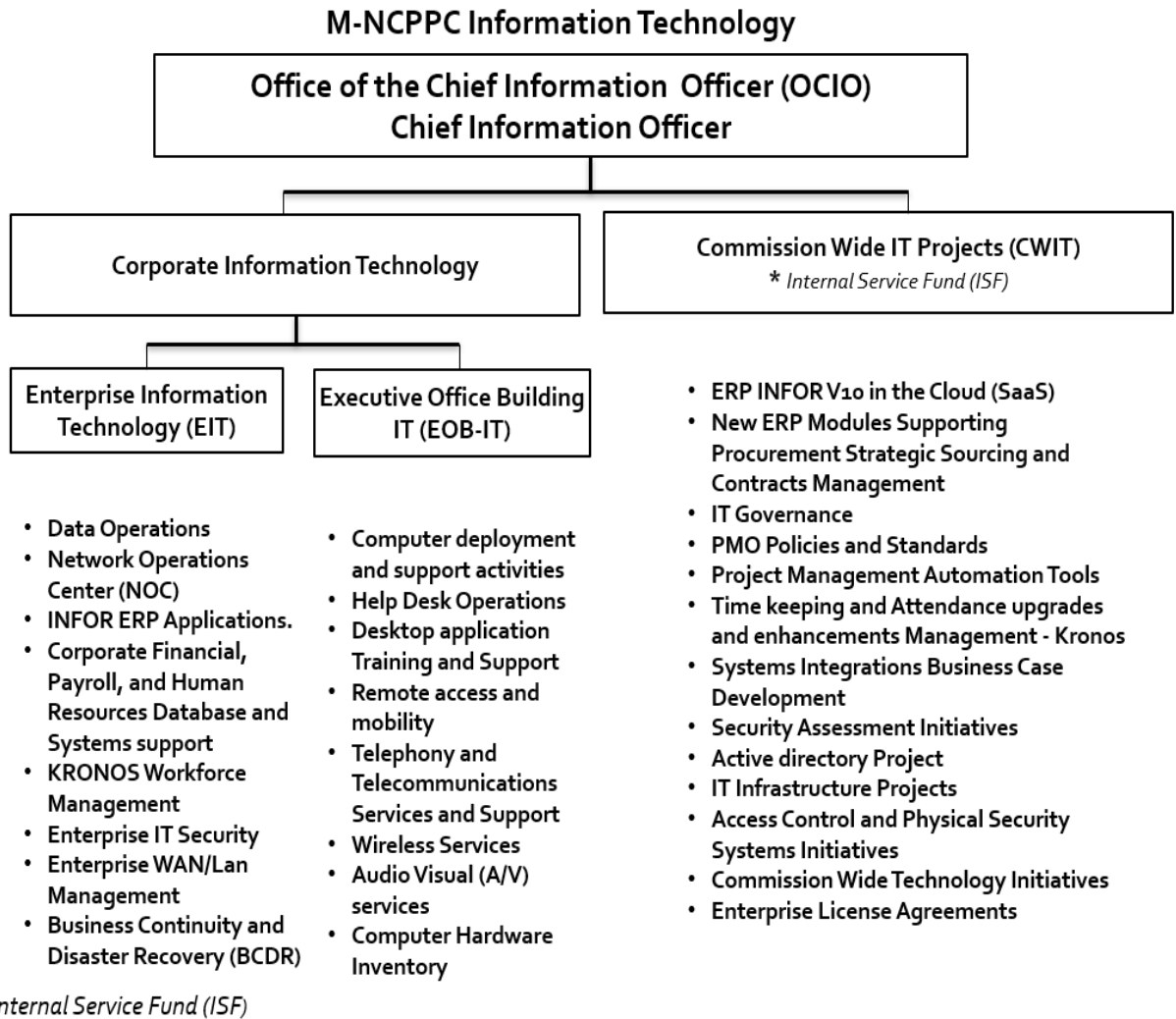
Performance Measures:

- 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* issued by the Government Accountability Office. Completion of fraud, waste, and abuse investigations in accordance with *Generally Accepted Principles and Quality Standards* issued 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 Applications: workforce recruitment and Onboarding 	<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 • LRS retirement System • NEOGOV hosted service • Safety Shoe program • Performance metric system • Symantec Enterprise Backup System • Archive Records Management System • FileHold archiving software • 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 Intranet 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 the Digital Transformation Initiative (DTI). The objective of this effort was to digitize internal and external business processes and artifacts (including pdf, word, excel, email, paper, fax forms, etc.) that support these processes within and outside of the organization. To support teleworkers additional laptops with full security protection configuration were procured and deployed to our users. The EOB telephone system was further enhanced to allow access to the office telephone system outside the boundaries of the office. This option was needed to provide a softphone option on the teleworking employees desktop so that the office extension is available on the employees laptop while teleworking.

Enterprise IT (EIT):

EIT continued to provide Cybersecurity enhancements to strengthen the MNCPPC Infrastructure, networks, and its computing environment. An industry top performing endpoint security solution was deployed. The solution utilizes dynamic and interactive cybersecurity services to further enhance the Commission's security posture. Several cybersecurity policies and supporting operating procedures were completed this budget year. The utility management system, Energy Cap was upgraded to a newer version with many features necessary to improve utility management within the operating departments. Some of those improvements are:

- Improved Data Quality to support Sustainability Goals, Enterprise Asset Management, Budget Managers, and Facility Managers
- Process Improvements for Operations and Corporate Accounting
- Address Office of the Inspector General (OIG) Major Audit Concerns with Energy Management
- Enhanced User Experience while reducing the overall IT expenditure cost to maintain the system.



Central Administrative Services Corporate IT

BUDGET AT A GLANCE

Summary of Corporate IT Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated</u> *
Montgomery County Budget					
Budget	Expenditures	\$1,684,700	\$1,573,048	-6.6%	56.7%
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	\$1,220,730	\$1,200,296	-1.7%	43.3%
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	\$2,905,430	\$2,773,344	-4.5%	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.

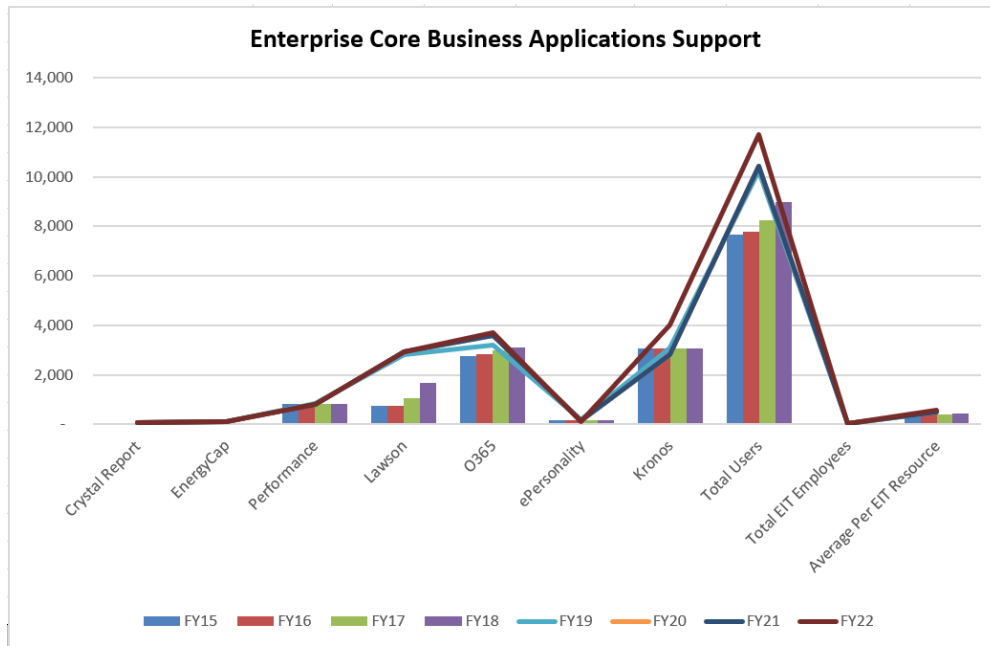
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The proposed FY22 expenditure budget is \$2,773,344, representing a \$132,086 (4.5%) decrease from FY21 adopted levels. While software maintenance costs and the Corporate IT share of CWIT have increased in FY22, the increase has been offset by the transfer of software license costs to CWIT. This also resulted in a decrease to departmental chargebacks.

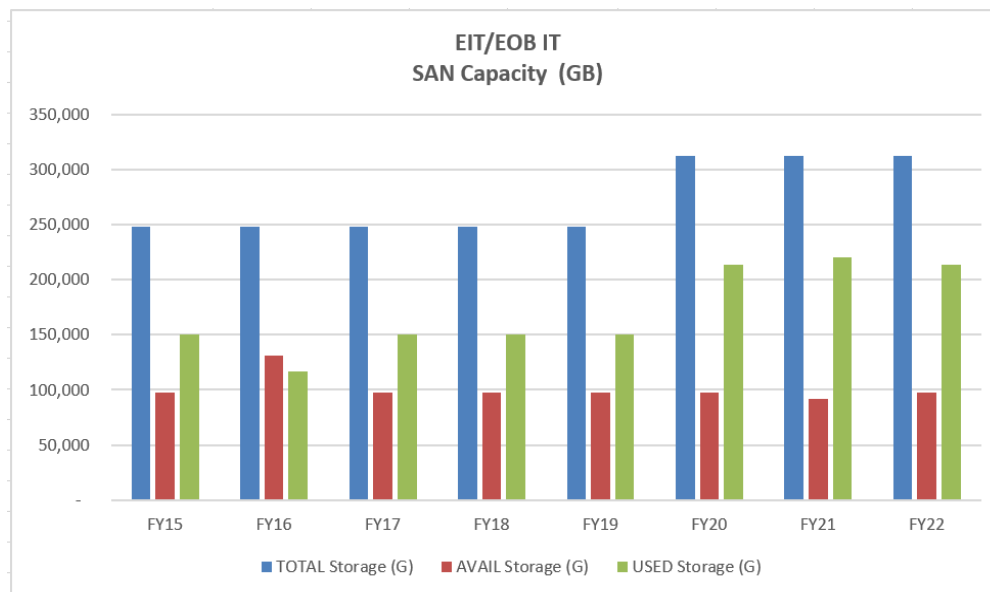


Central Administrative Services Corporate IT

GOALS AND PERFORMANCE MEASURES



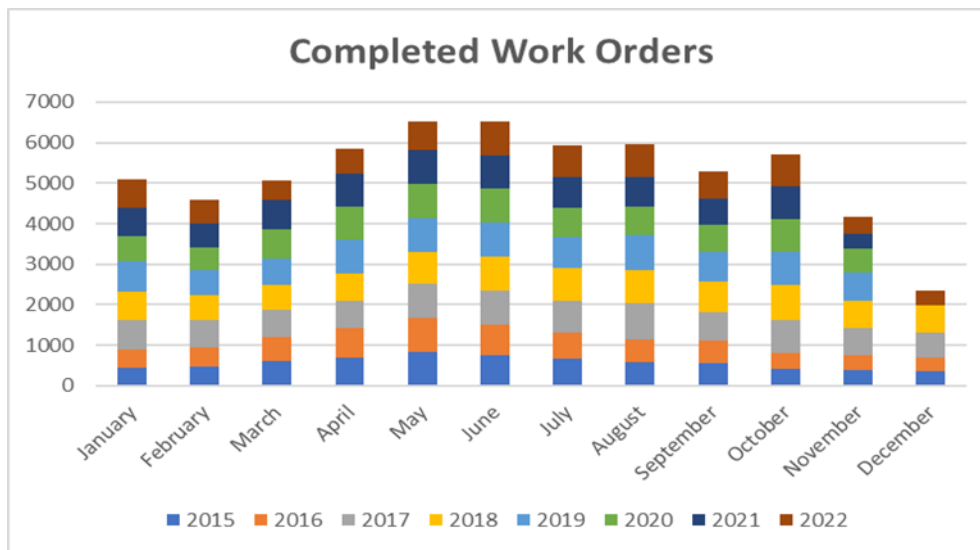
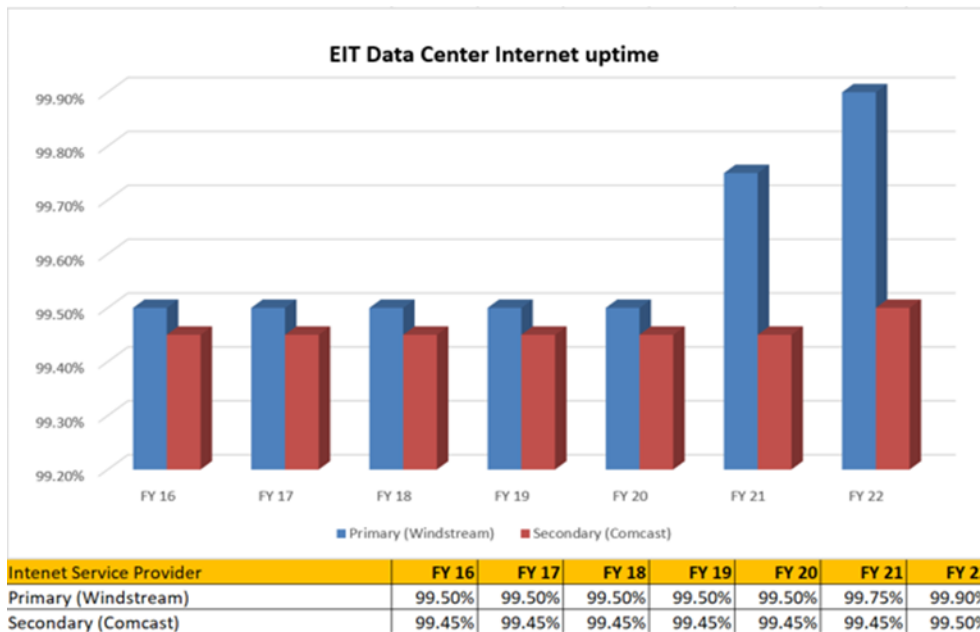
	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
Total Users	7,684	7,764	8,236	8,973	10,234	10,448	10,449	11,726
Total EIT Employees	20	20	20	20	20	21	21	21
Average Per EIT Resource	384	388	412	449	512	498	498	558



	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
TOTAL Storage (G)	248,000	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	98,048
USED Storage (G)	149,952	116,494	149,952	149,952	149,952	213,952	219,952	213,952



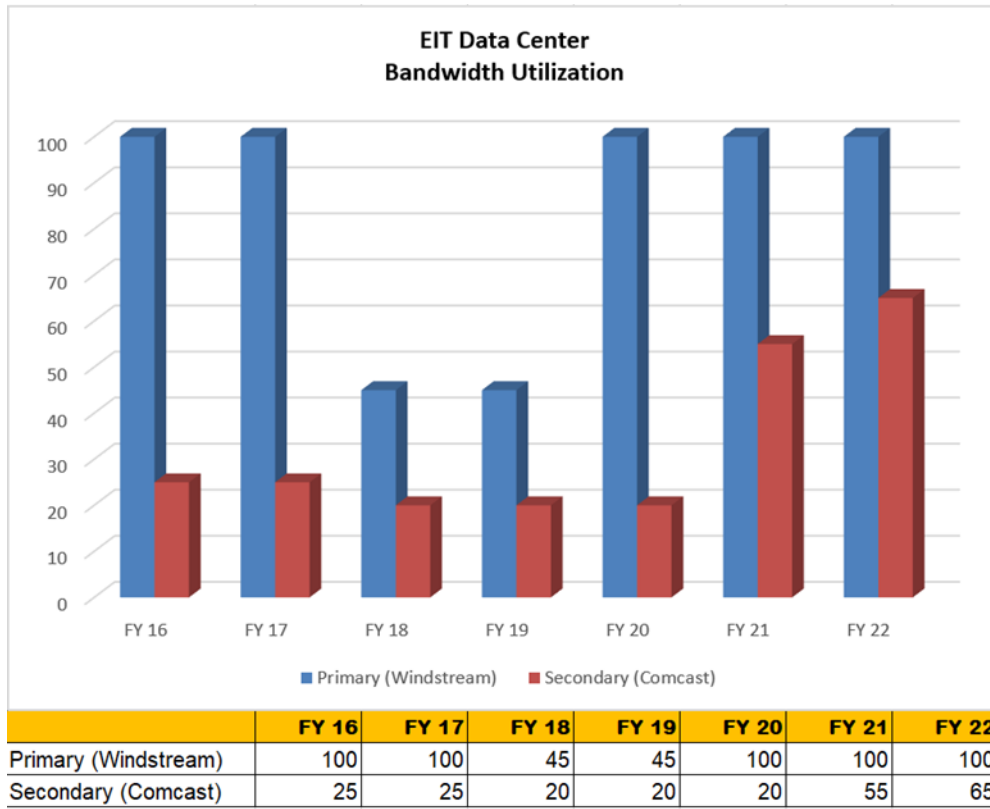
Central Administrative Services Corporate IT



Year	2015	2016	2017	2018	2019	2020	2021	2022
January	445	445	728	693	750	620	700	700
February	478	478	660	625	595	580	580	580
March	603	603	652	630	644	734	734	478
April	703	703	681	681	825	825	825	603
May	839	839	825	806	838	838	838	703
June	757	757	835	835	835	835	835	839
July	652	652	783	806	756	756	736	800
August	569	569	901	823	844	713	720	835
September	553	553	700	765	733	654	654	669
October	408	408	814	855	809	809	809	785
November	375	375	662	685	685	600	375	408
December	350	350	600	667	0	0	0	375
Total	6,732	6,732	8,841	8,871	8,314	7,964	7,806	7,775



Central Administrative Services Corporate IT



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 Department of Human Resources and Management, Finance Department, Legal Department, and the Office of the Inspector General, Office of the Chief Information Officer, and Merit System Board as they provide corporate administrative governance and support to the agency as a whole.

FY21 ACCOMPLISHMENTS

- Effectively managed shared resources across all offices within Central Administrative Services, improving efficiency and cost containment.
- Worked with the State in ensuring compliance with records retention protocols to manage the agency’s public records.

FY22 PRIORITIES

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

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County Budget</i>				
Expenditures	\$653,092	\$693,073	6.1%	44.5%
<i>Prince George’s County Budget</i>				
Expenditures	\$816,020	\$865,002	6.0%	55.5%
<i>Combined Department Total Budget</i>				
Expenditures	\$1,469,112	\$1,558,075	6.1%	100.0%

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



Central Administrative Services

CAS Support Services

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The total FY22 proposed budget is \$1,558,075, which reflects an increase of 6.1% (\$88,963) over the FY21 adopted budget levels.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY22 budget funding allocation between the counties. The allocations remain the same as in FY21, 44.5% to Montgomery County and 55.5% to Prince George's County. Major components of the budget are described below:

Personnel Services: This category is for state unemployment insurance reimbursements. The CAS Support Services budget does not include funding for any positions.

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

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

The main cost driver of the budget (76% or \$1,183,775) is occupancy, which has increased 16% compared to FY21 levels due to:

- **Tenant Changes:** Prince George's Parks and Recreation Information Technology and Communications Division is scheduled to vacate the Executive Office Building (EOB) during FY21. CAS departments and units will take over the vacated space, which is reflected as an increase in occupancy cost for FY22.
- **COVID-19 Response:** Expenses for cleaning, personal protective equipment, supplies, building system maintenance, and necessary updates to the building to address COVID-19 are charged to CAS through rent.
- **Rent Escalation:** The EOB is proposing an increase in occupancy rates in order to address the steady increase of operating costs.



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.

FY21 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.

FY22 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

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$87,200	\$83,426	-4.3%	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	\$87,200	\$83,426	-4.3%	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	\$174,400	\$166,852	-4.3%	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 FY22 PROPOSED BUDGET

The FY22 Merit System Board Budget is proposed at \$166,852, which reflects a decrease of 4.3% (\$7,548) from FY21 levels. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY22. 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. Adjustments have been made per the projections made by the Corporate Budget Office. Prior fiscal year budgets included increases, which have been adjusted in FY22 resulting in a decrease in personnel costs compared to FY21 levels.

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 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	2,000,733	2,288,005	2,452,998	7.2%
Supplies and Materials	30,115	29,411	29,244	-0.6%
Other Services and Charges	532,311	343,008	387,493	13.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(192,487)	(203,157)	(296,999)	46.2%
Total	2,370,672	2,457,267	2,572,736	4.7%
Prince George's County				
Personnel Services	2,717,813	3,212,007	3,544,551	10.4%
Supplies and Materials	40,413	41,289	42,257	2.3%
Other Services and Charges	688,213	463,049	529,204	14.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(472,778)	(484,080)	(743,583)	53.6%
Total	2,973,661	3,232,265	3,372,429	4.3%
Combined Total				
Personnel Services	4,718,547	5,500,012	5,997,549	9.0%
Supplies and Materials	70,527	70,700	71,501	1.1%
Other Services and Charges	1,220,524	806,057	916,697	13.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(665,265)	(687,237)	(1,040,582)	51.4%
Total	5,344,333	5,689,532	5,945,165	4.5%
Department of Finance				
Montgomery County				
Personnel Services	2,349,976	2,456,846	2,631,855	7.1%
Supplies and Materials	47,515	25,592	25,894	1.2%
Other Services and Charges	293,938	224,597	244,643	8.9%
Capital Outlay	41,434	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(457,379)	(481,000)	(515,233)	7.1%
Total	2,275,485	2,226,035	2,387,159	7.2%
Prince George's County				
Personnel Services	2,926,898	3,351,288	3,517,339	5.0%
Supplies and Materials	61,218	34,908	34,606	-0.9%
Other Services and Charges	348,649	289,103	304,643	5.4%
Capital Outlay	53,383	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(865,017)	(867,300)	(911,262)	5.1%
Total	2,525,131	2,807,999	2,945,326	4.9%
Combined Total				
Personnel Services	5,276,874	5,808,134	6,149,194	5.9%
Supplies and Materials	108,733	60,500	60,500	0.0%
Other Services and Charges	642,588	513,700	549,286	6.9%
Capital Outlay	94,817	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,322,396)	(1,348,300)	(1,426,495)	5.8%
Total	4,800,616	5,034,034	5,332,485	5.9%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,745,575	2,026,257	2,051,794	1.3%
Supplies and Materials	3,102	16,873	16,873	0.0%
Other Services and Charges	380,218	195,634	196,907	0.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(641,826)	(660,119)	(678,959)	2.9%
Total	1,487,068	1,578,645	1,586,615	0.5%
Prince George's County				
Personnel Services	1,714,665	1,987,772	2,011,161	1.2%
Supplies and Materials	3,114	16,147	16,147	0.0%
Other Services and Charges	376,208	186,499	193,007	3.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(811,299)	(834,674)	(858,752)	2.9%
Total	1,282,688	1,355,744	1,361,563	0.4%
Combined Total				
Personnel Services	3,460,240	4,014,029	4,062,955	1.2%
Supplies and Materials	6,216	33,020	33,020	0.0%
Other Services and Charges	756,426	382,133	389,914	2.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,453,125)	(1,494,793)	(1,537,711)	2.9%
Total	2,769,757	2,934,389	2,948,178	0.5%
Merit System Board				
Montgomery County				
Personnel Services	59,559	70,155	66,376	-5.4%
Supplies and Materials	886	900	900	0.0%
Other Services and Charges	4,202	16,145	16,150	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	64,647	87,200	83,426	-4.3%
Prince George's County				
Personnel Services	59,559	70,155	66,376	-5.4%
Supplies and Materials	886	900	900	0.0%
Other Services and Charges	4,202	16,145	16,150	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	64,647	87,200	83,426	-4.3%
Combined Total				
Personnel Services	119,119	140,310	132,752	-5.4%
Supplies and Materials	1,772	1,800	1,800	0.0%
Other Services and Charges	8,404	32,290	32,300	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	129,294	174,400	166,852	-4.3%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Office of Inspector General				
Montgomery County				
Personnel Services	259,222	313,482	348,542	11.2%
Supplies and Materials	2,367	2,400	2,654	10.6%
Other Services and Charges	14,033	11,663	16,150	38.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	275,622	327,545	367,346	12.2%
Prince George's County				
Personnel Services	487,815	515,835	487,281	-5.5%
Supplies and Materials	4,457	3,948	3,695	-6.4%
Other Services and Charges	21,979	16,402	19,592	19.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(135,138)	(143,289)	(145,850)	1.8%
Total	379,113	392,896	364,718	-7.2%
Combined Total				
Personnel Services	747,038	829,317	835,823	0.8%
Supplies and Materials	6,824	6,348	6,349	0.0%
Other Services and Charges	36,012	28,065	35,742	27.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(135,138)	(143,289)	(145,850)	1.8%
Total	654,735	720,441	732,064	1.6%
Corporate IT				
Montgomery County				
Personnel Services	1,106,622	1,329,997	1,311,358	-1.4%
Supplies and Materials	63,308	77,777	78,219	0.6%
Other Services and Charges	977,643	997,958	746,814	-25.2%
Capital Outlay	-	1,473	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(629,696)	(722,505)	(563,343)	-22.0%
Total	1,517,877	1,684,700	1,573,048	-6.6%
Prince George's County				
Personnel Services	1,380,156	1,378,749	1,332,510	-3.4%
Supplies and Materials	78,957	80,626	79,481	-1.4%
Other Services and Charges	1,139,786	1,025,000	752,857	-26.6%
Capital Outlay	-	1,527	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(1,054,660)	(1,265,172)	(964,552)	-23.8%
Total	1,544,239	1,220,730	1,200,296	-1.7%
Combined Total				
Personnel Services	2,486,779	2,708,746	2,643,868	-2.4%
Supplies and Materials	142,265	158,403	157,700	-0.4%
Other Services and Charges	2,117,429	2,022,958	1,499,671	-25.9%
Capital Outlay	-	3,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(1,684,356)	(1,987,677)	(1,527,895)	-23.1%
Total	3,062,116	2,905,430	2,773,344	-4.5%



Central Administrative Services Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
CAS Support Services				
Montgomery County				
Personnel Services	6,718	4,440	4,440	0.0%
Supplies and Materials	(1,596)	22,422	15,540	-30.7%
Other Services and Charges	607,973	626,230	673,093	7.5%
Capital Outlay	7,387	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	620,482	653,092	693,073	6.1%
Prince George's County				
Personnel Services	8,344	5,560	5,560	0.0%
Supplies and Materials	(1,974)	28,078	19,460	-30.7%
Other Services and Charges	750,324	782,382	839,982	7.4%
Capital Outlay	9,139	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	765,833	816,020	865,002	6.0%
Combined Total				
Personnel Services	15,062	10,000	10,000	0.0%
Supplies and Materials	(3,570)	50,500	35,000	-30.7%
Other Services and Charges	1,358,297	1,408,612	1,513,075	7.4%
Capital Outlay	16,526	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,386,315	1,469,112	1,558,075	6.1%
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	7,528,406	8,489,182	8,867,363	4.5%
Supplies and Materials	145,697	175,375	169,324	-3.5%
Other Services and Charges	2,810,318	2,415,235	2,281,250	-5.5%
Capital Outlay	48,822	1,473	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(1,921,388)	(2,066,781)	(2,054,534)	-0.6%
Total	8,611,855	9,014,484	9,263,403	2.8%
Prince George's County				
Personnel Services	9,295,252	10,521,366	10,964,778	4.2%
Supplies and Materials	187,069	205,896	196,546	-4.5%
Other Services and Charges	3,329,360	2,778,580	2,655,435	-4.4%
Capital Outlay	62,522	1,527	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(3,338,892)	(3,594,515)	(3,623,999)	0.8%
Total	9,535,311	9,912,854	10,192,760	2.8%
Combined Total				
Personnel Services	16,823,658	19,010,548	19,832,141	4.3%
Supplies and Materials	332,766	381,271	365,870	-4.0%
Other Services and Charges	6,139,678	5,193,815	4,936,685	-5.0%
Capital Outlay	111,344	3,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(5,260,280)	(5,661,296)	(5,678,533)	0.3%
Total	18,147,166	18,927,338	19,456,163	2.8%



Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 20 Budget		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.99	16.64	16.99	16.64	17.42	17.07
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	17.92	17.32
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	18.92	17.07
<i>Prince George's County</i>						
Full-Time Career	23.01	22.86	23.01	22.86	23.58	23.43
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	24.08	23.68
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	25.08	23.93
TOTAL						
Full-Time Career	40.00	39.50	40.00	39.50	41.00	40.50
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	42.00	41.00
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	44.00	41.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	20.03	19.58	20.47	20.02	19.57	19.26
Part-Time Career	0.44	-	0.45	-	0.43	-
Career Total	20.47	19.58	20.92	20.02	20.00	19.26
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	20.47	19.58	20.92	20.02	20.00	19.26
<i>Prince George's County</i>						
Full-Time Career	24.97	24.42	25.53	24.98	26.43	25.74
Part-Time Career	0.56	-	0.55	-	0.57	-
Career Total	25.53	24.42	26.08	24.98	27.00	25.74
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	25.53	24.42	26.08	24.98	27.00	25.74
TOTAL						
Full-Time Career	45.00	44.00	46.00	45.00	46.00	45.00
Part-Time Career	1.00	-	1.00	-	1.00	-
Career Total	46.00	44.00	47.00	45.00	47.00	45.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Total Department of Finance	46.00	44.00	47.00	45.00	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 20 Budget		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	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 20 Budget		FY 21 Adopted		FY 22 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	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.20	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	2.00	2.20	2.00	2.20	2.00	2.20
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.30	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	3.00	3.30	3.00	3.30	3.00	3.30
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
Total Inspector General	5.00	5.50	5.00	5.50	5.00	5.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	7.90	7.90	8.84	8.84	8.84	8.84
Part-Time Career	-	-	-	-	-	-
Career Total	7.90	7.90	8.84	8.84	8.84	8.84
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	7.90	7.90	8.84	8.84	8.84	8.84
<i>Prince George's County</i>						
Full-Time Career	10.10	10.10	9.16	9.16	9.16	9.16
Part-Time Career	-	-	-	-	-	-
Career Total	10.10	10.10	9.16	9.16	9.16	9.16
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	10.10	10.10	9.16	9.16	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 20 Budget		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	60.42	59.37	61.80	60.75	61.33	60.42
Part-Time Career	0.94	0.25	0.95	0.25	0.93	0.25
Career Total	61.36	59.62	62.75	61.00	62.26	60.67
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	62.36	59.57	63.75	60.95	63.26	60.62
<i>Prince George's County</i>						
Full-Time Career	73.58	72.63	73.20	72.25	74.67	73.58
Part-Time Career	1.06	0.25	1.05	0.25	1.07	0.25
Career Total	74.64	72.88	74.25	72.50	75.74	73.83
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	75.64	73.43	75.25	73.05	76.74	74.38
TOTAL						
Full-Time Career	134.00	132.00	135.00	133.00	136.00	134.00
Part-Time Career	2.00	0.50	2.00	0.50	2.00	0.50
Career Total	136.00	132.50	137.00	133.50	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	138.00	133.00	139.00	134.00	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>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
OPEB Prefunding	\$ 646,812	\$ 580,706	-10.2%
OPEB PayGo	989,002	1,065,875	7.8%
Marker for Changes to Employee Comp. <i>(included in Divisional Budgets)</i>		617,424	-
Marker for Possible Reclasifications	100,701	240,172	138.5%
Other Personnel	-	573	-
Transfer to Park Fund	-	-	-
Transfer to Special Revenue Fund	-	500,000	-
Operating Expenditure Reserve @ 5%	<u>979,000</u>	<u>1,046,600</u>	<u>6.9%</u>
Total Expenditures	\$ 2,715,515	\$ 4,051,350	49.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo increased by \$10,767 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$857,596 is included for:
 - 1) a compensation marker. We are in full contract negotiations with MCGEO, and are beginning a wage and benefit re-opener with the FOP;
 - 2) funding for possible reclassification adjustments based on the study that is currently being completed.



Planning Department
(Administration Fund)

MONTGOMERY COUNTY PLANNING DEPARTMENT

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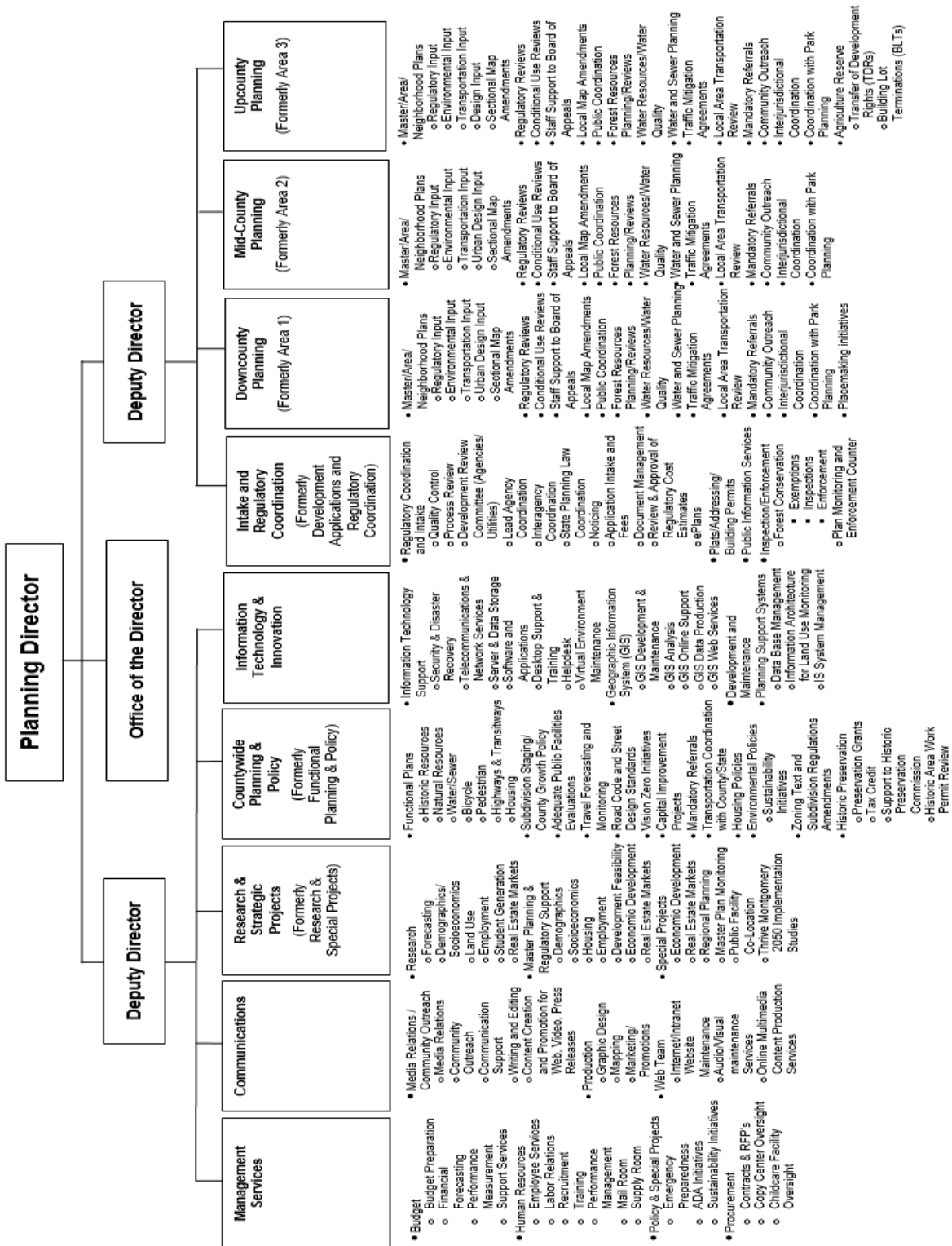
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Montgomery County Planning Department

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 (Commission) provides authority to the Commission and the Montgomery County Planning Board to perform various functions responsive to the policy direction of the County 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 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.



Montgomery County Planning Department

- 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 and housing policies, historic preservation and zoning and subdivision text amendments, are the domain of the Countywide Planning and Policy Division (CPP). Local area land use planning and regulatory reviews are assigned to the three geographic divisions (Downcounty Planning, Mid-County Planning and Upcounty Planning). The three geographic 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 County Council in the given geography. CPP and the geographic divisions are supported through the administrative tasks and coordination efforts of the Intake and Regulatory Coordination (IRC). IRC 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. IRC is tasked with regulatory enforcement and processing Forest Conservation Plan exemptions. The Research and Strategic Projects Division (R&SP) provides detailed research (economic, real estate 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.



Montgomery County Planning Department

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 FY20 (from July 2019 through June 2020)

Plans Approved by the Council (Sectional Map Amendment Complete)

1. Veirs Mill Corridor Master Plan (Wheaton to Rockville) (Mid-County Planning)
2. MARC Rail Communities Plan (Upcounty Planning)

Plans Currently Underway in FY20

1. Forest Glen/Montgomery Hills Sector Plan (Downcounty Planning)
2. Germantown Plan for Town Sector Zone (Upcounty Planning)
3. Shady Grove Sector Plan - Minor Master Plan Amendment (Mid-County Planning)
4. Ashton Village Center Sector Plan (Upcounty Planning)
5. Thrive Montgomery 2050 General Plan Update
6. Rustic Roads Functional Master Plan Update (Upcounty Planning)
7. Pedestrian Master Plan (Countywide Planning & Policy)
8. Silver Spring Downtown and Adjacent Communities Sector Plan (Downcounty Planning)
9. Corridor Forward: The I-270 Transit Plan (Mid-County Planning/Countywide Planning & Policy)

Studies/Initiatives/Guidelines Completed in FY20

1. Integrated Multi-Modal GIS Network/Pedestrian Connectivity (Countywide Planning & Policy)
2. Aspen Hill Vision Zero Study (Mid-County Planning)
3. Affordable Housing Preservation and Redevelopment Study (Countywide Planning & Policy/Research & Strategic Projects)
4. Agri-Tourism Study (Mid-County Planning)
5. Parking Lots to Places: Rock Spring and White Flint 2 Design Guidelines (Mid-County Planning)
6. Fire Department Access Performance Based Design Guide (Mid-County Planning)
7. Walkability Analysis to implement Vision Zero in the Pike District (Mid-County Planning)
8. Housing Needs Assessment (Countywide Planning & Policy/Research & Strategic Projects)
9. Bethesda Downtown Plan Annual Monitoring Report #3 (Downcounty Planning)
10. Silver Spring Streetscape Standards (Downcounty Planning)

Studies/Initiatives Currently Underway in FY20

1. Advancing the Pike District (Mid-County Planning)
2. Complete Streets Design Guidelines and Roadway Functional Classification System (Countywide Planning & Policy)
3. Predictive Safety Analysis (Countywide Planning & Policy)
4. Subdivision Staging Policy/Growth and Infrastructure Policy (Countywide Planning & Policy)
5. Preserving Community Value of Ethnically Diverse Retail Centers (Research & Strategic Projects)

Design Guidelines Being Developed in Coordination with Master Plans

1. Ashton Village Center Sector Plan (Upcounty Planning)



Montgomery County Planning Department

Mandatory Referrals Completed in FY20

1. Lynnbrook Center (Downcounty Planning)
2. Montgomery Knolls Elementary School (Downcounty Planning)
3. Rockville Water Treatment Plan (Upcounty Planning)
4. State Highway Administration Georgia Avenue Tower (Upcounty Planning)
5. Wheaton Public Improvements (Mid-County Planning)
6. Montgomery Blair High School Forest Conservation Plan Amendment (Mid-County Planning)
7. Clarksburg Fire Station Forest Conservation Plan Amendment (Upcounty Planning)
8. Montgomery Lanes Bike Lane (Countywide Planning and Policy)
9. Col. E. Brooke Lee Middle School (Mid-County Planning)
10. John F. Kennedy High School (Mid-County Planning)
11. Arcola Wastewater Pumping Station (ADMINISTRATIVE) (Mid-County Planning)
12. Disposition of 4010 Randolph Road (Mid-County Planning)
13. Men's Overflow Shelter (ADMINISTRATIVE) (Mid-County Planning)
14. Public Safety System Modernization at Bretton Woods (Upcounty Planning)
15. Public Safety System Modernization Brookeville (Upcounty Planning)
16. Public Safety System Modernization at Damascus (Upcounty Planning)
17. Public Safety System Modernization Black Rock (Upcounty Planning)
18. Female Facility Upgrade at Fire Station 30 (Upcounty Planning)
19. Montgomery County Public Schools Security Vestibules (Upcounty Planning)

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 countywide goals and the approved work program in coordination with local, state and regional planning agencies and adjoining jurisdictions (where applicable).		
Program Indicators	FY20 Actuals	FY21 Estimated	FY22 Proposed
# of Master Plans approved by Council (SMA Completed)	2	2	6
Downcounty Planning	-	1	-
Mid-County Planning	1	-	2
Upcounty Planning	1	1	2
Countywide Planning	-	-	-
Mid-County Planning/Countywide Planning	-	-	1
All Divisions	-	-	1



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# of Master Plans Underway	9	10	8	
Downcounty Planning	2	2	3	
Mid-County Planning	1	2	2	
Upcounty Planning	3	3	2	
Countywide Planning	1	1	1	
Mid-County Planning/Countywide Planning	1	1	-	
All Divisions	1	1	-	
# of Studies/Initiatives/Guidelines Completed	10	5	6	
Downcounty Planning	2	1	-	
Mid-County Planning	5	1	-	
Countywide Planning	1	2	4	
Countywide Planning/Research & Strategic Projects	2	-	-	
Research & Strategic Projects	-	1	2	
# of Studies/Initiatives/Guidelines Underway	5	3	3	
Mid-County Planning	1	-	1	
Countywide Planning	3	1	-	
Research & Strategic Projects	1	2	2	
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	FY20 Actuals	FY21 Estimated	FY22 Proposed
Mandatory referrals completed within the 60-day review period				
% Completed	100%	63%	90%	90%
# Received		30	30	30
# Completed		19	27	27

Goal	Provide leadership for Transportation, Historic Preservation, Housing, Zoning and Environmental Planning that preserves and enhances the county's environmental resources, economic potential, and social equity.			
Objective				
Prepare Staff Reports for proposed Zoning and Subdivision Regulations Text Amendments.				
Program Indicator	Target	FY20 Actuals	FY21 Estimate	FY22 Proposed
Percent of Staff reports, and certification of Board action prepared in time for Council action				
Number of reports completed and transmitted to the Council in FY20: 6	100%	100%	100%	100%

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);



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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.

Accomplishments for FY20 (from July 2019 through June 2020)

- Prepared and received approval from the Montgomery County Planning Board for revisions to the Forest Conservation Law, Chapter 22A of the County code.
- Prepared amendment to the Forest Conservation Regulation, Section 22A of the Code of Montgomery County Regulations. Held public hearing before the Planning Board.
- Prepared staff draft amendments to Land Use Article, Chapter 50 of the County code.

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	FY20 Actuals	FY21 Estimated	FY22 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)	524	525	520	
% regulatory cases decided within 4-6 months after accepted	62	65	65	
# Special Exceptions/Conditional Uses Applications Received and Processed in FY (they may or may not be approved)	6	8	8	
# of local map amendments and development plans / amendments received and processed	2	2	2	
Objective				
Complete permit reviews required by Section 24A (HP Ordinance)				
Program Indicator	Target	FY20 Actual	FY21 Estimated	FY22 Proposed
Percent of reviews completed within the required review period Total number of reviews completed in FY20: 443 - Historic Area Work Permit (HAWP): 234 - Locational Atlas/No Material Effect Determinations: 83 -Tree Removal Waivers: 126	100%	100%	100%	100%



Montgomery County Planning Department

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 FY20 (from July 2019 through June 2020)

- Completed supporting studies for the Thrive Montgomery 2050, including a housing needs assessment, residential capacity analysis and cultural assets inventory.
- Completed several blog posts on economic topics related to Covid-19 and the economic recovery.
- In preparation of the 2020 U.S. Census, staff 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 2020 Census, American Community Survey (ACS), and economic census.
- Created ArcGIS Storymap of 2019 Montgomery County Trends report.
- Continued publication of quarterly economic indicators briefs with MCEDC.
- Enabled online payments through for regulatory plans for our ePlans/Hansen regulatory system. Also went live with on premise point of sale registers through that same system. This improves the department's ability to streamline our regulatory processes.
- Maintained the Property, Zoning, Addressing, Park Features, and the Countywide 3D base map. Made it available for download and published it to the web for use by constituents and staff.
- Revamped Land Use Coding for the property layer using more reliable attribution at the heart of the Maryland State Department of Assessments (SDAT) business process to arrive at a more accurate coding system.
- Stewarded the County zoning map. Prepared three Sectional Map amendments 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.
- Quickly responded to the COVID-19 crisis starting in March 2020 to produce live virtual video streaming of Planning Board and Historic Preservation Commission meetings. Through the technology from the ITI Division and the work of the Communications Division, the public has been able to continue to participate in the planning process seamlessly in a virtual environment.
- Deployed public facing web applications to expose planning information to the public and to solicit public partnership through online feedback. These applications were in support of planning efforts such as the Bicycle Master Plan, the Parks Department's Energized Public Spaces (EPS) Plan, Thrive Montgomery 2050 Residential Capacity Analysis, Pedestrian connections feedback, I-270 Transit Corridors Study, Tree Canopy explorer, among others.



**Montgomery County
Planning Department**

Goals and Performance Measures – Information Resources

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	FY20 Actuals	FY21 Estimated	FY22 Proposed
% of network uptime	99.9%	99.9%	99.9%	99.9%
Objective				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime				
Program Indicator	Target	FY20 Actuals	FY21 Estimated	FY22 Proposed
% of trouble tickets resolved on the first call	97.9%	94.9%	97.9%	97.9%
Objective				
Maintain uninterrupted access to enterprise email				
Program Indicator	Target	FY20 Actuals	FY21 Estimated	FY22 Proposed
% of email uptime	99.8%	99.9%	99.9%	99.9%

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	FY20 Actuals	FY21 Estimated	FY22 Proposed
Number of regulatory project views through our Development Activity Information Center (DAIC).	n/a	808,332	850,000	800,000
Number of users accessing GIS in both Montgomery County Parks and Planning Departments.	n/a	187	190	193



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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 and functional plans.				
Program Indicator	Target	FY20 Actuals	FY21 Estimated	FY22 Proposed
Master and functional plans for which the R&SP Division provides demographic, commercial, or housing analysis.	Varies per Council directive	5	5	5
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	FY20 Actuals	FY21 Estimated	FY22 Proposed
Number of division-initiated research publications, trend sheets, blogposts, and/or policy briefs published.	14	10	14	15
Goal To serve as a technical expert on data and economic analysis for Department of Parks, County Council, other government agencies, MCEDC 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 public policy and program decisions.				
Program Indicator	Target	FY20 Actuals	FY21 Estimated	FY22 Proposed
Information request responses.	As Requested	40	100	100

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 FY20 (from July 2019 through June 2020)

- The Communications Division continued to provide strategic communications to support the department's work program including Thrive Montgomery 2050, the update to the Subdivision Staging Policy/Growth and Infrastructure Policy, Silver Spring Downtown and Adjacent Communities Sector Plan, Corridor Forward: I-270 Transit Functional Plan, Rustic Roads Functional Master Plan, Advancing the Pike District, and Shady Grove Minor Master Plan Amendment.



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- Changed our traditional ways of engaging with the community in response to the COVID-19 crisis. By leveraging the technology of Microsoft Teams, the Planning Department led virtual engagement for master plans for Thrive Montgomery 2050, the update to the county's General Plan, the Silver Spring Downtown and Adjacent Communities Plan, Corridor Forward and Advancing the Pike District Study. By providing a virtual platform for community engagement, even more participants have been able to partake in the process.
- Transitioned to virtual platforms for recruiting, interviewing and onboarding new staff.
- Continued to provide a robust virtual employee development training program to educate and engage staff while teleworking.
- Executed the successful 2020 Winter Speaker Series that focused on the main goals of the Thrive Montgomery 2050 plan – the update to the county's General Plan.
- Participated with Montgomery County Government in the update of the County's Pre-Disaster Recovery Plan.
- Coordinated the execution of the Wheaton Headquarters (WHQ) Auditorium Audio-Visual project.
- Coordinated with Montgomery Parks to successfully move from the Montgomery Regional Office (MRO) to the newly built M-NCPPC WHQ.
- Partnered with A Wider Circle to give back to the community by providing 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.
- Implemented Healthy Vending selections in compliance with Commission resolution to promote healthy food and drink choices.

Goals and Performance Measures – Management and Administration

Goal 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 by promoting planning updates, videos, photos, and montgomeryplanning.org.				
Program Indicators	Target	FY20 Actuals	FY21 Estimated	FY22 Proposed
Total annual number of page views for the Planning Department websites	805,000	813,356	815,000	820,000
Total annual number of page views for the Planning Board websites	205,000	193,560	195,000	200,000
Open rate of eletters*	21%	36%	25%	25%
Click rate of eletters*	8%	15%	10%	10%
Number of views per video per year**	19,000	55,509	30,000	35,000
*Industry open rate is 20.4%, click-rate is 7.7% for government agencies.				
**Total amount of views of videos includes all videos posted on Facebook, Twitter, YouTube, Vimeo, Instagram.				



Montgomery County Planning Department

Goal To implement processes in recruitment and onboarding to positively impact employee morale, turnover rate, and diversification of our staff.				
Objective				
To increase awareness of our recruitment process and to improve the new hire's onboarding experience.				
Program Indicators	Target	FY20 Actuals	FY21 Estimated	FY22 Proposed
% of hiring managers receive training on the recruitment process	100%	N/A*	100%	100%
Comprehensive Onboarding for New Hires				
% of new hires onboarded on the first day	100%	100%	100%	100%
% new hires rating onboarding as meets or exceeds expectations	100%	N/A*	90%	90%
* Implementation to begin in FY21				

Goal To expand the trainings offered by Planning University 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 a well-rounded, comprehensive training program.				
Program Indicators	Target	FY20 Actuals	FY21 Estimated	FY22 Proposed
Provide Comprehensive Training Program				
% Career Development ¹ Trainings Offered	40%	47%	45%	40%
# trainings in FY20 = 24				
% Leadership/Managerial ² Trainings Offered	30%	12%	21%	30%
# trainings in FY20 = 6				
% Technical ³ Trainings Offered	15%	18%	17%	15%
# trainings in FY20 = 9				
% Health and Wellness ⁴ Programs Offered	15%	23%	17%	15%
# trainings in FY20 = 12				
Total trainings offered in FY20 = 51				
% of Participants Rating Training as good or great based on survey results	100%	N/A*	95%	100%
*New initiative starting in FY21				
¹ Career Development Training - includes presentations, communication, negotiation, writing, etc.				
² Leadership/Managerial Training - includes supervisory skills, managing diverse populations, etc.				
³ Technical Training - includes Microsoft products, Adobe products, etc.				
⁴ Health and Wellness Training - includes stress management, financial management, etc.				



**Montgomery County
Planning Department**

SUMMARY OF DEPARTMENT BUDGET

**MONTGOMERY COUNTY PLANNING DEPARTMENT
SUMMARY OF DEPARTMENT BUDGET
Summary of Expenditures by Division
PROPOSED BUDGET FISCAL YEAR 2022**

	FY21 Approved Budget	FY22 Proposed Budget	% Change
Planning Department			
Office of The Planning Director	\$ 1,441,992	\$ 1,450,261	0.6%
Management Services	1,270,426	1,131,982	-10.9%
Communications Division	1,575,036	1,569,622	-0.3%
Information Technology & Innovation	3,611,371	3,856,262	6.8%
Research & Strategic Projects	964,647	1,211,559	25.6%
Countywide Planning & Policy	2,729,058	3,175,918	16.4%
Downtown Planning	1,667,059	1,476,314	-11.4%
Mid-County Planning	2,050,563	2,214,037	8.0%
Upcounty Planning	1,668,553	1,756,597	5.3%
Intake & Regulatory Coordination	919,206	1,227,261	33.5%
Support Services	2,600,860	2,621,985	0.8%
Grants	150,000	150,000	0.0%
Total Planning Department Operating**	\$20,648,771	\$21,841,798	5.8%
Transfer to the Development Review Special Revenue Fund (DRSRF)	-	500,000	
Total Planning Department budget including transfer to DRSRF	\$ 20,648,771	\$ 22,341,798	8.2%

Notes:

** FY22 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 FY22 PROPOSED BUDGET

ESSENTIAL NEEDS/NEW INITIATIVES

NEW PLANS TO BEGIN IN FY22

The following new plans are proposed to begin in the 2nd half of FY22 with initial staff planning and coordination. New funding for these plans is not requested in FY22 but will be needed in FY23.

1. Life Sciences Plan / Great Seneca Science Corridor Plan Amendment Phase 2

This will be a comprehensive amendment to the 2010 Great Seneca Science Corridor Master Plan to analyze progress toward fulfillment of the plan's vision as well as integrate advancements in policy and practice, based on recommendations from Thrive Montgomery 2050, Corridor Forward, the Growth and Infrastructure Policy, and the Climate Action Plan as well as racial equity, social justice and Vision Zero. The 2010 Plan acknowledged that fulfillment



of the plan's vision would occur incrementally over time, and periodic reviews of the plan's recommendations were necessary. Based on this guidance, as well as the anticipated recommendations of Corridor Forward, a comprehensive review of the plan's vision and recommendations is desired.

2. Silver Spring Communities Master Plan

The Silver Spring Communities Master Plan will update and replace portions of both the 2000 North and West Silver Spring Master Plan and the 2000 East Silver Spring Master Plan. Over the last 20 years, sector plans for Forest Glen/Montgomery Hills, Long Branch, Lyttonsville, Takoma/Langley, and now the Silver Spring Downtown and Adjacent Communities have together significantly reshaped the larger Silver Spring community addressed by these original plans. This update will revisit this larger community.

3. University Boulevard Corridor Plan

The plan seeks to reimagine busy University Boulevard as an integral component of the surrounding neighborhoods by improving safety, connectivity and livability between Langley and Wheaton. The plan builds upon the major themes of Thrive Montgomery 2050 by analyzing the potential for attainable and affordable housing, neighborhood-serving uses and placemaking opportunities along the corridor. It also advances Vision Zero through short-term and long-term strategies to improve safety for everyone, whether they travel by foot, bicycle, transit or car.

4. Clarksburg Master Plan Amendment

This amendment would look at predominantly undeveloped portions of the Clarksburg employment area on the east side of I-270, from the bottom of the study area north to just north of Shawnee Lane. This area has largely remained unchanged since the original plan was published in 1994 because of a lack of employment demand and inadequate transportation options. The Amendment would evaluate land use, zoning, transportation and environmental recommendations for the study area to determine if a new mix of land uses and zoning would be more appropriate for this area. This Amendment may require adjustments to other portions of the existing Master Plan including Interchange design and recommendations, staging on retail development and environmental recommendations.

NEW INITIATIVES IN FY22

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.

One-Time New Initiatives in FY22

1. Takoma Park Minor Master Plan Amendment Support - \$50,000 - One-Time

The Takoma Park Minor Master Plan Amendment is an ongoing project that began in FY21. The requested supplemental funds in FY22 will cover additional costs unanticipated before the COVID-19 pandemic for transportation analysis and community engagement. For transportation analysis, the funds will address expanded consultancy scopes of work and deliverables necessitated both by the disruptions from the pandemic regarding traffic counts,



modeling, and Vision Zero, as well as new recommended procedures outlined in the updated Subdivision Staging Policy/ Growth and Infrastructure Policy. Additionally, in response to the pandemic, the Planning Department has significantly modified our community engagement strategies to overcome our inability to physically meet residents where they are, beyond virtual engagement, to include additional advertising, expanded translations services, and purchasing engagement platforms that work on smart phones in an effort to reach those without internet and/or home computers.

2. Fairland/Briggs Chaney Minor Master Plan Amendment Support - \$75,000 – One-Time

The Fairland/Briggs Chaney Minor Master Plan Amendment is an ongoing project. In FY21, \$50,000 was approved for initial consulting services to support design, circulation, and environmental studies in the vicinity of the existing center and help integrate new development in the area. For FY22, additional funding is needed to provide translation services, community engagement assistance, and transportation analysis.

3. Bikeway Branding Plan Support - \$25,000 – 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. Montgomery County Department of Transportation (MCDOT) would be responsible for implementing the major branding elements along neighborhood greenways and breezeways as they are constructed. There are two active neighborhood greenway projects where MCDOT can incorporate the branding upon completion of the branding plan – the Aspen Hill Neighborhood Greenway and the Silver Spring Neighborhood Greenway.

4. Commercial Space Adaptability Study - \$60,000 – One-Time

This study will build on the 2016 Adaptive Reuse Study and the Mixed-Use Development Study currently underway to provide more guidance on how different types of commercial spaces could be adaptively reused. COVID-19 has accelerated disruptions to the retail and office markets, increased demand for last mile logistics space, and demonstrated the continuing need for affordable housing. As the county recovers from the pandemic, we will continue to need to look for creative ways to support real estate repositions to reduce vacancy and support economic growth.

5. E-Commerce and Logistics Industry Trends and Needs Assessment - \$75,000 – One-Time

Given the growth and expected continued growth in e-commerce, it is important for the Planning Department to have a better understanding of current and expected volumes of goods coming into the county, space needs locally/regionally for distribution centers, transportation demands, etc. This study will provide an overview of how the industry works, trends in demand for space, current supply, and estimates of future supply needs. The study will also look at trends in the mode of distribution and impacts on local traffic.



6. Wheaton Downtown Study - \$75,000 – One-Time

A decade following the approval of the Wheaton Central Business District and Vicinity Sector Plan, the Wheaton Downtown Study seeks to explore tools to encourage revitalization and redevelopment consistent with the sector plan’s vision, while maintaining Wheaton’s unique character. The Study includes an update to the Wheaton Streetscape Standards, originally developed by the Department of Housing and Community Affairs, to meet current zoning development requirements and to improve infrastructure for those walking, biking and using micromobility options, consistent with the county’s Vision Zero policy. The Study will focus on Downtown Wheaton, but it can provide a model for other Metro station areas, such as Glenmont.

7. Access Management Study - \$50,000 – One-Time

Countywide Planning and Policy has an intern from the University of Maryland who is undertaking an initial Access Management State of Practice Study during FY21. This FY22 funding request would take the effort to the next level, to bring in a consultant that would work with Montgomery Planning and other county agencies (MCDOT, DPS and others) to dig deeper into our existing policies and make recommendations on how to improvement them.

- Montgomery County Road Code – Chapter 49, Article 3, Road Design and Construction Code
- Montgomery County Zoning Ordinance – Chapter 59-6, Section 6.1.4 – Driveway Access
- Montgomery County Code, Chapter 50, Subdivision of Land
- Montgomery County Department of Transportation, Private Access Design and Location Guidelines for Commercial, Industrial, Multifamily and Cluster Development (Including Private Driveways)
- Department of Permitting Services, Maryland Driveway Construction Policy

This study has the potential to significantly improve the consistency of access-related decisions through the site plan review/DRC process and to more effectively obtain access consolidation from developers during redevelopment. The development of this Access Management Study is supportive of the county’s Vision Zero Action Plan, in that the management and reduction of conflicts and decisions points is directly related to crash causation.

8. Innovative Housing Toolkit - \$50,000 – One-Time

In an effort to enhance the production of housing, the Mid-County Planning and Countywide Planning & Policy divisions will work with the Department of Permitting Services (DPS), Department of Housing and Community Affairs (DHCA) and the Housing Opportunities Commission (HOC) to develop guidelines focused on best practices for building housing. The Innovative Housing Toolkit for Montgomery County will operate under the growing recognition that the design of housing projects can help developers respond to site challenges, control development costs, and improve resident outcomes.

Staff will work with consultants to research national best practices and emerging construction technologies to create clear, comprehensive policy and design guidance for building housing projects in the county. The Innovative Housing Toolkit will provide research, analysis, and guidance on the limitations and cost ranges for various existing and emerging construction types, with the overall goal to illustrate principles that deliver excellent design while keeping costs down and ensuring quality and compatibility.



Staff will also collaborate with DPS to create “Pre-Approved” permit sets that could help expedite the approval process and reduce costs for building housing in the county. A countywide design competition for select sites could also be included as a part of the scope for this project.

9. Redlining/Segregation Mapping Tool - \$100,000 – One-Time

To advance the county’s commitment to Racial Equity, the Historic Preservation Office, Research and Strategic Projects division, and the GIS Team will work with a consultant to conduct parcel/deed analysis and build a mapping tool showing the historical and cultural effects of redlining and segregation in Montgomery County.

This is the first phase of a multi-phase project that would ultimately result in a “deep map/complete cultural landscape” of the county. Phase 1 to be funded in FY22 would dedicate funds to hire a consultant to research all neighborhoods and subdivisions constructed in the Downcounty area prior to 1970. The consultant would research neighborhood and property deeds and covenants and conduct title searches, using primary source materials from the Federal Housing Administration (FHA), Maryland Archives, and Montgomery Planning, among others, to determine which neighborhoods were historically ‘redlined’ and which additional neighborhoods were either constructed with or later adopted racially restrictive covenants. This research will then be used to create new GIS maps and layers showing the covenants and restrictions at the property level. Further analysis will track the racial and demographic profiles of these areas into the 21st Century.

On-Going New Initiatives in FY22

10. Master Plan Support for Historic Preservation Designations - \$20,000 – On-Going

Recurring request for funds for consultant services to research new properties for historic designation for new sector and master plans. Having funds available on a continuous basis would also allow for annual leveraging with grant support from the State for additional survey work.

11. Convert Part-Time Career Position to Full-Time Career Position for Historic Preservation - \$23,654 and 0.5 workyear – On-Going

The Historic Preservation Program currently has one (1) full-time historian and one (1) part-time historian. The part-time historian has been filled at the Senior Planner level and has been budgeted for 20 hours per week since the position was created in 2007. Since that time, both the regulatory and master planning workload for the historic preservation team has significantly increased. Recently adopted legislation requiring racial equity considerations be addressed in Master Planning, plus the continuous addition of new sector plans and functional master plans in the Department’s work program require staff to undertake new research on historical and cultural trends from the recent past. This is in addition to the work to identify new properties for potential listing in the Master Plan for Historic Preservation, listing in the National Register of Historic Places, as well as providing historical narratives and trends data for each new master planning effort. Other research-intensive projects, such as the County Council’s recent request to study all street and public facility names associated with the Confederacy and others who do not share the county’s values, are examples of special projects that the Historic Preservation Office has the expertise to fulfill but requires additional staff resources currently unbudgeted. Historic Preservation staff have also added several new initiatives since 2007 including new historical research and mapping to support an historical



markers program on African American history, as well as outreach and educational activities to promote the Modern Montgomery book. Additionally, new federal- and state-funded projects such as the I-495 and I-270 Managed Lanes Projects, , the numerous Bus Rapid Transit projects, and the Purple Line have routinely required significant staff resources as part of mandatory federal compliance involving cultural resources (Section 106/NEPA/4F). It is anticipated that this workload, particularly regarding federal compliance, should be considered the new normal as multiple transportation projects are initiated.

This request to convert the part-time Senior Planner to a full-time Senior Planner would enable the program to undertake the required historical research for each master planning effort, maintain our high level of customer service for permit review, and keep pace with mandatory federal compliance for cultural resources without having to routinely rely on contractual architectural historians.

12. and 13. – Workyear and Funding for Two Unbudgeted Positions

FY11 was a particularly difficult year when the budget was reduced almost 14%, 31 career positions were eliminated, and seven (7) additional positions were defunded. Since that time, four (4) of the unfunded positions have been re-funded and none of the 31 abolished positions have been restored. For FY22, we are requesting funding for two of the three (3) remaining unfunded positions. Even with this funding, the Planning Department’s complement is still 31 positions and 30.80 workyears below the FY10 level.

12. Workyear and Funding – Forest Conservation - Sr. Planner Position – IRC - \$97,600/1.0 workyear – On-Going

The new inspector position in the Intake and Regulatory Coordination (IRC) Division would allow for a timelier evaluation of existing conservation easements to document compliance with the terms of the easements granted to the Commission. Currently inspectors are required to visit each easement within their area once every three years. Because of the ever-increasing number of easements inspectors are on average inspecting and documenting the condition of the easements once every 5 years and sometimes even less frequently. Another inspector would allow for the geographic areas served by each inspector to be smaller, giving them more time to evaluate and document the easements within their areas. Smaller geographic areas for each inspector would make them more responsive to requests for pre-construction meetings, planting meetings, final inspections and complaints. Second, site plans are enforced in perpetuity. As a result of the creation of the CR family of zones and the comprehensive re-zoning in 2014, more properties require site plan approval. The Department of Permitting Services is the inspection agency, but enforcement of the site plans is a responsibility of the Planning Department. The additional inspector would assist the Inspection Supervisor in: (1) enforcement activities when a site plan is not in compliance with the certified site plan; (2) reviewing and approving site plan surety and maintenance agreements; (3) reviewing site plan cost estimates and processing site plan financial securities; (4) conducting inspections once a new project is complete to ensure compliance with the certified plan; and (5) timely release of site plan financial securities. The additional salary and benefits for this position total \$97,600 and 1.0 workyear.



13. Workyear and Funding – Research - Sr. Planner Position – Research & Strategic Projects (R&SP) - \$97,600/1.0 workyear – On-Going

Over the past few years, the Planning Department has received increasing numbers of requests for research and data analysis related to housing and affordable housing, given the growing concerns about sluggish housing production and a lack of affordable housing near jobs in the county. Currently there is only one staff member in the department who is focused on housing work; this position is within the Countywide Planning and Policy division with a focus on housing policy and zoning. The addition of this senior planner position to the R&SP Division would increase the department’s capacity to provide data and other analysis related to housing issues to inform master plans, public policy initiatives and research studies and provide thought leadership. The additional salary and benefits for this position total \$97,600 and 1.0 workyear.



Montgomery County Planning Department

YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY22 Proposed Budget is \$22,341,798 which is an 8.2 % increase from the FY21 adopted budget and includes grant funding and transfer to Development Review Special Revenue Fund but does not include the compensation increase, OPEB Prefunding, or OPEB PayGo.

MONTGOMERY COUNTY PLANNING DEPARTMENT PRELIMINARY FY22 OPERATING BUDGET REQUEST		
	FY21 Adopted Budget	% Change
FY22 BASE BUDGET CHANGES	\$20,648,771	
Salaries and Benefits *	347,491	
CPI Increase for Contracts and Supplies (1%)	41,961	
Adjustment - Risk Management, Long - Term Disability, and Legal Chargeback	6,105	
Major Known Commitments	44,000	
Capital Equipment Internal Service Fund	(144,400)	
Chargebacks to Development Review - Special Revenue Account	240,233	
Adjustments in Departmental Chargebacks to CIO and Commission Wide IT	44,283	
Subtotal - Base Budget Changes	<u>579,673</u>	<u>2.8%</u>
Less: FY21 One Time Expenses	<u>(245,000)</u>	<u>-1.2%</u>
Enhancements / New Funding Request for FY22 (One Time)		
Continuation of Modeling for Takoma Park Master Plan	50,000	
Fairland/Briggs Chaney Master Plan Support	75,000	
Bikeways Branding Plan	25,000	
Commercial Space Adaptability Study	60,000	
E-Commerce and Logistics Industry Trends and Needs Assessment	75,000	
Wheaton Downtown Study	75,000	
Access Management Study	50,000	
Innovative Housing Tool Kit	50,000	
Redlining/Segregation Mapping Tool	100,000	
Subtotal - Proposed One Time Changes	<u>560,000</u>	<u>2.7%</u>
Enhancements / New Funding Request for FY22 (On Going)		
Master Plan Support for Historic Preservation Designations	20,000	
Convert Part Time Position to Full Time Position	23,654	
Workyear and Funding for Full Time Position – Forest Conservation	97,600	
Workyear and Funding for Full Time Position – Research	97,600	
Subtotal - Proposed - On Going Changes	<u>238,854</u>	<u>1.2%</u>
Transfer to Development Review Special Revenue Fund	<u>500,000</u>	<u>2.4%</u>
Planning Department's share of CIO/CWIT New Initiatives	<u>59,500</u>	<u>0.3%</u>
Net Change from FY21 Adopted to FY22 Proposed Budget	<u>1,693,027</u>	<u>8.2%</u>
*FY22 Proposed Budget	<u>\$22,341,798</u>	<u>8.2%</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 FY22, the Department plans to maintain an approximate 4.5% lapse rate and its current budgeted staffing level of 151 positions (149.60 workyears). This level includes: 142.98 funded workyears, 6.62 lapsed workyears, 0.5 workyear for the new ongoing request to convert a part-time career position to a full-time career position in Historic Preservation, 1.0 workyear for the funding of one unfunded position for Forest Conservation in Intake and Regulatory Coordination, 1.0 workyear for the funding of one unfunded position for Research in the Research and Strategic Projects Division, and one (1) unfunded position.

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 FY22.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund (WQPF) to offset costs that will be incurred in FY22 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. Each year, the department requests an increase in the appropriation to cover the prior year compensation increases. Since no compensation increase was included in the FY21 budget, no increase is requested for the FY22 budget. For FY22, the Department is requesting an overall appropriation of \$415,600 from the WQPF (same as FY21).

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 Fund (DR-SRF).

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-SRF 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-SRF.

Staff time spent on reviewing development applications is charged back from the Administration Fund to the special revenue fund. In FY21, the Planning Department charges 23.55 workyears to the DR-SRF. This workyear number was established in 2006 and has not been updated since that time. In FY20, the Planning Department tracked the actual number of staff hours charged to the DR-SRF and determined it was 21.95 workyears. For the FY22 budget, the Planning Department's chargeback is reduced to 22.0 workyears based on the FY20 actuals. This reduces the chargeback amount by \$240,233. Other chargebacks are increasing by \$10,815 for services from the Legal and Finance Departments.

Each year, the Planning Department historically requests to increase the chargeback to the DR-SRF by 3% to cover the previous year's compensation increases. However, the compensation increases were not approved in FY21 and so we are not requesting this increase this year.



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The Department has traditionally requested a transfer from the Administration Fund into the DR-SRF in recognition of the fact that revenues may not cover the costs of our review efforts. This transfer has historically been in the range of \$500,000 to \$1,000,000 each year.

The fund has performed well in the past few years primarily due to the fees collected for various large projects in Commercial Residential (CR) zones and development in Bethesda. This performance had built a fund balance. Due to this large balance, no transfer was approved in the FY20 budget and the Planning Department did not request a transfer for FY21.

To stabilize the DR-SRF fund for the next few years and to smooth the transfer amount, Planning is proposing a \$500,000 transfer from the Administration Fund to the DR-SRF for FY22.

PROFESSIONAL SERVICES

The Department proposes \$635,000 for the professional services outlined in the table below. Several ongoing items listed in FY21 were reclassified to the more appropriate miscellaneous services including funding for strategic communications consulting, placemaking initiatives, on-call economic services, transportation analysis for master plan staging/monitoring, and all services listed under the Information Technology & Innovation division.

This level reflects an increase of \$360,000 from FY21 adopted funding levels due to a combination of changes in new one-time professional services essential needs funding requests and reduction of one-time essential needs requests from FY21 adopted.

PROFESSIONAL SERVICES				
Division	Program Element	Description	FY21 Adopted Budget	FY22 Proposed Budget
Director's Office				
	Special Projects	Funding for Special Council Requests.	\$30,000	\$30,000
	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 FY 21 to shed more light on the policy choices.	\$50,000	
Downcounty Planning				
	Takoma Park Minor Master Plan Amendment	Consulting funding for transportation, environmental, and economic analyses.	\$125,000	\$50,000
Mid-County Planning				
	Wheaton Downtown Study	Consulting funding for Wheaton Downtown Study.		\$75,000
Upcounty Planning				
	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	\$75,000



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Research and Strategic Projects				
	Commercial Space Adaptability Study	Consulting funding for Commercial Space Adaptability Study.		\$60,000
	E-Commerce and Logistics Industry Trends and Needs Assessment	Consulting funding for E-Commerce and Logistics Industry Trends and Needs Assessment.		\$75,000
Countywide Planning and Policy				
	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	Consulting Funding for Bikeways Branding Plan.		\$25,000
	Access Management Study	Consulting Funding for Access Management Study.		\$50,000
	Innovative Housing Tool Kit	Consulting Funding for Innovative Housing Tool Kit.		\$50,000
	Subdivision Staging Policy/ Growth and Infrastructure Policy Update	Tools and analyses for biennial transportation monitoring. Major Known Commitment needed every other year.		\$25,000
	Historic Preservation Functional Master Plan – Updates and Implementation	Master Plan Support for Historic Preservation Designations.		\$20,000
	Redlining/Segregation Mapping Tool	Consulting Funding for Redlining/Segregation Mapping Tool.		\$100,000
Planning Department Total			\$275,000	\$635,000

PUBLICATIONS

PUBLICATIONS				
Division	Program Element	Description	FY21 Adopted Budget	FY22 Proposed Budget
Functional Planning and Policy				
	Historic Area Work Permits	Historic Preservation Commission (HPC) Legal Notices in Newspaper.	\$11,000	\$11,000
Communications Division				
	General Plan update	Specialized Printing.	\$5,000	
Planning Department Total			\$16,000	\$11,000



Montgomery County Planning Department

WORK PROGRAM OVERVIEW

Master Plan & Major Projects	2020				2021				2022				2023											
	FY21								FY22				FY23											
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Germantown Plan for Town Sector Zone																								
Complete Streets Design Guide/Roadway Functional Class System						F	H																	
Shady Grove Sector Plan - Minor Master Plan Amendment						F	H																	
Ashton Village Center Sector Plan						F	H																	
Thrive Montgomery 2050 General Plan Update								F	H															
Rustic Roads Functional Master Plan Update										F	H													
Great Seneca Science Corridor Plan Amendment Phase 1										F	H													
Corridor Forward: The I-270 Transit Plan										F	H													
Silver Spring Downtown and Adjacent Communities Sector Plan												F	H											
Pedestrian Master Plan												F	H											
Takoma Park Minor Master Plan Amendment														F	H									
Fairland/Briggs Chaney Minor Master Plan Amendment														F	H									
Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2																								
Silver Spring Communities Master Plan																								
University Boulevard Corridor Plan																								
Clarksburg Master Plan Amendment																								
Subdivision Staging Policy/Growth and Infrastructure Policy						F	H																	
Preserving Community Value of Ethnically Diverse Retail Centers																								
Advancing the Pike District																								
Urban Loading and Delivery Management Study																								
Predictive Safety Analysis																								
Mixed Use Development: Current Status and Future Trends																								
Equity Opportunity Index																								
Access Management Study																								
Innovative Housing Tool Kit																								
Redlining/Segregation Mapping Tool																								
Commercial Space Adaptability Study																								
E-Commerce and Logistics Industry Trends and Needs Assessment																								
Wheaton Downtown Study																								

- Staff
- Planning Board
- Planning Board Draft
- CE Review & Council Noticing Period
- Hearing
- Council Review
- Commission Adoption, SMA
- Montgomery County Elections



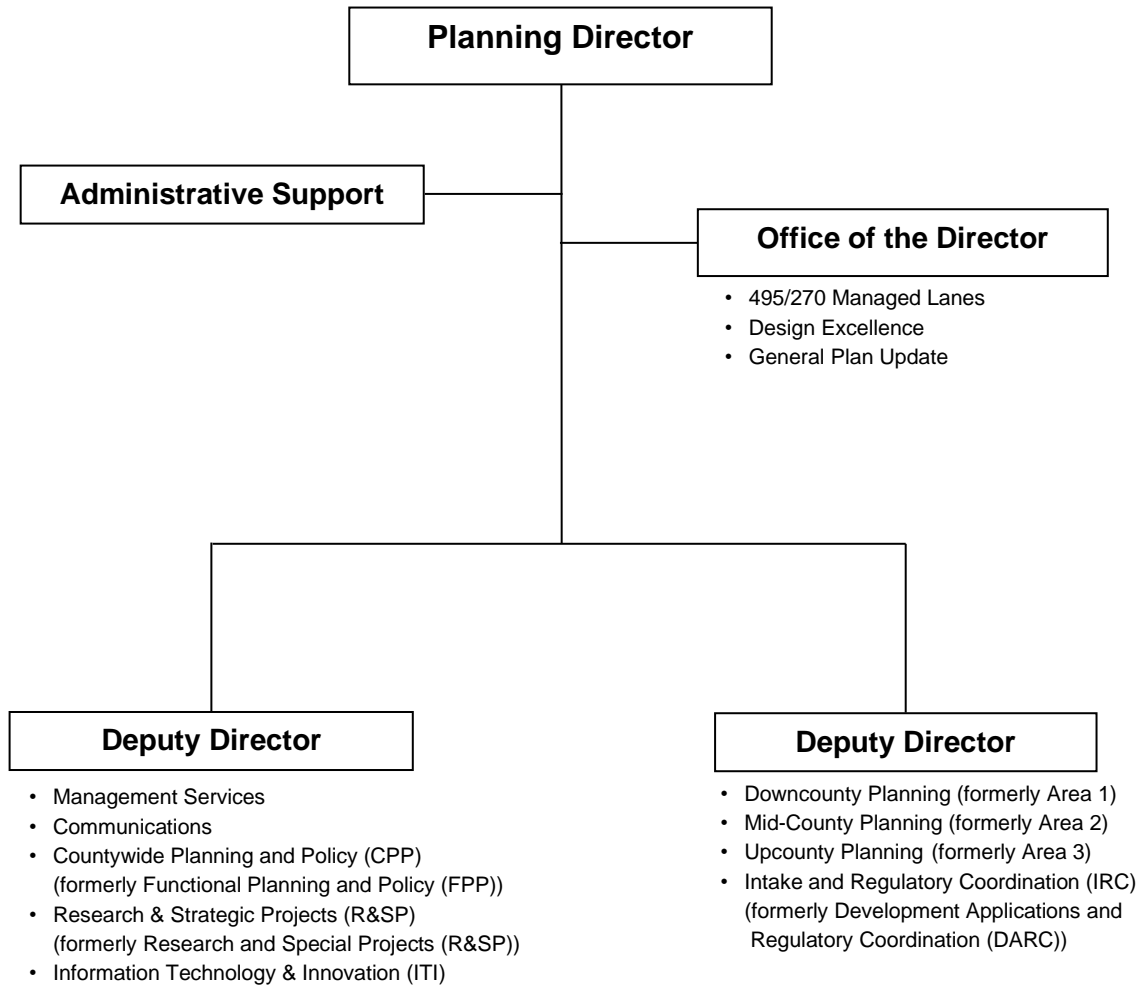
Montgomery County Planning Department

Montgomery County Planning Department: FY22 Analytic Allocation of cost by Program										
(Division to Work Program Elements)										
		FY22 Proposed	Personnel *	Professional Services	Publication	Other Costs	Sub Total	Development Review Chargeback	Total	
Total Funded Workyears for FY22		149.60								
Lapse Funded WY		(6.62)								
Program: MASTER PLANNING PROGRAM		142.98								
Program Ending in FY21	Germantown Plan for Town Sector Zone									
New for FY22	Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2	1.18	\$161,491			\$27,478	\$188,970		\$188,970	
	Silver Spring Communities Master Plan	0.77	\$105,380			\$17,931	\$123,311		\$123,311	
	University Boulevard Corridor Plan	1.63	\$223,077			\$37,957	\$261,035		\$261,035	
Carried over from prior years. Will continue in FY22	Clarksburg Master Plan Amendment	1.67	\$228,551			\$38,889	\$267,440		\$267,440	
	Takoma Park Minor Master Plan Amendment	3.90	\$533,743	\$50,000		\$90,818	\$674,561		\$674,561	
	Fairland/Briggs Chaney Minor Master Plan Amendment	1.72	\$235,394	\$75,000		\$40,053	\$350,447		\$350,447	
	Pedestrian Master Plan	1.47	\$201,180			\$34,232	\$235,412		\$235,412	
	Rustic Roads Functional Master Plan Update	1.31	\$179,283			\$30,506	\$209,789		\$209,789	
	Great Seneca Science Corridor Plan Amendment Phase 1	1.62	\$221,709			\$37,725	\$259,433		\$259,433	
	Silver Spring Downtown and Adjacent Communities Sector Plan	4.20	\$574,800			\$97,805	\$672,604		\$672,604	
	Corridor Forward: The I-270 Transit Plan	2.61	\$357,197			\$60,779	\$417,976		\$417,976	
	Shady Grove Sector Plan - Minor Master Plan Amendment	0.58	\$79,377			\$13,506	\$92,883		\$92,883	
	Ashton Village Center Sector Plan	0.47	\$64,323			\$10,945	\$75,268		\$75,268	
	Thrive Montgomery 2050 General Plan Update	1.36	\$186,126			\$31,670	\$217,796		\$217,796	
	Historic Preservation Functional Master Plan - Updates and Implementation	1.14	\$156,017	\$20,000		\$26,547	\$202,564		\$202,564	
	Public Policies Planning and Coordination									
		Master Plan Staging/Monitoring	1.27	\$173,809	\$25,000		\$29,574	\$228,383		\$228,383
		Public Project Support including Mandatory Referrals	3.21	\$439,311			\$74,751	\$514,062		\$514,062
	Special Projects									
Programs Ending in FY21	Complete Streets Design Guide/Roadway Functional Classification System									
	Growth & Infrastructure Policy Update (Subdivision Staging Policy)									
	Preserving Community Value of Ethnically Diverse Retail Centers									
	Urban Loading and Delivery Management Study									
New for FY22	Commercial Space Adaptability Study	0.70	\$95,800	\$60,000		\$16,301	\$172,101		\$172,101	
	Bikeway Branding Plan	0.51	\$69,797	\$25,000		\$11,876	\$106,673		\$106,673	
	E-Commerce and Logistics Industry Trends and Needs Assessment	0.78	\$106,749	\$75,000		\$18,164	\$199,912		\$199,912	
	Wheaton Downtown Study	1.58	\$216,234	\$75,000		\$36,793	\$328,027		\$328,027	
	Access Management Study	0.87	\$119,066	\$50,000		\$20,260	\$189,325		\$189,325	
	Innovative Housing Tool Kit	2.02	\$276,451	\$50,000		\$47,039	\$373,491		\$373,491	
	Redlining/Segregation Mapping Tool	2.70	\$369,514	\$100,000		\$62,874	\$532,389		\$532,389	
	Equity Opportunity Index	1.29	\$176,546			\$30,040	\$206,586		\$206,586	
	Subdivision Staging Policy /Growth and Infrastructure Policy	1.65	\$225,814	\$25,000		\$38,423	\$289,237		\$289,237	
	Agriculture Initiatives	0.20	\$27,371			\$4,657	\$32,029		\$32,029	
	Mixed Use Development: Current Status and Future Trends	0.10	\$13,686			\$2,329	\$16,014		\$16,014	
	Predictive Safety Analysis	0.86	\$117,697			\$20,027	\$137,724		\$137,724	
	Burial Sites	0.71	\$97,169			\$16,534	\$113,702		\$113,702	
	Placemaking Initiatives	0.42	\$57,480	\$100,000		\$9,780	\$167,260		\$167,260	
	Advancing the Pike District	0.51	\$69,797			\$11,876	\$81,673		\$81,673	
Design Excellence Initiatives	1.17	\$160,123			\$27,246	\$187,368		\$187,368		
Environmental Policy, Planning & Sustainability	1.60	\$218,971			\$37,259	\$256,230		\$256,230		
Special Projects	5.49	\$751,346	\$30,000		\$127,844	\$909,190		\$909,190		
SUB-TOTAL MASTER PLANNING		53.27	\$7,290,378	\$760,000	\$0	\$1,240,487	\$9,290,865	\$0	\$9,290,865	
Program: REGULATORY PLANNING PROGRAM										
Regulatory Policy Development/Amendment										
	Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	0.95	\$130,014			\$22,122	\$152,137		\$152,137	
Land Use Regulations										
	Concept, Sketch, Project and Site Plan Reviews and Amendments	10.72	\$1,467,108			\$249,634	\$1,716,743	(\$1,443,758)	\$272,985	
	Conditional Use (Special Exceptions)	2.83	\$387,306			\$65,902	\$453,207		\$453,207	
	Forest Conservation Reviews, Inspections & Enforcement	9.68	\$1,324,777			\$225,416	\$1,550,193		\$1,550,193	
	Historic Area Work Permits	2.12	\$290,137		\$11,000	\$49,368	\$350,505		\$350,505	
	Local and Corrective Map Amendments and Development Plan Amendments	0.54	\$73,903			\$12,575	\$86,478		\$86,478	
	Pre-Application Meetings (Pre-Application Meetings/Guidance)	3.15	\$431,100			\$73,353	\$504,453		\$504,453	
	Regulatory Enforcement and Building Permit Review	2.12	\$290,137			\$49,368	\$339,505	(\$173,251)	\$166,254	
	Subdivision Plans (Preliminary, Administrative, Minor) and Amendments	10.99	\$1,504,060			\$255,922	\$1,759,981	(\$1,400,445)	\$359,536	
SUB-TOTAL REGULATORY PLANNING		43.10	\$5,898,541	\$0	\$11,000	\$1,003,661	\$6,913,202	(\$3,017,454)	\$3,895,748	
Program: INFORMATION RESOURCES										
Public Information										
	Information Services	5.59	\$765,031			\$130,173	\$895,204	(\$158,813)	\$736,391	
	Information Systems/Geographic Information Systems (IS/GIS)	5.03	\$688,391	\$80,000		\$339,228	\$1,107,619		\$1,107,619	
	Research - Demographics, Housing and Other (Research Projects)	2.35	\$321,614	\$59,086		\$54,724	\$435,424		\$435,424	
SUB-TOTAL INFORMATION RESOURCES		12.97	\$1,775,037	\$139,086	\$0	\$524,125	\$2,438,247	(\$158,813)	\$2,279,434	
Program: MANAGEMENT /ADMINISTRATION										
Governance										
	Work Program Management	10.36	\$1,417,840			\$241,251	\$1,659,091		\$1,659,091	
	Work Program Support	16.94	\$2,318,359			\$394,478	\$2,712,838		\$2,712,838	
Agency Support										
	Information Technology	6.34	\$867,674	\$364,440		\$621,708	\$1,853,822		\$1,853,822	
SUB-TOTAL MANAGEMENT/ADMINISTRATION		33.64	\$4,603,873	\$364,440	\$0	\$1,257,438	\$6,225,751	\$0	\$6,225,751	
TOTAL		142.98	\$19,567,829	\$1,263,526	\$11,000	\$4,025,710	\$24,868,065	(\$3,176,267)	\$21,691,798	
									Grant	
									\$150,000	
									*FY22 Proposed Budget	
									\$21,841,798	
									Transfer To Development Review Special Revenue Fund	
									\$500,000	
									*FY22 Proposed Budget including Transfer to Development Review Special Revenue Fund	
									\$22,341,798	

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



OFFICE OF THE PLANNING DIRECTOR



Montgomery County Planning Department – Office of the Planning Director

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 FY20 (from July 2019 through June 2020)

Innovative Planning

- Led uninterrupted Planning Department operations primarily through telework and virtual Planning Board and other public meetings during the COVID-19 pandemic in spring and summer 2020. Continued work on all planning initiatives and regulatory reviews of development applications.
- Accomplished several major milestones in the development of Thrive Montgomery 2050, the update of the county's General Plan. Released the Thrive Montgomery 2050 Issues Report. Drafted and released draft General Plan vision, goals, policies and actions. Held two Planning Board briefings and numerous briefings to community and other stakeholder organizations. Completed dozens of community outreach and engagement activities between Fall 2019 and summer 2020, including virtual distance engagement events between May and June 2020 to provide community feedback opportunities during the COVID-19 pandemic.
- Completed the 2020-2024 Planning Board draft update to the Subdivision Staging Policy, now called the Growth and Infrastructure Policy, and submitted the new draft policy to the County Council for approval by November 15, 2020. Convened the Schools Technical Advisory Team and Transportation Impact Study Technical Working Group to advise on the update and held a community workshop and public roundtable discussions throughout the county.
- Developed a department-wide Equity in Planning Action Plan to incorporate racial equity and social justice when preparing master plans and to support compliance with the county's Racial Equity and Social Justice Act. Action Plan includes strategies such as development of an Equity Opportunity Index and an Equity Peer Review Group; equity lens guidance for plan development; community engagement guidance; and equity trainings for Montgomery Planning staff.
- Completed and obtained County Council approval of the Forest Glen/Montgomery Hills Sector Plan and the Germantown Plan for Town Sector Zone.
- Launched or began preparations for several new plans: Corridor Forward Plan: The I-270 Transit Plan; Silver Spring and Adjacent Communities Master Plan; Great Seneca Science Center Minor Master Plan Amendment; Fairland/Briggs Chaney Minor Master Plan Amendment Plan; Takoma Park Minor Master Plan Amendment.



Montgomery County Planning Department – Office of the Planning Director

- Made progress during FY20 on several plans underway in preparation for submission to the County Council in fall/winter 2020: Ashton Minor Master Plan Amendment; Shady Grove Sector Plan—Minor Master Plan Amendment; Rustic Roads Functional Master Plan Update.
- Completed or launched several studies to support housing, economic development and walkability in the county: Preservation of Affordable Housing Study; Agritourism Study; Purple Line Connectivity Report; Advancing the Pike District (new); the Mixed-Use Development Study (new); and the Retail in Diverse Communities Study (new).
- Completed three technical studies to support the development of Thrive Montgomery 2050: Housing Needs Assessment; Residential Capacity Analysis; and Transportation Scenarios Analysis.
- Completed the draft Complete Streets Design Guide, developed in collaboration with the Montgomery County Department of Transportation.
- Drafted a Zoning Text Amendment that was adopted by the County Council to comprehensively update bicycle parking requirements and design standards.
- Supported the development of regional housing targets in collaboration with the Metropolitan Washington Council of Governments. Provided analytical assistance to support the County Council's efforts to establish county-level housing targets.
- Provided staff technical expertise and working group participation to support the development of the county's Climate and Resilience Action Plan.

Held the Winter 2020 Speaker Series with local and national experts focusing on major topics being explored in the General Plan Update: the future of food; the intersection of transportation and economic development; and housing for all.

Placemaking & Design

- Completed the Planning and Parks Departments' August 2020 move to the new LEED Platinum headquarters building in downtown Wheaton.
- Held four Art Walks highlighting local restaurants and public artworks in downtown Silver Spring in collaboration with the Silver Spring Regional Services Center, Silver Spring Arts and Entertainment District and the Silver Spring Urban District.
- Held the 2019 Design Excellence Awards in collaboration with the Potomac Valley Chapter of the American Institute of Architects in October, attended by regional architects, landscape architects, developers, planners, County Council members and the community. Convened an independent jury of architects, landscape architects and planners to select exceptional development projects in the county honored with the Design Excellence Award and the Residential Design Award, a new category launched in FY20.

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.
- Kept development projects on track during the COVID-19 crisis and related physical distancing limitations by doing virtual Development Review Committee meetings, ePlan submissions of development applications and virtual Planning Board meetings.



**Montgomery County
Planning Department – Office of the Planning Director**

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,441,992	\$1,450,261	0.6%
Staffing			
Funded Career Positions	7.00	7.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	6.85	7.00	2.2%

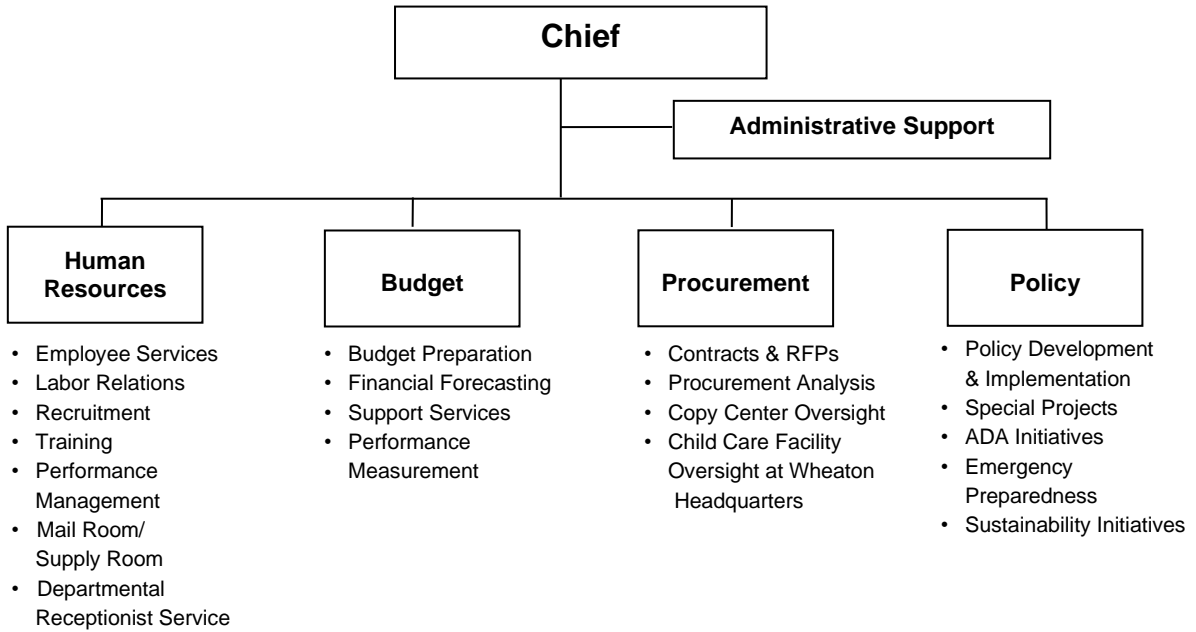
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY22 regulatory workload.



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, supply room, and departmental receptionist functions.

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 County 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
- Child Care Facility Oversight
- Budget Development and Fiscal Oversight
- Financial Management
- Procurement
- Emergency Preparedness
- ADA Initiatives

Accomplishments for FY20 (from July 2019 through June 2020)

- 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



Montgomery County Planning Department – Management Services

which continues to be the largest unemployed population nationally and in Montgomery County.

- Initiated and built Montgomery Planning’s presence on Handshake, a University/College recruiting platform, which led to successfully coordinating and attending career fairs in Maryland and neighboring jurisdictions including Pennsylvania.
- Began new recruitment initiatives using: 1) a service to create job ads that are gender neutral and appeal to all ages, 2) a job distribution platform to distribute our job announcements across diverse networks, and 3) software to send text messages to potential candidates in an effort to reach a broader and more diverse candidate pool.
- Conducted Fitness Week activities while staff was teleworking during the COVID-19 pandemic.
- Provided technical training on ArcGIS, Adobe Illustrator, and various Microsoft Office products.
- Provided a variety of training classes as part of the department’s Diversity, Inclusion, Equity and Accessibility Initiative. Two-thirds of Planning staff completed racial equity training.
- Continued to provide communication and training on transit and commuting resources available in Montgomery County including dockless bicycles and scooters.
- Implemented a secure emergency alert program using an Active Directory-based system for employees.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,270,426	\$1,131,982	-10.9%
Staffing			
Funded Career Positions	11.00	11.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	9.63	8.36	-13.2%

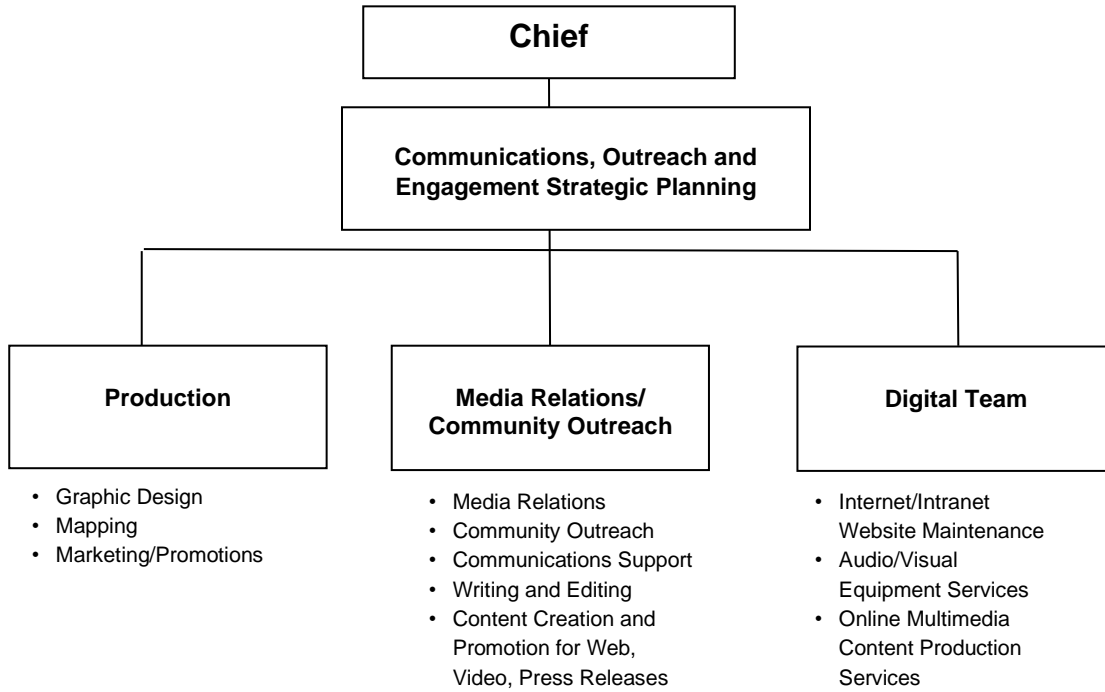
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Moves \$55,637 in staff transit funding from Management Services to Support Services for better monitoring.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



ORGANIZATIONAL STRUCTURE

COMMUNICATIONS DIVISION



Montgomery County Planning Department – Communications Division

OVERVIEW

The Communications Division is a resource for the department, empowering leadership, planners and staff to effectively engage all members of the community and to gain public and private understanding, approval and consensus on planning work. The division plans, develops and facilitates communication and promotion of Montgomery Planning’s identity, purpose, priorities, projects and research. The division crafts strategic communication approaches and campaigns by working with planners first to understand Montgomery Planning’s diverse audiences, then to design and activate audience-focused outreach. The division serves a high-level coordination function, looking across the organization to pose questions of how projects intersect and where potential efficiencies exist, to seek ways of better connecting with audiences, and to avoid audience confusion and alienation by fostering coordination. Our communications system provides consultation, advice, training, tools and resources to enable staff to communicate in a unified voice about the Department’s mission and value.

PROGRAMS AND SERVICES PROVIDED

- Communications, outreach and engagement strategy and planning
- Audience analysis and profiling
- Media relations
- Community outreach
- Messaging and content development
- Publication development
- Writing and editing
- Marketing and promotional support
- Graphic design including mapping support
- Digital outreach services and content management (web, blog, social, video, advertising)

Accomplishments for FY20 (from July 2019 through June 2020)

- Planned and executed the Thrive Montgomery 2050 communications launch and implementation – including county-wide engagement for Thrive Week, Fall 2019 events, Meeting-in-a-Box distribution, Big Ideas Series and Spring 2020 distance engagement events (Ask Me Anything and Community Chats series including Pints with a Planner and Housing Day).
- Developed communications and outreach plans for the Pedestrian Master Plan, Ashton Village Center Sector Plan, Shady Grove Sector Plan- Minor Master Plan Amendment, Corridor Forward: The I-270 Transit Plan, Update to the Subdivision Staging Policy/Growth and Infrastructure Policy, Agri-Tourism Study, Rustic Roads Functional Master Plan Update, Silver Spring Downtown and Adjacent Communities Sector Plan, Fairland/Briggs Chaney Minor Master Plan Amendment and Montgomery Planning’s Vision Zero program.
- Provided a renewed effort on the production of online videos as part of the engagement strategy to inform residents and decision makers on Montgomery Planning plans, projects and news and events.
- Supported the department and M-NCPPC on strategic communications related to the I-495 & I-270 Managed Lanes Study.
- Conducted media + presentation coaching training for key staff members for press and community meeting speaking.
- Proposed and implemented the new Communications Division in January 2020 as a standalone unit to elevate its profile and benefit the department with a true strategic management function.



Montgomery County Planning Department – Communications Division

- Continued to develop Montgomery Planning’s brand through development and rollout of graphic brand standards, writing style guides and templates for staff use.
- Pitched media which resulted in positive news coverage through The Washington Post, MYMCMedia, WDVM, Bethesda Magazine, Bethesda Beat, Source of the Spring and Greater Greater Washington.
- Received national recognition with six 2020 Communicator Awards from the New York-based Academy of Interactive & Visual Arts. Montgomery Planning was honored with an Excellence Award for the promotional campaign for the [Thrive Montgomery 2050 Plan](#) and the design of the [Silver Spring Streetscape Standards](#) document. The Department won a Distinction Awards their weekly eletter [Parks + Plans](#), the design of [the Forest Glen/Montgomery Hills Sector Plan](#), the [Thrive Montgomery 2050 promotional video](#) and the [Imagine the Future](#) speaker series campaign.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,575,036	\$1,569,622	-0.3%
Staffing			
Funded Career Positions	10.00	10.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	10.00	9.84	-1.6%

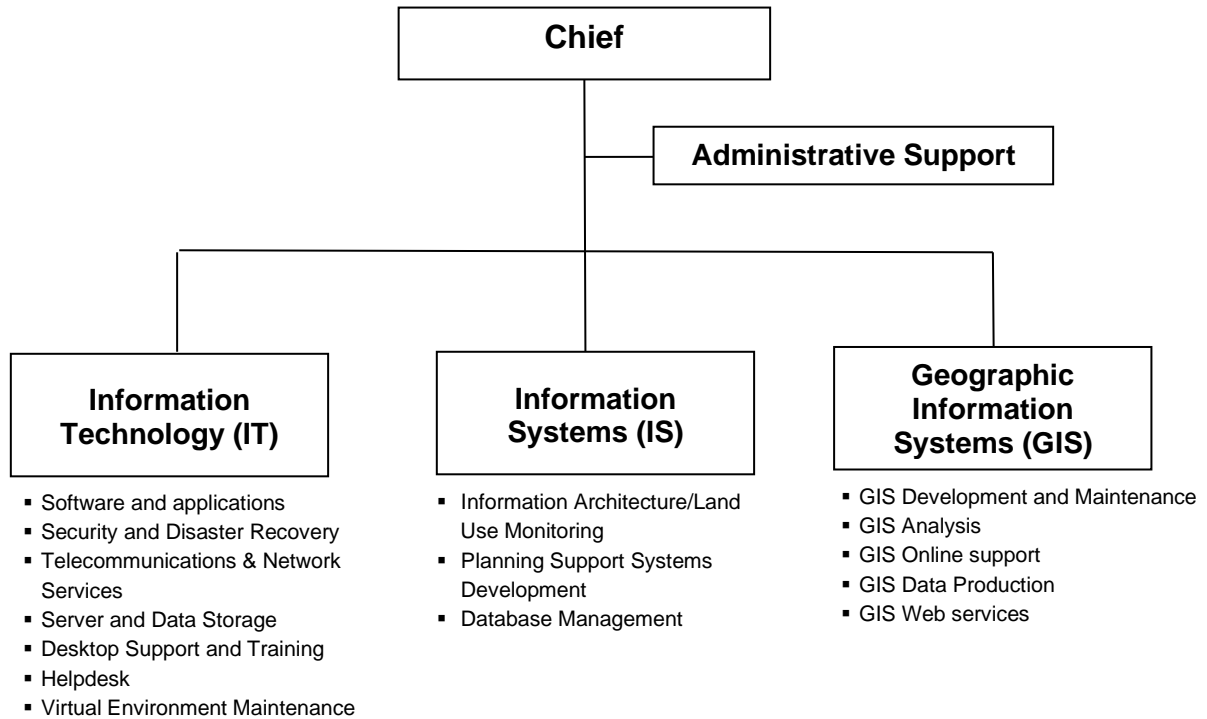
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- None.



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 FY20 (from July 2019 through June 2020)

- Extended our digital teleworking infrastructure to conduct virtual public meetings for the Planning Board, with testimony from the public, leveraging the Microsoft Teams platform.
- Went live with the new online and Point of Sale payment solution through the Hansen Regulatory systems, resulting in a new streamlined system that is easier to maintain. This project includes integration between the Hansen system and the Commission’s financial system, Lawson.
- Completed the pilot project of migrating end users from the legacy Avaya telephone system to the new cloud-based telephony solution on the Microsoft Teams platform. This integration of telephony into Microsoft’s latest collaborative platform results in streamlined communications and operational efficiencies. Telephony migration for remaining Planning Department staff was completed before the move to the Wheaton headquarters, and the Department of Parks (except Park Police) migration will be completed in 2020.
- Upgraded our network security firewall to Cisco’s Next Generation firewall, “Firepower”, which delivers comprehensive, unified policy management of firewall functions, application control, threat prevention, and advanced malware protection from the network to the endpoint.
- Launched a Cyber Security Team for the Montgomery Parks and Planning Departments, tasked with continual improvement of network security, and reduction of threats and potential harm.
- Implemented automated patch management and network protection for user devices across both departments (System Center Configuration Manager, SCCM).
- Deployed upgraded GIS software to all Parks and Planning staff workstations which enables staff to use the latest ArcGIS Pro software and to work in the new upgraded GIS database.
- Provided live, on-site, instructor-led GIS training to 60 Parks and Planning staff. These courses introduced GIS concepts and ArcGIS Online, and for our more advanced learners, examined the migration to the newer ArcGIS Pro platform.
- Delivered data generation, analysis, and website reporting for high-profile Parks and Planning Department projects. These projects include the General Plan Update (Thrive Montgomery 2050) the Pedestrian Master Plan, the Bicycle Master Plan, and the Parks Department’s Energized Public Spaces (EPS) Plan.
- Designed and architected a state-of-the-art networking technology, “Passive Optical Network” (PON).
- Finalized the digital architecture and design of Wheaton Headquarters which involved oversight of IT requirements for multiple Montgomery County agencies/building tenants, for internal and shared Wi-Fi networks.
- Deployed four Teams-enabled conference rooms with high-quality video capability, for enhanced meeting and collaboration activities.
- Deployed a new on-premise ArcGIS Enterprise portal to our new Data Center, co-located at Montgomery College’s King Street facilities, enabling staff to create secured web editing workflows against authoritative GIS layers in our GIS database. The use of web edit workflows has increased dramatically in the past few years within the Parks and Planning Departments. It also allows for staff to have enhanced 3D web publishing capabilities.



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

- Continued momentum to improve our wide area network with increased bandwidth and redundancy by replacing Windstream with the county’s FiberNet for high-speed connectivity among facilities and County agencies, productivity, and cost effectiveness.

BUDGET AT A GLANCE

Summary of Division Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget	Expenditures	\$3,611,371	\$3,856,262	6.8%
Staffing	Funded Career Positions	18.00	18.00	0.0%
	Funded Term Positions	-	-	-
	Funded Workyears	16.20	17.32	6.9%

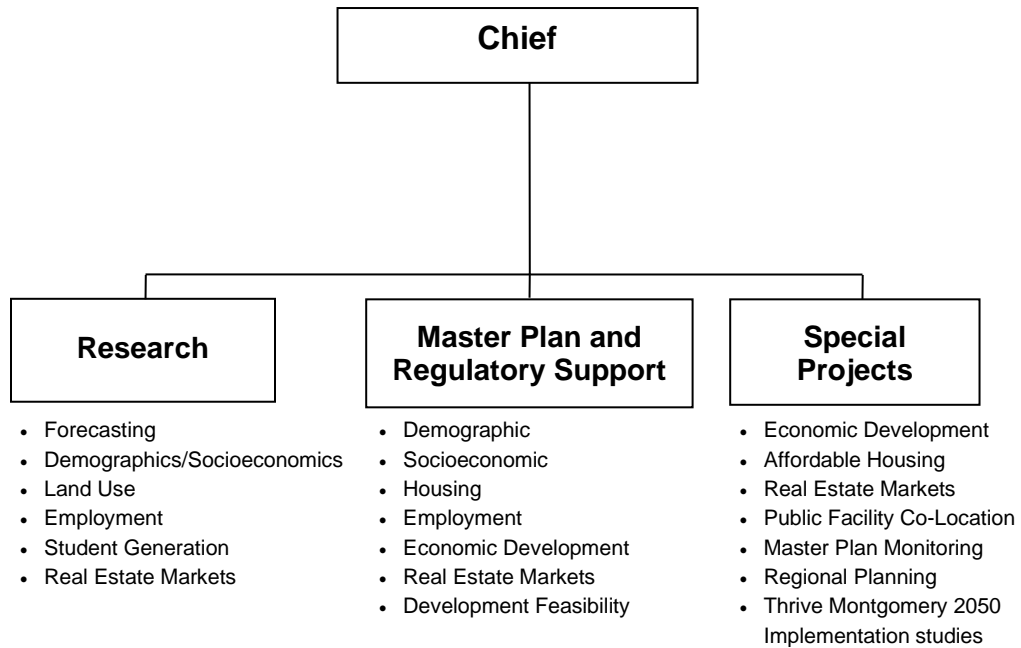
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increases in Other Services & Charges of \$19,000 for on-going Microsoft licenses.
- Increases in Other Services & Charges of \$39,098 and in Supplies & Materials of \$2,863 due to CPI increases.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund and personnel lapse per proposed FY22 work program.



ORGANIZATIONAL STRUCTURE

RESEARCH AND STRATEGIC PROJECTS (Formerly Research and Special Projects)



Montgomery County Planning Department – Research and Strategic Projects

OVERVIEW

The Research and Strategic Projects (R&SP) 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 FY20 (from July 2019 through June 2020)

- Completed supporting studies for the Thrive Montgomery 2050 Plan, including a housing needs assessment, residential capacity analysis and cultural assets inventory.
- Completed the Preservation of Affordable Housing Study.
- Completed County Council-requested study of lessons learned from the expansion and attraction of higher education research facilities in other states to inform recommendations for the county.
- Supported master plan teams in selecting technical consultants for the Corridor Forward: The I- 270 Transit Plan, Silver Spring Downtown and Adjacent Communities Sector Plan, Great



Montgomery County Planning Department – Research and Strategic Projects

Seneca Science Corridor Plan Amendment Phase 1 Ashton Village Center Sector Plan, and Fairland/Briggs Chaney Minor Master Plan Amendment.

- Provided research, policy development and drafting, and outreach support to the Subdivision Staging Policy/Growth and Infrastructure Policy.
- Made progress on Round 9.2 Forecast update, started preliminary work for Round 10.0 Forecast update, and participated in the Metropolitan Washington Council of Governments (MWCOC) Cooperative Forecasting and Data subcommittee as the Montgomery County jurisdictional representative.
- Provided real estate market analysis to support the White Flint Study.
- Completed Master Plan Monitoring project and began planning future work to implement recommendations for further master plan monitoring.
- Responded to data request from county agencies, Montgomery County Economic Development Corporation, and other organizations, including conducting case study research into Payment-In-Lieu-Of-Taxes (PILOT) programs for the County Council, creating a database and map of publicly-owned land for the Council, and providing demographic and historic background materials for the Coalition for Smarter Growth’s “Courageous Conversations on Housing, Land Use, and Racism” series.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 Adopted	FY22 Proposed	% Change
Budget			
Expenditures	\$964,647	\$1,211,559	25.6%
Staffing			
Funded Career Positions	6.00	7.00	16.7%
Funded Term Positions	-	-	-
Funded Workyears	6.00	6.84	14.0%

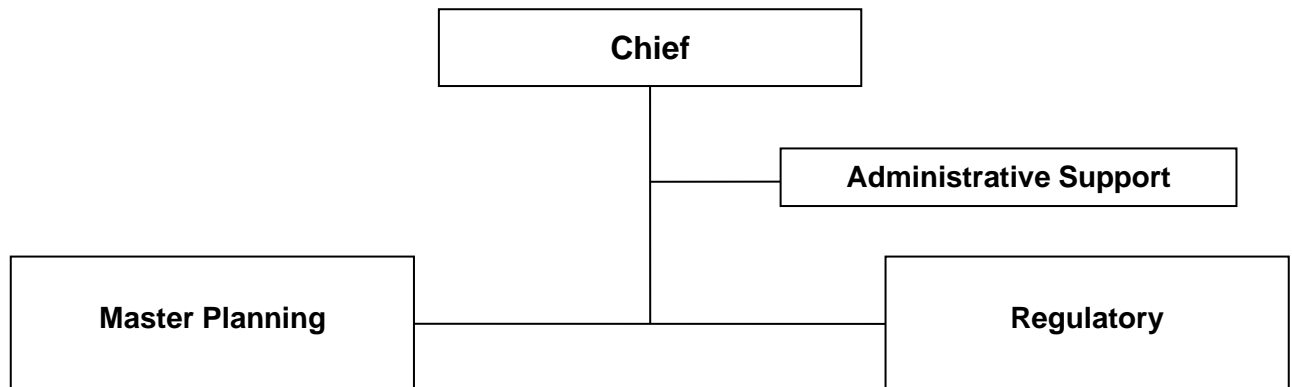
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Includes one (1) full-time funded career and one (1) workyear and \$97,600 in Personnel funding for research analyst position. This request funds a currently unfunded position.
- Includes new FY22 one-time consulting funding of:
 - \$60,000 for Commercial Space Adaptability Study
 - \$75,000 for E-Commerce and Logistics Industry Trends and Needs Assessment.



ORGANIZATIONAL STRUCTURE

**DOWNCOUNTY PLANNING
(Formerly Area 1)**



- Master/Sector/Neighborhood Plans
 - Regulatory Coordination
 - Land Use and Zoning Coordination
 - Environmental Coordination
 - Transportation Coordination
 - Urban Design Coordination
 - Parks and Open Space Coordination
 - Demographic and Economic Input
 - School Capacity Coordination
 - Sectional Map Amendments
 - Master Plan Staging and Implementation
 - Community Engagement
 - Equity Analysis
 - Public Coordination
 - Interjurisdictional Coordination
 - Intra-Agency Coordination
 - Design Guidelines and Streetscape Standards
 - County Council Coordination
 - Placemaking Initiatives

- Regulatory Review
 - Sketch Plans
 - Subdivision Plans
 - Pre-Preliminary Plans
 - Site Plans
 - Concept Plans
 - Plan(s) Amendments
 - NRI/FSDs
 - Forest Conservation 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
- Mandatory Referrals
- Water and Sewer Planning
- Traffic Mitigation Agreements
- Local Area Transportation Review
- Community Engagement
- Public Coordination
- Interjurisdictional Coordination



Montgomery County

Planning Department – Downcounty Planning

OVERVIEW

The Downcounty Planning 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 Bethesda, 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 community facilities and amenities for county residents.

The Downcounty Planning 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 Downcounty Planning 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 uses 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 Bethesda Downtown Design Advisory Panel and the Bethesda Implementation Advisory Committee.
- 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.
- 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, parks and open space 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
 - Parks and Open Space Coordination
- Local Area Transportation Review
- Placemaking Initiatives Coordination
- Mandatory Referrals
- Interagency Coordination
- Inter-jurisdictional coordination



Montgomery County Planning Department – Downcounty Planning

- Community Facilities Coordination
- Schools Coordination
- Urban Design Coordination
- Streetscape Standards
- Design Guidelines
- Sectional Map Amendments
- Technical Staff support to the Board of Appeals and Hearing Examiner
- Transportation Management and Transportation Mitigation Agreements
- Local Map Amendments (Zoning)
- Coordination with Park Planning
- Coordination with Site Plan Enforcement
- Community Outreach
- Conditional Use Reviews
- Design Advisory Panel Coordination
- Amenity Fund Coordination
- Development Plan Amendments
- Regulatory Reviews
- Forest Resources Planning/Reviews
- Capital Improvements Program Review
- Public/Private Coordination

Accomplishments for FY20 (from July 2019 through June 2020)

Quality Development:

- Metro Tower was approved for Preliminary and Site Plan for new multi-family development across from the Bethesda Purple Line Station.
- 4915 Auburn Avenue was approved for Site Plan for an innovatively designed mixed-use development in Downtown Bethesda's Woodmont Triangle.
- Battery Lane District was approved for Sketch Plan and Preliminary Plan for a multi-phase long-term multi-family redevelopment of Battery Lane.
- Quality Time Learning Center was approved for Preliminary and Site Plan for an extension to this community-based daycare use in Downtown Silver Spring.
- 7340 Wisconsin Avenue was approved for Sketch Plan for senior living and memory care in Downtown Bethesda.
- Bethesda Market was approved for Sketch Plan for a potential Public-Private Partnership for a multi-site mixed-use multi-family residential, retail, and restaurant development that includes the Bethesda Farm Women's Market Historic Site.

Innovative Planning:

- Forest Glen/Montgomery Hills Sector Plan was approved by the Planning Board and County Council to promote transit-oriented development and improved pedestrian safety along the Georgia Avenue corridor.
- Staff collaborated with the Parks Department and property owners to acquire land in Downtown Bethesda for the expansion of Veterans Park recommended in the Sector Plan.
- Bethesda Downtown Sector Plan Annual Monitoring Report #3 presented to the Planning Board.
- Bethesda Downtown Sector Plan Implementation Advisory Committee new members approved by the Planning Board.
- Silver Spring Streetscape Standards were approved by the Planning Board.
- Silver Spring Downtown and Adjacent Communities Sector Plan Scope of Work approved by the Planning Board.
- Long Branch Placemaking weeklong festival took place in September 2019.



**Montgomery County
Planning Department – Downcounty Planning**

BUDGET AT GLANCE

Summary of Division Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$1,667,059	\$1,476,314	-11.4%
Staffing			
Funded Career Positions	16.00	16.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	11.15	10.73	-3.8%

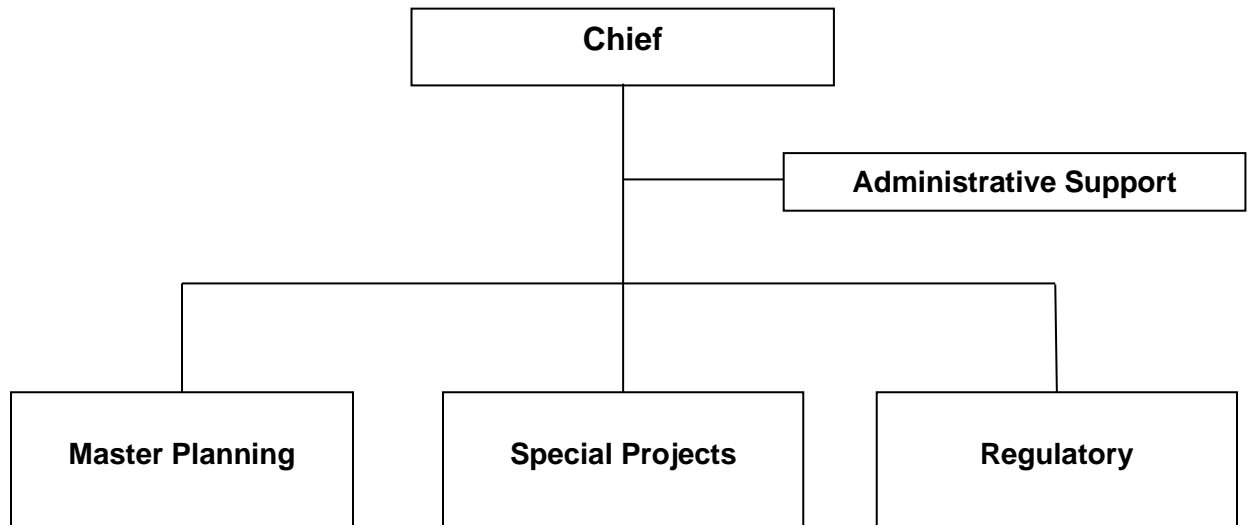
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY22 regulatory workload.
- Includes new one-time consulting funding of \$50,000 for Continuation of Modeling for Takoma Park Master Plan.
- Includes two new plans to begin in FY22 – Silver Spring Communities Master Plan and University Boulevard Corridor Plan.



ORGANIZATIONAL STRUCTURE

**MID-COUNTY PLANNING
 (Formerly 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 Engagement
 - Mandatory Referrals
 - Placemaking

- Design Excellence Review for Regulatory Projects
- Multidisciplinary studies and initiatives with other county agencies
- Urban Design Guidelines
- Facilitate implementation of recently completed sector plans and studies
- Implementation of Placemaking Activities
- Community Engagement

- 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
- Pre- Submission Meetings
- Forest Resources Planning/Reviews
- Water Resources/Water Quality
- Traffic Mitigation Agreements
- Local Area Transportation Review
- Transportation Policy Area Review (TPAR)
- Community Engagement
- Public Coordination
- Interjurisdictional Coordination
- Intra-Agency Coordination



Montgomery County Planning Department – Mid-County Planning

OVERVIEW

The Mid- County Planning 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.

Mid-County 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 Mid- County Planning Division:

- Prepares master plans, sector plans, studies and guidelines.
- 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 equitable 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
- Local Area Transportation Review
- Transportation Policy Area Review
- Interagency Coordination
- Community Outreach
- Inter-jurisdictional coordination
- Coordination with Enforcement Agencies
- Regulatory Reviews—Sketch Plans, Preliminary Plans, Site Plans,



Montgomery County Planning Department – Mid-County Planning

- Sectional Map Amendments
- Local Map Amendments
- Development Plan Amendments
- Technical Staff Support to the Board of Appeals and Hearing Examiner
- Mandatory Referrals
- Capital Improvements Program Review
- Coordination with Park Planning
- Water Resources/Water Quality
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Public/Private Coordination
- Conditional Use and Zoning Reviews

Accomplishments for FY20 (from July 2019 through June 2020)

- Regulatory and design review of over 10 million square feet of proposed development projects in various communities throughout the mid-county, including Rock Spring, White Flint, Grosvenor-Strathmore, Great Seneca Science Corridor, Wheaton, and Hillandale.
- Veirs Mill Corridor Master Plan Sectional Map Amendment approved by the County Council.
- Planning, design and construction underway to implement Veirs Mill Corridor Master Plan recommendations, including protected crossings at three locations along Veirs Mill Road.
- Veirs Mill Corridor Master Plan recognized with an Award of Merit in the Small Area Plan / Special Planning Area category from the American Planning Association County Planning Division and the National Association of County Planners for demonstrating “innovative planning principles and measures that create sustainable communities that have lasting value.”
- Aspen Hill Vision Zero Study approved by the Planning Board. Study recommendations informed the county's capital improvement program during County Council review.
- Agritourism Study developed to identify a menu of potential solutions to promote agritourism while maintaining the integrity of the agricultural and rural character of the Agricultural Reserve. Study presented to the Planning Board in December 2019.
- Continued work on the Shady Grove Sector Plan Minor Master Plan Amendment and initiated work on Corridor Forward: The I-270 Transit Plan.
- Completion of Parking Lots to Places: Urban Design Guidelines in Rock Spring and White Flint 2 Sector Plans
- Completion of the Fire Department Access Performance Based Design Guide in partnership with Montgomery County Department of Permitting Services (MCDPS), Montgomery County Fire Rescue Services (MCFRS) & Montgomery County Department of Transportation (MCDOT)
- Completion of Walkability Analysis to implement Vision Zero in the Pike District that led to a 2.9-million-dollar allocation in county budget for transportation improvements.
- Ongoing COVID response efforts in the Pike District in collaboration with the Montgomery County Parks Department and the Bethesda Chevy Chase Regional Services Center. Efforts include pop-up parks and recreation opportunities, facilitating outdoor dining and helping local businesses stage outdoor activities vital to their operations.



**Montgomery County
Planning Department – Mid-County Planning**

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,050,563	\$2,214,037	8.0%
Staffing			
Funded Career Positions	21.00	21.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	15.48	15.60	0.8%

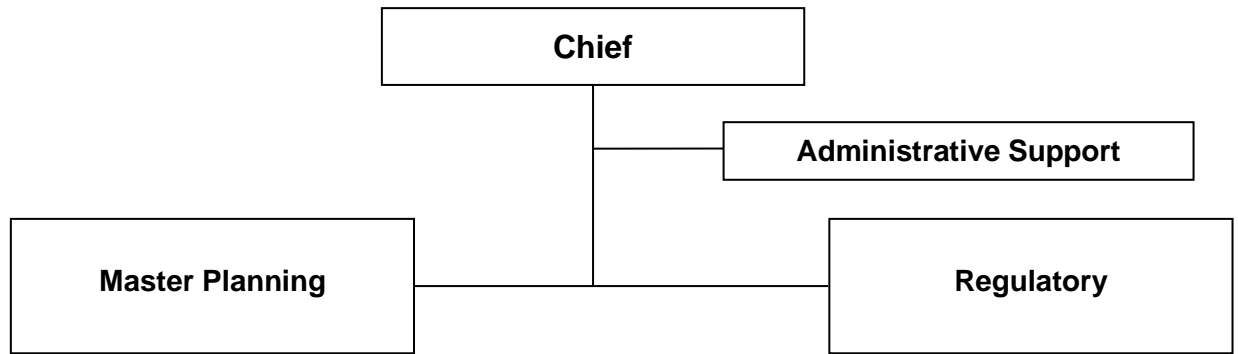
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY22 regulatory workload.
- Includes new one-time consulting funding of \$75,000 for Wheaton Downtown Study.
- Includes one new plan to begin in FY22 - Life Sciences Plan/Great Seneca Science Corridor Plan Amendment Phase 2



ORGANIZATIONAL STRUCTURE

**UPCOUNTY PLANNING
(Formerly 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 – Upcounty Planning

OVERVIEW

The Upcounty area of Montgomery County 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 Upcounty Planning 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.
- Assists in tracking Transfer of Development Rights and Building Lot Terminations
- Conducts Placemaking Events.
- Liaison with agricultural community
- Assists Rustic Roads Advisory Committee

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 Upcounty Planning 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
- Local Area Transportation Review
- Highway Capacity Manual (HCM) Analysis
- Interagency coordination
- Inter-jurisdictional coordination
- Community Outreach
- Water Resources/Water Quality
- Coordination with Park Planning
- Coordination with Enforcement Agencies



Montgomery County Planning Department – Upcounty Planning

- Development Plan Amendments
- Capital Improvements Program Review
- Technical Staff Support to the Board of Appeals and Hearing Examiner
- Mandatory Referral
- Support of Agricultural Initiatives Program
- Conditional Use Reviews
- Placemaking
- Water and Sewer Planning
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Public/Private Coordination
- Sectional Map Amendments
- Forest Banking
- Rustic Roads Advisory Committee

Accomplishments for FY20 (from July 2019 through June 2020)

Quality Development:

- Congressional Country Club Forest Conservation Plan (FCP) Amendment; Cheng Property Rezoning; Poplar Grove Preliminary and Site Plan; Primrose Daycare; Kingsview Station Rezoning; St. Anne’s Episcopal Senior Housing; 5 PSSM Tower Mandatory Referrals; Milestone Senior Living; Cedar Ridge Community Solar; Fieldcrest Community Solar

Innovative Planning:

- Completed the Germantown Town Sector Plan.
- Continued the Ashton Minor Master Plan effort.
- Initiated the Rustic Roads Functional Master Plan update.
- Began parcel file cleanup and outreach for the Fairland/Briggs Chaney Minor Master Plan.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$1,668,553	\$1,756,597	5.3%
Staffing			
Funded Career Positions	20.00	20.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	13.11	13.38	2.1%

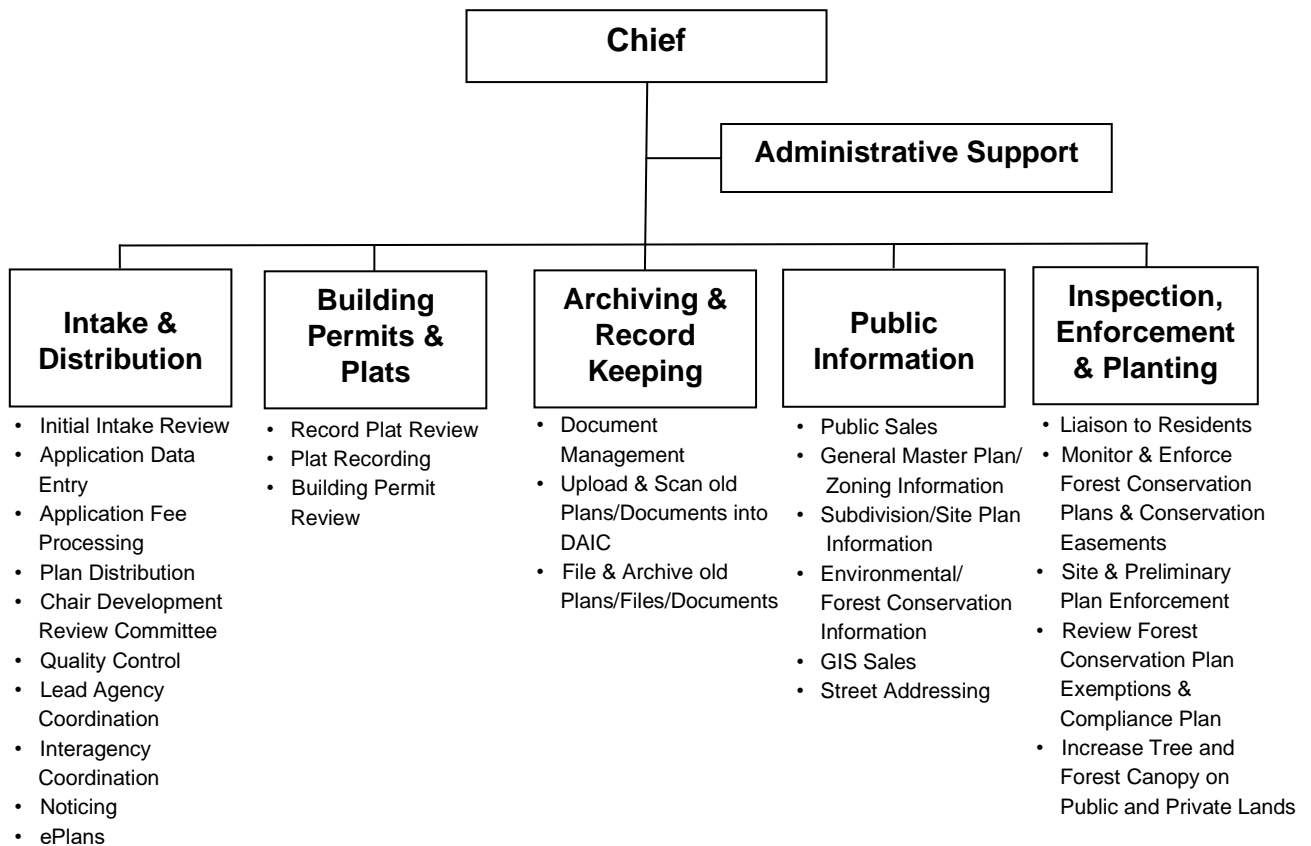
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY22 regulatory workload.
- Includes new one-time consulting funding of \$75,000 for Fairland/ Briggs Chaney Master Plan Support.
- Includes one new plan to begin in FY22 – Clarksburg Master Plan Amendment.



ORGANIZATIONAL STRUCTURE

**INTAKE AND REGULATORY COORDINATION (IRC)
 (Formerly Development Applications and Regulatory
 Coordination (DARC))**



Montgomery County Planning Department – Intake and Regulatory Coordination

OVERVIEW

Intake and Regulatory Coordination (IRC), previously called Development Applications and Regulatory Coordination (DARC), 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. IRC chairs the inter-agency Development Review Committee, manages public noticing requirements for development applications, assigns street names and addresses and conducts 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. IRC performs inspections and enforcement actions to comply with the Forest Conservation Law, Subdivision Plans and Site Plans. The Division manages the Reforest Montgomery Program to increase the tree and forest canopy in the Count. This program identifies places to plant forest on public land and within recorded but unforested conservation easements, provides resources to support planting trees on individual lots of parcels, and manages contractors to ensure the plantings occur and are maintained.

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
- Archive and Recordkeeper of All Plans
- Approve Road Profiles
- Approve Street Names and Addresses
- Review Amendments to Preliminary Plans Submitted in Response to Violations
- Review Cost Estimates for Site and Forest Conservation Plans
- Respond to Maryland Public Information Act (MPIA) requests
- Review building permits
- Review records plats
- Manage the Reforest Montgomery Program

Accomplishments for FY20 (from July 2019 through June 2020)

- Prepared and received approval from the Montgomery County Planning Board for revisions to the Forest Conservation Law, Chapter 22A of the County code.
- Prepared and held a public hearing on the amendments to the Forest Conservation Regulation, Section 22A of the Code of Montgomery County Regulations.
- Prepared staff draft amendments to Land Use Article, Chapter 50 of the County code.



**Montgomery County
Planning Department – Intake and Regulatory Coordination**

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$919,206	\$1,227,261	33.5%
Staffing			
Funded Career Positions	18.00	19.00	5.6%
Funded Term Positions	-	-	-
Funded Workyears	9.17	11.42	24.5%

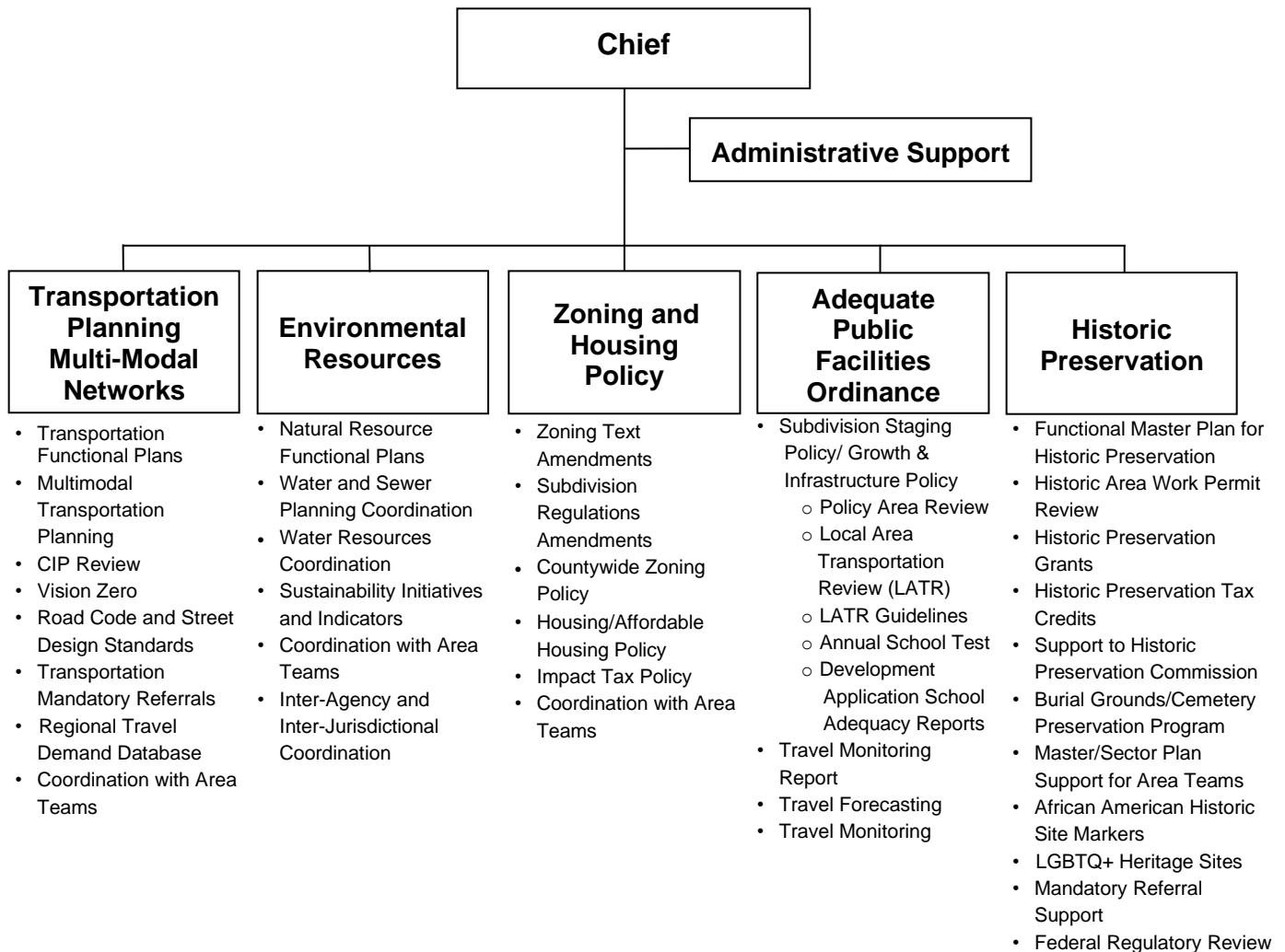
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Includes one (1) full-time funded career and one (1) workyear and \$97,600 in Personnel funding for an inspector position. This request funds a currently unfunded position.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY22 regulatory workload.



ORGANIZATIONAL STRUCTURE

**Countywide Planning and Policy (CPP)
 (Formerly Functional Planning and Policy)**



Montgomery County Planning Department – Countywide Planning and Policy

OVERVIEW

The Countywide Planning and Policy (CPP) Division serves as the comprehensive planning and countywide policy arm of the Department, addressing issues and plans that affect more than one area of the county, such as the transportation network, zoning, housing, historic and natural resources, and water quality. The division's services include developing and evaluating countywide policies, answering policy questions, participating in studies conducted by local, state or regional agencies, keeping current on policies and regulations affecting the county, preparing and/or evaluating 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 countywide 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

CPP 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 countywide planning and policies and serve as liaisons to outside agencies on general issues, policies, and programs.

- Prepare Annual School Test
- Provide Regulatory Review of and Tax Credit Information for Construction Involving Historic Properties
- Review Historic Area Work Permits
- Provide Transportation Modeling for the Subdivision Staging Policy/Growth and Infrastructure Policy and Area Master Plans
- Prepare Staff Recommendations on Zoning/Subdivision Regulation Text Amendments
- Lead Department Review of Capital Improvement Program and Consolidated Transportation Program
- Provide Updates of Sustainability Indicators and Climate Protection Plan
- Review and Provide Guidance on Housing Policy
- Maintain and Monitor the Transfer of Development Rights (TDR) Program
- Identify, Research and Designate Historic Resources, Maintain Certified Local Government Status (CLG), and Provide Section 106/ National Environmental Policy Act (NEPA) Review
- Track and Measure Multimodal Transportation Mobility Conditions
- Prepare Functional Plans Associated with Countywide 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 FY20 (from July 2019 through June 2020)

- Coordinated the quadrennial review and 2020 update to the county's Subdivision Staging Policy which was renamed the Growth and Infrastructure Policy.
- 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 – Countywide Planning and Policy

- Completed mandatory referral review and coordination, presenting one design project to the Planning Board and continuing to work on additional pending submissions for FY21.
- Reviewed and presented comments to the Planning Board on six Zoning Text Amendments introduced 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 Montgomery County’s Department of Transportation, led a multi-agency effort to create the Complete Streets Design Guide and update the county’s roadway classification system.
- Prepared the FY21 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 an amendment to the county’s impact tax law.
- Prepared and received Planning Board approval for updates to the countywide burial sites inventory.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 Adopted	FY22 Proposed	% Change
Budget			
Expenditures	\$2,729,058	\$3,175,918	16.4%
Staffing			
Funded Career Positions	21.00	21.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	19.35	20.49	5.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Includes \$25,000 in Other Services & Charges for tools and analyses for biennial transportation monitoring. This is a major known commitment needed every other year.
- Includes new one-time consulting funding of:
 - \$25,000 for Bikeways Branding Plan.
 - \$50,000 for Access Management Study.
 - \$50,000 for Innovative Housing Tool Kit.
 - \$100,000 for Redlining/Segregation Mapping Tool.
- Includes new on-going consulting funding of \$20,000 for Master Plan Support for Historic Preservation Designations.
- Converts one (1) part-time position and 0.5 workyear to one (1) full-time career position and 1.0 workyear for additional analyst support in the Historic Preservation Office. Includes additional \$23,654 in Personnel funding.



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 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

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$2,600,860	\$2,621,985	0.8%
Staffing			
Funded Career Positions	-	-	-
Funded Term Positions	-	-	-
Funded Workyears	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Moves \$55,637 in staff transit funding from Management Services to Support Services for better monitoring.
- Net increase of \$6,106 in Risk Management, Unemployment, Long Term Disability, and Legal chargebacks.
- Net increase of \$43,548 in Office of the Chief Information Officer/Commission-Wide Information Technology (CIO/CWIT) initiatives.



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Office of The Planning Director				
Personnel Services	1,408,455	1,333,192	1,369,561	2.7%
Supplies and Materials	2,808	7,500	7,500	0.0%
Other Services and Charges	405,649	123,100	73,200	-40.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(32,600)	(21,800)	-	-100.0%
Total	1,784,312	1,441,992	1,450,261	0.6%
Management Services				
Personnel Services	2,151,646	1,199,139	1,114,932	-7.0%
Supplies and Materials	22,278	3,250	2,500	-23.1%
Other Services and Charges	296,455	68,037	14,550	-78.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,470,380	1,270,426	1,131,982	-10.9%
Communications Division				
Personnel Services	-	1,201,754	1,196,340	-0.5%
Supplies and Materials	-	18,500	16,500	-10.8%
Other Services and Charges	482	354,782	356,782	0.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	482	1,575,036	1,569,622	-0.3%
Countywide Planning & Policy (formerly Functional Planning and Policy)				
Personnel Services	2,601,327	2,608,708	2,782,468	6.7%
Supplies and Materials	2,492	7,400	4,600	-37.8%
Other Services and Charges	550,737	134,750	388,850	188.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(14,100)	(21,800)	-	-100.0%
Total	3,140,456	2,729,058	3,175,918	16.4%
Downcounty Planning (formerly Area 1)				
Personnel Services	1,774,903	2,007,259	1,983,624	-1.2%
Supplies and Materials	8,080	5,000	5,000	0.0%
Other Services and Charges	189,543	242,400	167,700	-30.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(492,900)	(587,600)	(680,010)	15.7%
Total	1,479,626	1,667,059	1,476,314	-11.4%
Mid-County Planning (formerly Area 2)				
Personnel Services	2,464,891	2,679,363	2,771,178	3.4%
Supplies and Materials	1,340	1,500	1,150	-23.3%
Other Services and Charges	465,508	15,300	91,400	497.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(676,000)	(645,600)	(649,691)	0.6%
Total	2,255,739	2,050,563	2,214,037	8.0%



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Upcounty Planning (formerly Area 3)				
Personnel Services	2,448,562	2,460,353	2,504,876	1.8%
Supplies and Materials	844	2,500	2,500	0.0%
Other Services and Charges	35,936	61,600	86,600	40.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(795,700)	(855,900)	(837,379)	-2.2%
Total	1,689,641	1,668,553	1,756,597	5.3%
Intake & Regulatory Coordination(formerly Development Applications and Regulatory Coordination)				
Personnel Services	1,954,671	2,051,006	2,207,548	7.6%
Supplies and Materials	3,725	9,750	8,950	-8.2%
Other Services and Charges	9,045	18,950	19,950	5.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,305,700)	(1,160,500)	(1,009,187)	-13.0%
Total	661,741	919,206	1,227,261	33.5%
Information Technology and Innovation				
Personnel Services	2,209,821	2,367,574	2,426,504	2.5%
Supplies and Materials	345,309	286,290	289,153	1.0%
Other Services and Charges	1,094,869	1,080,807	1,140,605	5.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(123,300)	-	-100.0%
Total	3,649,999	3,611,371	3,856,262	6.8%
Research and Strategic Projects (formerly Research and Special Projects)				
Personnel Services	784,377	839,176	950,688	13.3%
Supplies and Materials	110	750	750	0.0%
Other Services and Charges	313,285	124,721	260,121	108.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,097,772	964,647	1,211,559	25.6%
Support Services				
Personnel Services	23,513	45,773	260,110	468.3%
Supplies and Materials	56,840	128,100	128,100	0.0%
Other Services and Charges	2,522,666	2,336,810	2,140,893	-8.4%
Capital Outlay	31,894	-	-	-
Other Classifications	-	-	-	-
Chargebacks	87,550	90,177	92,882	3.0%
Total	2,722,463	2,600,860	2,621,985	0.8%
Grants				
Personnel Services	-	-	-	-
Supplies and Materials	984	-	-	-
Other Services and Charges	11,686	150,000	150,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	12,670	150,000	150,000	0.0%
Total Planning Department				
Personnel Services	17,822,166	18,793,297	19,567,829	4.1%
Supplies and Materials	444,810	470,540	466,703	-0.8%
Other Services and Charges	5,895,861	4,711,257	4,890,651	3.8%
Capital Outlay	31,894	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(3,229,450)	(3,326,323)	(3,083,385)	-7.3%
Total	20,965,281	20,648,771	21,841,798	5.8%



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.23)	-	(0.15)	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	7.00	6.77	7.00	6.85	7.00	7.00
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	17.00	17.00	9.00	9.00	9.00	9.00
Part-Time Career	-	-	2.00	1.60	2.00	1.60
Career Total	17.00	17.00	11.00	10.60	11.00	10.60
Term Contract	1.00	0.75	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.84)	-	(0.97)	-	(2.24)
Subtotal Management Services	18.00	16.91	11.00	9.63	11.00	8.36
<u>COMMUNICATIONS DIVISION</u>						
Full-Time Career	-	-	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	10.00	10.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	(0.16)
Subtotal Communications Division	-	-	10.00	10.00	10.00	9.84
<u>COUNTYWIDE PLANNING AND POLICY (FORMERLY FUNCTIONAL PLANNING AND POLICY)</u>						
Full-Time Career	19.00	19.00	20.00	20.00	21.00	21.00
Part-Time Career	1.00	0.50	1.00	0.50	-	-
Career Total	20.00	19.50	21.00	20.50	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.10)	-	(0.15)	-	-
Less Lapse	-	(1.01)	-	(1.00)	-	(0.51)
Subtotal Countywide Planning and Policy	20.00	18.39	21.00	19.35	21.00	20.49
<u>DOWNCOUNTY PLANNING (FORMERLY AREA 1)</u>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(3.50)	-	(4.05)	-	(4.71)
Less Lapse	-	(0.81)	-	(0.80)	-	(0.56)
Subtotal Downcounty Planning	16.00	11.69	16.00	11.15	16.00	10.73



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>MID-COUNTY PLANNING (FORMERLY AREA 2)</u>						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.80)	-	(4.45)	-	(4.50)
Less Lapse	-	(1.10)	-	(1.07)	-	(0.90)
Subtotal Mid-County Planning	21.00	15.10	21.00	15.48	21.00	15.60
<u>UPCOUNTY PLANNING (FORMERLY 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	-	-	-	-
Career Total	21.00	20.70	20.00	20.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(5.65)	-	(5.90)	-	(5.80)
Less Lapse	-	(1.02)	-	(0.99)	-	(0.82)
Subtotal Upcounty Planning	21.00	14.03	20.00	13.11	20.00	13.38
<u>INTAKE & REGULATORY COORDINATION (FORMERLY DEVELOPMENT APPLICATIONS AND REGULATORY COORDINATION)</u>						
Full-Time Career	19.00	19.00	18.00	18.00	19.00	19.00
Part-Time Career	1.00	0.90	-	-	-	-
Career Total	20.00	19.90	18.00	18.00	19.00	19.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(9.27)	-	(8.00)	-	(6.99)
Less Lapse	-	(0.86)	-	(0.83)	-	(0.59)
Subtotal Intake & Regulatory Coordination	20.00	9.77	18.00	9.17	19.00	11.42
<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	-	(0.97)	-	(0.95)	-	(0.68)
Subtotal Information Technology & Innovation	18.00	17.03	18.00	16.20	18.00	17.32
<u>RESEARCH AND STRATEGIC PROJECTS (FORMERLY RESEARCH AND SPECIAL PROJECTS)</u>						
Full-Time Career	7.00	7.00	6.00	6.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	6.00	6.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	(0.16)
Subtotal Research & Strategic Projects	7.00	7.00	6.00	6.00	7.00	6.84
<u>TOTAL PLANNING</u>						
Full-Time Career	144.00	144.00	145.00	145.00	148.00	148.00
Unfunded Career	3.00	-	3.00	-	1.00	-
Part-Time Career	3.00	2.10	3.00	2.10	2.00	1.60
Career Total	150.00	146.10	151.00	147.10	151.00	149.60
Term Contract	1.00	0.75	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(23.55)	-	(23.55)	-	(22.00)
Less Lapse	-	(6.61)	-	(6.61)	-	(6.62)
Grand Total Planning Department	151.00	116.69	151.00	116.94	151.00	120.98



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



**PUMPKIN BIRDFEEDERS
MAYDALE NATURE CLASSROOM**



**EMANCIPATION DAYS
HARPER'S CABIN**

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; to provide clean, safe and accessible places.



**BUTTERFLY GARDEN
BLACK HILL PARK**



**DIA DE LOS MUERTOS
GENERAL GETTY NEIGHBORHOOD PARK**



**MICRO WEDDINGS
LODGE AT LITTLE SENECA CREEK**



Montgomery County Department of Parks



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: 424
Total owned or managed acres of parkland: 37,072
Stream Length: 490 miles
Total Park Boundary: 961 miles

TYPES OF PARKS

Conservation: 22	Neighborhood: 96	Special: 24
Local: 154	Neighborhood Conservation Area: 41	Stream Valley: 36
Miscellaneous Recreation/ Non-Recreation Facilities: 5	Recreational: 11	Urban: 30
	Regional: 5	

PARK FACILITIES

Archery: 2	Event Centers: 4	Park Activity Buildings: 28
Athletic fields: 363	Exercise Stations: 48	Picnic Shelters – Non-Permitted: 48
Basketball courts: 229	Formal Botanical Gardens: 2	Picnic Shelters – Permitted: 88
Boating Facility – Rentals: 2	Golf Courses: 4	Playgrounds: 276
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: 303
Carousel: 1	Large Group Picnic Areas: 2	Trails – Canoe: 5.4 miles
Community Gardens: 11	Miniature Golf: 1	Trails – Natural Surface: 201 miles
Cricket Fields: 7	Miniature Trains: 2	Trails – Paved: 68.6 miles
Dog Parks: 6	Nature Centers: 4	Volleyball: 21
Driving Range (Stand Alone): 1	Outdoor Rope Courses: 1	
Equestrian Centers: 6	Overlay football/soccer fields: 41	

PARK BUDGET

Adopted Operating Budget FY2021	\$130.3 million
Capital Improvements Program FY2021-2026	\$51,279,000 for acquisition
Capital Improvements Program FY2021-2026	\$194,249,000 for development

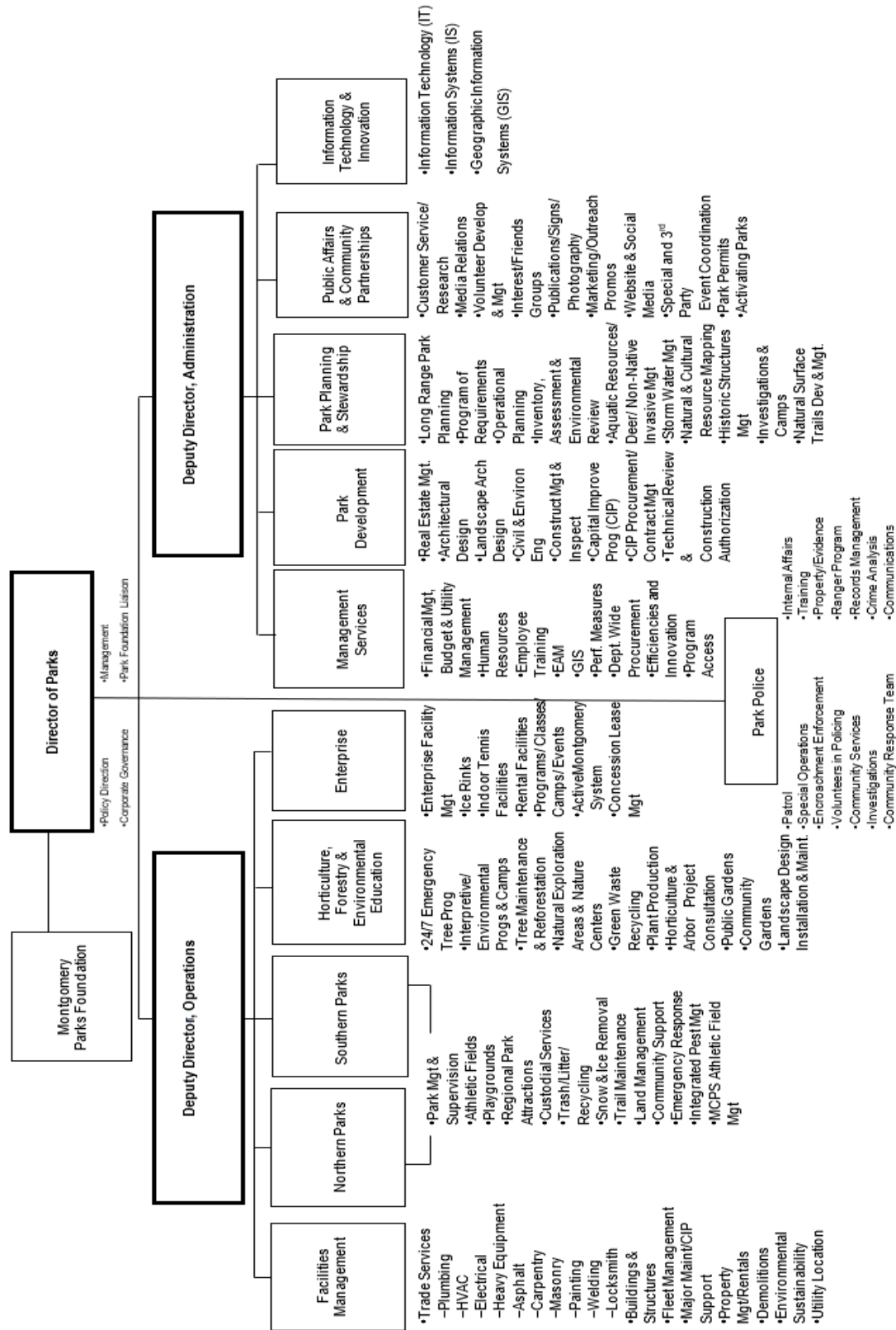
As of May 2020

Source: EAM, GIS, and the Parks Acquisition Ledger



ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY DEPARTMENT OF PARKS ORG CHART



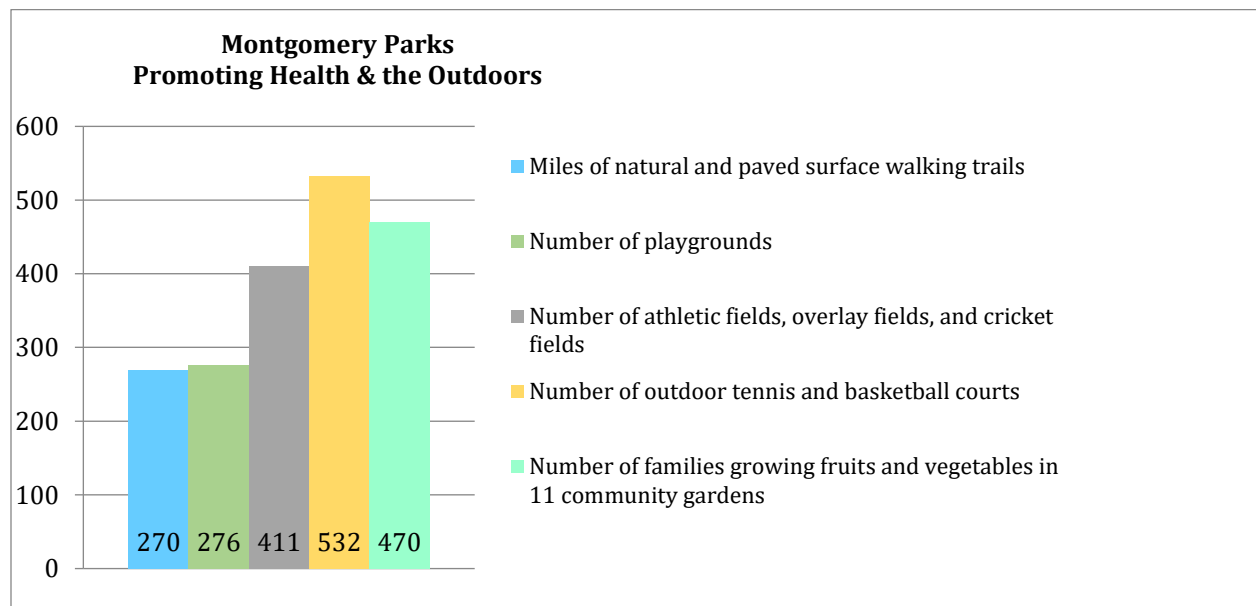
EXECUTIVE OVERVIEW

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 37,000 acres in 424 parks. This is nearly 12 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 (CDC), two in five of the nation’s adult population and one in five children are overweight or obese. CDC also estimates that 50 percent of Americans have been diagnosed with mental illness or disorder at some point in their lives. Parks provide low-cost opportunities for recreation and mental respite 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. The importance of parks has only grown during the COVID-19 pandemic as they provided safe outdoor spaces when several businesses and indoor facilities were forced to close or reduce capacities for long periods of time.



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



Montgomery County Department of Parks

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 Parks continues to increase park acreage to accommodate a growing population and environmental protection needs, to activate existing parks with innovative programming and to apply an equity lens to planning and designing parks for our diverse community. Montgomery Parks has strived to manage its operating budget with a focus on providing safe and well-maintained parks for all residents.

The Department’s FY22 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 FY22 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 quality and playability of ballfields, maintaining and improving what we have, park activation, 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 FY22 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.



Montgomery County Department of Parks

- 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

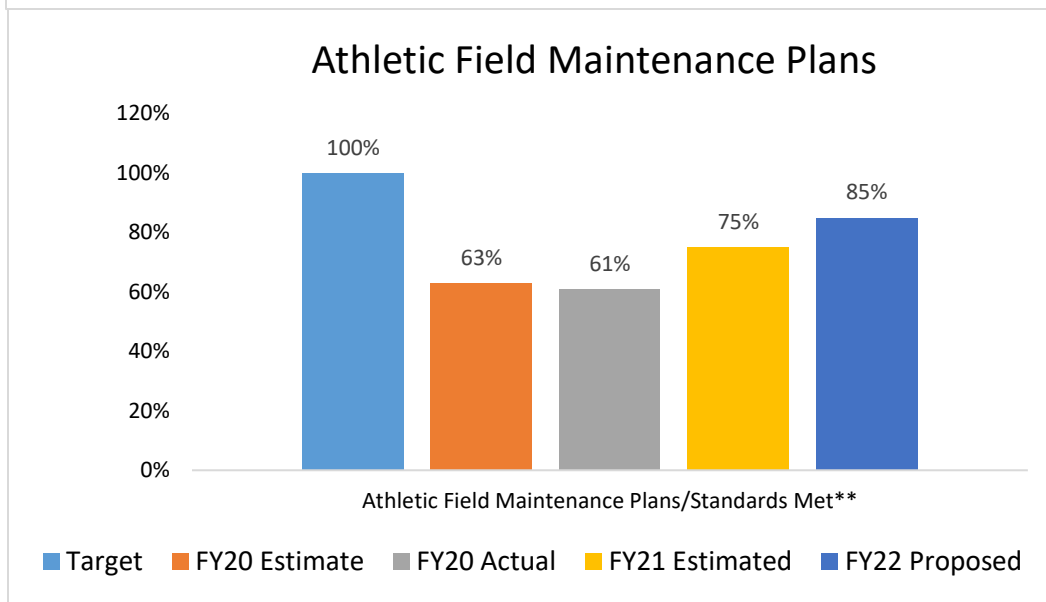
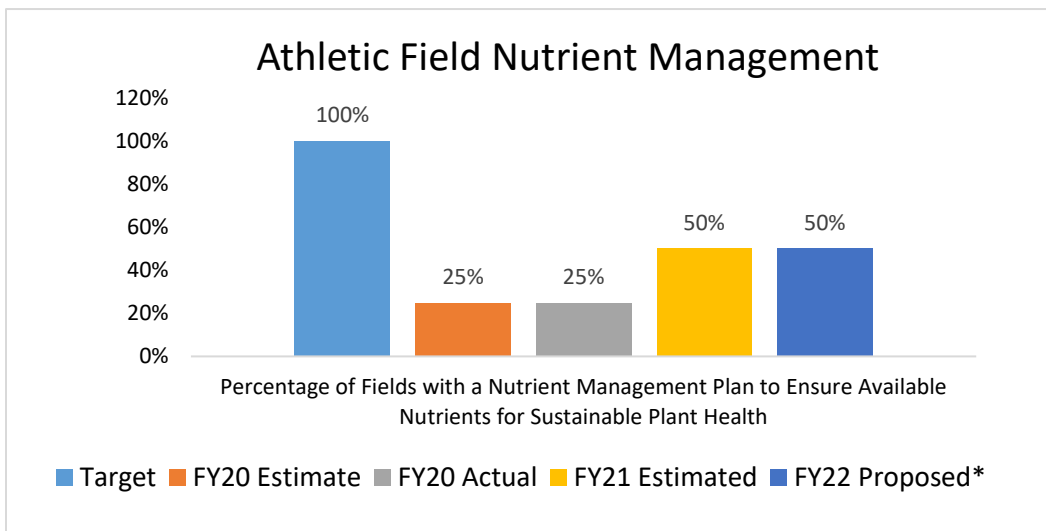
- Construction of the Wheaton Headquarters Building (Wheaton HQ) was completed in August 2020. This Commission-owned facility consolidated the headquarters of both the Montgomery Parks and Montgomery Planning Departments from three office facilities into one new joint headquarters. In this fourteen-floor, 308,000 square foot building, the Commission utilizes 133,000 sq. ft. or 43% of the building. The remainder of the building houses several Montgomery County departments and agencies plus some retail space on the first floor and a proposed childcare facility on the 3rd floor. This building accommodates nearly 1,000 staff, including approximately 360 Commission employees.
- Even though the COVID-19 pandemic has had a dramatic effect on departmental operations, the department has continued to adapt procedures and processes to continue to meet its mission, complete critical functions and to continue to serve the public. Changes in the work programs were implemented to meet updated departmental guidelines to ensure employee and patron safety. These changes include: enhanced cleaning protocols in accordance with the CDC guidelines; adjusted rotational schedules to facilitate staff social distancing; teleworking for staff when feasible; closing and opening playgrounds and tennis courts for a period of time for public safety; taking down basketball rims to ensure social distancing; installing COVID-19 notices (signs); selective facility closures and program cancellations. Staff were also innovative in identifying ways to facilitate public health, foster emotional well-being, and encourage recreation. The department adapted many program offerings by expanding, adding or shifting programs to outdoor venues, limiting the number of participants or modifying schedules to maintain social distancing for indoor activities, and offering virtual program content.
- In response to the pandemic and increased use of trails as indoor amenities closed, the Open Parkways program extended the recreational use of Beach Drive, Sligo Creek Parkway, and Little Falls Parkway by closing these roads to vehicular traffic during weekends. This provided more room for cyclist and pedestrians to recreate in a socially distant manner. Southern Parks Division worked closely with Park Police, Park Planning and Stewardship, Facilities Management, and Public Affairs and Community Partnerships to improve the parkway closure infrastructure and the systems and notifications that allowed a safe and enjoyable experience for park users. The improvements included weekly barricade setup, additional signage, and gate modification/installation. Between April and October, there were more than 455,000 visits by residents using this additional space to enjoy the outdoors on a weekly basis.
- The Energized Public Space Functional Master Plan has won the Award of Excellence in the Best Practices category from the [American Planning Association \(APA\)](#), County Planning Division (CPD) and its sister organization, the National Association of County Planners in 2019. The plan's methodology and approach to mapping outdoor experiences will contribute to future master plans, park-specific plans, park planning studies and development review. The tool is also being used for CIP allocation, property acquisition, etc.



- In the summer of 2020, M-NCPPC Montgomery Parks received the Business Outstanding Waste Reduction and Recycling award from the Montgomery County Department of Environmental Protection. The recognition is awarded to organizations that excel in their efforts to provide a higher level of education and training to their employees, customers, or staff in an engaging manner to increase awareness and participation in their recycling and waste reduction program.

GOALS AND PERFORMANCE MEASURES

The Department’s goal is to improve the quality of athletic fields through implementation of a consistent Nutrient Management Plan to improve ballfield conditions for all Montgomery Parks’ Fields.



*Nutrient management plan implementation rate of 50% for FY22. Assumes additional staff resources are approved in the budget.

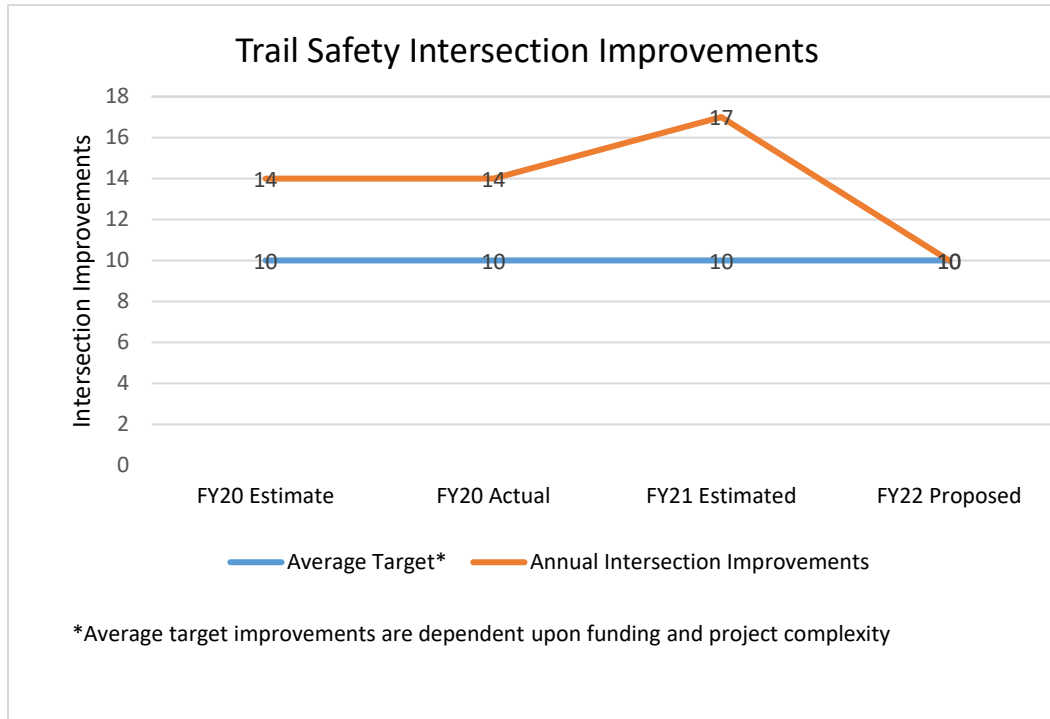
**Maintenance Standards indicate optimal frequency for performing activities such as aerating, over-seeding, mowing, infield maintenance for diamond fields, and lining of rectangle fields.



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.



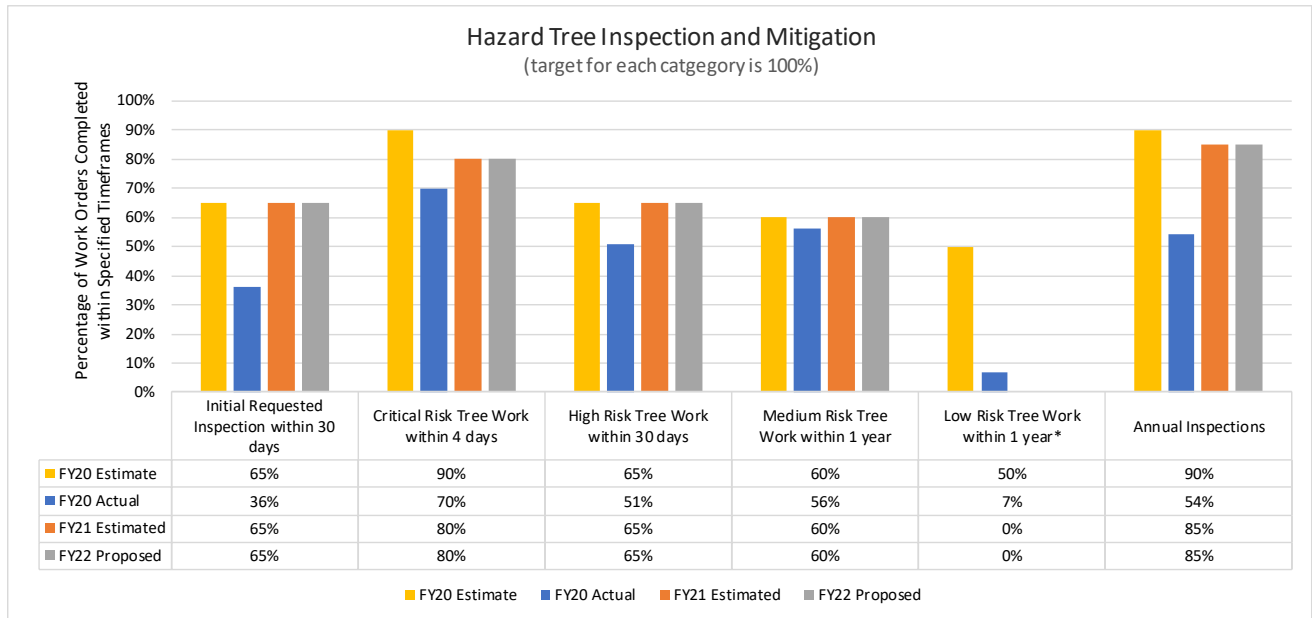
Hazard Tree Inspection

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

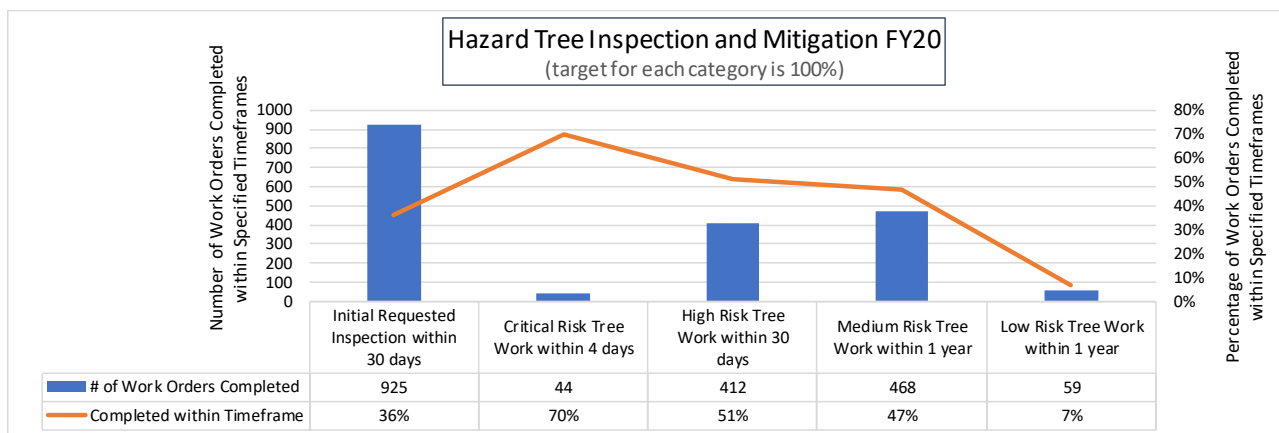


FY20 actual inspections were lower than estimated due to a position that remained vacant for 6 months.

*Going forward the timeframe for low risk tree work will move to a non-specified timeframe and will be accomplished when that work is in close proximity to higher priority work. Therefore, we are not providing estimated FY21 or proposed FY22 percentages for low risk tree work.

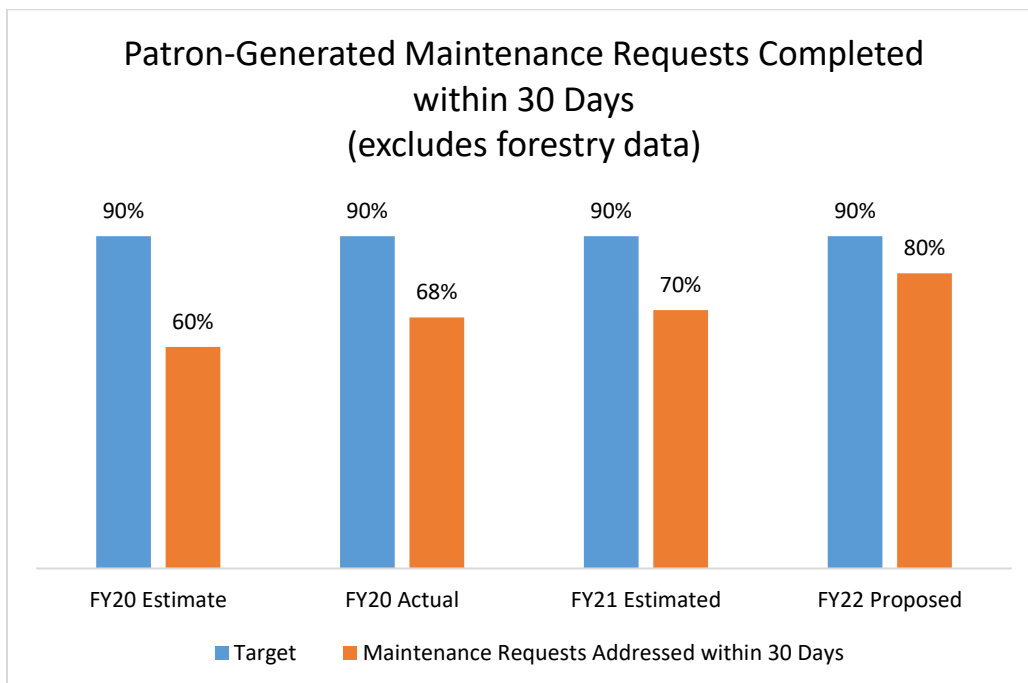
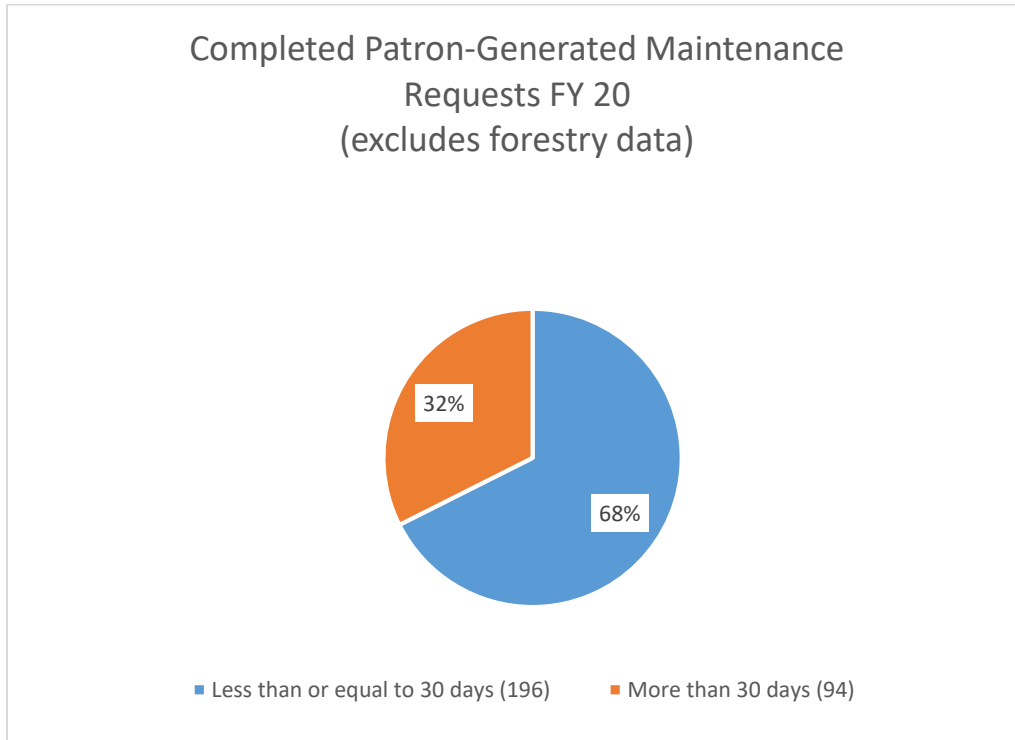
The risk level of failure associated with any given tree is determined based on the American National Standards Institute (ANSI) A300 Tree Risk Assessment Standard and the International Society of Arboriculture’s Best Management Practices for Tree Risk Assessment. Timeframes were determined based on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



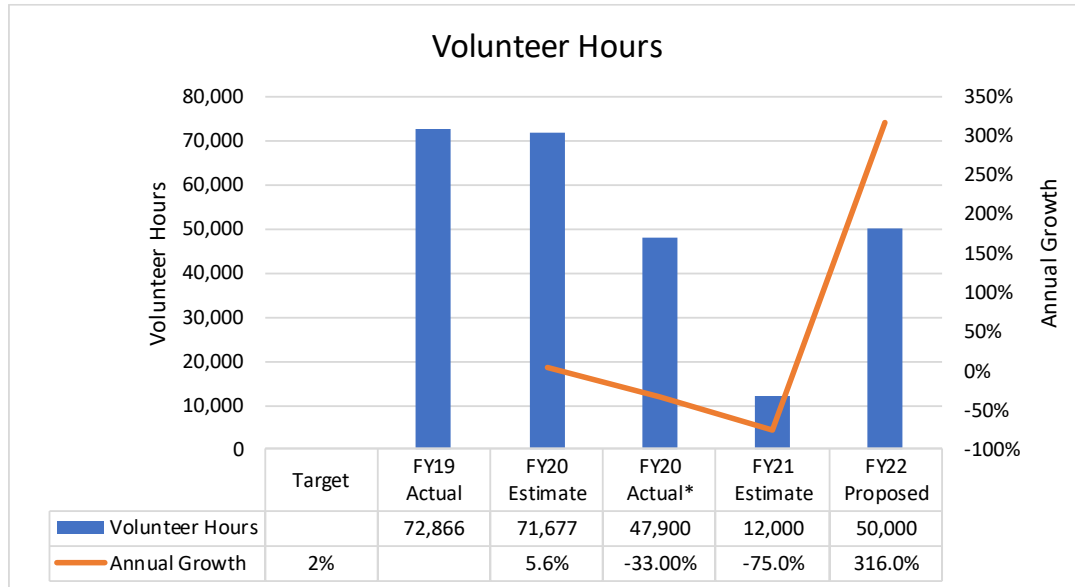
Response to Citizen’s Concerns

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.

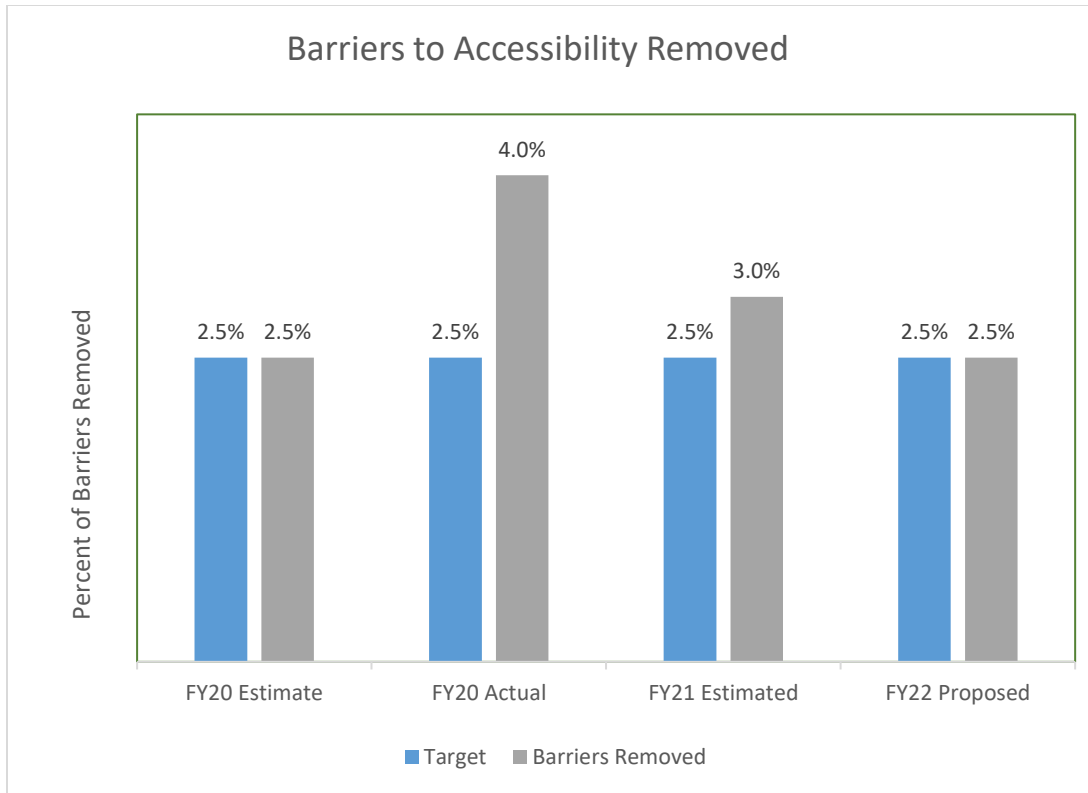


*FY21 volunteer service hours were dramatically affected by the COVID-19 pandemic as programs and facilities were forced to close in compliance with State and local health orders. We anticipate volunteer hours to remain low throughout FY21 until a vaccine and therapeutics are widely available, and Montgomery County enters Phase 3 of its reopening. Following a Phase 3 reopening, it will take time to build our volunteer hours to pre-pandemic numbers. Therefore, the estimate for FY22 is a very rough estimate.

ADA Accessibility

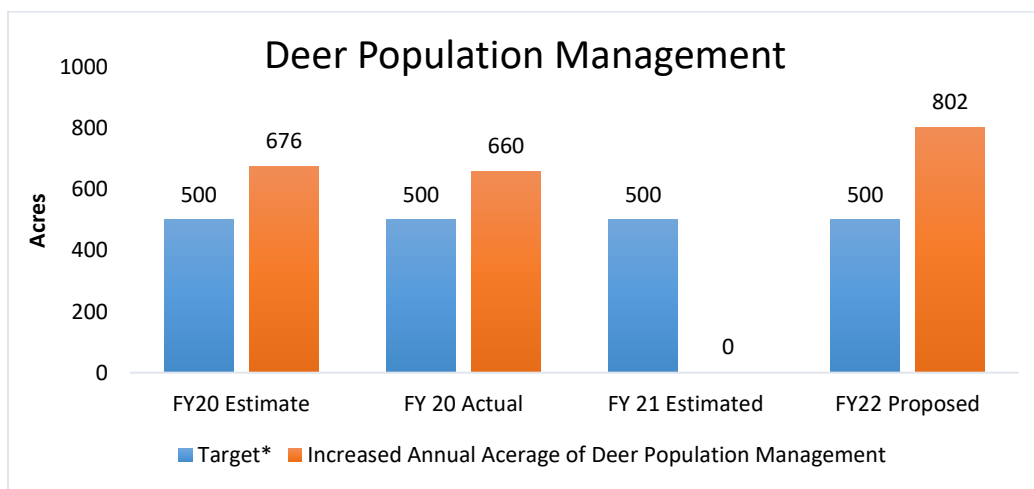
The Department’s goal is to make parks, facilities, and/or Amenities ADA-accessible to all individuals in accordance with the Final Transition Plan (dated August 2016) as submitted to and accepted by the U.S. Department of Justice.





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.



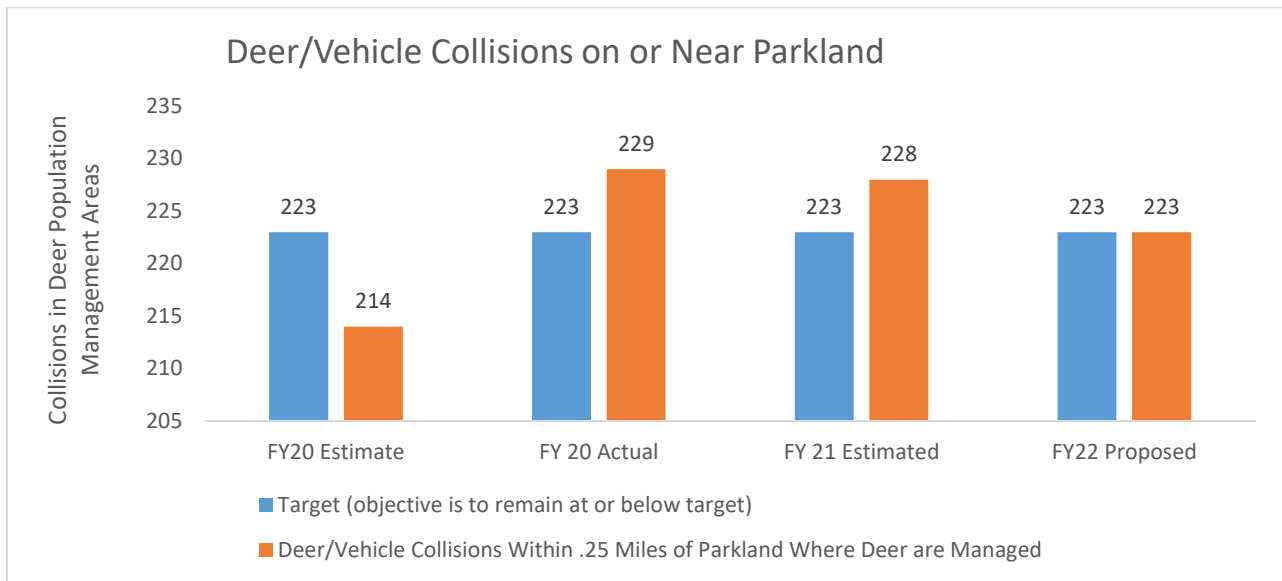
*Target represents an annual average over a 5-year period. FY20 exceeded this average, while other years might fall short of target.



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Restrictions during FY21 resulting from the COVID-19 Pandemic caused insecurities for coordination of participant and volunteer requirements within the timeline necessary to achieve expansion and implementation of acreage of deer population management.

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.

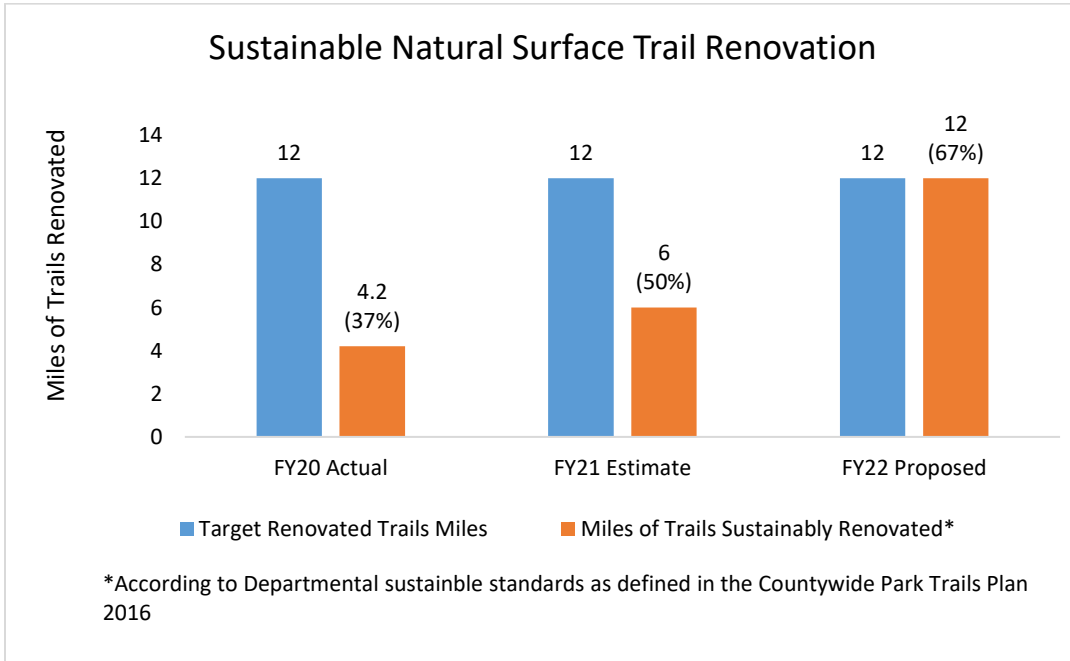
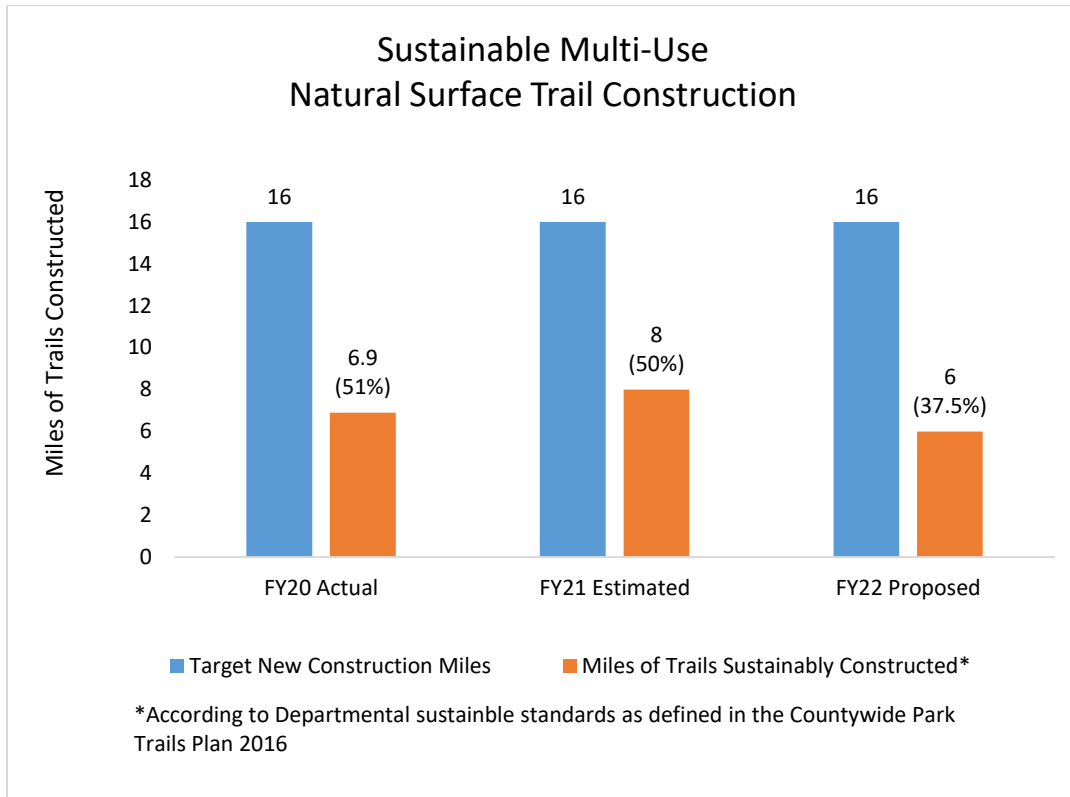


Research demonstrates deer population density, in the aggregate, correlates with deer/vehicle collision occurrence, and that an acceptable reduction of deer impacts, e.g., deer/vehicle collisions, browsing damage upon agriculture and forests, and citizen complaint for landscape damage and concern for 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.





The goals for FY20 were unmet due to circumstances relating to the COVID-19 pandemic, which altered staff schedules and impacted work programs for a 3-month period. Additionally, staff usually assigned to assist with Natural Surface Trails construction and renovation were reassigned to pandemic response activities.



**Montgomery County
Department of Parks**

SUMMARY OF DEPARTMENT BUDGET

**MONTGOMERY COUNTY
DEPARTMENT OF PARKS
PROPOSED BUDGET FISCAL YEAR 2022**

	FY 21 Adopted	FY 22 Proposed	%
			Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,588,976	\$ 1,520,603	-4.3%
Public Affairs & Community Partnerships	3,343,227	3,660,919	9.5%
Management Services	2,693,048	3,036,472	12.8%
Information Technology & Innovation	2,689,268	2,741,175	1.9%
Park Planning & Stewardship	6,483,998	6,682,271	3.1%
Park Development	4,043,144	3,908,043	-3.3%
Park Police	14,994,161	16,061,722	7.1%
Horticulture, Forestry & Environmental Education	10,629,314	10,894,804	2.5%
Facilities Management	13,370,856	13,697,556	2.4%
Northern Parks	10,887,126	11,229,092	3.1%
Southern Parks	15,342,555	15,724,120	2.5%
Support Services	12,534,925	14,226,507	13.5%
Non-Departmental	6,097,938	8,001,780	31.2%
Grants	400,000	400,000	0.0%
Transfer to CIP	350,000	450,000	28.6%
Transfer to Debt Service Fund	7,165,410	6,801,058	-5.1%
Total Expenditures - Park Fund	<u>\$ 112,613,946</u>	<u>\$ 119,036,122</u>	<u>5.7%</u>
Property Management	1,576,671	1,657,600	5.1%
Special Revenue Funds	2,967,428	3,098,536	4.4%
Enterprise Funds	13,099,109	10,965,938	-16.3%
Total Department of Parks	<u>\$ 130,257,154</u>	<u>\$ 134,758,196</u>	<u>3.5%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The Department of Parks total FY22 proposed budget request is \$134,758,196 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 \$119,036,122 and includes grants, non-departmental, and debt service. This represents an increase of \$6,422,176 or 5.7% over the FY21 adopted budget. This increase is summarized as follows:

Compensation Adjustments (salary, benefits)	\$2,875,778
Known Operating Commitments	2,090,670
Program Enhancements	1,654,695
Water Quality Protection Fund	79,518
Debt Service on General Obligation Bonds	-364,352
CIP PayGo	100,000
OPEB (PayGo and Pre-Funding)	<u>-14,133</u>
Total	\$6,422,176



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 FY22, Montgomery Parks is requesting \$251,228 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 \$11,622 for Water Quality Protection Fund projects. In addition, this OBI request includes two (2) new career positions and 0.4 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 FY22, the Department is requesting an increase of \$79,518, bringing the total to \$3,665,414 for NPDES activities.

The funding includes \$135,792 for the addition of two (2) full-time career positions. That personnel cost is offset by a reduction of \$67,896 in seasonal cost. In addition, OBI cost of \$11,622 including 0.2 seasonal WYs is included for bioretention and other stormwater amenities added at Cherrywood Local Park, General Getty Neighborhood Park, and Piedmont Woods Local 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 \$353,895 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms, \$13,403 for decreases in telecommunications costs and utilities, as well as \$257,035 for inflationary increases for supplies and materials, non-contracted services and capital outlay. In addition, the debt service for the Capital Equipment Internal Service Fund (ISF) increases by \$1,054,357 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 \$219,380, while the Park Fund transfer to the Risk Management Internal Service Fund is decreasing by \$20,200. Also, the transfer to CIP is increasing by \$100,000.

Program Enhancements Addressing Deficiencies and Emerging Trends

The FY22 Proposed Budget includes \$1,654,695 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 0.8 WYs for a customer service specialist;
- three (3) full-time career, 1.5 career WYs. And 1.0 season WY 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 Services & Charges for electrical upgrades and heating system retrofits to replace carbon-based fuel systems with clean emissions;



Montgomery County Department of Parks

- two (2) full-time career positions and WYs for park maintenance workers to add dedicated staffing to operate the Foamstream machine doing weed removal and to do non-native invasive plant removal and meadow mowing;
- one (1) full-time career position and 0.3 WY (position to be partially funded by CIP) for an engineer to focus on rehabilitation of aging park infrastructure by assisting with facility condition assessments and to respond to operational requests to investigate and provide solutions to infrastructure problem requests;
- one (1) full-time career and WY and 1.7 seasonal WYs for staff to conduct and document facility condition assessments;
- funding for Other Services & Charges for court maintenance to extend the overall life of tennis and basketball courts by repairing cracks, replacing color coating, and performing other needed repairs;
- funding for Supplies & Materials to add trail amenities for existing trails including benches, bike racks, fix-it stations, trail network maps, kiosk content, interpretive signs, etiquette signs and other materials;
- funding for Supplies & Materials to continue to improve communication to the communities and to expand the number of park activation “Pop-Up” program and event offerings throughout the county;
- one (1) term contract Program Access program assistant and WY to increase programming for underserved populations including 55+ senior adults and veterans and 1.1 seasonal WY 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 1.0 WY 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 FY22 although this exceeds our normal attrition rate of 5-7% and requires us to hold positions vacant.



Montgomery County Department of Parks

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	FY19 Actual	FY20 Actual	FY21 Estimated	FY22 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	3x Per Year	4x Per Year	4x Per Year
	Local Parks	3x Per Year	2x Per Year	1x Per Year	2x Per Year	2x Per Year
Over-seeding Using mechanical means, over- seed athletic fields.	Regional / Recreational Parks	4x Per Year	3x Per Year	2x Per Year	4x Per Year	4x Per Year
	Local Parks	2x Per Year	2x Per Year	1x 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	2x Per Year	2x Per Year	2x Per Year or
	Local Parks	4x Per Year	N/A	1x Per Year	1x Per Year	1x Per Year
Diamond Fields, Infield Maintenance Dragging, leveling, and lining infield, maintenance of plates, bases and pitcher's mound where appropriate. *COVID-19 IMPACT	Regional / Recreational Parks	Daily	Daily	Daily (Jul- Jan) *Weekly	Daily	Daily
	Local Parks	Weekly	Weekly	Weekly (Jul-Jan) *BI- Weekly	Weekly	Weekly
Rectangle Fields Lining of rectangle fields *When permitted play	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	FY19 Actual	FY20 Actual	FY21 Estimated	FY22 Proposed
<p>TURF MAINTENANCETurf 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.</p>						
<p>Mowing</p> <p>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.</p>	Local Parks	34 cuts per season	1 per seven to ten days	1 per 10 to 14 days	1 per 10 to 14 days	1 per seven to ten days
	Urban Parks	34 cuts per season	1 per seven to ten days	1 per 10 to 14 days	1 per 10 to 14 days	1 per seven to ten days
	Local Park Athletic	34 cuts per season	34 cuts per season	32 cuts per season	32 cuts per season	34 cuts per season
	Regional / Recreational Parks Managed Turf	34 cuts per season	34 cuts per season	32 cuts per season	32 cuts per season	34 cuts per season
	Regional / Recreational Parks Athletic Fields	68 cuts per season	68 cuts per season	63 cuts per season	63 cuts per season	68 cuts per season
<p>PLAYGROUNDS</p> <p>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.</p>						
<p>Playground Inspections</p> <p>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.</p>	All Park Categories	12x Per Year	12x Per Year	12x Per Year	12x Per Year	12x Per Year
<p>Playground Surfacing</p> <p>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).</p>	All Park Categories	18x Per Year	2 X per month	2 X per month	2 X per month	2 X per month



Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY19 Actual	FY20 Actual	FY21 Estimated	FY22 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 Pruning, mulching, replacement of plant material, seasonal rotation of plants, Integrated Pest Management (IPM), and tree planting.	Urban Parks	Weekly	6x Per Year	Weekly	Weekly	Weekly
	Park Office Buildings	4x Per Year	4x 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	Monthly (or after storm event)	Monthly (or after storm event)	Monthly (or after storm event)	Monthly (or after storm event)
	Natural Surface	Monthly	Quarterly (or after storm event)	Quarterly (or after storm event)	Quarterly (or after storm event)	Quarterly (or after storm event)
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



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY19 Actual	FY20 Actual	FY21 Estimated	FY22 Proposed
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	Quarterly	6x Per Year	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	6x Per Year	Quarterly	6x Per Year	6x Per Year	6x Per Year
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	4x Per Year	Quarterly	6x Per Year	6x Per Year	6x Per Year



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY19 Actual	FY20 Actual	FY21 Estimated	FY22 Proposed
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	1 X per year	1 X per year	1 X per year
TREES To provide healthy, sustainable trees in our parks.						
Annual Tree Inspections Inspect all developed parks with amenities for tree hazards. Inspection cycles on 1, 3 or 5-year rotation	Approximately 150 Parks per Year	100% of parks in inspection cycle	92% of parks	23% of parks	90% of parks	90% of parks
Service Requests for Tree Crew Complete all service requests for tree work in the same fiscal year they were requested	All Park Areas	95% of requests	74% of requests	76% of requests	75% of requests	75% 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	3	3	3



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY19 Actual	FY20 Actual	FY21 Estimated	FY22 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. *COVID-19 Impact	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	Daily	Daily	Daily	Daily
	PAB's Shelters	Daily	Daily	*As needed	*As needed	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	5x Per week	5x Per week	5x Per week	5x Per week
	PAB's Shelters	As Permitted	5x Per week	5x Per week	if permitted, 1x Per Day	if permitted, 1x Per Day
	Shelters	As Permitted	5x Per week	2x 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	1x Per rental	1x Per rental	1x Per rental	1x Per rental
	Regional Restrooms	Daily	Daily	Daily	Daily	Daily
	Recreational Restrooms	Daily	Daily	Daily	Daily	Daily
	Office Buildings	Daily	2x Per week	3x Per week	3x Per week	3x Per week
	Off Season					
	Park Activity Buildings	2x Per rental	1x Per rental	1x Per rental	1x Per rental	1x Per rental
	Regional Restrooms	Closed	Closed	Closed	Closed	Closed
	Recreational Restrooms	Closed	Closed	Closed	Closed	Closed
	Office Buildings	Daily	2x Per week	3x Per week	3x Per week	3x Per week



Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY19 Actual	FY20 Actual	FY21 Estimated	FY22 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%	57%	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.						
*C.I.P. Projects: Completed projects costing \$25,000 or more Average annual C.I.P. projects requested =40.		90% of Projects	n/a	29 or 73%	32 or 80%	32 or 80%
Major Maintenance: Completed projects costing \$3,000 or more Average annual major maintenance projects requested = 215.		90% of Projects	56% of Projects	104 or 48%	100 or 47%	110 or 51%
Service Requests: Completed services costing under \$3,000 Avg. annual services requested = **3,800.		85% of Requests	101% of requests	3,145 or 83%	3,100 or 82%	3,100 or 82%
Preventive Maintenance: Periodic service of assets intended to increase service life and decrease emergency repairs Avg. annual preventative maintenance requests = ***3,200.		100% of Requests	28% of requests	1,716 or 54%	1,700 or 53%	1,700 or 53%

*CIP Projects added to this chart beginning with FY20 actual.

**Service Requests average is increased from 3,200 to 3,800.

***Preventative Maintenance Requests is decreased from 7,400 to 3,200 due to increased management of EAM activity.



**Montgomery County
Department of Parks**

DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY22 is \$5,126,991. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY21 Adopted	FY22 Proposed
<u>Park Fund</u>				
Director of Parks	Director's Office	Various depositions and legal services	500	500
Facilities Management	Trades Units	Emergency design and architectural/engineering services	4,700	4,747
Facilities Management	Trades Units	Energy/Recycling management contract	10,000	0
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contract	315,687	322,962
Horticulture, Forestry and Environmental Education	Arboriculture	Emergency tree removal	6,000	6,000
Horticulture, Forestry and Environmental Education	Arboriculture	Licensing agreements - Treekeeper and Arbdrone software	4,300	4,300
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contract - Emerald Ash Borer impact	400,000	400,000
Horticulture, Forestry and Environmental Education/Park Planning & Stewardship/Public Affairs & Community Partnerships	Nature Centers/Activating Parks/Cultural Resources	Licensing agreements	2,493	2,493
Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	69,400	91,791
Information Technology & Innovation	Technology	Telephone Support/Maintenance contracts	112,360	82,360
Information Technology & Innovation	Technology	WAN/LAN and CISCO Smartnet Emergencies	205,600	205,600
Information Technology & Innovation	Technology	Help Desk Support	165,000	165,000
Information Technology & Innovation	Technology	Hardware Maintenance for Servers	193,857	193,857



**Montgomery County
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Information Technology & Innovation	Technology	Software Maintenance for Fleet Management System	42,204	68,408
Information Technology & Innovation	Technology	UPS Preventive Maint	10,000	10,000
Information Technology & Innovation	Technology	Data backup and replication software license and technical support	21,836	21,836
Information Technology & Innovation	Technology	Telecommunications support/contract review/pricing analysis	22,094	22,094
Information Technology & Innovation	Technology	CRM and SharePoint Support	20,000	28,000
Management Services	Smart Parks	Enterprise Asset Management Maintenance and Webhosting	161,114	162,760
Northern Parks	Little Bennett	Bermuda Turf Field Maintenance	61,169	43,647
Northern Parks	Stormwater Management	Stormwater management	89,888	87,634
Northern Parks/Southern Parks	Various	Artificial Turf testing	27,835	39,976
Park Planning & Stewardship	Cultural Resources	Architectural services for historic properties	77,500	79,050
Park Planning & Stewardship	Cultural Resources	Interpretive program	46,976	46,063
Park Planning & Stewardship	Natural Resources Stewardship	Deer population control/Professional Trapping Service	105,500	105,500
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	228,234	292,651
Park Police	Admin	Maintenance Agreements	176,930	205,046
Park Police	Special Operations, Patrol, Administration	LOEBR/Hearing Boards	15,000	10,000
Public Affairs & Community Partnerships	Public Information and Marketing	Graphic design and web maintenance services	122,090	128,990
Public Affairs & Community Partnerships	Public Information and Marketing	Media management software	10,000	10,500



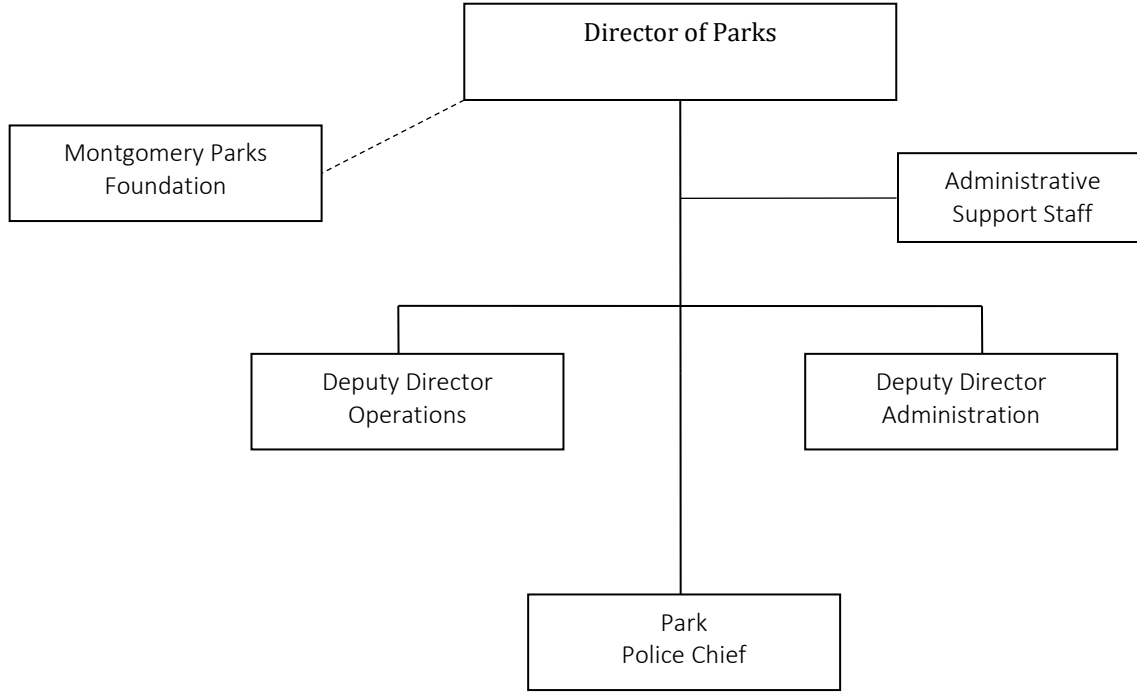
**Montgomery County
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Public Affairs & Community Partnerships	Volunteer Services	Continued development of the Web-based Training Initiative for Volunteers	26,700	26,700
Public Affairs & Community Partnerships	Volunteer Services	Data base for volunteer services	22,101	22,500
Southern Parks	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	3,600	16,100
Support Services	Support Services	Consolidated registration support	106,856	106,856
Support Services	Support Services	Sign Language Interpretation and Translation Services	15,000	15,000
Support Services	Support Services	Maintenance for Audio-Visual System for Wheaton HQ Auditorium	25,000	12,500
Support Services	Support Services	Legal Services	20,000	20,000
Support Services	Support Services	Rental fees - portable toilets	245,000	270,000
		Total - Park Fund	\$3,233,474	\$3,375,735
<u>Property Management subfund</u>				
Facilities Management	Property Management	Legal Services	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	1,505,822	1,746,256
		Special Revenue Fund	\$1,505,822	\$1,746,256
		Total Contract Services - All Funds	\$4,744,296	\$5,126,991

* 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 37,000 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 provided administrative and financial support for the construction and opening of an enhanced Overlook Terrace as well as an outdoor Fireplace area at Brookside Gardens.
- The Foundation assisted the Department of Parks in securing \$1,050,000 in funding through State bond bills during the 2020 legislative session.
- The Foundation obtained a \$5,000 grant to assist in the construction of Josiah Henson Museum & Park.
- The Foundation constructed a new and enhanced website to better direct constituents and share the needs of the park system.
- The Foundation helped negotiate an in-kind gift of a bloodhound to join the search and rescue team of the Montgomery County Park Police.
- The Foundation adopted a formal administrative fee policy to better support the growth of the Foundation and enhance the effectiveness of park project fundraising.
- The Foundation took over the management of the Park's robust advocacy list from the Public Affairs and Community Partnerships Division and have assisted in sending communications to engage and deploy advocates on behalf of Montgomery County Parks.
- The Foundation began a monthly posting of the "statement of accounts" to each Park division to provide greater transparency of available funds for each project.
- Supported maintenance of Neil Potter Plaza through the disbursement of donations to keep the Plaza clean and maintained.



Montgomery County

Department of Parks – Director of Parks

- The Foundation Board of Trustees formed a formal Nominating Committee and have nominated additional Trustees that will begin their four-year term in January 2021.
- Secured the “Keep Maryland Beautiful” grant of \$4,539 to support Volunteer Services.
- The Foundation secured \$25,000 in memorial benches that were placed throughout the parks to enhance patron legacies.
- The Foundation worked with a current partner to install a new puppy playground at Ellsworth Park to enhance the amenities for all pups.
- Secured a state grant from the Maryland Department of Housing and Community Development (DHCD) Nonprofit Recovery Initiative (NORI) of \$20,000 that enabled the Foundation to secure more philanthropic dollars for Park projects.

BUDGET AT A GLANCE

Summary of Division Budget

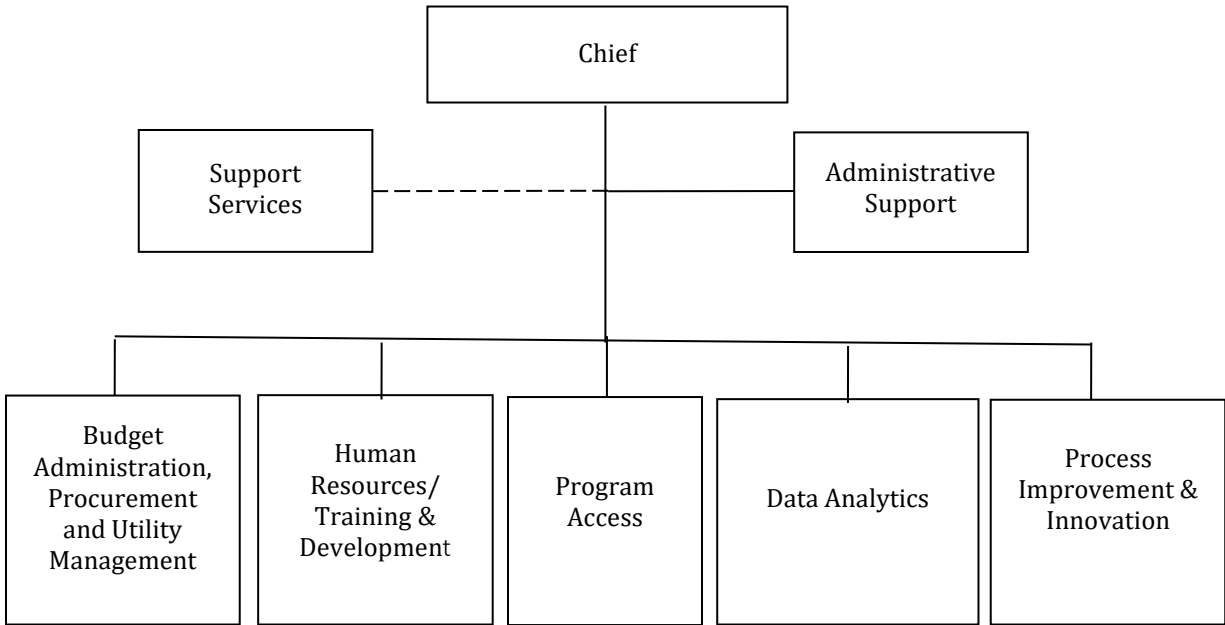
	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,588,976	\$1,520,603	-4.3%
Staffing			
Funded Career Positions	6.00	5.00	-16.7%
Funded Term Positions	5.00	5.00	0.0%
Funded Workyears	12.30	11.30	-8.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transfers one (1) full-time career position and WY to the Management Services Division to add a departmental employee/labor relations specialist.



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, Procurement and Utility Management uses a coordinated financial management system that handles more than \$130 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 utility costs; 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.

Data Analytics empowers divisions to make informed business decisions by creating an infrastructure built on utilizing databases systems like the Enterprise Asset Management (EAM) System, Geographic Information System (GIS), and Microsoft Power BI. The EAM system includes preventative maintenance and reactive work orders, facility condition assessments, park asset/amenity inventory. GIS enables the department to inventory our park assets, perform spatial analysis, and create visualizations. Microsoft Power BI helps the organization take the information from EAM, GIS, and other databases to visual trends to help with Departmental Initiatives. This section oversees the administration of the EAM and GIS systems, and consults with the other Divisions on how to utilize the EAM system, GIS, and Microsoft Power BI.

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.



Montgomery County

Department of Parks – Management Services

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.

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Completed the fourth year of the strategic plan for the Enterprise Asset Management (EAM) system and propelled the organization to be more data driven.
- Completed the second year of the department-wide GIS Strategic Plan that sets standards, ensures data quality, and sets a purposeful GIS work program.
- Completed the Customer Relationship Management System and Davey Tree Keeper integration with the EAM system to eliminate duplicate entry that will subsequently increase efficiency when completing day to day tasks.
- Created a website called 'ParkStat' that stores Dashboards that can be accessed by all employees. The COVID-19 Dashboard was the most used and helped the department better manage the work program for the pandemic response.
- The Program Access Office coordinated and provided 123 support services/modifications for patrons from July 2019- March 2020. Services were put on hold after that time because of program cancellations and facility closures resulting from the pandemic.
- Program Access partnered with Montgomery Recreation to celebrate the 30th Anniversary of the American's with Disabilities Act. Due to the pandemic, this event was a virtual program that still welcomed over 644 participants. Before the pandemic, the Office coordinated Active Aging Week, an in-person wellness program for Adults 50 and better in conjunction with "Walk Maryland Day" at Brookside Gardens. This was a collaborative effort with Montgomery County agencies including Health & Human Services, Recreation, the Public Library System and The City of Rockville Senior Center. This event welcomed over 300 participants.



Montgomery County Department of Parks – Management Services

- Expanded usage of a digital signature platform throughout the Department resulting in a reduction of signature cycle time and an estimated annual net savings of \$94,168 in hard costs and 12,659 labor hours, while ensuring a secure signature environment, an audit trail and verification system, including a reduced review and approval period from several weeks to a median completion time of just over 1 hour for all documents. Developed and delivered trainings for new users and created a video training that is available on-demand to all staff.
- Created an initiative to enhance our Department’s performance measure program. Prepared several new performance measures that will assist work program managers with data-driven decision making to help guide the Department’s strategic planning. Trained key staff within each division on the methodology for creating new performance measures, tweaking existing measures, and responding to the data when the numbers increase or decrease. Individuals also received instruction on training additional staff so that the performance measure program remains viable.
- Continued to realize savings through redeployment of vehicles across the Department. A newly implemented vehicle requirements evaluation and assessment process assisted in rightsizing new vehicle requests. Each redeployed passenger vehicle results in nearly \$40,000 in cost-avoidance, and right-sized smaller pick-up trucks allow for a savings of nearly \$15,000 per vehicle. Evaluated fleet management information software systems that when fully implemented will assist with optimized routing, savings in fuel and maintenance costs, and increased accountability.
- Increased the efficiency and effectiveness of the Human Resources Management process by evolving to a Department-wide digital recruitment, interviewing, hiring, onboarding and records storage system. This is projected to reduce the time-to-hire metric by 25% and will result in savings due to the reduced cost of records storage and lost talent needed to fill anticipated vacancies due to retirements.
- Provided behavioral based interview training to at least 100 potential interviewers and interview panelists 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.
- 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.
- Created a COVID-19 Employee Portal, Guidance Document and Training to keep employees informed of safety and precautionary measures during the pandemic.



Montgomery County Department of Parks – Management Services

BUDGET AT A GLANCE

Summary of Division Budget

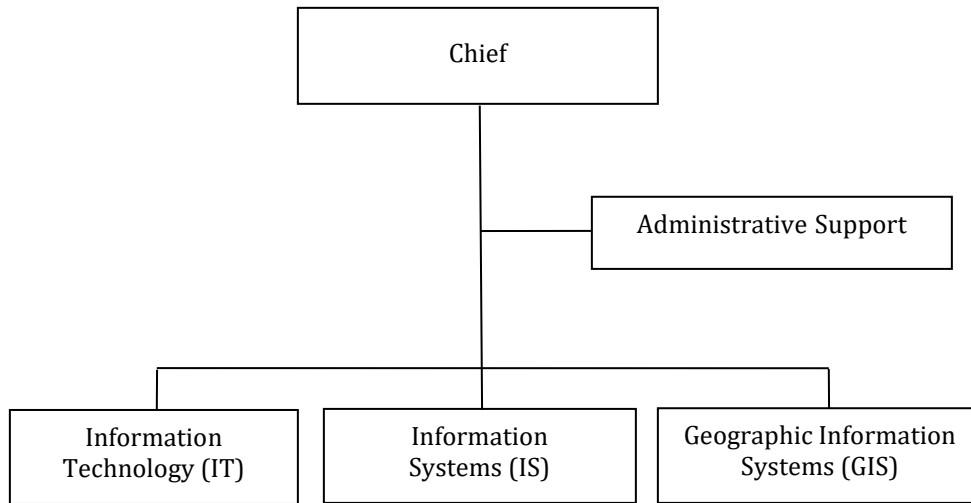
	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,693,048	\$3,036,472	12.8%
Staffing			
Funded Career Positions	19.00	21.00	10.5%
Funded Term Positions	0.00	1.00	100.0%
Funded Workyears	19.30	23.50	21.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Includes one (1) full-time career position and WY transferred from the Director’s Office to add a departmental employee/labor relations specialist.
- Includes one (1) full-time career administrative position transferred from Facilities Management with duties realigned to focus on utility administration and cost management for the department. This position now provides the department with a dedicated resource to review and monitor utility invoices, research utility account and billing issues, and to act as a liaison with department staff and utility companies for account set-up, resolution of billing problems, data analysis and clean-up.
- Decreases salary lapse by 0.1 WY based on historical trend.
- Includes one (1) term-contract position and WY for a Program Access program assistant to increase programming for underserved populations.
- Includes 1.1 seasonal WY 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.
- Increases Supplies & Materials by \$2,545 and Other Services & Charges by \$1,850 for Program Access to accommodate the growing need for programs and services and to continue to expand events and outreach.



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

- Extended our digital teleworking infrastructure to conduct public hearings for the Planning Board, with testimony from the public, leveraging the Microsoft Teams platform.
- Completed the pilot project of migrating end users from the legacy Avaya telephone system to the new cloud-based telephony solution on the Microsoft Teams platform. This integration of telephony into Microsoft's latest collaborative platform results in streamlined communications and operational efficiencies. Telephony migration for remaining MC Planning staff was completed prior to the move to Wheaton HQ, with the migration for MC Parks (except Park Police) completed by the end of 2020.
- Executed a contract for a Next Generation "VESTA" 911 law enforcement call handling system for use in both Park Police divisions, which will be implemented in FY21. This solution will improve safety and responsiveness in the Commission's two park police systems by creating a direct connection between each of our park police divisions and their respective county's VESTA "911 centers" (aka PSAPs or Public Safety Answering Points), and also a connection between our two park police divisions, which will enable all 911 call and caller information to be transferred with the transferred call itself.



Montgomery County

Department of Parks – Information Technology and Innovation

- Upgraded our network security firewall to Cisco’s Next Generation firewall, “Firepower”, which delivers comprehensive, unified policy management of firewall functions, application control, threat prevention, and advanced malware protection from the network to the endpoint.
- Launched a Cyber Security Team for Parks and Planning, tasked with continual improvement of network security, and reduction of threats and potential harm. Implemented automated patch management and network protection for user devices across both departments. (System Center Configuration Manager, SCCM).
- Delivered data generation, analysis, and website reporting for high-profile Parks and Planning projects. These projects include the General Plan Update (Thrive), the Pedestrian Master Plan, the Bicycle Master Plan, and the Parks EPS Plan.
- Created a new crime reporting server, to comply with federal uniform law enforcement information-sharing program requirements. Established communication into LexisNexis law enforcement information and data sharing, used nationally to predict, analyze, and respond to crime efficiently using actionable intelligence to drive informed decisions.
- Finalized the digital architecture and design of Wheaton HQ which involved oversight of IT requirements for multiple Montgomery County agencies/building tenants, for internal and shared Wi-Fi networks.
- Deployed a new on-premise ArcGIS Enterprise portal to our new Data Center, co-located at Montgomery College’s King Street facilities, enabling staff to create secured web editing workflows against authoritative GIS layers in our GIS database. The use of web edit workflows has increased dramatically in the past few years within Parks and Planning. It also allows for staff to have enhanced 3D web publishing capabilities.
- Continued momentum to improve our wide area network with increased bandwidth and redundancy by replacing Windstream with the county’s FiberNet for high-speed connectivity among facilities and County agencies leading to enhanced productivity and cost effectiveness.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 Adopted	FY22 Proposed	% Change
Budget			
Expenditures	\$2,689,268	\$2,741,175	1.9%
Staffing			
Funded Career Positions	12.00	12.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	11.30	11.30	0.0%



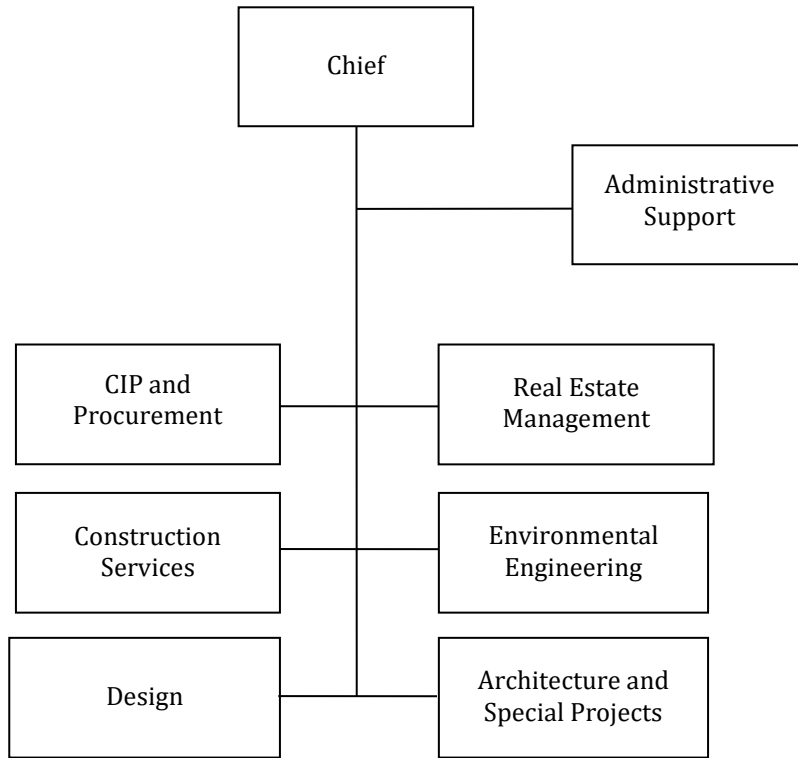
Montgomery County
Department of Parks – Information Technology and Innovation

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increases Supplies & Materials by \$2,787 for computer supplies.
- Increases Other Services and Charges by \$41,000 for software licensing for improved law enforcement support, cyber security, and cloud storage solution.
- Increases Other Services and Charges by \$31,000 for Microsoft TEAMS upgrades. This cost is offset by a reduction of \$20,000 of maintenance support for our existing phone system based on the transition of staff to an integrated cloud-based telephony solution on the Microsoft Teams platform.



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, modernize the Park system 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
- Quality Assurance Management
- ADA Compliance and barrier removal
- Construction Management Services
- Infrastructure Condition Assessments
- Inspection Services
- Water Resources and MS4 Permit Implementation
- Landscape Architectural Design Services
- Engineering Design Services
- Architectural Design Services
- Park Encroachment Program Support
- Real Estate Acquisition and Management
- Public-Private-Partnership Management
- Procurement for CIP projects
- Park Construction/Renovation
- Park Construction Permit Process

ACCOMPLISHMENTS

- Acquired over 138 acres of parkland.
- Completed Park Refresher projects at Dewey Local Park and Pinecrest Local Park.
- Began construction for renovations to Edith Throckmorton Neighborhood Park, Silver Spring Intermediate Local Park and Hillandale Local Park.
- Completed 25 ADA improvement projects that involve trails, parking lots, sidewalks, amenities, and other upgrades including major renovations at: Seneca Landing Special Park with an accessible kayak/canoe launch and upgrades to an existing boat ramp, Capitol-View-Homewood Local Park, Ridge Road Recreational Park, Wheaton Regional Park, Rock Creek Regional Park, and South Germantown Recreational Park.



Montgomery County

Department of Parks - Park Development

- Completed construction of exercise stations in Shorefield area of Wheaton Regional Park and Meadowside Nature Center Exhibit and Interior Renovation.
- Completed construction of stream restoration at Grosvenor and Stoneybrook Tributaries of Rock Creek Park.
- Completed interior and exterior renovations at three Park Activity Buildings.
- Completed construction of a new visitor center and restoration of the historic house in Josiah Henson Special Park.
- Completed construction of interior and exterior renovations at Saddlebrook Park Police Headquarters, Wheaton Ice Arena Interior Renovation and entrance doors replacement, and mechanical and refrigeration upgrade at Cabin John Ice Rink.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$4,043,144	\$3,908,043	-3.3%
Staffing			
Funded Career Positions	51.00	49.00	-4.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	27.60	25.00	-9.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Includes one (1) full-time career position and WY for an engineering project manager. This position will work in conjunction with the proposed Facilities Management (FM) position for facility condition assessments to focus on rehabilitation of aging park infrastructure, including responding quickly to requests from operations for investigation of and solutions to problems such as flooding concerns, sink holes, failing pipes, and erosion that threatens trails or other infrastructure. This position will be funded partially by CIP (70%), thereby costing the operating budget only \$29,280.
- Transfers three (3) full-time career positions and WYs comprising the survey unit to the Facilities Management Division to facilitate a better connection between the survey crew and other FM staff involved in doing construction work, utility markings and heavy equipment work.
- Decreases Other Services & Charges by \$36,311 for consulting services for ProjectDox software and various other service agreements.



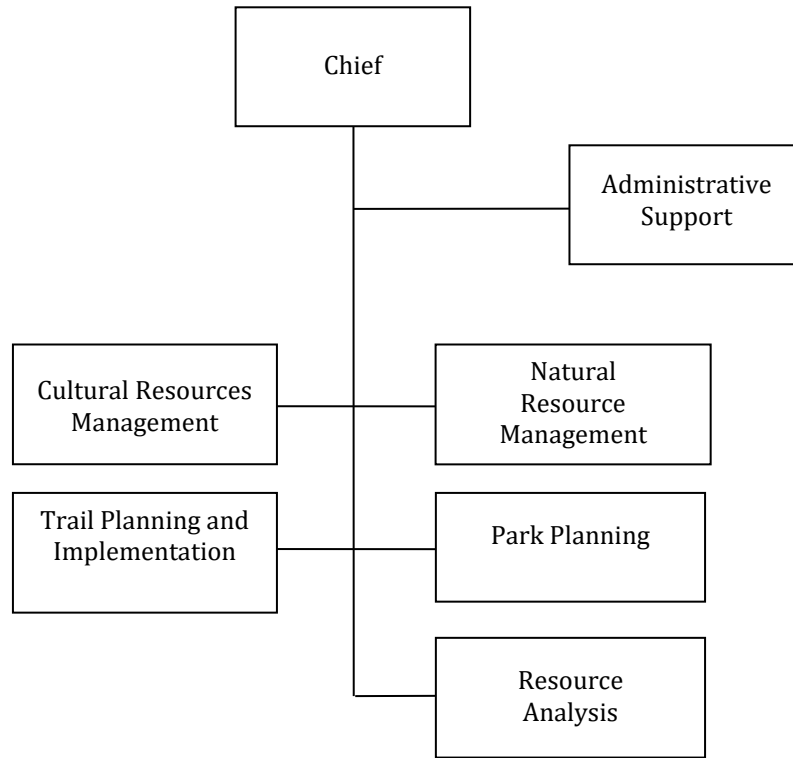
Montgomery County Department of Parks - Park Development

- Increases chargebacks by \$68,320 to the CIP for partial funding of the proposed engineering project manager position offset by a reduction of \$20,000 in the overall CIP chargeback.
- 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 planning efforts for area master plans, park functional plans (e.g., Legacy Open Space, Energized Spaces), 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

- Harvested 1,137 white-tailed deer within 54 park units on nearly 21,000 acres of parkland county-wide through a collaborative effort inclusive of Region staff and Park Police personnel and consisting of archery, firearms, and sharpshooting programs.
- Assessment, and/or management of 220,671 acres of natural areas habitat supporting acquisition, development & activation, and conservation programs.
- Opened the Josiah Henson Museum & Park during FY21, a \$9 Million project twelve years in the making. Cultural Resources Stewardship Section provided the research on Reverend Henson's life (turning it into a book), created themes and exhibit content, conducted an 8-year archaeological excavation, secured the funding for the project, participated in all aspects of construction, and will operate the museum.
- Responded to the COVID-19 pandemic with outdoor programming at the Agricultural History Farm Park. Added virtual programming at Woodlawn Manor Cultural Park, for Maryland Emancipation Day, and social media posts from Needwood Mansion and Archaeology, the Underground Railroad, Agricultural History Farm Park, and Josiah Henson; and stayed engaged virtually with multiple volunteer groups and advisory committees.
- Led the Department of Parks' research effort on the Council's requested Renaming of Streets and Public Assets in Parks named for Confederates or for those individuals who do not reflect the County's values. Developed a database of thousands of names of Confederates, Confederate sympathizers, and slaveholders. Identified the names of the enslaved through extensive research. Advised a phased approach to Planning Board and Council on removing offensive names and changing the narrative through interpretation.
- Advanced water quality initiatives and projects department-wide, through the implementation and annual reporting of Montgomery Parks' Phase II National Pollutant Discharge Elimination System (NPDES) general Municipal Separate Storm Sewer System (MS4) permit. Included finalization of a new Illicit Discharge Detection and Elimination (IDDE) program manual, development of a park-wide Good Housekeeping Plan, and creation of an Urban BMP Database that will serve as the Department's long-term tracking mechanism for progress towards the mandated 20% impervious surface retrofit requirement.



Montgomery County Department of Parks - Park Planning and Stewardship

- Developed new protocols for sampling aquatic biological communities that adapted the appropriate COVID-19 safety precautions, while still adhering to the MD Department of Natural Resources Maryland Biological Stream Survey data collection standards. Completed biological monitoring of benthic macroinvertebrates, herpetofauna, and fish at 23 sites on parkland.
- Continued review of MDOT SHA's \$9 billion Traffic Relief Plan for the I-495 and I-270 Managed Lanes Study and 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. Significant progress was made towards parkland avoidance, minimization, and mitigation measures as both projects continue to move forward towards selection of a preferred alternative.
- Continued review and oversight of WSSC Consent Decree projects impacting Sligo Creek, Paint Branch, Little Falls, Northwest Branch, Rock Creek, and Watts Branch.
- Wheaton Regional Park Master Plan Update reinitiated outreach fall 2020 after project was paused due to COVID-19. Staff hosted Community Working Group (WG) meetings, hired a consultant for targeted outreach to traditionally less-engaged populations but frequent park users, specifically Hispanics/Latinos, African Americans, and Asians. On/off-site intercept surveys and virtual outreach with multi-languages have been conducted as well.
- The shared use pickleball facility is complete in Tilden Woods Local Parks, and temporary pickleball courts were added in East Norbeck Local Park and Longwood Local Park. The Pickleball Noise Study is underway to factor for future implementation.
- The Suitability Study for Dog Parks was completed in 2019, and the first dog park recommended by the study has now reached the concept planning stage. The Suitability Studies for Community Gardens and Skate Parks are still 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.
- The Park Planning team and Trail Planning team performed an initial analysis of transit accessibility to park entrances and trailheads. This analysis will help the Parks Department better understand which parks are accessible and how, and to guide decision-makers about how to increase multi-modal access to park entrances and trailheads.
- The natural surface trail team developed or renovated trails in Upper Paint Branch Stream Valley Park, Lower Paint Branch Stream Valley Park, Cabin John Stream Valley Park, Aspen Hill Local Park, Little Bennett Regional Park, Lois Y Green Community Park, and Woodstock Special Park trail.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$6,483,998	\$6,682,271	3.1%
Staffing			
Funded Career Positions	51.00	51.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	54.30	54.20	0.0%

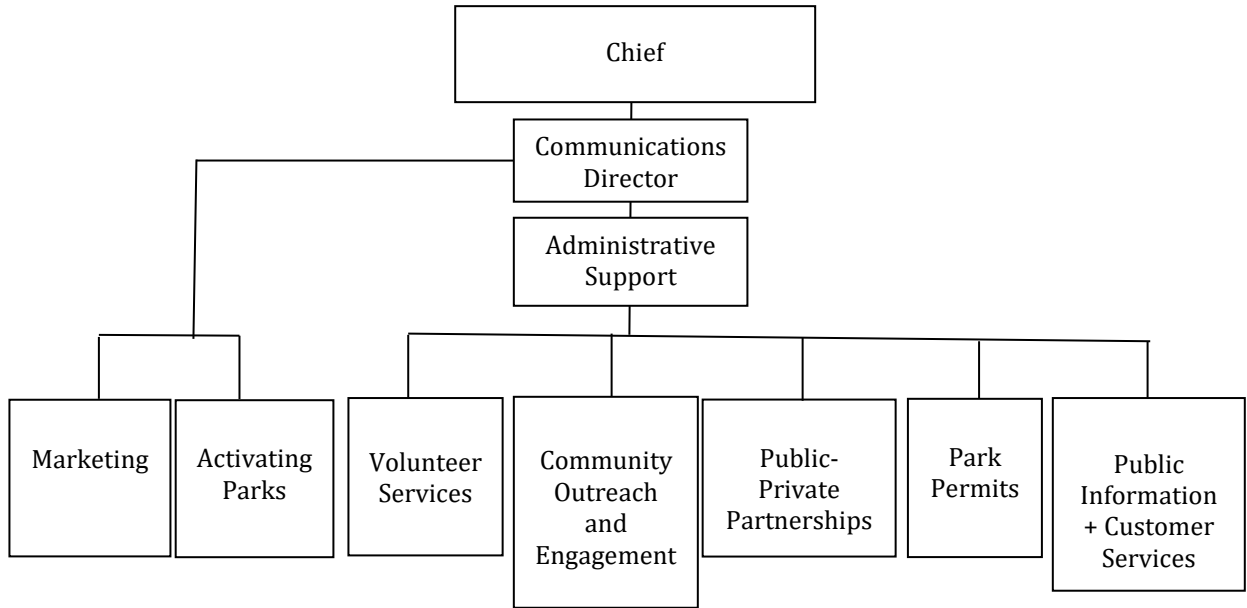
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increases Supplies and Materials by \$60,000 for upgrades to the trail system to add trail amenities including benches, bike racks, fix-it stations, trail network maps, kiosk content, interpretive signs, etiquette signs, and other materials.
- Increases Other Services & Charges by \$27,792 for increase in custodial services for five divisional sites.
- Decreases Other Services & Charges by \$10,000 for eliminated cost of background checks for deer management participants due to changes in program administration. This cost reduction offsets the revenue reduction from the elimination of program fees.
- Decreases Capital Improvement Program (CIP) chargebacks by \$2,000 and 0.1 WY.



**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.

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 feedback systems and a friendly and efficient Park Permit Office; and support the Department's work program by generating alternative, non-tax supported resources.



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

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

- The Public Information & Customer Service (PICS) office extended hours on the customer service phone line from half-day Saturdays (phones open 8am-12pm) to full day Saturdays (phones open 8am-5pm) over the peak summer months. The PICS office has answered nearly 5,000 customer calls from July-October 2020.
- Parks Activation implemented virtual and in-person events during the pandemic. Picnic in the Park and Discover Montgomery created new ways for residents to connect with parks through food and drink delivery and a trail challenge. Drive-In Movies, Fun Run/Walks, and food/drink events supporting local businesses also provided experiences for residents with appropriate physical distancing.
- Marketing digitized the program guide. Transforming the delivery of our program guide to 100% digital format and eliminating hard copy supports a more sustainable environment and generated financial savings.
- Marketing developed an online customizable guide tool, allowing patrons to select the programs by category of activity, age group and location. The tool utilizes an application programming interface (API) to gather real-time data from entries in ActiveMontgomery. This development tool also automatically updates program information on our website events calendar, improving accuracy of information and reducing labor required to manually maintain updates on the website.
- Marketing created new design templates for the department's website, creating a more lifestyle look for the brand. Marketing also developed "Explore From Home" online virtual programs and activities during the peak of the pandemic to engage park patrons. Website engagement reached 331,648 "hits" from March to November. Marketing also implemented the Hootsuite dashboard, removing personal social account connections and utilizing advanced analytics to improve engagement and enhanced content management.
- The Public Relations and Outreach Team was able to host its monthly Parks Speaker Series online during the last quarter for 2020. Topics included an in-depth look at the City of San Diego's Parks Master Plan, how disparities in park access are creating a public health crisis, and the role of monuments and art in public spaces.
- The Public Relations and Outreach Team relaunched the public engagement campaign for the update of Wheaton Regional Park Master Plan targeting multiple audiences in multiple



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

languages. A sampling of outreach tactics included virtual meetings with community organizations, intercept surveys in the park and at locations surrounding the park, a monthly work group meeting with leaders in the Wheaton community and various advertising and promotional campaigns.

- The Public Relations and Outreach Team garnered extensive media coverage particularly related to the department’s innovative approaches to addressing the COVID-19 crisis. The unit secured coverage across all regional and local media outlets about how to safely use and enjoy the department’s parks and trails, including campaigns promoting “Trails Less Traveled” and “Open Parkways” for use on the weekends, including the importance of getting outdoors to experience nature and for exercise.
- The Volunteer Services Office managed and supported volunteer program managers throughout the pandemic by creating new policy and volunteer procedures to ensure staff, volunteer, and public safety. Although severe restrictions limited volunteer activity, 52 volunteer opportunities were still active. Most notable were the Weed Warrior volunteers, who were able to work outdoors independently, with volunteer hours increasing by approximately 2,000 hours over the previous fiscal year. The relationship with the Friends of Maydale Nature Classroom was formalized with an approved Memorandum of Understanding projected to be finalized by July 2021.
- The Volunteer Services Office partnered with the Recreation Department’s teen program, COVID CORPS, utilizing their help at nature centers, regional parks and with the activation team.
- The Staff Volunteer Guide was updated to be more user friendly and to revise policies.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 Adopted	FY22 Proposed	% Change
Budget			
Expenditures	\$3,343,227	\$3,660,919	9.5%
Staffing			
Funded Career Positions	25.00	26.00	4.0%
Funded Term Positions	0.00	1.00	100.0%
Funded Workyears	25.60	27.40	7.0%



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

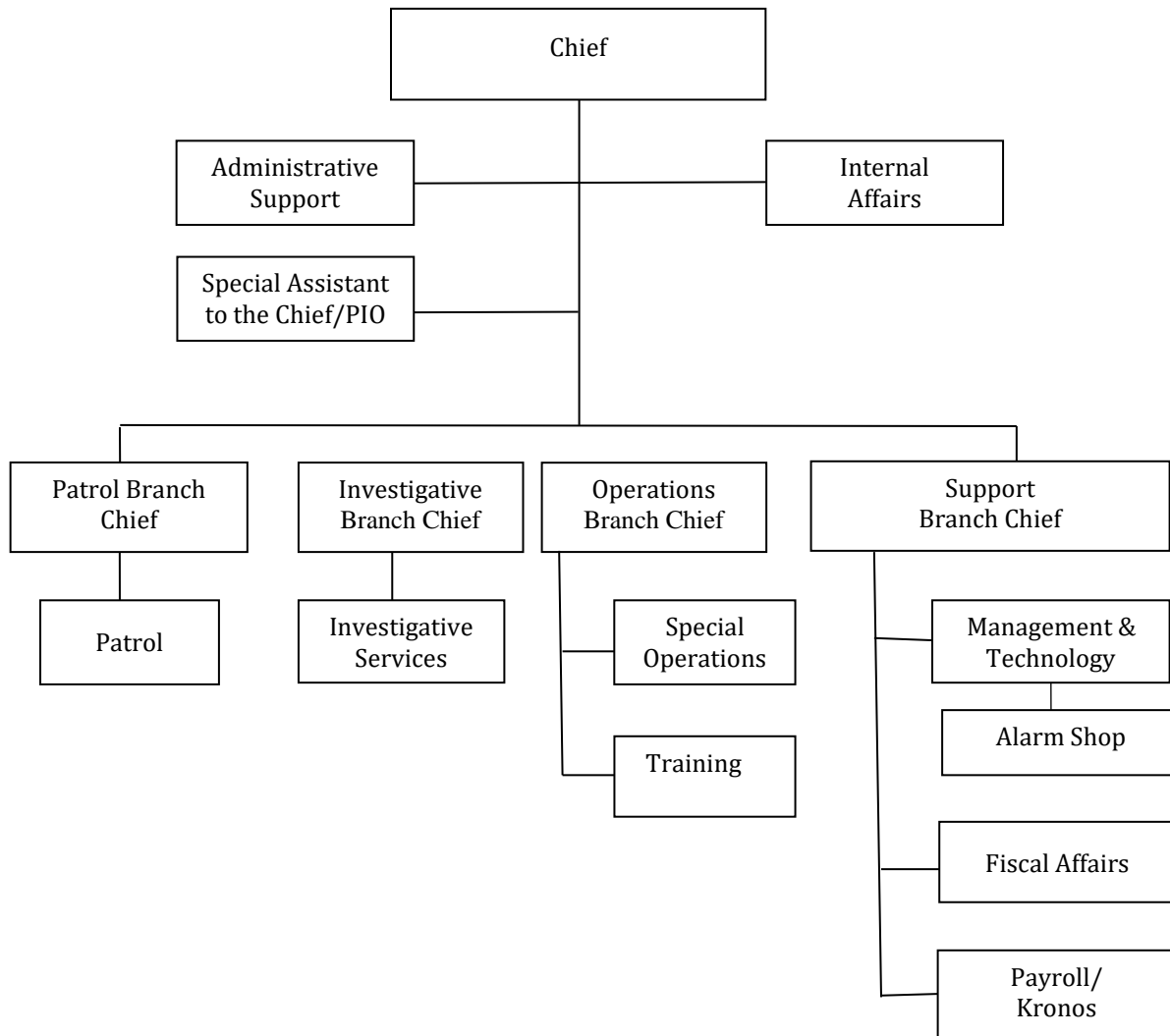
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- 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).
- Increases Supplies & Materials by \$65,000 to continue to improve communication to the communities and to expand events. The total includes funding for event supplies and promotional items including permanent and temporary signage to give park users information on both current and planned events. In addition, funds will be used to purchase kiosks, tablets and other technical equipment that will be used to manage events and to survey visitors and capture metrics on park users that will help expand outreach.
- Increases Other Services & Charges by \$30,000 for the Hootsuite software license providing an application to manage social media and marketing needs. This application is used to plan, write, and schedule social media content. The application also includes advanced analytics to improve engagement and enhance content management.



**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
- Alarm Shop
- Crime Scene Management
- Public Safety Education
- Wildlife Management
- Fleet Management
- Mobile Data Network
- Computer Aided Dispatch
- Strategic Planning
- Recruitment
- Park Facility Assessments

ACCOMPLISHMENTS

- Park Police Crisis Intervention Training is ongoing for all personnel. Officers and Command Staff also attended Customer Service Training conducted by Dr. Kris Marsh to enhance our awareness of implicit bias and quality service delivery.
- Park Police have made concerted efforts to deploy more varied methods of uniform patrol including electric bicycles, ATV's, and foot patrols. These efforts were especially important given the increased trail use during the COVID-19 pandemic.



Montgomery County

Department of Parks - Park Police

- The Division has designated a Hispanic Liaison Officer and has begun attending various virtual community/public safety liaison meetings.
- We have partnered with park maintenance staff and the State Highway Administration to better document and remove graffiti from park property.
- A Search and Rescue team has been established and outfitted with equipment. Baseline search training is being provided to all patrol personnel.
- Two drone aircraft were acquired, and a certified drone operator has been trained to improve our capabilities in crime scene search and missing/lost persons calls.
- The Park Police Division has developed and deployed a Customer Service Survey which can be accessed on our webpage. The survey will be sent out to both targeted communities around major park facilities, as well as to the public at large via a social media campaign.
- The Division’s use of Social Media has greatly expanded, with officers monitoring and posting to such applications as Twitter and Facebook. Valuable information has been obtained using these sites during investigations.
- The Operations Branch has filmed several videos designed to enhance our recruitment and retention with an emphasis on improving the cultural diversity, language skill, and gender distribution of our sworn staff.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21	FY22	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$14,994,161	\$16,061,722	7.1%
Staffing			
Funded Career Positions	119.00	122.00	2.5%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	114.60	118.00	3.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Includes three (3) career positions and WYs for the Alarm Shop unit and \$85,000 in Supplies & Materials transferred from the Facilities Management Division. The Alarm Shop’s primary responsibility is to maintain and install security systems throughout M-NCPPC facilities and property. Their role in the parks system complements the primary responsibilities of the Park Police in protecting and safeguarding citizens, staff, and property from harm and loss. This structure mirrors the structure of Prince George’s County Department of Parks and Recreation with the alarm shop being managed by Park Police. This will improve both coordination of



Montgomery County Department of Parks - Park Police

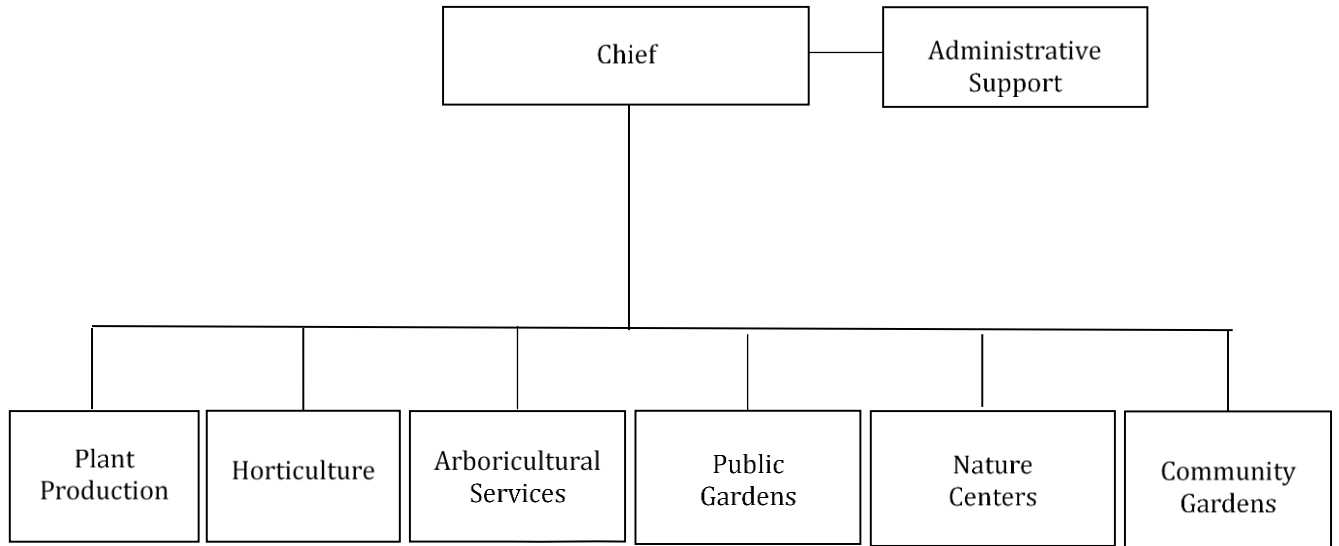
security systems integration with our computer systems and communication between both counties.

- Decreases salary lapse by 0.4 WYs based on historical trend.
- Increases Supplies & Materials by \$75,000 to replace outdated mobile data units, by \$15,000 to provide funding for replacement and care of patrol animals (canines/horses), by \$7,000 for vehicle outfitting (lights, sirens, etc.), and by \$40,000 for replacing outdated security systems and cameras.
- Adds \$9,900 for uniform allowance costs for officers based on updated union contract terms.
- Increases Other Services & Charges by \$32,381 for contractual increases for maintenance and software license fees.



**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 staff 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, plant health and integrated pest management (IPM) 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 on parkland. The program supports a safe environment for park patrons through the inventory, evaluation, pruning and removal of high-risk trees and limbs. This section also reviews design plans as part of the park development review process to preserve trees during construction for future park projects and park renovations. This section recycles 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 parkland. This unit also coordinates County-wide tree planting and aftercare programs for the department, provides support services for community gardens and maintains Nature Center Interpretive gardens.

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.



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

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.

PROGRAMS AND SERVICES PROVIDED

- Wellness Programs
- 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, GreenScapes Summit, Urban Trees Summit, 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

- With the significant increase in visitation related to the current pandemic, it became evident that Brookside Gardens is integral to County residents’ mental and physical well-being. To help meet the increased need for health and wellness services, the Gardens placed a special emphasis on well-being programming. In addition to holding yoga and tai chi classes, staff created a Garden Mindfulness walk, encouraging visitors to use all their senses while visiting the Gardens as a stress reduction method.



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

- Nature Centers provided distance learning support during the pandemic for Montgomery County Public Schools (MCPS) for science and environmental education classes. Naturalists produced videos to help meet elementary school curriculum and partnered with MCPS with virtual summer courses. Naturalists also led live virtual classes on Zoom.
- The Arboriculture section reduced the number of high priority work requests to zero, decreasing the response time for future requests.
- The Arboriculture section and Casey Trees, Washington D.C., presented the ninth annual Urban Tree Summit in a virtual format on December 2, 2020. Presentations were focused on the health and welfare of trees in our increasingly developed landscapes. Because the event was held virtually, it was advertised to a larger, national audience.
- Aftercare was performed on over 1,400 trees which were planted in the parks over the last two years. There was a 99.8% survival rate. Only three trees died during this time period.
- Nolte Community Garden opened in October 2020. This community garden was designed to engage people of all abilities and experience in the enjoyment of gardening, with all the plots installed above ground, as raised beds, allowing more people to get their hands in the soil and to try growing their own food in a less intimidating environment.
- The Native Plant Program at Pope Farm Nursery produced 35,000 native plants for use in Montgomery Parks. These plants were grown from seeds which were wild harvested from parkland and have an estimated value of over \$249,600. Current year production of native plants increased 31% over last year.
- Brookside Gardens completed construction on a new outdoor terrace, gathering patio, and hearth outside the Visitor Center Auditorium. The finely designed, multifunctional spaces, envisioned by the Brookside Gardens Master Plan, will be used for garden programs and events, professional meetings, and private events. The project was funded by a legacy gift from a long-time Brookside Gardens' volunteer.
- In response to COVID-19, the HFEE divisional staff adapted a wide variety of programming to online, virtual and small-group formats, resulting in an expanded outreach and new audiences. Brookside Gardens, Locust Grove Nature Center and Maydale Nature Classroom all held successful online plant sales with curbside pick-up, recording record sales. The transition was made to online learning for both adults and children which included lectures, symposiums and summer enrichment programs. Scaled-back in-person events such as hike clubs, garden tours, hands-on workshops for adults, kayak tours, geocaching, stream searches, campfire programs, flying squirrel programs and family friendly events such as Botanica and Children's Day were all adapted to be available to small, carefully monitored groups during the summer and fall. Summer camp programs were quickly adapted to a virtual, on-line format and provided excellent science and nature learning opportunities and experiences.
- Nature on Patrol is a new program initiated this year in which park police will join park naturalists in roving interpretation programming to educate, inspire, and empower visitors to behave in responsible ways and to build connections with park users who will also get to know park police. Encounters will happen at nature centers and heavily used park facilities.



**Montgomery County
Department of Parks – Horticulture, Forestry & Environmental
Education**

BUDGET AT A GLANCE

Summary of Division Budget

Budget	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Expenditures	\$10,629,314	\$10,894,804	2.5%
Staffing			
Funded Career Positions	89.00	89.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	92.60	92.60	0.0%

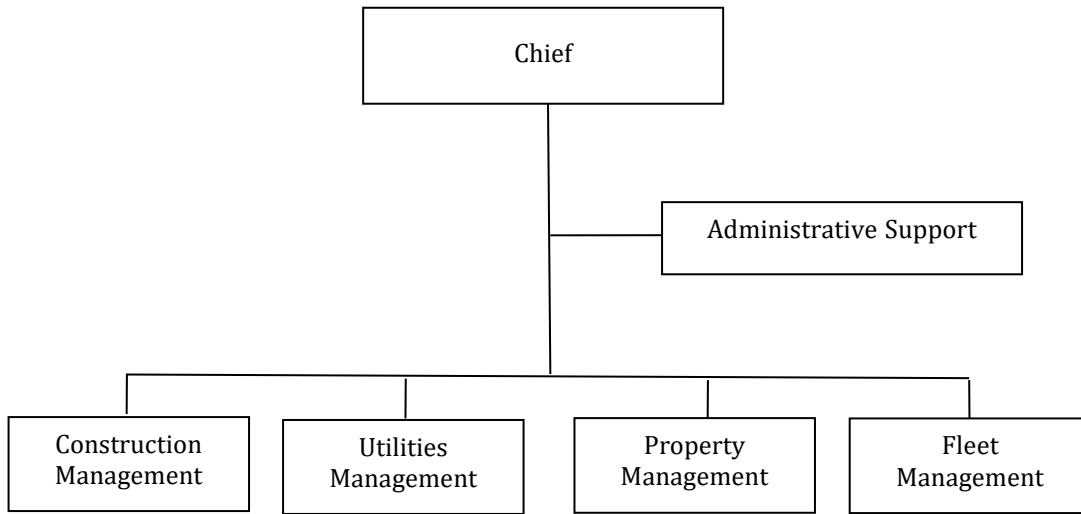
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increases seasonal funding by \$7,500 for Brookside Gardens to increase staffing to maintain seven bio-retention ponds which are part of the stormwater pollution prevention plan. These ponds are permitted by NPDES and inspected every three years to ensure that they are meet regulatory compliance.
- Increases seasonal funding by \$25,000 for Brookside Gardens for increased custodial support to ensure the Visitor Center and Conservatory, which are public spaces, as well as the seven staff office buildings are maintained according to updated cleaning and disinfecting guidelines.
- Increases Supplies & Materials by \$6,278 for inflationary increases, \$4,750 for supplies to replenish and repair the heavily used gravel road at Pope Farm, \$10,000 for supplies to support production of containerized trees and shrubs for reforestation projects in parks, and \$8,000 for OBI for banners, signage, and interactive displays for the renovated exhibit space at Meadowside Nature Center.
- Increases Other Services & Charges by \$4,800 for contracted services for the removal and chipping of non-suabe trees at Pope Farm Nursery, an additional \$7,275 for contracted tree work to remove hazardous trees, and \$25,000 for additional contracted custodial services for the nature centers to meet updated departmental cleaning and disinfecting guidelines.



**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. 32 CIP projects and 100 major maintenance projects were completed in FY21. The requests for CIP and major maintenance projects continue to increase year to year in addition to the approximately 3,800 unplanned work requests. Facilities Management typically addresses 53% of the 3,200 routine and preventative maintenance tickets. For FY21, Fleet Management is projected to complete over 4,000 work requests, of which 2,000 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, surveys 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.

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
- Regulatory Compliance
- Inspection and Repairs
- Surveys
- 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

- Assumed ownership and management of the new Wheaton Headquarters building and managed the move of Parkside, Hillandale, Kengla House and Montgomery Regional Office (MRO) offices to the new building. Decommissioned Parkside (returned to County) and MRO (sold to developer).
- Completed ADA improvements including:
 - Parking lot and interior upgrades at Wheaton Ice Rink
 - Walkways to Josiah Henson at Wall Local Park
 - Installed parking spaces, walkways and exercise equipment at Wheaton Regional Park
 - Renovated Wheaton Claridge Park Activity Building
- Painted the Olney Manor Racquetball Court Building.
- Completed driveway replacement at Wheaton Regional Maintenance Yard.
- Installed vehicle gates and card access at Martin Luther King Recreational Park Maintenance Yard, Wheaton Regional Park Maintenance Yard and Little Bennett Regional Park Maintenance Yard.
- A 1.8 kW rooftop solar photovoltaic system was installed on a restroom building at Black Hill Regional Park which will provide heat and power for the restrooms. The installation of a rainwater harvesting system is nearing completion at this site and will provide for toilet flushing for the restroom building.
- In support of the safety of staff and park patrons during the COVID-19 pandemic, the Exhibit Shop produced more than 1,850 informational and policy signs, over 40 floor vinyl decals, and created 9 large-scale reusable stencils that encourage mask social distancing outreach.
- Ordered 125 Fuel-master transponders and have begun installing them on newly ordered vehicles and select police vehicles. This technology will aid the Commission in tracking fuel dispensing, vehicle utilization and mileage.
- Provided specifications, bid and purchased over \$2.7 million of vehicles and equipment replacement. Successfully took delivery of 32 replacement vehicles.



Montgomery County

Department of Parks – Facilities Management

BUDGET AT A GLANCE

Summary of Division Budget

	FY21	FY22	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$13,370,856	\$13,697,556	2.4%
Staffing			
Funded Career Positions	118.00	118.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	103.50	104.80	1.3%

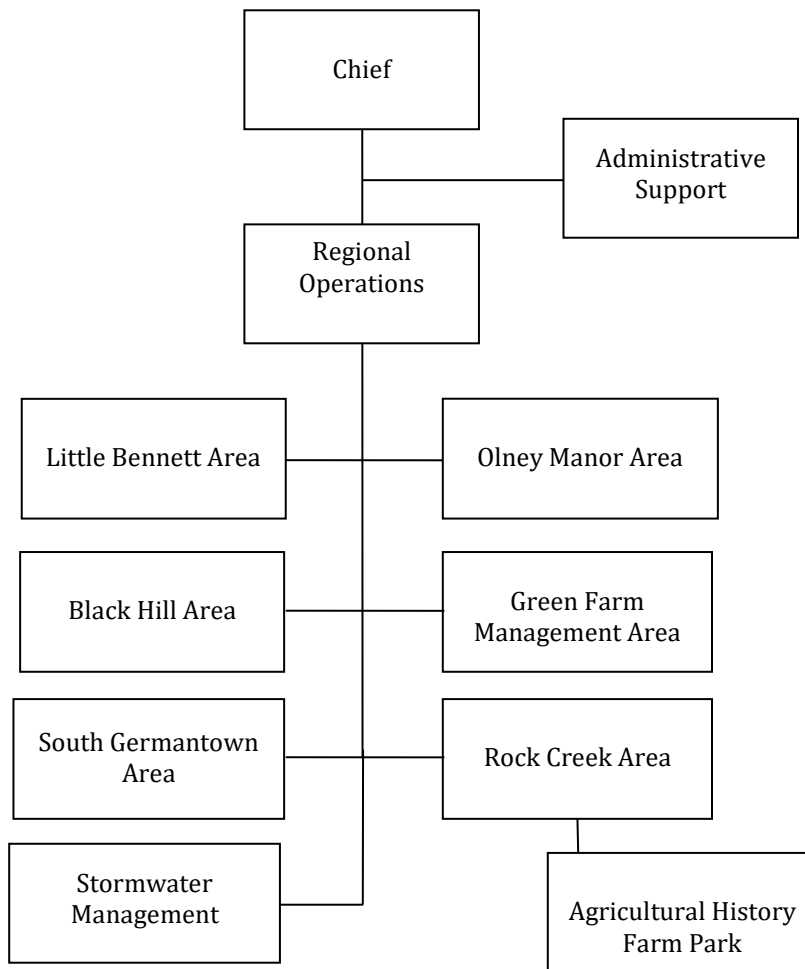
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Includes one (1) full time career position and one (1) WY and 1.70 WY seasonal funding to conduct and document facility condition assessments.
- Includes three (3) full time career positions and WYs for the survey unit transferred from the Park Development Division. This move will facilitate a better connection between the survey crew and the Facilities Management staff involved in doing construction work, utility markings and heavy equipment work.
- Transfers three (3) career positions and WYs for the Alarm Shop unit and \$85,000 in Supplies & Materials to the Park Police Division. The Alarm Shop’s primary responsibility is to maintain and install security systems throughout M-NCPPC facilities and property. Their role in the parks system complements the primary responsibilities of the Park Police in protecting and safeguarding citizens, staff, and property from harm and loss. This structure mirrors the structure of Prince George’s County Department of Parks and Recreation with the alarm shop being managed by Park Police. This will improve both coordination of security systems integration with our computer systems and communication between both counties.
- Transfers one (1) administrative position to the Management Services Division to focus on utility administration and utility cost management for the department.
- Includes .10 WY for seasonal staff and \$475 in Supplies & Materials and Other Services & Charges for OBI for Piedmont Woods Local Park, Martin Luther King Recreational Park ballfield irrigation, and Northwest Branch Recreational Park ballfields irrigation.
- Increases Supplies & Materials by \$18,916 for inflationary increases, \$15,000 for parts for departmental equipment and vehicle repairs, and \$3,000 for additional filters and supplies for lead in water prevention and testing.
- Increases Other Services & Charges by \$10,754 for contractual increases, \$7,000 for lead in water testing and monitoring, \$2,200 for GPS software for the survey unit, \$150,000 for infrastructure repairs for court resurfacing and color coating and \$150,000 for electrical upgrades.



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

- Supported Horticulture Forestry and Environmental Education Division with maintenance of grounds and completion of special projects at three nature center facilities.
- Supported Park Planning and Stewardship Division work programs with projects and staffing for their non-native invasive plant program, Canada goose and deer management, meadow management, reforestation area management, maintenance of grounds and landscapes at Cultural Resource Section program locations, as well as trail inspections and routine maintenance.
- Inspection and maintenance for over 420 stormwater management facilities including dry and wet ponds, bioretention areas, sand filters, swales, and trenches.
- Used recently acquired Foamstream unit to control weeds in high use areas such as playgrounds, athletic fields, walkways, parking lots, and manicured landscapes without the use of pesticides.
- Successful continuity of operations for parks and facilities in a manner that was safe for staff and park visitors during the COVID-19 pandemic.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$10,887,126	\$11,229,092	3.1%
Staffing			
Funded Career Positions	118.00	122.00	3.4%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	124.20	125.90	1.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Includes two (2) full-time career and (2) WY Park Maintenance Workers assigned to operate the Foamstream machine from March through November and to work on non-native invasive (NNI) plant control and meadow management from December through February and \$15,000 in Supplies and Materials for this crew.
- Includes one (1) full-time career and (1) WY, 0.1 seasonal WY for OBI for Piedmont Woods Local Park. Also includes \$9,520 for Supplies and Materials; \$5,200 for Other Services &



Montgomery County Department of Parks - Northern Parks

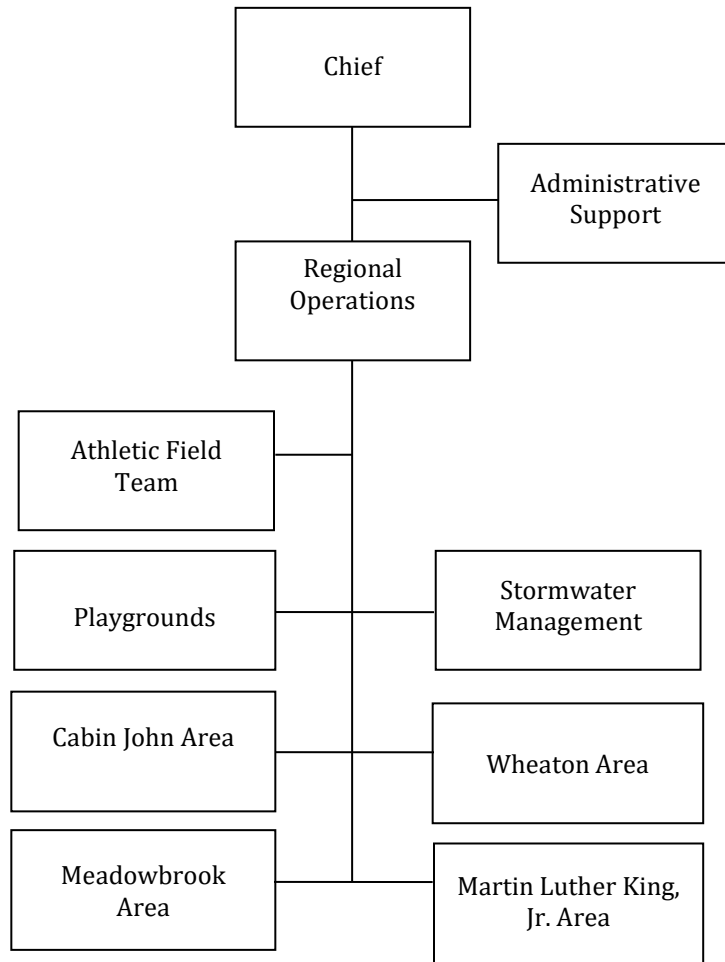
Charges, and \$13,000 for Capital Outlay for OBI for Northwest Branch Recreational Park ballfields irrigation, Piedmont Woods Local Park, and Seneca Landing Special Park.

- Includes one (1) Park Maintenance Worker position and WY for stormwater and bioretention management. This cost increase will be offset by a comparable reduction in seasonal cost resulting in a net zero impact.
- Includes 0.2 seasonal WY and \$2,400 in Supplies & Materials for OBI for stormwater management and bioretention management for Cherrywood Local Park, General Getty Neighborhood Park, and Piedmont Woods Local Park. This funding is requested using Water Quality Protection Funds (WQPF).
- Includes increased salary lapse of 0.3 WY based on historical trend.
- Transfers \$1,600 from Other Services & Charges to Supplies & Materials to increase funding for needed supplies.
- Increases Supplies & Materials by \$9,105, Other Services & Charges by \$4,327, and Capital Outlay by \$2,165 for inflationary increases.
- Increases Other Services & Charges by \$10,000 for replacing natural alternative turf “soil” top dressing infill for the synthetic turf field at Laytonia Recreational Park.



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 faced several extreme flooding events in 2020. Operations areas assisted Park Police in closing portions of Little Falls Parkway, Beach Drive, and Sligo Creek Parkway on several occasions. Southern Parks also monitored storms and collaborated with the Montgomery County Office of Emergency Management in closing Route 29 on September 10th due to flooding at the Burnt Mills Dam. The aftermath and cleanup of debris, logs, sediment from parkways, paved trails, and athletic fields was a large undertaking. Facilities Management and the Northern Parks Division also assisted with the cleanup. As a result of the flooding events, the Playground team worked in close coordination with the management areas to remove and replace hundreds of yards of engineered wood fiber at multiple playgrounds within the floodplain. The team also replaced old borders and addressed drainage issues within the playgrounds.
- Pinecrest Local Park's new irrigated soccer field was fully renovated by the Athletic Field Team to turn it into a playing surface. As part of the renovation process, the team applied soil amendments to improve the soil fertility and structure and to provide a favorable environment for roots to grow. The field was then sprigged with a new variety of Bermuda grass and irrigated. Next, a nutrient management, mowing, and irrigation plan was implemented as the grass began to grow. The field was slice-aerated later in the summer to break up the soil and to encourage lateral Bermuda grass growth. Finally, the field was successfully grown-in with dense turf, and the renovation was complete.
- The Athletic Field Team successfully renovated the MCPS field at Lois P. Rockwell Elementary School, making marked improvements. The goal mouths were de-compacted, and amendments were added to the soil to increase its capacity to hold nutrients and moisture. These areas were then sodded with Bermuda grass, which increases tolerance to wear. The backstop and player protection areas were overgrown, and they contained timbers that had become safety issues for the players. As part of the renovation, the timbers were removed, and a new concrete pad and mow strips were installed for added safety and to minimize future maintenance. The entire area around the new backstop and player protection area was regraded and sodded. Topsoil was added to low areas on the diamond and sodded. To finish the project, the backstop and player protection fencing were replaced.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$15,342,555	\$15,724,120	2.5%
Staffing			
Funded Career Positions	161.00	166.00	3.1%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	169.90	174.00	2.4%



Montgomery County

Department of Parks - Southern Parks

HIGHLIGHTS AND MAJOR CHANGES IN FY22 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.
- Includes two (2) full-time career positions for the athletic field team. The cost of these positions will be partially offset by chargebacks. The cost for a design and construction project manager position and for a renovation inspector position will be funded at 75% through the Capital Improvement Program. In conjunction with these two positions, Supplies & Materials increases by \$15,000 for related 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.
- Includes one (1) full-time career position, \$255 for seasonal, \$8,325 for Supplies & Materials, and \$7,700 for Other Services & Charges for OBI for General Getty Neighborhood Park and for irrigation of ballfields at Martin Luther King Recreational Park and Northwest Branch Recreational Park.
- Increases seasonal cost by \$485 for OBI at General Getty Neighborhood Park for stormwater management. This cost will be offset by revenue from the WQPF.
- Increases Supplies & Materials by \$35,130 and Capital Outlay by \$12,478 for inflationary increases.
- Increases Other Services & Charges by \$7,215 for contractual and inflationary increases.
- Increases Other Services & Charges by \$10,000 for replacing natural alternative turf “soil” top dressing infill for the synthetic turf field at Blair Local Park.
- Transfers \$28,500 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

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$12,534,925	\$14,226,507	13.5%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	3.50	4.50	28.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreases personnel services cost by \$8,300 for unemployment insurance payments and for payment of the employer’s share of insurance premiums for staff on long-term disability.
- Increases the transit stipend for staff working at the Wheaton Headquarters (HQ) by \$17,886 and transfers \$186,000 from Other Services & Charges to personnel services for the stipend.
- Adds \$30,000 and 1.0 seasonal WY for restoration of a departmental internship program.
- Adds \$15,000 for funding for staff uniforms.
- Decreases Other Services & Charges by \$10,000 for utilities and telecommunications funding.
- Increases Other Services & Charges by \$18,090 for OBI for Piedmont Woods Local Park and for ballfield irrigation at Martin Luther King Recreational Park and at Northwest Branch Recreational Park.
- Increases Other Services & Charges by \$98,000 for departmental contract to collect and provide data and metrics to measure park visitation and traffic, by \$25,000 for portable toilet rentals, and by \$8,000 for miscellaneous other services.
- Decreases Risk Management charges by \$20,200.



Montgomery County Department of Parks - Support Services

- Increases internal service funds debt service by \$1,054,357 for the repayment of financed capital equipment.
- Increases internal service funds by \$642,346 for Commission-wide IT services and for the Office of the CIO. A portion of this cost includes a realignment of cost previously allocated to the ERP chargeback.
- Increases chargebacks from CAS and to the Enterprise Fund by \$45,064. Decreases the chargeback for the ERP Support by \$175,426, and that cost is being transferred into the internal service fund cost for the Commission-wide IT services and for the Office of the CIO.



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.

Looking forward to FY22, Property Management projects an increase in lease revenue due to additional larger houses coming into the portfolio, which are traditionally offered as non-employee rentals due to the higher rental cost. Currently, two additional larger homes are being added and one new commercial building, which increase the rental revenue. In FY21, the Property Management portfolio experienced requests from tenants for rent forbearance due to the prolonged shutdown caused by the COVID-19 Pandemic. While revenue experienced losses from abatement approvals, other unplanned revenue backfilled some of the loss. Property Management's long-standing best-practices are assisted with strong performance even during these unprecedented times.

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

- Demolished candidate structures: three residential homes, several dilapidated barns, and a swimming pool.
- Performed water quality testing of various drinking outlets, including residential units.
- Provided department with preparation of legal agreements involving use of athletic fields by third parties, MASP Green Farm maintenance facility and Leland Local Park.
- Provided rehabilitation of historic properties such as the Meadowbrook Stables – new exterior doors and interior structural repairs to columns in barn.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$1,576,671	\$1,657,600	5.1%
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 FY22 PROPOSED BUDGET

- Increases revenue by \$80,929. The Department continues to experience increases due to increasing rental rates and fluctuations in the type, size, use and cost of Park rental inventory.
- Increases Personnel cost by \$6,478 for the compensation marker and increased benefits costs.
- Increases Other Services & Charges by \$74,451 for miscellaneous services.



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	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
OPEB Prefunding	\$ 2,345,581	\$ 2,087,103	-11.0%
OPEB PayGo	3,586,490	3,830,835	6.8%
Marker for Changes to Employee Comp. <i>(included in Divisional Budgets)</i>		1,668,131	-
Marker for Possible Reclassifications	156,617	378,722	141.8%
Marker for Minimum Wage Impact for Seasonal	-	9,336	-
Other Personnel	9,250	27,653	199.0%
Transfer to Capital Projects Fund	350,000	450,000	28.6%
Transfer to Debt Service Fund	7,165,410	6,801,058	-5.1%
Operating Expenditure Reserve @ 3%	3,153,000	3,353,600	6.4%
Total Expenditures	\$ 16,766,348	\$ 18,606,438	11.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreases OPEB Pre-funding and OPEB PayGo by \$14,133 per the latest actuarial study.
- Adds compensation funding for wage adjustments and reclassifications for Park Fund of \$2,046,853 (subject to negotiations). Also includes \$36,989 budgeted for minimum wage impact and benefits marker for seasonal employees.
- Decreases the debt service transfer by \$364,352.
- 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 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Office of the Director				
Personnel Services	1,205,710	1,527,263	1,459,187	-4.5%
Supplies and Materials	2,346	2,473	2,498	1.0%
Other Services and Charges	27,660	59,240	58,918	-0.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,235,716	1,588,976	1,520,603	-4.3%
Public Affairs & Community Partnerships				
Personnel Services	2,625,571	2,702,172	2,916,804	7.9%
Supplies and Materials	105,285	131,972	198,292	50.3%
Other Services and Charges	513,384	596,083	632,823	6.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(87,000)	(87,000)	0.0%
Total	3,244,241	3,343,227	3,660,919	9.5%
Management Services				
Personnel Services	2,273,246	2,476,191	2,812,968	13.6%
Supplies and Materials	14,744	19,487	22,032	13.1%
Other Services and Charges	175,425	197,370	201,472	2.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,463,416	2,693,048	3,036,472	12.8%
Information Technology & Innovation				
Personnel Services	1,357,572	1,476,223	1,473,886	-0.2%
Supplies and Materials	260,984	278,688	281,475	1.0%
Other Services and Charges	1,070,613	999,857	1,051,314	5.1%
Capital Outlay	6,445	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(63,900)	(65,500)	(65,500)	0.0%
Total	2,631,715	2,689,268	2,741,175	1.9%
Park Planning & Stewardship				
Personnel Services	5,251,275	5,931,690	6,055,298	2.1%
Supplies and Materials	177,523	153,230	214,763	40.2%
Other Services and Charges	480,189	669,078	680,210	1.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(340,292)	(270,000)	(268,000)	-0.7%
Total	5,568,696	6,483,998	6,682,271	3.1%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Park Development				
Personnel Services	5,699,179	6,261,004	6,210,534	-0.8%
Supplies and Materials	30,515	20,000	20,000	0.0%
Other Services and Charges	73,095	121,089	84,778	-30.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,497,835)	(2,358,949)	(2,407,269)	2.0%
Total	3,304,954	4,043,144	3,908,043	-3.3%
Park Police				
Personnel Services	14,145,150	14,155,850	14,949,626	5.6%
Supplies and Materials	545,569	617,755	855,833	38.5%
Other Services and Charges	489,199	412,556	448,263	8.7%
Capital Outlay	147,954	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(192,000)	(192,000)	0.0%
Total	15,327,872	14,994,161	16,061,722	7.1%
Horticulture, Forestry & Environmental Education				
Personnel Services	8,712,591	9,070,526	9,264,259	2.1%
Supplies and Materials	636,725	627,933	657,135	4.7%
Other Services and Charges	1,046,782	1,055,355	1,097,910	4.0%
Capital Outlay	12,585	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(123,504)	(124,500)	(124,500)	0.0%
Total	10,285,180	10,629,314	10,894,804	2.5%
Facilities Management				
Personnel Services	10,627,608	11,232,889	11,287,244	0.5%
Supplies and Materials	1,883,490	1,976,445	1,928,661	-2.4%
Other Services and Charges	1,200,601	1,172,022	1,492,151	27.3%
Capital Outlay	20,733	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,164,142)	(1,010,500)	(1,010,500)	0.0%
Total	12,568,290	13,370,856	13,697,556	2.4%
Northern Parks				
Personnel Services	8,414,683	9,278,379	9,546,678	2.9%
Supplies and Materials	840,648	910,465	948,090	4.1%
Other Services and Charges	230,759	516,623	537,500	4.0%
Capital Outlay	609,050	216,459	231,624	7.0%
Other Classifications	-	-	-	-
Chargebacks	(34,800)	(34,800)	(34,800)	0.0%
Total	10,060,340	10,887,126	11,229,092	3.1%
Southern Parks				
Personnel Services	11,704,412	13,217,733	13,534,128	2.4%
Supplies and Materials	1,497,687	1,657,967	1,787,922	7.8%
Other Services and Charges	453,374	475,332	537,427	13.1%
Capital Outlay	368,659	247,809	260,287	5.0%
Other Classifications	-	-	-	-
Chargebacks	(123,700)	(256,286)	(395,644)	54.4%
Total	13,900,433	15,342,555	15,724,120	2.5%



Montgomery County Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Support Services				
Personnel Services	169,781	214,900	442,486	105.9%
Supplies and Materials	1,116,591	1,637,052	1,622,052	-0.9%
Other Services and Charges	8,693,090	9,661,683	11,271,041	16.7%
Capital Outlay	50,191	-	-	-
Other Classifications	-	-	-	-
Chargebacks	931,425	1,021,290	890,928	-12.8%
Total	10,961,078	12,534,925	14,226,507	13.5%
Non-Departmental				
Personnel Services	5,373,515	6,097,938	8,001,780	31.2%
Salary Adjustment Marker	-	156,617	1,668,131	965.1%
Other Personnel Costs	-	9,250	415,711	4394.2%
OPEB PreFunding	2,190,495	2,345,581	2,087,103	-11.0%
OPEB Paygo	3,183,020	3,586,490	3,830,835	6.8%
Supplies and Materials	(58,788)	-	-	-
Other Services and Charges	(182,392)	-	-	-
Capital Outlay	(140,634)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,991,702	6,097,938	8,001,780	31.2%
Grants				
Personnel Services	2,500	-	-	-
Supplies and Materials	166,617	-	-	-
Other Services and Charges	100,844	400,000	400,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	269,960	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	6,209,906	7,165,410	6,801,058	-5.1%
Total	6,559,906	7,515,410	7,251,058	-3.5%
Budgetary Reserve @ 3%	2,904,400	3,153,000	3,353,600	6.4%
Fund Total	106,277,898	115,766,946	122,389,722	5.7%
Total Park Fund				
Personnel Services	77,562,795	83,642,758	87,954,878	5.2%
Supplies and Materials	7,219,938	8,033,467	8,538,753	6.3%
Other Services and Charges	14,372,624	16,336,288	18,493,807	13.2%
Capital Outlay	1,074,982	464,268	491,911	6.0%
Other Classifications	-	-	-	-
Chargebacks	(3,416,747)	(3,378,245)	(3,694,285)	9.4%
Subtotal Park Fund	96,813,592	105,098,536	111,785,064	6.4%
Transfers Out	6,559,906	7,515,410	7,251,058	-3.5%
Budgetary Reserve	2,904,400	3,153,000	3,353,600	6.4%
Total Park Fund	106,277,898	115,766,946	122,389,722	5.7%



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	6.00	6.00	6.00	6.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	6.00	6.00	5.00	5.00
Term Contract	5.00	4.80	5.00	4.80	5.00	4.80
Seasonal/Intermittent		1.50		1.50		1.50
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Director of Parks	11.00	12.30	11.00	12.30	10.00	11.30
<u>PUBLIC AFFAIRS & COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	26.00	26.00	25.00	25.00	25.00	25.00
Part-Time Career	-	-	-	-	1.00	0.80
Career Total	26.00	26.00	25.00	25.00	26.00	25.80
Term Contract	-	-	-	-	1.00	1.00
Seasonal/Intermittent		3.50		3.50		3.50
Chargebacks		-		(0.90)		(0.90)
Less Lapse		(2.00)		(2.00)		(2.00)
Subtotal Public Affairs & Comm. Partner.	26.00	27.50	25.00	25.60	27.00	27.40
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	19.00	19.00	19.00	19.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	19.00	19.00	19.00	19.00	21.00	21.00
Term Contract	-	-	-	-	1.00	1.00
Seasonal/Intermittent		0.50		0.50		1.60
Chargebacks		-		-		-
Less Lapse		(0.10)		(0.20)		(0.10)
Subtotal Management Services	19.00	19.40	19.00	19.30	22.00	23.50
<u>INFORMATION TECHNOLOGY & INNOVATION</u>						
Full-Time Career	11.00	11.00	12.00	12.00	12.00	12.00
Part-Time Career	1.00	0.90	-	-	-	-
Career Total	12.00	11.90	12.00	12.00	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(0.60)		(0.60)		(0.60)
Less Lapse		(0.10)		(0.10)		(0.10)
Subtotal Information Technology & Innovation	12.00	11.20	12.00	11.30	12.00	11.30
<u>PARK PLANNING AND STEWARDSHIP</u>						
Full-Time Career	50.00	50.00	51.00	51.00	51.00	51.00
Part-Time Career	-	-	-	-	-	-
Career Total	50.00	50.00	51.00	51.00	51.00	51.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		7.20		8.70		8.70
Chargebacks		(2.50)		(1.70)		(1.70)
Less Lapse		(3.90)		(3.70)		(3.80)
Subtotal Planning and Stewardship	50.00	50.80	51.00	54.30	51.00	54.20



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PARK DEVELOPMENT</u>						
Full-Time Career	50.00	50.00	50.00	50.00	48.00	48.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
Career Total	51.00	50.90	51.00	50.90	49.00	48.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(19.90)		(19.40)		(20.10)
Less Lapse		(4.00)		(3.90)		(3.80)
Subtotal Park Development	51.00	27.00	51.00	27.60	49.00	25.00
<u>PARK POLICE</u>						
Full-Time Career	117.00	117.00	119.00	119.00	122.00	122.00
Part-Time Career	-	-	-	-	-	-
Career Total	117.00	117.00	119.00	119.00	122.00	122.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		5.60		5.60		5.60
Chargebacks		-		(2.00)		(2.00)
Less Lapse		(8.30)		(8.00)		(7.60)
Subtotal Park Police	117.00	114.30	119.00	114.60	122.00	118.00
<u>HORTICULTURE, FORESTRY & ENVIRONMENTAL ED</u>						
Full-Time Career	86.00	86.00	89.00	89.00	89.00	89.00
Part-Time Career	1.00	0.60	-	-	-	-
Career Total	87.00	86.60	89.00	89.00	89.00	89.00
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent		13.60		11.30		11.30
Chargebacks		(1.40)		(1.40)		(1.40)
Less Lapse		(6.30)		(6.30)		(6.30)
Subtotal Hort., Forestry & Enviro. Ed.	88.00	93.50	89.00	92.60	89.00	92.60
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	117.00	117.00	118.00	118.00	118.00	118.00
Part-Time Career	-	-	-	-	-	-
Career Total	117.00	117.00	118.00	118.00	118.00	118.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		3.10		4.00		5.80
Chargebacks		(8.90)		(8.90)		(8.90)
Less Lapse		(9.30)		(9.60)		(10.10)
Subtotal Facilities Management	117.00	101.90	118.00	103.50	118.00	104.80
<u>NORTHERN PARKS</u>						
Full-Time Career	116.00	116.00	118.00	118.00	122.00	122.00
Part-Time Career	1.00	0.50	-	-	-	-
Career Total	117.00	116.50	118.00	118.00	122.00	122.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		17.00		18.10		16.10
Chargebacks		(0.50)		(0.50)		(0.50)
Less Lapse		(11.00)		(11.40)		(11.70)
Subtotal Northern Parks	117.00	122.00	118.00	124.20	122.00	125.90



Montgomery County

Department of Parks – Summary of Positions and Workyears

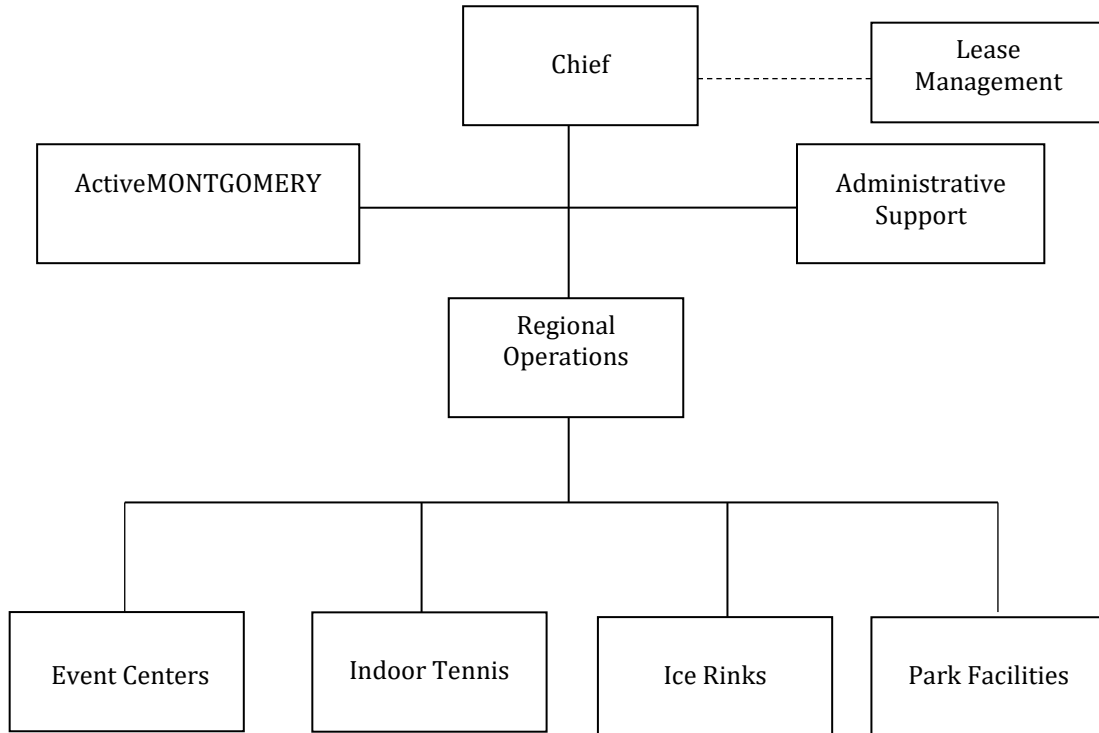
MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
SOUTHERN PARKS						
Full-Time Career	161.00	161.00	161.00	161.00	166.00	166.00
Part-Time Career	-	-	-	-	-	-
Career Total	161.00	161.00	161.00	161.00	166.00	166.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		24.60		25.30		26.30
Chargebacks		(1.40)		(2.40)		(3.90)
Less Lapse		(13.20)		(14.00)		(14.40)
Subtotal Southern Parks	161.00	171.00	161.00	169.90	166.00	174.00
SUPPORT SERVICES						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		1.00
Chargebacks		3.10		3.50		3.50
Less Lapse		-		-		-
Subtotal Support Services	-	3.10	-	3.50	-	4.50
TOTAL PARK FUND POSITIONS/WORKYEARS						
Full-Time Career	759.00	759.00	768.00	768.00	779.00	779.00
Part-Time Career	4.00	2.90	1.00	0.90	2.00	1.70
Career Total	763.00	761.90	769.00	768.90	781.00	780.70
Term Contract	6.00	5.80	5.00	4.80	7.00	6.80
Seasonal/Intermittent		76.60		78.50		81.40
Chargebacks		(32.10)		(34.30)		(36.50)
Less Lapse		(58.20)		(59.20)		(59.90)
Grand Total Park Fund	769.00	754.00	774.00	758.70	788.00	772.50



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

- Despite the impact of facility closures from March -June due to COVID-19, gross revenues in FY20 reached \$9,275,562.
- Implemented changes to accommodate telework, staggered schedules, and social distancing.
- Re-opened facilities per the County Executive Order with CDC and Health Department safety measures in place for staff and customers.
- Began implementation of new Recreation Management Software in coordination with the Montgomery County Recreation Department and the Community Use of Public Facilities (CUPF).



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 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Revenues and Transfers In:				
Golf Courses	\$ 60,955	\$ 45,000	\$ 75,000	66.7%
Ice Rinks	3,670,956	5,408,500	5,380,700	-0.5%
Indoor Tennis	1,750,086	2,239,425	2,214,244	-1.1%
Event Centers	370,568	565,700	565,100	-0.1%
Park Facilities	3,428,591	4,349,511	4,353,011	0.1%
Administration	-	-	-	-
Total Revenues	9,281,155	12,608,136	12,588,055	-0.2%
Expenses and Transfers Out:				
Golf Courses	128,228	-	-	-
Ice Rinks	4,377,926	4,929,292	4,501,958	-8.7%
Indoor Tennis	1,392,541	1,713,988	1,726,133	0.7%
Event Centers	556,516	715,259	701,513	-1.9%
Park Facilities	2,960,018	4,770,692	4,036,334	-15.4%
Administration	-	969,878	-	-100.0%
Total Expenses	\$ 9,415,229	\$ 13,099,109	\$ 10,965,938	-16.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 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 FY22 proposed fund balance will be above the reserve requirement.
- FY22 proposed Capital Improvement Projects include \$400,000 for the replacement of the Ovid Hazen Wells Carousel. This project schedule is dependent on completion of Phase 1 of the construction component of the CIP project.
- Overall, the FY22 proposed budget assumes no major changes from the FY21 budget other than a decrease of \$93,000 in interest income which will be offset by increased rental and concession revenue.



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 eighth time in twelve years and paid \$79,400 to the Enterprise Fund in FY21. 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 \$79,400 from MCRA in FY21, which was 10% percent of net proceeds from Little Bennett, Northwest and Needwood Golf Courses that exceeded the \$5,100,000 revenue threshold for FY20.



Montgomery County Department of Parks – Golf Courses

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	60,955	45,000	75,000	66.7%
Miscellaneous	-	-	-	-
Interest	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	60,955	45,000	75,000	66.7%
Operating Expenses and Other Uses				
Personnel Services	-	-	-	-
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Depreciation & Amortization Expense	128,228	-	-	-
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	128,228	-	-	-
Gain (Loss)	\$ (67,273)	\$ 45,000	\$ 75,000	66.7%

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Golf Courses	-	-	-	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY22 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

- Purchased a new Zamboni ice resurfacers for the Cabin John Ice Rink.
- In FY20, held 36 summer camps with over 1,173 participants enrolled. (There was no spring break camp or camps in June 2020 due to the pandemic.)
- In FY20, held group lessons for 7,698 participants enrolled during the Fall and Winter series. (There was no spring break camp or camps in June 2020 due to the pandemic.)
- Purchased new skate sharpening machine and snack bar equipment.
- Established the new refrigeration computer controls to synchronize all equipment for more efficient operations.
- Began Wheaton Ice Arena entrance and interior renovation project adding sliding ADA compliant entrance doors, office build out, and workflow improvements to the skate rental and Pro Shop areas.
- Completed ADA exterior improvements of the sidewalks, stairwell, and driveway at Wheaton Ice Arena.



Montgomery County

Department of Parks - Enterprise Operations – Ice Rinks

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ 5,652	\$ -	\$ -	-
Sales	290,205	470,400	470,400	0.0%
Charges for Services	1,991,691	3,088,200	3,088,200	0.0%
Rentals and Concessions	1,379,171	1,818,600	1,818,600	0.0%
Miscellaneous	-	-	-	-
Interest	4,237	31,300	3,500	-88.8%
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	3,670,956	5,408,500	5,380,700	-0.5%
Operating Expenses and Other Uses				
Personnel Services	1,617,023	1,995,253	2,008,983	0.7%
Goods for Resale	172,975	269,700	264,200	-2.0%
Supplies and Materials	134,091	145,800	118,700	-18.6%
Other Services and Charges	1,105,623	1,386,725	1,354,418	-2.3%
Depreciation & Amortization Expense	505,457	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	218,949	-	-	-
Chargebacks	618,215	731,814	755,657	3.3%
Transfers Out	5,593	400,000	-	-100.0%
Total Oper. Exp and Other Uses	4,377,926	4,929,292	4,501,958	-8.7%
Gain (Loss)	\$ (706,970)	\$ 479,208	\$ 878,742	83.4%

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ICE RINKS						
Full-Time Career	11.00	11.00	11.00	11.00	11.00	11.00
Part-Time Career	-	-	-	-	-	-
Career Total	11.00	11.00	11.00	11.00	11.00	11.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	24.00	-	28.50	-	28.50
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Ice Rinks	11.00	35.00	11.00	39.50	11.00	39.50



Montgomery County
Department of Parks - Enterprise Operations – Ice Rinks

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreases the FY22 proposed revenue by \$27,800 for projected interest revenue.
- Increases personnel costs by \$13,730 for the compensation marker and increased retirement benefits cost.
- Decreases Supplies & Materials cost by \$27,100 from minor reductions in operational expenses.
- Decreases Other Services & Charges by \$32,307 based on projected savings in telecommunications and utility costs.
- Increases chargebacks by \$34,115 for the ice rinks share of the divisional allocation.



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 FY20 average annual attendance at the tennis facilities was 104,000 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

- Designed and installed an emergency exit door with a roof for patrons to utilize during implement weather at the Wheaton Indoor Tennis facility.
- In FY20, held 15 summer camps with over 550 participants enrolled. (There was no spring break camp or camps in June 2020 due to the pandemic.)
- In FY20, held over 602 group lesson classes for the fall and winter series with over 4,000 participants enrolled. (There was no spring break camp or camps in June 2020 due to the pandemic.)
- Repairs to tennis skin at Wheaton Indoor Tennis.
- Successful partnership with MedStar to host a COVID-19 testing site in the parking lot of



Montgomery County

Department of Parks - Enterprise Operations – Indoor Tennis

PBA/Cabin John Indoor Tennis.

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS

Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ 4,770	\$ -	-	-
Sales	6,093	5,100	5,100	0.0%
Charges for Services	1,441,374	1,879,900	1,879,900	0.0%
Rentals and Concessions	137,355	190,925	195,944	2.6%
Miscellaneous	-	-	-	-
Interest	160,494	163,500	133,300	-18.5%
Other	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	1,750,086	2,239,425	2,214,244	-1.1%
Operating Expenses and Other Uses				
Personnel Services	651,429	837,245	858,570	2.5%
Goods for Resale	4,040	3,200	3,200	0.0%
Supplies and Materials	28,671	37,650	36,100	-4.1%
Other Services and Charges	299,914	407,171	385,571	-5.3%
Depreciation & Amortization Expense	46,316	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	362,172	428,722	442,692	3.3%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	1,392,541	1,713,988	1,726,133	0.7%
Gain (Loss)	\$ 357,545	\$ 525,437	\$ 488,111	-7.1%

	FY 20 Actual		FY 21 Adopted		FY 22 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	-	13.50	-	15.50	-	15.50
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Indoor Tennis	4.00	17.50	4.00	19.50	4.00	19.50



Montgomery County
Department of Parks - Enterprise Operations - Indoor Tennis

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreases revenue by \$30,200 for interest income.
- Increases personnel cost by \$21,325 due to the increase from the compensation marker and retirement benefits cost.
- Savings of \$23,150 in Supplies & Materials and in Other Services & Charges are offset by an increase of \$18,164 in chargebacks for the tennis facilities share of the divisional allocation.



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

- Completed structural and elevator repairs at Rockwood Manor.
- Hired a Rockwood Manor Venue Manager.
- Engaged a landscaping contractor to maintain the flower beds at Seneca Lodge.



Montgomery County

Department of Parks - Enterprise Operations - Event Centers

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ 590	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	363,806	560,000	560,000	0.0%
Miscellaneous	-	-	-	-
Interest	6,172	5,700	5,100	-10.5%
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	370,568	565,700	565,100	-0.1%
Operating Expenses and Other Uses				
Personnel Services	297,623	438,981	455,091	3.7%
Goods for Resale	3,750	5,500	5,000	-9.1%
Supplies and Materials	38,938	60,275	48,725	-19.2%
Other Services and Charges	146,108	136,270	116,045	-14.8%
Depreciation & Amortization Expense	7,387	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	62,710	74,233	76,652	3.3%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	556,516	715,259	701,513	-1.9%
Gain (Loss)	\$ (185,949)	\$ (149,559)	\$ (136,413)	-8.8%

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
EVENT CENTERS						
Full-Time Career	2.00	2.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.00	-	4.10	-	3.90
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Event Centers	2.00	6.00	3.00	7.10	3.00	6.90



Montgomery County

Department of Parks - Enterprise Operations – Event Centers

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreases revenue by \$600 for interest revenue.
- Increases personnel cost by \$16,110 due to the increase from the compensation marker and retirement benefits cost.
- Decreases Supplies & Materials and Other Services & Charges by \$32,275 cost due to planned spending reductions.



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

- Purchased new jumping pillow for Little Bennett Campground.
- Installed new water features at the South Germantown splash park.
- Implemented a new reservation system at boat facilities to provide better customer service.
- In FY20, held 24 golf and archery classes with over 230 participants enrolled.
- Successfully re-opened boat rentals, driving range, mini-golf, and campground after COVID-19 closures, providing outdoor recreation opportunities for customers.



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ 4,500	\$ -	-	-
Sales	309,949	411,000	410,200	-0.2%
Charges for Services	1,503,354	2,047,500	2,048,780	0.1%
Rentals and Concessions	632,853	921,270	962,470	4.5%
Miscellaneous	998,077	777,241	773,461	-0.5%
Interest	190,377	192,500	158,100	-17.9%
Transfers In	5,593	-	-	-
Total Oper. Rev and Other Sources	<u>3,644,704</u>	<u>4,349,511</u>	<u>4,353,011</u>	<u>0.1%</u>
Operating Expenses and Other Uses				
Personnel Services	1,493,504	1,688,658	1,712,529	1.4%
Goods for Resale	152,753	197,600	197,200	-0.2%
Supplies and Materials	200,078	261,400	252,000	-3.6%
Other Services and Charges	389,764	492,634	464,529	-5.7%
Depreciation & Amortization Expense	102,705	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	837,327	980,400	1,010,076	3.0%
Transfers Out	-	1,150,000	400,000	-65.2%
Total Oper. Exp and Other Uses	<u>3,176,131</u>	<u>4,770,692</u>	<u>4,036,334</u>	<u>-15.4%</u>
Gain (Loss)	\$ <u>468,573</u>	\$ <u>(421,181)</u>	\$ <u>316,677</u>	<u>-175.2%</u>

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FACILITIES						
Full-Time Career	6.00	6.00	6.00	6.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	6.00	6.00	6.00	6.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		28.50		32.90		32.60
Chargebacks		0.70		0.70		0.70
Less Lapse		-		-		-
Subtotal Park Facilities	7.00	36.20	7.00	40.60	7.00	40.30



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increases revenue by \$3,500 based on increases in rentals and concessions partially offset by a decrease in interest income.
- Increases personnel cost by \$23,871 due to the increase from the compensation marker and retirement benefits cost.
- Savings of \$37,505 in Supplies & Materials and in Other Services & Charges are offset by an increase of \$42,464 in chargebacks for the park facilities share of the divisional allocation.



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.
- Despite the impact of cancellations due to the pandemic, operated all Enterprise facilities in a fiscally responsible manner resulting in a net profit.
- Purchased a new registration and reservation software system and started implementation including setting up functionality, providing staff training, and introducing system changes to customers.
- Hired an Assistant System Administrator to assist the ActiveMontgomery team.
- Administrative Staff moved into the new offices at the Seneca Lodge House.



Montgomery County

Department of Parks – Enterprise Operations - Administration

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION

Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 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	1,369,253	1,587,386	1,706,078	7.5%
Goods for Resale	362	-	-	-
Supplies and Materials	56,416	38,750	38,750	0.0%
Other Services and Charges	89,263	90,700	81,686	-9.9%
Depreciation & Amortization Expense	13,060	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	284,070	398,511	388,863	-2.4%
Indirect Charges (Admin Chargeback)	(1,812,424)	(2,145,469)	(2,215,377)	3.3%
Transfers Out	-	1,000,000	-	-100.0%
Total Oper. Exp and Other Uses	-	969,878	-	-100.0%
Gain (Loss)	\$ -	\$ (969,878)	\$ -	-100.0%

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION						
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	-	-	-	-	-	-
Chargebacks	-	1.20	-	2.10	-	2.10
Less Lapse	-	-	-	-	-	-
Subtotal Administration	13.00	14.20	13.00	15.10	13.00	15.10



HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increases personnel cost by \$118,692 due to the increase from the compensation marker and benefits cost.



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 424 parks maintained by the Commission. The proposed FY21-26 CIP includes \$53,779,000 for land acquisition and \$173,721,000 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 FY22 CAPITAL BUDGET

The major highlights of the FY22 Capital Budget include:

- Completed construction of Josiah Henson Historical Park museum and visitors center.
- Complete design of Ovid Hazen Wells Recreational Park.
- Complete design and begin construction of Hillandale Local Park and the North Branch Trail.
- Constructed stream restoration projects for Stoneybrook and Grosvenor tributaries to Rock Creek. Complete design for stream restoration projects for Clearspring Tributary and Glenallan Tributary.
- Complete construction at Edith Throckmorton and Silver Spring Intermediate Neighborhood Parks. Complete design of Park Refreshers at Carroll Knolls and Caroline Freeland Local Parks.
- Countywide Ballfield Renovations and upgrades for athletic fields.
- Countywide Vision Zero trail intersection safety improvements.
- Trail renovations for Long Branch Trail and Sligo Creek Trail.
- Facility Planning of trail connection between Wheaton Regional Park and Matthew Henson Trail and Park Refreshers at Columbia Local Park and Woodside Urban Park.



Montgomery County

Department of Parks – Capital Improvement Program

- Countywide playground and court renovations.
- Countywide ADA improvements and infrastructure renovations.
- Replace aging water and sewer to the Meadowbrook Park Activity Building and Norwood Local Park.
- Enterprise Fund-supported projects that include:
 - Wheaton Ice Arena Construction, and
 - Little Bennett Campground Water Park 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	FY22 OBI Expenditures	FY22 Career Workyears	FY22 Seasonal Workyears
CIP PROJECTS			
General Getty Neighborhood Park	\$ 1,935	0.0	0.0
Martin Luther King Jr. Recreational Park - Irrigation	35,322	0.3	0.0
Meadowside Nature Center - Remodel	9,000	0.0	0.0
Northwest Branch Recreational Park Ballfields Irrigation	81,847	0.7	0.0
Piedmont Woods Local Park	98,355	0.9	0.2
Seneca Landing Special Park	13,147	0.1	0.0
SUB-TOTAL	\$ 239,606	2.0	0.2
CIP - WQPF PROJECTS			
Cherrywood LP	4,095	0.0	0.1
General Getty Neighborhood Park	485	0.0	0.0
Piedmont Woods Local Park	7,042	0.0	0.1
SUB-TOTAL	\$ 11,622	0.0	0.2
TOTAL	\$ 251,228	2.0	0.4

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, FY22 Request (\$000)

	Total	Thru FY20	Rem FY20	6 Yr Total	FY21	FY22	FY23	FY24	FY25	FY26	Beyond 6 Yrs	FY22 Approp
Acquisition												
P767828 Acquisition: Local Parks	12,969	5,421	1,648	5,300	1,050	1,650	650	650	650	650	0	1,650
P998798 Acquisition: Non-Local Parks	25,155	9,812	10,883	4,450	700	750	750	750	750	750	0	750
P727007 ALARF - M-NCPPC	27,798	20,798	1,000	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0
P872002 Bethesda Park Impact Payment	15,000	7,040	2,960	5,000	2,500	2,500	0	0	0	0	0	2,500
P018710 Legacy Open Space	100,000	76,198	2,216	12,529	1,036	2,578	2,650	2,600	2,465	1,200	9,057	2,578
P872104 Legacy Urban Space	150,000	0	0	18,000	3,000	3,000	3,000	3,000	3,000	3,000	132,000	3,000
P872201 Mid-County Park Benefit Payments	2,500	0	0	2,500	0	2,500	0	0	0	0	0	2,500
Acquisition Subtotal:	332,822	119,269	18,717	53,779	9,286	13,978	8,050	8,000	7,865	6,600	141,057	12,978
Development												
P128701 ADA Compliance: Local Parks	8,767	2,768	1,129	4,850	760	860	880	800	800	750	0	860
P128702 ADA Compliance: Non-Local Parks	10,798	4,305	543	5,950	950	1,000	1,000	1,000	1,000	1,000	0	1,000
P008720 Battlefield Initiatives	19,197	4,809	1,338	13,050	1,550	2,300	2,300	2,300	2,300	2,300	0	2,300
P872101 Black Hill Regional Park - SEED Classroom	650	0	650	650	400	250	0	0	0	0	0	0
P872105 Blair HS Field Renovations and Lights	2,900	0	2,900	2,900	0	1,400	1,500	0	0	0	0	1,400
P078702 Brookside Gardens Master Plan Implementation	11,911	10,009	202	1,700	0	250	950	500	0	0	0	250
P977748 Cost Sharing: Local Parks	851	401	0	450	75	75	75	75	75	75	0	75
P761682 Cost Sharing: Non-Local Parks	556	256	0	300	50	50	50	50	50	50	0	50
P138701 Elm Street Urban Park *	1,613	139	532	0	0	0	0	0	0	0	0	942
P998710 Energy Conservation - Local Parks	976	297	629	50	150	150	70	83	86	90	0	150
P998711 Energy Conservation - Non-Local Parks	1,020	224	6	790	90	100	100	150	150	200	0	90
P998773 Enterprise Facilities' Improvements	35,762	8,185	4,127	3,450	2,550	400	0	0	500	0	20,000	-7,050
P098702 Evans Parkway Neighborhood Park *	3,651	3,651	0	0	0	0	0	0	0	0	0	0
P957775 Facility Planning: Local Parks	4,329	1,717	312	2,300	300	400	400	400	400	400	0	400
P955776 Facility Planning: Non-Local Parks	3,558	1,085	723	1,750	250	300	300	300	300	300	0	300
P078704 Germantown Town Center Urban Park *	7,806	7,597	209	0	0	0	0	0	0	0	0	0
P078705 Greenbar Local Park *	4,407	4,395	12	0	0	0	0	0	0	0	0	0
P871742 Hilldale Local Park	5,700	633	2,067	3,000	2,500	500	0	0	0	0	0	0
P871552 Josiah Henson Historic Park	7,712	5,204	1,496	1,012	1,012	0	0	0	0	0	0	0
P138702 Kemp Mill Urban Park *	5,810	5,772	0	0	0	0	0	0	0	0	0	0
P038703 Laytonia Recreational Park *	12,579	12,064	515	0	0	0	0	0	0	0	0	0
P138703 Little Bennett Regional Park Day Use Area	14,567	21	29	0	0	0	0	0	0	0	14,517	0
P871744 Little Bennett Regional Park Trail Connector *	2,780	0	0	0	0	0	0	0	0	0	2,780	0
P098706 Magruder Branch Trail Extension *	2,629	0	0	0	0	0	0	0	0	0	2,629	0
P998799 Minor New Construction - Local Parks	4,984	1,624	1,055	2,305	400	450	360	364	365	366	0	450
P998763 Minor New Construction - Non-Local Parks	7,235	2,370	395	4,470	620	700	750	800	800	800	0	620
P871541 North Branch Trail	4,672	480	3,040	1,152	0	200	952	0	0	0	0	0
P078706 North Four Corners Local Park *	4,304	4,274	30	0	0	0	0	0	0	0	0	0
P118704 Northwest Branch Recreational Park-Athletic Area	4,950	167	183	620	0	0	0	0	0	620	3,980	0
P871745 Ovid Hazen Wells Recreational Park	8,200	154	522	7,524	200	2,000	2,250	2,200	874	0	0	2,900
P871902 Park Refreshers	28,645	1,961	6,344	20,340	3,300	3,300	3,504	3,438	3,326	2,872	0	3,900
P967754 Planned Lifecycle Asset Replacement: Local Parks	40,012	14,966	4,101	20,945	4,190	3,790	3,266	3,318	3,183	3,198	0	3,790
P968755 Planned Lifecycle Asset Replacement: NL Parks	41,239	9,520	3,819	27,900	4,010	4,778	4,778	4,778	4,778	4,778	0	4,395
P078701 Pollution Prevention and Repairs to Ponds & Lakes	12,989	5,030	1,209	6,750	950	1,000	1,200	1,200	1,200	1,200	0	1,000
P808494 Restoration Of Historic Structures	5,806	1,694	892	3,220	450	500	500	500	635	635	0	500
P118702 Rock Creek Trail Pedestrian Bridge *	9,655	9,625	30	0	0	0	0	0	0	0	0	0
P048703 Rock Creek Trail Pedestrian Bridge *	7,943	7,094	849	0	0	0	0	0	0	0	0	0
P871746 S. Germantown Recreational Park: Cricket Field	5,418	2,193	107	3,118	0	195	1,036	1,530	357	0	0	0
P138704 Seneca Crossing Local Park *	8,773	0	0	0	0	0	0	0	0	0	8,773	0
P055755 Small Grant/Donor-Assisted Capital Improvements	11,535	2,778	2,207	6,550	1,050	1,100	1,100	1,100	1,100	1,100	0	1,100
P818571 Stream Protection: SVP	11,649	2,506	1,093	8,050	2,900	3,300	3,300	950	950	950	0	750
P768673 Trails: Hard Surface Design & Construction	5,208	2,536	872	1,800	300	300	300	300	300	300	0	300
P888754 Trails: Hard Surface Renovation	7,836	2,475	1,016	4,345	645	700	700	700	800	800	0	645
P868710 Trails: Natural Surface & Resource-based Recreation	5,488	1,772	416	3,300	800	500	500	500	500	500	0	500
P871540 Urban Park Elements	3,601	625	825	2,151	600	600	296	276	235	244	0	600
P871905 Vision Zero	3,900	300	300	3,400	700	700	500	500	500	500	0	700
P118703 Warner Circle Special Park *	6,177	975	250	0	0	0	0	0	0	0	4,952	0
P871904 Wheaton Regional Park Improvements	5,000	0	0	3,000	0	0	0	250	470	2,280	2,000	0
P138705 Woodside Urban Park *	885	797	88	0	0	0	0	0	0	0	0	0
Development Subtotal:	426,533	149,238	43,001	173,721	31,652	30,603	29,726	27,868	27,207	26,665	60,573	21,975
M-NCPPC Total:	759,355	268,507	61,718	227,500	40,938	44,581	37,776	35,868	35,072	33,265	201,630	34,953

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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL PROJECTS FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	%
				Change
Revenues:				
Intergovernmental:	\$	\$	\$	
Federal	-	(852,000)	-	-100.0%
State (POS)	2,059,790	6,000,000	10,409,000	73.5%
State (Other)	100,600	2,550,000	1,450,000	-43.1%
County	11,915,312	12,479,000	15,819,000	26.8%
Interest	126,431	25,000	25,000	0.0%
Contributions	22,270	4,450,000	6,000,000	34.8%
Miscellaneous	9,634,380	-	-	-
Total Revenues	<u>23,858,784</u>	<u>24,652,000</u>	<u>33,703,000</u>	<u>36.7%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	1,160,951	-	-	-
Other Services and Charges	3,628,645	-	-	-
Capital Outlay	20,095,187	32,352,000	34,953,000	8.0%
Park Acquisition	8,893,728	8,286,000	12,978,000	56.6%
Park Development	11,201,459	24,066,000	21,975,000	-8.7%
Other Classifications	-	-	-	-
Chargebacks	3,797,672	-	-	-
Total Expenditures	<u>28,682,455</u>	<u>32,352,000</u>	<u>34,953,000</u>	<u>8.0%</u>
Excess of Revenues over Expenditures	<u>(4,823,671)</u>	<u>(7,700,000)</u>	<u>(1,250,000)</u>	<u>-83.8%</u>
Other Financing Sources (Uses):				
Bond Proceeds	10,000,000	4,825,000	425,000	-91.2%
Transfers In				
Transfer from Park Fund (Pay-Go)	350,000	350,000	450,000	28.6%
Transfer from Enterprise Fund	1,928,059	2,550,000	400,000	-84.3%
Transfer from Debt Service Fund	-	-	-	-
Total Transfers In	<u>2,278,059</u>	<u>2,900,000</u>	<u>850,000</u>	<u>-70.7%</u>
Transfers Out				
Transfer to Park Fund	(126,431)	(25,000)	(25,000)	0.0%
Total Transfers Out	<u>(126,431)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>12,151,628</u>	<u>7,700,000</u>	<u>1,250,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>7,327,957</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	13,019,251	13,019,251	20,347,208	56.3%
Fund Balance, Ending	<u>\$ 20,347,208</u>	<u>\$ 13,019,251</u>	<u>\$ 20,347,208</u>	<u>56.3%</u>



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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 fund is Development Review (Planning Department). The FY22 proposed revenue budget is \$5,931,793 and is 6.3% higher compared to the FY21 adopted budget. FY22 expenditures are proposed at \$7,052,119, representing a 4.1% decrease from the FY21 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 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues and Other Sources:					
Planning Department:					
Traffic Mitigation Program	\$ 4,046	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Historic Preservation-County Non-Dept	455	11,500	250	-	-100.0%
GIS Data Sales	2,043	3,500	-	-	-100.0%
Environmental/Forest Conserv. Penalties	25,688	27,300	27,300	25,800	-5.5%
Development Review	2,293,296	2,625,460	2,236,055	3,035,800	15.6%
Forest Conservation	160,749	170,100	170,100	163,400	-3.9%
Subtotal Planning:	2,486,277	2,857,860	2,453,705	3,245,000	13.5%
Parks Department:					
Historic Renovations- Property Mngmt.	169	260	100	100	-61.5%
Park Police- Drug Enforcement	924	1,100	800	800	-27.3%
Park Police- Federally Forfeited Prop.	1,431	1,100	500	500	-54.5%
Interagency Agreements	1,685,323	1,936,450	1,812,770	1,984,523	2.5%
Park Cultural Resources	72,006	123,300	39,900	124,700	1.1%
Special Events	75,433	171,500	54,300	174,200	1.6%
Nature Programs and Facilities	250,750	380,040	39,471	293,020	-22.9%
Special Donations and Programs	150,786	109,100	60,750	108,950	-0.1%
Subtotal Parks:	2,236,823	2,722,850	2,008,591	2,686,793	-1.3%
Total Revenues and Other Sources	4,723,100	5,580,710	4,462,296	5,931,793	6.3%
Expenditures and Other Uses:					
Planning Department:					
Traffic Mitigation Program	-	20,000	20,000	14,000	-30.0%
Historic Preservation-County Non-Dept	2,250	11,000	1,573	-	-100.0%
GIS Data Sales	149,663	130,000	-	-	-100.0%
Environmental/Forest Conserv. Penalties	5,522	69,000	69,000	44,000	-36.2%
Development Review	3,535,730	3,685,001	3,655,001	3,425,583	-7.0%
Forest Conservation	216,195	470,000	470,000	470,000	0.0%
Subtotal Planning:	3,909,360	4,385,001	4,215,574	3,953,583	-9.8%
Parks Department:					
Historic Renovations- Property Mngmt.	-	-	-	-	-
Park Police- Drug Enforcement	-	10,000	10,000	10,000	0.0%
Park Police- Federally Forfeited Prop.	7,689	20,000	20,000	20,000	0.0%
Interagency Agreements	1,922,305	1,971,450	1,828,100	2,216,846	12.4%
Park Cultural Resources	57,378	143,365	37,615	203,826	42.2%
Special Events	86,976	167,667	75,667	176,646	5.4%
Nature Programs and Facilities	257,859	507,030	141,553	340,065	-32.9%
Special Donations and Programs	93,109	147,916	131,288	131,153	-11.3%
Subtotal Parks:	2,425,316	2,967,428	2,244,223	3,098,536	4.4%
Total Expenditures and Other Uses	6,334,676	7,352,429	6,459,797	7,052,119	-4.1%
Excess of Revenues and Other Sources over (under) Expenditures and Other Financing Uses					
Financing Sources over (under) Expenditures and Other Financing Uses	(1,611,576)	(1,771,719)	(1,997,501)	(1,120,326)	-36.8%
Fund Balance - Beginning	7,470,026	5,891,910	5,858,451	3,860,950	-34.5%
Fund Balance - Ending	\$ 5,858,451	\$ 4,120,191	\$ 3,860,950	\$ 2,740,624	-33.5%



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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
TRAFFIC MITIGATION PROGRAM					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2022					
	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	4,046	20,000	20,000	20,000	0.0%
Total Revenues	<u>4,046</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	-	20,000	20,000	14,000	-30.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>14,000</u>	<u>-30.0%</u>
Excess of Revenues over Expenditure	<u>4,046</u>	<u>-</u>	<u>-</u>	<u>6,000</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>
Financing Sources over (under) Expenditures and Other Financing Uses	<u>4,046</u>	<u>-</u>	<u>-</u>	<u>6,000</u>	<u>-</u>
Fund Balance - Beginning	(9,984)	(9,983)	(5,938)	(5,938)	-40.5%
Fund Balance - Ending	<u>\$ (5,938)</u>	<u>\$ (9,983)</u>	<u>\$ (5,938)</u>	<u>\$ 62</u>	<u>-100.6%</u>



Montgomery County Special Revenue Funds: Historic Preservation – County Non- Departmental Account

OVERVIEW

The Historic Preservation SRF was originally 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 support was phased out and remained in place as a source of funding for the sale of publications. The remaining fund balance will be used to scan Historic Preservation files for archive purposes and this fund will be closed out at the end of FY21.

SUMMARY OF FY22 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 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ 11,000	\$ -	\$ -	-100.0%
Sales	293	500	250	-	-100.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	162	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>455</u>	<u>11,500</u>	<u>250</u>	<u>-</u>	<u>-100.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	2,250	11,000	1,573	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>2,250</u>	<u>11,000</u>	<u>1,573</u>	<u>-</u>	<u>-100.0%</u>
Excess of Revenues over Expenditure	<u>(1,795)</u>	<u>500</u>	<u>(1,323)</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Financing Sources over (under) Expenditures and Other Financing Uses	<u>(1,795)</u>	<u>500</u>	<u>(1,323)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	3,118	3,618	1,323	-	-100.0%
Fund Balance - Ending	<u>\$ 1,323</u>	<u>\$ 4,118</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-100.0%</u>



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. As planned, the remaining balance of the Map Sales SRF was exhausted in late FY20 to pay for the latest Countywide GIS update and this SRF was closed. Going forward, maintenance of County GIS base map data will be budgeted in the ITI division of the Planning Department on a three-year cycle.

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
MAP SALES					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2022					
	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	100	-	-	-100.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	2,043	3,400	-	-	-100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	2,043	3,500	-	-	-100.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	149,663	130,000	-	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	149,663	130,000	-	-	-100.0%
Excess of Revenues over Expenditure	(147,620)	(126,500)	-	-	-100.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Financing Sources over (under)					
Expenditures and Other Financing					
Uses	(147,620)	(126,500)	-	-	-100.0%
Fund Balance - Beginning	147,620	149,220	-	-	-100.0%
Fund Balance - Ending	\$ -	\$ 22,720	\$ -	\$ -	-100.0%



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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,836	2,300	2,300	800	-65.2%
Miscellaneous	23,852	25,000	25,000	25,000	0.0%
Total Revenues	<u>25,688</u>	<u>27,300</u>	<u>27,300</u>	<u>25,800</u>	<u>-5.5%</u>
Expenditures by Major Object:					
Personnel Services	2,584	-	-	-	-
Supplies and Materials	2,939	9,000	9,000	9,000	0.0%
Other Services and Charges	-	25,000	25,000	35,000	40.0%
Capital Outlay	-	35,000	35,000	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>5,522</u>	<u>69,000</u>	<u>69,000</u>	<u>44,000</u>	<u>-36.2%</u>
Excess of Revenues over Expenditure	<u>20,166</u>	<u>(41,700)</u>	<u>(41,700)</u>	<u>(18,200)</u>	<u>-56.4%</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>
Financing Sources over (under)					
Expenditures and Other Financing					
Uses	<u>20,166</u>	<u>(41,700)</u>	<u>(41,700)</u>	<u>(18,200)</u>	<u>-56.4%</u>
Fund Balance - Beginning	117,571	110,570	137,737	96,037	-13.1%
Fund Balance - Ending	<u>\$ 137,737</u>	<u>\$ 68,870</u>	<u>\$ 96,037</u>	<u>\$ 77,837</u>	<u>13.0%</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 did not request a transfer from the Administration Fund in FY21. However, FY20 revenue fell short of the \$2.5 million budget by \$235,000.

The FY22 Development Review SRF includes a decrease in the chargebacks of \$240,233 from the Planning Department based on the FY20 actuals, coupled with increases of \$4,865 and \$5,950 in chargebacks from the Legal Department and the Finance Department, respectively.

For FY22, the Planning Department proposed budget is \$2.5 million in revenues. This may be optimistic based on the pandemic and the County's economy in general. This revenue level will draw down the fund balance by \$889,783, bringing the fund balance very close to the \$1.2 million minimum fund balance reserve. To stabilize the Development Review SRF fund for the next few years and to ease in the transfer amount as it builds up to the \$1 million range by FY25, the Planning Department is requesting a \$500K transfer from the Administration Fund to the Development Review SRF for FY22.



Montgomery County Special Revenue Funds: Development Review

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW

Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	2,230,612	2,551,260	2,200,000	2,500,000	-2.0%
Rentals and Concessions	-	-	-	-	-
Interest	62,684	74,200	36,055	35,800	-51.8%
Miscellaneous	-	-	-	-	-
Total Revenues	2,293,296	2,625,460	2,236,055	2,535,800	-3.4%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	3,123	35,000	5,000	5,000	-85.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,532,607	3,650,001	3,650,001	3,420,583	-6.3%
Total Expenditures	3,535,730	3,685,001	3,655,001	3,425,583	-7.0%
Excess of Revenues over Expenditure	(1,242,434)	(1,059,541)	(1,418,946)	(889,783)	-16.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	500,000	-
Total Transfers In	-	-	-	500,000	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	500,000	-
Financing Sources over (under)					
Expenditures and Other Financing					
Uses	(1,242,434)	(1,059,541)	(1,418,946)	(389,783)	-63.2%
Fund Balance - Beginning	4,807,292	3,833,086	3,564,858	2,145,912	-44.0%
Fund Balance - Ending	\$ 3,564,858	\$ 2,773,545	\$ 2,145,912	\$ 1,756,129	-36.7%



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 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.

In 2020, the Planning Department consolidated and expanded the planting programs under the Reforest Montgomery umbrella. By leveraging relationships with the Montgomery County Parks Department, nurseries, non-profit organizations and private land owners, the Forest Conservation SRF is being used to: meet the forest planting obligations passed from applicants to the Planning Department through an in-lieu fee payment; provide free shade trees, on a limited basis, to private property owners within priority funding areas; fund a \$40 rebate coupon for trees purchased from participating nurseries; plant conservation easements that never contained forest; and partner with organizations in the county to create new forests on private land.



Montgomery County

Special Revenue Funds: Forest Conservation

SUMMARY OF FY22 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
FOREST CONSERVATION**
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	23,970	20,100	20,100	13,400	-33.3%
Miscellaneous	136,779	150,000	150,000	150,000	0.0%
Total Revenues	<u>160,749</u>	<u>170,100</u>	<u>170,100</u>	<u>163,400</u>	<u>-3.9%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	8,715	20,000	20,000	20,000	0.0%
Other Services and Charges	207,480	450,000	450,000	450,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>216,195</u>	<u>470,000</u>	<u>470,000</u>	<u>470,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditure	<u>(55,446)</u>	<u>(299,900)</u>	<u>(299,900)</u>	<u>(306,600)</u>	<u>2.2%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>(55,446)</u>	<u>(299,900)</u>	<u>(299,900)</u>	<u>(306,600)</u>	<u>2.2%</u>
Fund Balance - Beginning	<u>1,150,074</u>	<u>845,073</u>	<u>1,094,628</u>	<u>794,728</u>	<u>-6.0%</u>
Fund Balance - Ending	<u>\$ 1,094,628</u>	<u>\$ 545,173</u>	<u>\$ 794,728</u>	<u>\$ 488,128</u>	<u>-10.5%</u>



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 FY22 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	169	260	100	100	-61.5%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>169</u>	<u>260</u>	<u>100</u>	<u>100</u>	<u>-61.5%</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 Expenditure	<u>169</u>	<u>260</u>	<u>100</u>	<u>100</u>	<u>-61.5%</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>169</u>	<u>260</u>	<u>100</u>	<u>100</u>	<u>-61.5%</u>
Fund Balance - Beginning	11,120	11,370	11,289	11,389	0.2%
Fund Balance - Ending	<u>\$ 11,289</u>	<u>\$ 11,630</u>	<u>\$ 11,389</u>	<u>\$ 11,489</u>	<u>-1.2%</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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK POLICE - DRUG ENFORCEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	924	1,100	800	800	-27.3%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>924</u>	<u>1,100</u>	<u>800</u>	<u>800</u>	<u>-27.3%</u>
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	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditure	<u>924</u>	<u>(8,900)</u>	<u>(9,200)</u>	<u>(9,200)</u>	<u>3.4%</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>
Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>924</u>	<u>(8,900)</u>	<u>(9,200)</u>	<u>(9,200)</u>	<u>3.4%</u>
Fund Balance - Beginning	49,352	40,353	50,276	41,076	1.8%
Fund Balance - Ending	<u>\$ 50,276</u>	<u>\$ 31,453</u>	<u>\$ 41,076</u>	<u>\$ 31,876</u>	<u>1.3%</u>



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 FY22 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	787	1,100	500	500	-54.5%
Miscellaneous	644	-	-	-	-
Total Revenues	<u>1,431</u>	<u>1,100</u>	<u>500</u>	<u>500</u>	<u>-54.5%</u>
Expenditures by Major Object:					
Personnel Services					-
Supplies and Materials	7,689	10,000	10,000	10,000	0.0%
Other Services and Charges	-	10,000	10,000	10,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>7,689</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditure	<u>(6,258)</u>	<u>(18,900)</u>	<u>(19,500)</u>	<u>(19,500)</u>	<u>3.2%</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>
Financing Sources over (under) Expenditures and Other Financing Uses	<u>(6,258)</u>	<u>(18,900)</u>	<u>(19,500)</u>	<u>(19,500)</u>	<u>3.2%</u>
Fund Balance - Beginning	<u>56,519</u>	<u>47,518</u>	<u>50,261</u>	<u>30,761</u>	<u>-35.3%</u>
Fund Balance - Ending	<u>\$ 50,261</u>	<u>\$ 28,618</u>	<u>\$ 30,761</u>	<u>\$ 11,261</u>	<u>-60.7%</u>



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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
INTERAGENCY AGREEMENTS					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2022					
	FY 20	FY 21	FY 21	FY 22	%
	Actual	Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ 1,658,126	\$ 1,891,450	\$ 1,773,120	\$ 1,942,373	2.7%
Sales	-	10,000	20,000	20,000	100.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	13,124	-	2,150	2,150	-
Miscellaneous	14,073	35,000	17,500	20,000	-42.9%
Total Revenues	<u>1,685,323</u>	<u>1,936,450</u>	<u>1,812,770</u>	<u>1,984,523</u>	<u>2.5%</u>
Expenditures by Major Object:					
Personnel Services	168,617	251,000	131,000	155,000	-38.2%
Supplies and Materials	43,989	55,330	44,500	63,000	13.9%
Other Services and Charges	1,620,799	1,444,534	1,432,014	1,786,256	23.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	88,900	220,586	220,586	212,590	-3.6%
Total Expenditures	<u>1,922,305</u>	<u>1,971,450</u>	<u>1,828,100</u>	<u>2,216,846</u>	<u>12.4%</u>
Excess of Revenues over Expenditure	<u>(236,982)</u>	<u>(35,000)</u>	<u>(15,330)</u>	<u>(232,323)</u>	<u>563.8%</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)	-	-	-	-	-
Financing Sources over (under) Expenditures and Other Financing Uses	<u>(236,982)</u>	<u>(35,000)</u>	<u>(15,330)</u>	<u>(232,323)</u>	<u>563.8%</u>
Fund Balance - Beginning	514,917	280,460	277,935	262,605	-6.4%
Fund Balance - Ending	<u>\$ 277,935</u>	<u>\$ 245,460</u>	<u>\$ 262,605</u>	<u>\$ 30,282</u>	<u>-87.7%</u>



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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK CULTURAL RESOURCES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	184	17,500	100	5,700	-67.4%
Charges for Services	59,504	93,500	34,800	105,000	12.3%
Rentals and Concessions	1,491	7,000	1,700	7,000	0.0%
Interest	1,460	1,300	1,300	1,000	-23.1%
Miscellaneous	9,366	4,000	2,000	6,000	50.0%
Total Revenues	72,006	123,300	39,900	124,700	1.1%
Expenditures by Major Object:					
Personnel Services	42,524	101,000	31,050	135,000	33.7%
Supplies and Materials	8,088	19,500	2,100	29,500	51.3%
Other Services and Charges	5,224	20,950	2,550	36,000	71.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	1,542	1,915	1,915	3,326	73.7%
Total Expenditures	57,378	143,365	37,615	203,826	42.2%
Excess of Revenues over Expenditure	14,628	(20,065)	2,285	(79,126)	294.3%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Financing Sources over (under) Expenditures and Other Financing Uses	14,628	(20,065)	2,285	(79,126)	294.3%
Fund Balance - Beginning	66,944	83,211	81,572	83,857	0.8%
Fund Balance - Ending	\$ 81,572	\$ 63,146	\$ 83,857	\$ 4,731	-92.5%



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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL EVENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	71,068	170,000	50,000	170,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	1,449	1,500	1,300	1,200	-20.0%
Miscellaneous	2,916	-	3,000	3,000	-
Total Revenues	<u>75,433</u>	<u>171,500</u>	<u>54,300</u>	<u>174,200</u>	<u>1.6%</u>
Expenditures by Major Object:					
Personnel Services	70,723	140,000	60,000	140,000	0.0%
Supplies and Materials	9,595	18,000	2,000	18,000	0.0%
Other Services and Charges	4,019	7,000	11,000	14,000	100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	2,640	2,667	2,667	4,646	74.2%
Total Expenditures	<u>86,976</u>	<u>167,667</u>	<u>75,667</u>	<u>176,646</u>	<u>5.4%</u>
Excess of Revenues over Expenditure	<u>(11,543)</u>	<u>3,833</u>	<u>(21,367)</u>	<u>(2,446)</u>	<u>-163.8%</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>
Financing Sources over (under) Expenditures and Other Financing Uses	<u>(11,543)</u>	<u>3,833</u>	<u>(21,367)</u>	<u>(2,446)</u>	<u>-163.8%</u>
Fund Balance - Beginning	62,316	70,675	50,773	29,406	-58.4%
Fund Balance - Ending	<u>\$ 50,773</u>	<u>\$ 74,508</u>	<u>\$ 29,406</u>	<u>\$ 26,960</u>	<u>-63.8%</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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
NATURE PROGRAMS AND FACILITIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	9,158	15,000	4,443	16,760	11.7%
Charges for Services	195,959	265,000	20,326	198,461	-25.1%
Rentals and Concessions	35,543	86,500	5,702	68,799	-20.5%
Interest	6,894	4,540	4,000	4,000	-11.9%
Miscellaneous	3,196	9,000	5,000	5,000	-44.4%
Total Revenues	250,750	380,040	39,471	293,020	-22.9%
Expenditures by Major Object:					
Personnel Services	224,679	323,000	19,751	202,500	-37.3%
Supplies and Materials	13,937	143,000	111,915	118,686	-17.0%
Other Services and Charges	14,213	35,130	3,987	11,059	-68.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	5,029	5,900	5,900	7,820	32.5%
Total Expenditures	257,859	507,030	141,553	340,065	-32.9%
Excess of Revenues over Expenditure	(7,109)	(126,990)	(102,082)	(47,045)	-63.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Financing Sources over (under)					
Expenditures and Other Financing					
Uses	(7,109)	(126,990)	(102,082)	(47,045)	-63.0%
Fund Balance - Beginning	403,217	348,629	396,108	294,026	-15.7%
Fund Balance - Ending	\$ 396,108	\$ 221,639	\$ 294,026	\$ 246,981	11.4%



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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL DONATIONS AND PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	54,672	68,900	54,500	69,200	0.4%
Interest	2,850	200	250	250	25.0%
Miscellaneous	93,263	40,000	6,000	39,500	-1.3%
Total Revenues	<u>150,786</u>	<u>109,100</u>	<u>60,750</u>	<u>108,950</u>	<u>-0.1%</u>
Expenditures by Major Object:					
Personnel Services	8,940	34,000	19,000	32,000	-5.9%
Supplies and Materials	22,660	42,000	30,940	48,650	15.8%
Other Services and Charges	31,180	35,843	80,275	19,350	-46.0%
Capital Outlay	29,283	35,000	-	29,300	-16.3%
Other Classifications	-	-	-	-	-
Chargebacks	1,046	1,073	1,073	1,853	72.7%
Total Expenditures	<u>93,109</u>	<u>147,916</u>	<u>131,288</u>	<u>131,153</u>	<u>-11.3%</u>
Excess of Revenues over Expenditure	<u>57,677</u>	<u>(38,816)</u>	<u>(70,538)</u>	<u>(22,203)</u>	<u>-42.8%</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>
Financing Sources over (under)					
Expenditures and Other Financing					
Uses	<u>57,677</u>	<u>(38,816)</u>	<u>(70,538)</u>	<u>(22,203)</u>	<u>-42.8%</u>
Fund Balance - Beginning	89,950	78,109	147,627	77,089	-1.3%
Fund Balance - Ending	<u>\$ 147,627</u>	<u>\$ 39,293</u>	<u>\$ 77,089</u>	<u>\$ 54,886</u>	<u>39.7%</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 FY22 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 \$135,050 in FY22. The contribution to the Advance Land Acquisition Revolving Fund is proposed at \$1,981,950.

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 FY22 are \$12,549,349.



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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ 2,013,927	\$ 2,068,181	\$ 2,068,181	\$ 2,117,000	2.4%
Intergovernmental -					-
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,013,927</u>	<u>2,068,181</u>	<u>2,068,181</u>	<u>2,117,000</u>	<u>2.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,871,290	1,925,581	1,932,375	1,981,950	2.9%
Debt Service:	143,700	142,600	142,600	135,050	-5.3%
Debt Service Principal	130,000	130,000	130,000	125,000	-3.8%
Debt Service Interest	13,700	11,100	11,100	8,550	-23.0%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>2,014,990</u>	<u>2,068,181</u>	<u>2,074,975</u>	<u>2,117,000</u>	<u>2.4%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(1,063)</u>	<u>-</u>	<u>(6,794)</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)	<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>(1,063)</u>	<u>-</u>	<u>(6,794)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	7,857	-	6,794	-	-
Fund Balance, Ending	<u>\$ 6,794</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	109,919	100,000	100,000	100,000	0.0%
Miscellaneous (Contributions)	1,871,290	1,925,581	1,932,375	1,981,950	2.9%
Total Revenues	<u>1,981,209</u>	<u>2,025,581</u>	<u>2,032,375</u>	<u>2,081,950</u>	<u>2.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	10,447,087	-	12,549,349	20.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>10,447,087</u>	<u>-</u>	<u>12,549,349</u>	<u>20.1%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>1,981,209</u>	<u>(8,421,506)</u>	<u>2,032,375</u>	<u>(10,467,399)</u>	<u>24.3%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
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>1,981,209</u>	<u>(8,421,506)</u>	<u>2,032,375</u>	<u>(10,467,399)</u>	<u>24.3%</u>
Total Net Position - Beginning	<u>6,453,815</u>	<u>8,421,506</u>	<u>8,435,024</u>	<u>10,467,399</u>	<u>24.3%</u>
Total Net Position - Ending	<u>\$ 8,435,024</u>	<u>\$ -</u>	<u>\$ 10,467,399</u>	<u>\$ 0</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 FY22 PROPOSED BUDGET

The FY22 proposed budget includes debt service on an expected \$6.5 million issue in the spring of 2021.

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	200,000	200,000	200,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	35,000	-	-	-	-
Debt Service -	6,174,906	7,440,410	7,440,410	7,051,058	-5.2%
Debt Service Principal	4,135,000	4,900,000	4,900,000	4,885,000	-0.3%
Debt Service Interest	2,004,660	2,290,410	2,290,410	1,966,058	-14.2%
Debt Service Fees	35,246	250,000	250,000	200,000	-20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>6,209,906</u>	<u>7,440,410</u>	<u>7,440,410</u>	<u>7,051,058</u>	<u>-5.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(6,209,906)</u>	<u>(7,240,410)</u>	<u>(7,240,410)</u>	<u>(6,851,058)</u>	<u>-5.4%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	75,000	75,000	50,000	-33.3%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	6,209,906	7,165,410	7,165,410	6,801,058	-5.1%
Total Transfers In	<u>6,209,906</u>	<u>7,165,410</u>	<u>7,165,410</u>	<u>6,801,058</u>	<u>-5.1%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>6,209,906</u>	<u>7,240,410</u>	<u>7,240,410</u>	<u>6,851,058</u>	<u>-5.4%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>-</u>



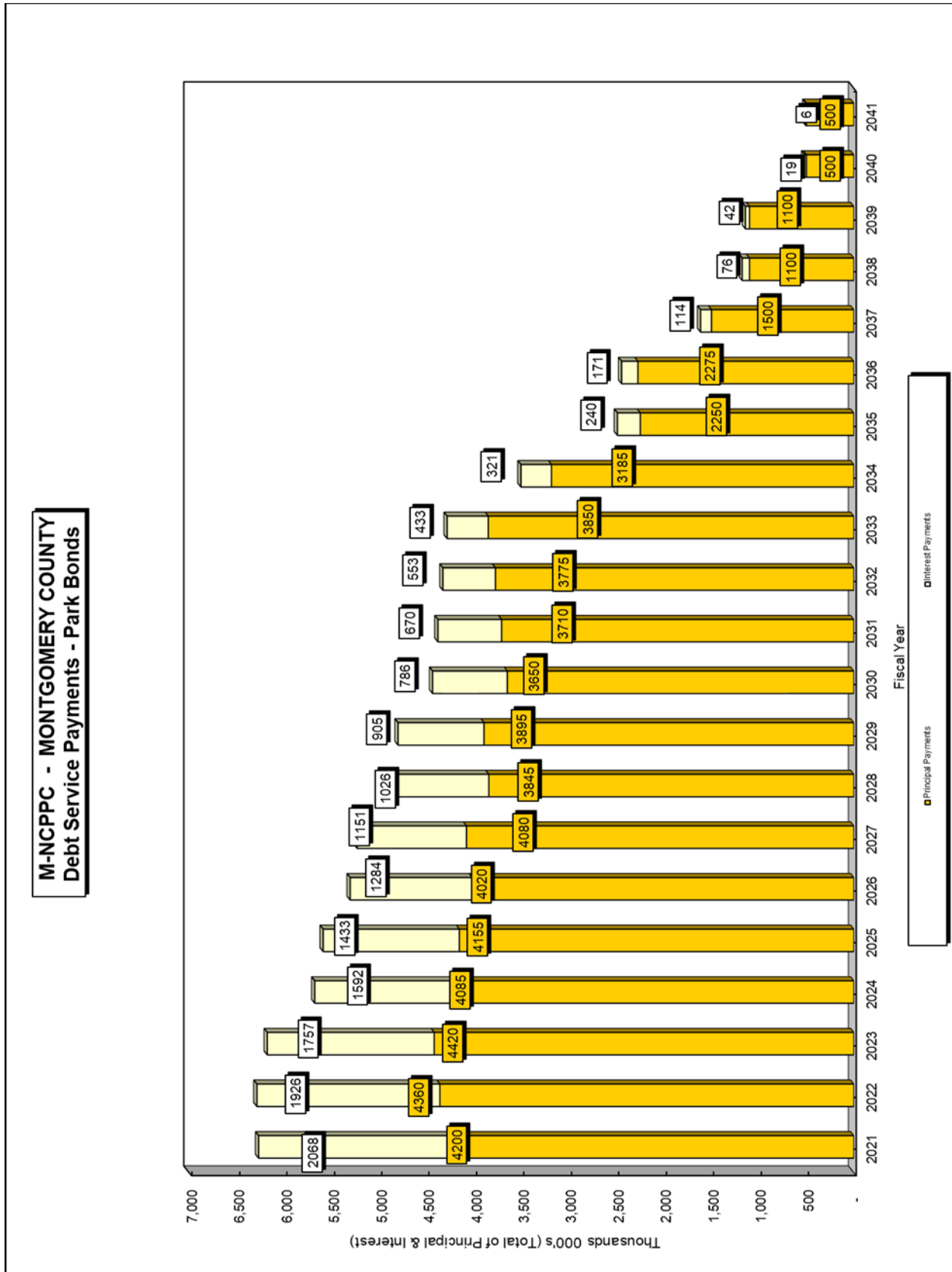
Montgomery County Debt Service Requirements for FY22

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

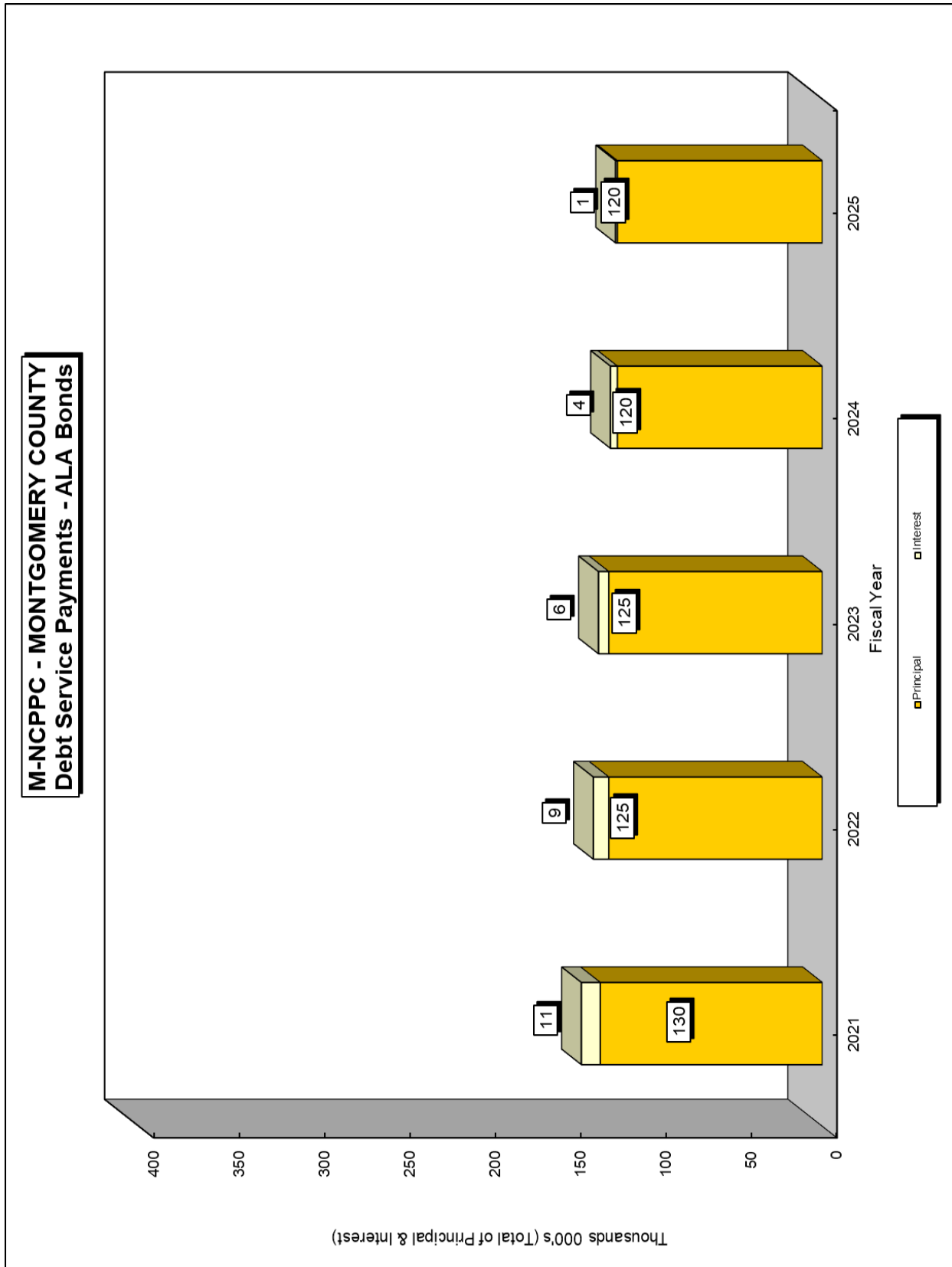
MONTGOMERY COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2022

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/21	FY 2022 Payments			Balance
						Principal	Interest	Total	
MC 2012-A Park Acquisition and Development Refunding Bond	2.8695%	03/21/12	12/30/32	12,505,000	1,915,000	950,000	57,600	1,007,600	965,000
MC 2012-B Park Acquisition and Development	3.5622%	03/21/12	06/30/33	3,000,000	280,000	140,000	8,400	148,400	140,000
MC 2014-A Park Acquisition and Development	2.8633%	06/17/14	12/01/23	14,000,000	1,295,000	635,000	39,100	674,100	660,000
MC 2016- A Park Acquisition and Development	2.2959%	04/14/16	11/01/35	12,000,000	9,700,000	520,000	267,656	787,656	9,180,000
MC 2016- B Park Acquisition and Development	1.5876%	04/14/16	11/01/28	6,120,000	4,740,000	615,000	146,400	761,400	4,125,000
MC 2017- A Park Acquisition and Development	2.6886%	05/04/17	11/01/36	8,000,000	6,400,000	400,000	212,000	612,000	6,000,000
MC 2018- A Park Acquisition and Development	3.1590%	10/04/18	11/01/38	12,000,000	10,800,000	600,000	456,750	1,056,750	10,200,000
MC 2020-A Park Acquisition and Development	2.4900%	06/01/20	11/01/40	10,000,000	9,500,000	500,000	242,775	742,775	9,000,000
MC 2020-B Park Acquisition and Development Project Refunding Bond	1.4500%	10/01/20	12/01/32	4,895,487	4,895,487	-	70,985	70,985	4,895,487
MC 2020-C Park Acquisition and Development Project Refunding Bond	1.4500%	10/01/20	12/01/32	1,866,095	1,866,095	-	27,058	27,058	1,866,095
MC 2020-D Park Acquisition and Development Project Refunding Bond	1.5000%	10/01/20	12/01/33	9,655,588	9,655,588	-	144,834	144,834	9,655,588
Proposed Debt Service- \$6.5M Spring 2021				6,500,000	61,047,170	325,000	292,500	617,500	6,175,000
				100,542,170		4,685,000	1,966,058	6,651,058	62,862,170
Issuance Costs (includes underwriters disc.)								200,000	-
Totals								6,851,058	62,862,170

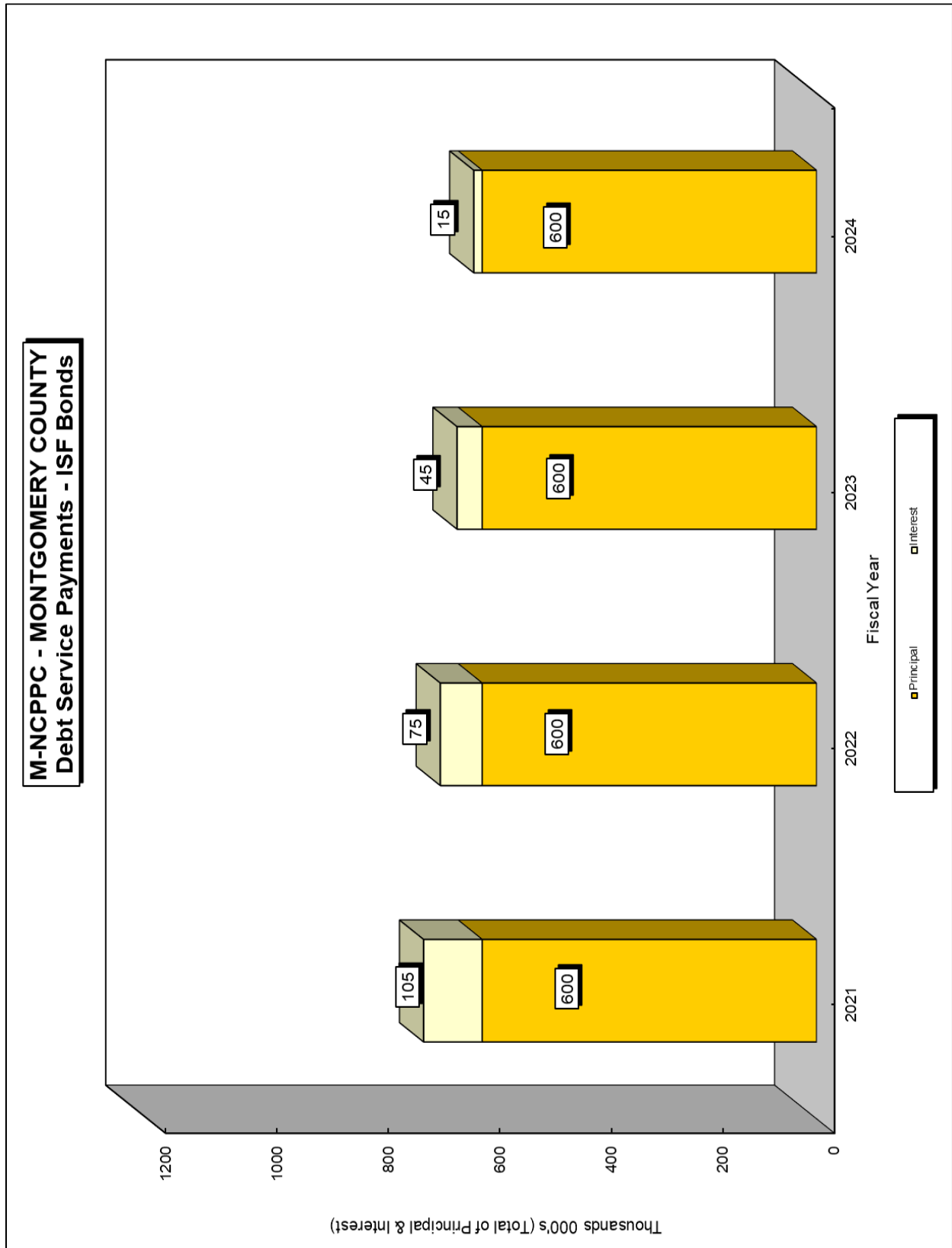
Montgomery County Debt Service Payments - Park Bonds



Montgomery County Debt Service Payments - ALA Bonds



Montgomery County Debt Service Payments - ISF Bonds



Montgomery County

Risk Management Internal Service Fund

MISSION AND OVERVIEW

This Fund supports a vigorous agency-wide risk management program that provides safe facilities and programs for employees and patrons, protects agency assets, and ensures compliance with federal and state regulations. Program goals are met through proactive risk assessments, development and delivery of comprehensive safety training programs, coordination of Continuity of Operations Planning (COOP) plans and public health concern responses, compliance reviews for adherence to federal and state safety regulations, administration of liability and workers' compensation programs, and management of agency wide safety programs such as the drug and alcohol education and testing program, driver safety, and emergency response programs.

The Fund also covers participation in the Montgomery County Self Insurance Program (MCSIP), which is open to the agency as a bi-county organization. The MCSIP provides independent claims adjudication services, group coverage for commercial insurance policies for general liability, real and personal property, police professional liability, automobile liability, and public official liability. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the agency also purchases insurance for various surety bonds, police horses, catastrophes, and blanket coverage for other specialized programs.

FY21 WORK PROGRAM ACCOMPLISHMENTS

COVID-19 Response: In response to the unprecedented COVID-19 crisis, this unit developed and implemented the agency's COVID-19 response. The team provided a framework for the workforce and agency facilities to reduce the exposure of the virus through the development of robust safety protocols and internal operating procedures, coordinated review of all suspected cases to mitigate exposure, case monitoring, procurement of personal protective equipment, and updating of Continuity of Operations Programs (COOP).

Loss Mitigation: Continued to implement and monitor loss mitigation through risk assessments, protocols, safety programs, insurance, and loss transfer.

Claims Management: Conducted regular audits of claims managements to promote cost effectiveness, coordinate return to work strategies, and maintain proper case reserves.

Training: Continued specialized training to address and prevent frequent causes of accidents and injuries to employees and patrons. Enhanced monthly position-specific safety trainings for maintenance and trades personnel.

Emergency Protocols: Continued to perform comprehensive assessments of site-specific emergency action protocols for all agency facilities.

Safety Inspections: Continued comprehensive facility inspections to ensure safety and compliance with federal and state regulations.



Montgomery County

Risk Management Internal Service Fund

HIGHLIGHTS AND MAJOR CHANGES IN THE FY22 PROPOSED BUDGET

The main cost driver for the Risk Management budget is workers' compensation and liability claims that occur in the departments. Therefore, fluctuations in the Risk Management budget are largely driven by changes in these areas. 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 FY22 proposed budget for Montgomery County funded operations is \$3,153,300, a 1.8% decrease from FY21 levels. This amount includes the application of unrestricted fund balance and interest income to offset total expenditures of \$3,503,512. The budget is broken out into three separate components:

Workers' Compensation and Liability Claims: As the largest component of the Fund's budget, this category is 56.2% (or \$1,968,700) of the total and reflects a 7.8% decrease from FY21 levels. Workers' compensation claims generally make up 80% of all claims expenses, while liability claims make up the remainder. These expenses are workplace claims filed by operating departments compensable under Maryland State law and can vary significantly year-to-year depending 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 future losses.

Internal Administrative Expenses: This category is 28.1% (or \$983,012) of the Fund's budget and reflects a 3.7% increase over FY21. These expenses enable the internal Risk Management and Workplace Safety Office to administer the agency's robust Risk and Safety program. The increase is mainly due to personnel and benefit adjustments provided by the Corporate Budget Office. The proposed budget includes 6 career positions (3 to each county) and 6.8 workyears (3.4 to each county). No personnel changes are proposed for FY22.

External Administrative Expenses: This category is 15.7% (or \$551,800) of the Fund's budget and reflects a 6% increase over FY21. These expenses are fees paid to MCSIP for claims adjudication, commercial insurance, and actuarial services.

FY22 WORK PROGRAM PRIORITIES

- Continue to actively manage public health issues such as the COVID-19 pandemic response, including implementation of federal, state and local guidance, and developing agency-wide safety protocols and Continuity of Operations Plans.
- Conduct specialized training to ensure compliance with workplace safety regulations, prevent accidents and injuries, and reduce costs to the Departments.



Montgomery County Risk Management Internal Service Fund

- Continue comprehensive facility inspections to provide safe spaces for employees and visitors. Conduct regular audits of losses and accidents to identify areas of focus, coordinated return to work strategies, and proper case reserves.
- Perform comprehensive assessments of departmental COOP Plans and continue regular review of site-specific emergency action protocols for agency facilities.
- Conduct regular assessments of worker's compensation and liability claims, property losses, and recommend strategies for containing costs, improving safety, and reducing liability to the agency.

BUDGET AT A GLANCE

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
Montgomery County Budget				
Budget				
Expenditures	\$3,603,324	\$3,503,512	-2.8%	40.8%
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	\$5,072,324	\$5,081,313	0.2%	59.2%
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	\$8,675,648	\$8,584,825	-1.0%	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 FY22 PROPOSED BUDGET

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,732,775	3,156,300	3,156,300	3,104,700	-1.6%
Planning	24,400	35,100	35,100	27,300	-22.2%
CAS	7,800	7,200	7,200	11,400	58.3%
Enterprise	11,800	13,300	13,300	9,900	-25.6%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	2,776,775	3,211,900	3,211,900	3,153,300	-1.8%
Operating Expenses:					
Personnel Services	525,491	515,642	515,642	480,374	-6.8%
Supplies and Materials	38,162	34,750	34,750	35,000	0.7%
Other Services and Charges:					
Insurance Claims:					
Parks	2,134,813	2,099,600	2,099,600	1,938,600	-7.7%
Planning	(26,584)	22,000	22,000	16,300	-25.9%
CAS	32,666	4,500	4,500	7,900	75.6%
Enterprise	864	8,300	8,300	5,900	-28.9%
Insurance Reimbursement	54,695	-	-	-	-
Misc., Professional services, etc.	63,567	637,294	637,294	669,040	5.0%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	273,712	281,238	281,238	350,398	24.6%
Total Operating Expenses	3,097,385	3,603,324	3,603,324	3,503,512	-2.8%
Operating Income (Loss)	(320,610)	(391,424)	(391,424)	(350,212)	-10.5%
Nonoperating Revenue (Expenses):					
Interest Income	185,007	200,000	200,000	200,000	0.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	185,007	200,000	200,000	200,000	0.0%
Income (Loss) Before Operating Transfers	(135,603)	(191,424)	(191,424)	(150,212)	-21.5%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(135,603)	(191,424)	(191,424)	(150,212)	-21.5%
Total Net Position - Beginning	4,929,226	4,581,425	4,793,623	4,602,199	0.5%
Total Net Position - Ending	\$ 4,793,623	\$ 4,390,001	\$ 4,602,199	\$ 4,451,987	1.4%
Designated Position	803,290	3,425,463	3,412,115	3,610,213	5.4%
Unrestricted Position	3,990,333	964,537	1,190,084	841,774	-12.7%
Total Net Position, June 30	\$ 4,793,623	\$ 4,390,001	\$ 4,602,199	\$ 4,451,987	1.4%

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

Parks	\$ 477,600	\$ 512,100	\$ 512,100	\$ 543,300	6.1%
Planning	10,200	5,400	5,400	4,600	-14.8%
CAS	1,300	1,100	1,100	2,200	100.0%
Enterprise	2,000	2,000	2,000	1,700	-15.0%
Total	\$ 491,100	\$ 520,600	\$ 520,600	\$ 551,800	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 FY22 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 FY22, the Commission is not proposing any new purchases for the Montgomery Department of Planning.

For FY22, the Commission is proposing new purchases of \$1,800,000 for the Montgomery Department of Parks, consisting of:

- \$90,000 for Information Technology upgrades including enhancements to several conference rooms to add TEAMS video conferencing capabilities.
- \$95,000 for equipment for the Athletic Field team for the Nutrient Management and Turf Improvement Initiative and the Pesticide-free Maintenance and NNI Meadow Management initiative included in the Program Enhancements.
- \$1,615,000 for replacement of older vehicles and equipment that have exceeded their useful life cycle.

For FY22, the Corporate IT Division of the Office of the CIO is proposing \$250,000 of new capital purchases, split 50/50 between Montgomery and Prince George's, consisting of:

- Replacement primary storage servers/high performance disks
- Replacement tape backup storage
- Replacement servers for the virtualized environment



Montgomery County Capital Equipment Internal Service Fund

SUMMARY OF FY22 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Planning	433,200	144,400	144,400	-	-100.0%
Parks	1,053,000	988,743	988,743	2,043,100	106.6%
Corporate IT	203,000	161,500	161,500	166,250	2.9%
Miscellaneous (Sale of Equipment, etc.)	229,796	-	-	-	-
Total Operating Revenues	<u>1,918,996</u>	<u>1,294,643</u>	<u>1,294,643</u>	<u>2,209,350</u>	<u>70.7%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	135,770	-	-	-	-
Other Services and Charges:	51,755	-	-	-	-
Debt Service:					
Debt Service Principal	-	600,000	600,000	925,100	54.2%
Debt Service Interest	-	105,000	105,000	159,000	51.4%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	2,962,854	2,896,941	2,896,941	1,925,000	-33.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	54,472	54,472	50,186	-7.9%
Total Operating Expenses	<u>3,150,379</u>	<u>3,656,413</u>	<u>3,656,413</u>	<u>3,059,286</u>	<u>-16.3%</u>
Operating Income (Loss)	<u>(1,231,383)</u>	<u>(2,361,770)</u>	<u>(2,361,770)</u>	<u>(849,936)</u>	<u>-64.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	48,300	1,800,000	1,800,000	-	-100.0%
Interest Income	47,784	10,000	10,000	20,000	100.0%
Interest Expense, Net of Amortization	(130,000)	-	-	-	-
Loss on Sale/Disposal Assets	(24,171)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(58,088)</u>	<u>1,810,000</u>	<u>1,810,000</u>	<u>20,000</u>	<u>-98.9%</u>
Income (Loss) Before Operating Transfers	<u>(1,289,471)</u>	<u>(551,770)</u>	<u>(551,770)</u>	<u>(829,936)</u>	<u>50.4%</u>
Operating Transfers In (Out):					
Transfer in	-	562,194	562,194	-	-100.0%
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>562,194</u>	<u>562,194</u>	<u>-</u>	<u>-100.0%</u>
Change in Net Position	(1,289,471)	10,424	10,424	(829,936)	-8061.8%
Total Net Position - Beginning	<u>11,177,795</u>	<u>11,407,341</u>	<u>9,888,325</u>	<u>9,898,749</u>	<u>-13.2%</u>
Total Net Position - Ending	<u>\$ 9,888,325</u>	<u>\$ 11,417,765</u>	<u>\$ 9,898,749</u>	<u>\$ 9,068,813</u>	<u>-20.6%</u>
Note: Future Financing Plans					
Capital equipment financed for Planning	\$ 760,000	\$ -	\$ -	\$ -	
Capital equipment financed for Parks	2,700,000	1,800,000	1,800,000	1,800,000	
Capital equipment financed for Corporate IT	250,000	-	-	125,000	

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

Construction of the Wheaton Headquarters Building (Wheaton HQ) was completed in August 2020. This Commission-owned facility consolidated the headquarters of both the Montgomery Parks and Montgomery Planning Departments from three office facilities into one new joint headquarters. In this fourteen-floor, 308,000 square foot building, the Commission utilizes 133,000 sq. ft. or 43% of the building. The remainder of the building houses several Montgomery County departments and agencies plus some retail space on the first floor and a proposed childcare facility on the 3rd floor. This building accommodates nearly 1,000 staff, including approximately 360 Commission employees.

To account for this Commission-owned facility that is being utilized by both the Commission and the County, an internal service fund was created. The Wheaton Headquarters Building Internal Service Fund accounts for all building related expenses and will be funded by “rental” charges of the building’s shared cost to the Planning Department, the Parks Department, and to Montgomery County.

HIGHLIGHTS OF THE FY22 PROPOSED BUDGET

For FY22, the Wheaton HQ ISF budget is \$2,902,595.

- **Expenditures in the Fund:**

- Personnel Services: No personnel services are proposed here. Two Park Police officer positions included in the Park Fund budget are assigned to provide security at Wheaton HQ and are funded by chargebacks (see below).
- Supplies and Materials: The total proposed supplies budget for FY22 is \$70,000. This cost is for miscellaneous supplies needed for maintenance of the building that are not included in the contracted services for building management and custodial support.
- Other Services and Charges: The total proposed supplies budget for FY22 is \$2,640,595. 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, and refuse and recycling.
- Capital Outlay: No capital outlay is proposed here.
- Chargebacks: The chargeback cost of \$192,000 is for salaries, uniform allowance, and equipment for two Park Police positions.



Montgomery County

Wheaton Headquarters Building Internal Service Fund

SUMMARY OF FY22 PROPOSED BUDGET

WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ 1,592,808	\$ 1,071,629	\$ 1,654,477	3.9%
Montgomery County	-	1,592,808	1,071,629	1,654,477	3.9%
Charges for Services (Office Space Rental):					
MC Planning	58,049	600,796	404,204	624,059	3.9%
MC Parks	58,049	600,796	404,204	624,059	3.9%
Rental Revenues	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Operating Revenues	<u>116,099</u>	<u>2,794,400</u>	<u>1,880,037</u>	<u>2,902,595</u>	<u>3.9%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	30,000	70,000	-
Other Services and Charges	-	2,602,400	1,658,037	2,640,595	1.5%
Capital Outlay	-	-	-	-	-
Chargebacks	-	192,000	192,000	192,000	0.0%
Total Operating Expenses	<u>-</u>	<u>2,794,400</u>	<u>1,880,037</u>	<u>2,902,595</u>	<u>3.9%</u>
Operating Income (Loss)	<u>116,099</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	<u>92</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Nonoperating Revenue (Expenses):	<u>92</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>116,191</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfer (Out)	<u>-</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	116,191	-	-	-	-
Total Net Position - Beginning	<u>-</u>	<u>-</u>	<u>116,191</u>	<u>116,191</u>	<u>-</u>
Total Net Position - Ending	<u>\$ 116,191</u>	<u>\$ -</u>	<u>\$ 116,191</u>	<u>\$ 116,191</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 FY22 budget with the following highlights.

FY21 has seen sustained progress in advancing Enterprise IT Systems in the face of increased information technology security threats and breaches. Continued to advance IT Security Policies and Standard Operating Procedures. Several initiatives are managed by the Information Security Officer to provide compliance with the National Institute of Standards and Technology (NIST):

1. M-NCPPC Vulnerability Management (VM) Policy and Standard Operating Procedures (SOP). We have developed an industry standard based vulnerability management policy. This policy defines how to secure M-NCPPC information assets through proper scanning, what constraints on behaviors of users as well as roles and responsibilities to meet effective vulnerability management
2. M-NCPPC Cybersecurity Incident Response Plan. We have developed a comprehensive cybersecurity incident response plan that will ensure we quickly recognize and respond to a cybersecurity related incident and assess, classify and efficiently contain the situation.

The OCIO worked closely with the Office of Inspector General to review our information technology environment and the policies that govern it, identify gaps and make 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 FY22 to ensure that projects are aligned with Commissions goals and objectives.

OCIO Budget Overview

The proposed FY22 expenditure budget is \$1,525,471 representing a \$3,736 (0.2%) increase from the FY21 adopted levels. No new initiatives are proposed for FY22, other than the share of new initiatives proposed in CWIT.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with input from the Chief Technology Officers and was vetted and supported by the Information Technology Council. The OCIO requests authority to spend \$4,829,716 in FY22. This consists of \$3,369,710 for ongoing software license fees, \$460,000 for ongoing projects, and \$1,000,000 for one new project initiative. The new project initiative is:

- ERP Upgrade (first year funding)



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
- ADA scanning and Monitoring
- End user IT Security Training
- ERP Managed Services

The Software licenses moved from the Corporate IT budget and new software licenses are:

- Infor SaaS License subscription - \$458,000
- NeoGov SaaS recruitment subscription - \$49,500
- ServiceNow SaaS Corporate IT Service Desk - \$125,000
- Data Loss Prevention Solution - \$100,000
- Microsoft Azure cloud subscription to host Active Directory Domain Controllers - \$40,000
- Microsoft Office (O365) Backup - \$100,000

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

Proposed Changes consist of:

1. ERP Upgrade - MC \$410,700, PGC \$589,300 (\$1,000,000) - 2023 is end of life for the current ERP (V10). Cost will depend on the selected solution. This amount is the first year of budgeting funding for this upgrade.



Montgomery County Commission-wide CIO & IT Initiatives Internal Service Fund

BUDGET AT A GLANCE

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated</u> *
Montgomery County Budget					
Budget	Expenditures	\$1,951,835	\$2,745,816	40.7%	43.2%
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	\$2,969,100	\$3,609,371	21.6%	56.8%
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	\$4,920,935	\$6,355,187	29.1%	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 FY22 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds;	\$	\$	\$	\$	
DHRM	32,596	38,737	38,737	66,223	71.0%
CIO	1,801	9,420	9,420	3,993	-57.6%
Finance	105,279	40,077	40,077	62,802	56.7%
Legal	12,076	14,585	14,585	24,085	65.1%
Inspector General	2,815	4,010	4,010	7,147	78.2%
Corporate IT	90,598	117,496	117,496	139,471	18.7%
Parks	1,199,207	1,203,207	1,203,207	1,845,553	53.4%
Planning	484,032	498,841	498,841	619,964	24.3%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	1,928,405	1,926,373	1,926,373	2,769,238	43.8%
Operating Expenses:					
Personnel Services	455,940	569,300	569,300	609,314	7.0%
Supplies and Materials	24,205	21,494	21,494	22,756	5.9%
Other Services and Charges:	1,305,798	1,361,041	1,361,041	2,113,746	55.3%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	66,644	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	1,852,587	1,951,835	1,951,835	2,745,816	40.7%
Operating Income (Loss)	75,818	(25,462)	(25,462)	23,422	-192.0%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	15,728	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	15,728	-	-	-	-
Income (Loss) Before Operating Transfers	91,546	(25,462)	(25,462)	23,422	-192.0%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	91,546	(25,462)	(25,462)	23,422	-192.0%
Total Net Position - Beginning	596,891	672,263	688,438	662,976	-1.4%
Total Net Position - Ending	\$ 688,438	\$ 646,801	\$ 662,976	\$ 686,398	6.1%

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 the expenses of operating the Executive Office Building (EOB) in Riverdale, MD. This facility houses the bi-county operations of the agency including the departments of Finance, Legal, Human Resources and Management, the Office of the Chief Information Officer, the Merit System Board and the Employees' Retirement System. The Prince George's County Parks and Recreation Department's Information Technology and Communications Division is currently housed in the EOB but has plans to relocate in FY21. This space will be absorbed by bi-county operations. The Office of the Inspector General and the agency-wide Archives program are located offsite.

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The FY22 proposed budget is \$1,501,205 and includes an increase of 1.8% (or \$26,633) over FY21 levels.

Revenue

Occupancy: 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 of facility maintenance and repairs, mechanical systems, janitorial services, security and electronic access systems, and grounds maintenance. In order to address increasing operational costs and the facility's response to COVID-19, the proposed budget includes an occupancy rate of \$27.04, which is a 4% increase over the FY21 adopted rate.

Interest: Projected interest income remains flat compared to FY21.

Fund Balance: The use of fund balance is projected to decrease by 37.8% after the increase in occupancy rates.

Expenditures

Personnel Services: This category includes an increase of 5% (\$12,225). 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 and maintenance.

Other Operating Charges: This category includes an increase of 0.3% (\$2,754) for utilities, preventative maintenance, parts and equipment, repairs, maintenance supplies, and professional services including janitorial and pest control services.

Capital Projects: This category remains flat compared to FY21 levels and provides funding for any major structural building improvements, machinery or equipment necessary to maintain the building and grounds.

Chargebacks: This category includes an increase of 11.8% (\$11,654) for salary and benefit allocations of Department of Human Resources and Management (DHRM) staff time. These



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

allocations have been adjusted to more accurately reflect the DHRM staff time required to support the facility's operations.

FY22 WORK PROGRAM PRIORITIES

Maintain Operations: Continue maintenance and repairs of facility and grounds to ensure the effective operations of systems, address required repairs and renovations, and managing janitorial services, security and electronic access systems.

COVID-19 Response: Ensure effective COVID-19 response through regular cleaning, conducting entry screening protocols for employees and visitors, maintaining HVAC systems, and procuring personal protective equipment and other response supplies to reduce exposure.

FY22 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	FY21 Adopted	FY22 Proposed	% Change
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 FY22 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	-	-100.0%
Retirement System	108,680	108,680	108,680	113,027	4.0%
Chief Information Office	59,644	59,644	59,644	62,030	4.0%
Risk Management	54,808	54,808	54,808	57,000	4.0%
Group Insurance	65,338	65,338	65,338	67,952	4.0%
CAS Departments	937,352	937,352	937,352	1,106,071	18.0%
Miscellaneous (Claim Recoveries, etc.)	18,507	-	-	-	-
Total Operating Revenues	<u>1,370,507</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,406,080</u>	<u>4.0%</u>
Operating Expenses:					
Personnel Services	229,569	243,910	243,910	256,135	5.0%
Supplies and Materials	44,026	43,400	43,400	61,000	40.6%
Other Services and Charges:	453,957	1,003,490	1,003,490	988,644	-1.5%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	73,769	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	85,000	85,000	85,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	94,708	98,772	98,772	110,426	11.8%
Total Operating Expenses	<u>896,029</u>	<u>1,474,572</u>	<u>1,474,572</u>	<u>1,501,205</u>	<u>1.8%</u>
Operating Income (Loss)	<u>474,478</u>	<u>(122,572)</u>	<u>(122,572)</u>	<u>(95,125)</u>	<u>-22.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	60,684	50,000	50,000	50,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>60,684</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>535,162</u>	<u>(72,572)</u>	<u>(72,572)</u>	<u>(45,125)</u>	<u>-37.8%</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	535,162	(72,572)	(72,572)	(45,125)	-37.8%
Total Net Position - Beginning	<u>5,160,554</u>	<u>5,099,851</u>	<u>5,695,716</u>	<u>5,623,144</u>	<u>10.3%</u>
Total Net Position - Ending	<u>\$ 5,695,716</u>	<u>\$ 5,027,279</u>	<u>\$ 5,623,144</u>	<u>\$ 5,578,019</u>	<u>11.0%</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 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 FY22 PROPOSED BUDGET

The proposed FY22 expenditure budget is \$71.3 million, which reflects a 0.1% increase from FY21 budget levels.

The FY22 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 FY22 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 FY22.

Group Insurance Fund

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
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 FY22 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 2,089,051	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	0.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	8,515,904	14,618,370	14,618,370	14,618,370	0.0%
Employer Contributions/Premiums	43,524,545	54,271,479	54,271,479	54,271,479	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>54,129,500</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	776,415	811,371	811,371	791,467	-2.5%
Supplies and Materials	6,845	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	1,864,903	504,018	504,018	504,018	0.0%
Insurance Claims and Fees	44,411,659	60,507,264	60,507,264	60,507,264	0.0%
Insurance Premiums	7,284,234	9,066,340	9,066,340	9,066,340	0.0%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	311,410	343,049	343,049	402,939	17.5%
Total Operating Expenses	<u>54,655,466</u>	<u>71,282,042</u>	<u>71,282,042</u>	<u>71,322,028</u>	<u>0.1%</u>
Operating Income (Loss)	<u>(525,966)</u>	<u>(392,193)</u>	<u>(392,193)</u>	<u>(432,179)</u>	<u>10.2%</u>
Non-operating Revenue (Expenses):					
Interest Income	242,127	300,000	300,000	200,000	-33.3%
Total Non-operating Revenue (Expenses)	<u>242,127</u>	<u>300,000</u>	<u>300,000</u>	<u>200,000</u>	<u>-33.3%</u>
Income (Loss) Before Operating Transfers	<u>(283,839)</u>	<u>(92,193)</u>	<u>(92,193)</u>	<u>(232,179)</u>	<u>151.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	(562,194)	(562,194)	-	-100.0%
Net Operating Transfer	<u>-</u>	<u>(562,194)</u>	<u>(562,194)</u>	<u>-</u>	<u>-100.0%</u>
Change in Net Position	(283,839)	(654,387)	(654,387)	(232,179)	-64.5%
Total Net Position, Beginning	<u>12,230,275</u>	<u>11,083,172</u>	<u>11,946,436</u>	<u>11,292,049</u>	<u>1.9%</u>
Total Net Position, Ending	<u>11,946,436</u>	<u>10,428,785</u>	<u>11,292,049</u>	<u>11,059,870</u>	<u>6.1%</u>
Designated Position	5,465,547	7,128,204	7,128,204	7,132,203	0.1%
Unrestricted Position	6,480,889	3,300,580	4,163,845	3,927,667	19.0%
Total Net Position, June 30	<u>\$ 11,946,436</u>	<u>\$ 10,428,785</u>	<u>\$ 11,292,049</u>	<u>\$ 11,059,870</u>	<u>6.1%</u>

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



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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., FY22, the year ending June 30 of the number shown is intended. (June 30, 2022, 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 $0.03 \times \$10,000,000,000/100 = \$3,000,000$.

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	
2011	991,833	149,284,865	29,319	0.02	171,646,984	2,145	0.001	2.16
2012	1,005,852	143,754,415	35,654	0.02	165,916,424	1,905	0.001	1.89
2013	1,016,064	140,577,467	32,462	0.02	161,877,310	1,665	0.001	1.64
2014	1,025,617	141,899,535	44,616	0.03	163,601,193	1,430	0.001	1.39
2015	1,033,994	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.16
2016	1,040,245	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,048,244	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97
2018	1,052,567	163,053,038	52,924	0.03	188,182,436	885	0.000	0.84
2019	1,061,880	167,427,077	64,917	0.04	193,106,472	750	0.000	0.71
2020	1,070,928	171,202,657	69,749	0.04	197,588,106	620	0.000	0.58

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	
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	909,327	89,052,828	119,227	0.13	100,289,916	-	-	n.a.
2020	n.a.	93,969,053	110,946	0.12	100,289,916	-	-	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated
 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	Revenue Bonds and Notes		Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2011	26,710	368	2,241	2,241	29,319	0.04	29.56	2,145	31,464	0.04	31.72
2012	34,590	-	1,064	1,064	35,654	0.05	35.45	1,905	37,559	0.05	37.34
2013	32,240	-	222	222	32,462	0.04	31.95	1,665	34,127	0.05	33.59
2014	44,616	-	-	-	44,616	0.06	43.50	1,430	46,046	0.06	44.90
2015	41,464	-	-	-	41,464	0.05	40.10	1,200	42,664	0.05	41.26
2016	51,857	-	-	-	51,857	0.06	49.85	1,075	52,932	0.06	50.88
2017	56,953	-	-	-	56,953	0.06	54.33	1,020	57,973	0.06	55.30
2018	52,924	-	-	-	52,924	0.06	50.28	885	53,809	0.06	51.12
2019	64,917	-	-	-	64,917	0.07	61.67	750	65,667	0.07	62.39
2020	69,749	-	-	-	69,749	0.07	65.13	620	70,369	0.07	65.71

PRINCE GEORGES 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	Revenue Bonds and Notes		Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2011	65,925	369	-	-	66,294	0.19	75.85	-	66,294	0.19	75.85
2012	56,363	120	-	-	56,483	0.15	64.10	-	56,483	0.15	64.10
2013	47,086	-	-	-	47,086	0.12	52.90	-	47,086	0.12	52.90
2014	67,280	-	-	-	67,280	0.17	74.39	-	67,280	0.17	74.39
2015	58,860	-	-	-	58,860	0.14	64.71	-	58,860	0.14	64.71
2016	73,329	-	-	-	73,329	0.17	80.75	-	73,329	0.17	80.75
2017	64,534	-	-	-	64,534	0.15	70.70	-	64,534	0.15	70.70
2018	92,162	-	-	-	92,162	0.21	101.35	-	92,162	0.21	101.35
2019	119,227	-	-	-	119,227	0.26	131.12	-	119,227	0.26	131.12
2020	110,946	-	-	-	110,946	na	na	-	110,946	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 2020.

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	2020			2011		
	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	5.82 %	>30,000	1	5.88 %
Montgomery County Public Schools	25,000 - 30,000	2	4.77	20,000 - 25,000	2	4.81
Montgomery County Government	10,000 - 15,000	3	2.65	5,000 - 10,000	4	1.60
U.S. Department of Defense	5,000 - 10,000	4	1.59	10,000 - 15,000	3	2.67
Adventist Healthcare	5,000 - 10,000	5	1.59	5,000 - 10,000	7	1.60
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	5,000 - 10,000	6	1.60
Montgomery Community College	2,500 - 5,000	8	0.79	**		
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	1.60
Lockheed Martin Corporation	**	-	-	2,500 - 5,000	8	0.80
Giant Food Corporation	**	-	-	2,500 - 5,000	9	0.80
Verizon	**	-	-	2,500 - 5,000	10	0.80
Total			20.37 %			22.16 %

PRINCE GEORGE'S COUNTY

Employer	2019 (1)			2010		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Joint Base Andrews Naval Air Facility Washington*	17,500	1	3.72 %	-	-	- %
NASA/Goddard Space Flight Center*	17,000	2	3.61	-	-	-
University System of Maryland (2)	14,000	3	2.98	-	-	-
U.S. Internal Revenue Service*	4,700	4	1.00	-	-	-
United States Census Bureau*	4,200	5	0.89	-	-	-
United Parcel Service	3,300	6	0.70	4,220	1	1.29
University of Maryland Capital Region Health	3,000	7	0.64	-	-	-
MGM National Harbor	2,500	8	0.53	-	-	-
Marriott International	2,000	9	0.43	-	-	-
Prince George's Community College	2,000	10	0.43	-	-	-
Giant Food, Inc.	-	-	-	3,600	2	1.10
Verizon	-	-	-	2,738	3	0.84
Dimensions Health Corporation	-	-	-	2,500	4	0.77
Gaylord National Resort and Convention Center	-	-	-	2,500	5	0.77
Shoppers Food Warehouse	-	-	-	1,975	6	0.60
Safeway Stores, Inc.	-	-	-	1,605	7	0.49
Chevy Chase Bank	-	-	-	1,456	8	0.45
Target	-	-	-	1,400	9	0.43
Doctor's Community Hospital	-	-	-	1,300	10	0.40
Total	70,200		14.93 %	20,594		3.23 %

Note:

- (1) In 2020, 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

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2011	991,833	\$ 74,484,881	\$ 75,098	536,858	5.3 %	143,309
2012	1,005,852	77,350,599	76,901	540,440	5.2	146,497
2013	1,016,064	74,736,158	73,555	543,131	4.9	149,018
2014	1,025,617	76,750,007	74,833	543,806	4.4	151,289
2015	1,033,994	82,629,149	79,913	547,383	3.9	153,852
2016	1,040,245	87,334,533	83,956	546,204	3.5	156,447
2017	1,048,244	89,462,226	85,345	554,246	3.4	159,016
2018	1,052,567	94,404,295	89,690	557,200	3.2	161,936
2019	1,061,880	97,600,000	91,912	565,866	2.9	162,680
2020	1,070,928	101,300,000	94,591	561,120	5.5	164,245

PRINCE GEORGE'S COUNTY

Year	Population (8)	Total Personal Income 000's omitted (2)	Per Capita Income (2) (4)	Labor Force (9)	Unemployment Rate (6)	Registered Pupils (10)
2011	874,045	\$ 35,036,640	\$ 40,086	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	47,143	513,393	4.7	130,814
2018	909,308	44,938,165	49,420	504,423	4.1	132,322
2019	909,327	46,034,388	50,625	512,267	4.1	132,667
2020	n.a.	n. a.	n. a.	523,242	10.1	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated

- (1) Source: Data for 2011-2020 estimated by the Montgomery County, Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2020 is not currently available for Prince George's County)
- (3) Source: Data for 2011-2020 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 2011-2020 estimated by the Montgomery County, Department of Finance
- (8) Source: Data for 2011-2020 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2020 are not available
Data for 2019 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 2020. Prince George's County data for 2020 is an estimate
- (10) Source: www.mdreportcard.org, 2019 for Prince George's County. Estimates for 2020 are not available.



**Montgomery County
Appendices – Historical Data**

**MONTGOMERY COUNTY
TAX RATES BY FUND: FY08 THRU FY22**

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<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</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 ADOPTED</u>	Real	0.0176	0.0520	0.0080	0.0010	0.0786
	Personal	0.0440	0.1300	0.0200	0.0025	0.1965
<u>FY22 PROPOSED</u>	Real	0.0178	0.0490	0.0080	0.0010	0.0758
	Personal	0.0445	0.1225	0.0200	0.0025	0.1895

NOTE: Rates are per \$100 of assessed valuation



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY REVENUES BY FUND: FY08 THRU FY22

<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>			
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	\$31,087,046	\$104,926,302	\$2,013,927	\$9,399,664	\$4,723,100	\$152,150,040
FY21 ADOPTED	\$32,432,807	\$116,652,461	\$2,068,181	\$12,608,136	\$5,580,710	\$169,342,295
FY22 PROPOSED	\$33,526,300	\$113,876,061	\$2,117,000	\$12,588,055	\$5,931,793	\$168,039,209

* Park includes Property Management Fund



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY EXPENDITURES BY FUND: FY08 THRU FY22

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK *</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	\$33,407,978	\$107,840,068	\$2,014,990	\$9,533,738	\$6,334,676	\$159,131,451
FY21 ADOPTED**	\$33,613,966	\$117,343,617	\$2,068,181	\$13,099,109	\$7,352,429	\$173,477,302
FY22 PROPOSED**	\$36,434,544	\$124,047,322	\$2,117,000	\$10,965,938	\$7,052,119	\$180,616,923

* Park includes Property Management Fund

** Includes Reserves for Administration & Park Funds



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY WORKYEARS BY FUND: FY08 THRU FY22

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	185.76	759.80	120.70	34.65	1,100.91
FY21 ADOPTED	187.39	764.50	121.80	38.25	1,111.94
FY22 PROPOSED	191.10	778.30	121.30	39.25	1,129.95

* 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
No FY21 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
July 15, 2020**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective July 14, 2019
No FY21 COLA

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
July 15, 2020



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective July 14, 2019
No FY21 COLA

<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
July 15, 2020



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective July 14, 2019
No FY21 COLA

<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
July 15, 2020



Montgomery County Appendices - Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
FOP Park Police
FY21 COLA 0.75% effective November 15, 2020

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
P02 (annual)	\$53,479	\$59,501	\$55,378	\$57,317	\$59,323	\$61,395	\$63,548	\$65,770	\$68,072	\$70,452	\$72,924	\$75,477	\$78,113	\$80,848	\$83,678	\$86,570	
(hourly)	\$25,711	\$25,721	\$26,624	\$27,563	\$28,520	\$29,516	\$30,551	\$31,620	\$32,726	\$33,871	\$35,059	\$36,287	\$37,554	\$38,869	\$40,229	\$41,236	
P03 (annual)	\$53,479	\$56,178	\$58,147	\$60,190	\$62,288	\$64,461	\$66,724	\$69,058	\$71,480	\$73,979	\$76,568	\$79,252	\$82,027	\$84,891	\$87,862	\$90,059	
(hourly)	\$25,711	\$27,008	\$27,953	\$28,937	\$29,946	\$30,990	\$32,078	\$33,201	\$34,365	\$35,566	\$36,811	\$38,109	\$39,436	\$40,813	\$42,243	\$43,297	
P04 (annual)	\$56,153	\$59,985	\$61,056	\$63,191	\$65,400	\$67,691	\$70,058	\$72,509	\$75,051	\$77,672	\$80,395	\$83,210	\$86,120	\$89,137	\$92,259	\$94,565	
(hourly)	\$26,996	\$28,358	\$29,353	\$30,380	\$31,442	\$32,543	\$33,681	\$34,860	\$36,082	\$37,342	\$38,654	\$40,004	\$41,403	\$42,854	\$44,353	\$45,463	
P05 (annual)	\$61,907	\$65,038	\$67,311	\$69,668	\$72,103	\$74,628	\$77,240	\$79,947	\$82,746	\$85,639	\$88,639	\$91,745	\$94,949	\$98,273	\$101,709	\$104,254	\$106,860
(hourly)	\$29,763	\$31,268	\$32,361	\$33,494	\$34,664	\$35,878	\$37,134	\$38,436	\$39,781	\$41,172	\$42,614	\$44,108	\$45,648	\$47,246	\$48,898	\$50,122	\$51,375
Rank	ASI 1*	ASI 2**															
P02 (annual)	\$88,772	\$91,879															
(hourly)	\$42,678	\$44,172															
P03 (annual)	\$93,211	\$96,473															
(hourly)	\$44,813	\$46,381															
P04 (annual)	\$97,875	\$101,301															
(hourly)	\$47,053	\$48,702															
P05 (annual)	\$110,600	\$114,471															
(hourly)	\$53,173	\$55,034															

*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
October 21, 2020



**Montgomery County
 Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 Park Police Command Officers
 Effective November 15, 2020
 0.75% COLA**

Title		Minimum	Midpoint	Maximum
Lieutenant [P06]	(annual)	\$72,524	\$97,993	\$123,467
	(hourly)	\$34.8673	\$47.1120	\$59.3591
Captain [P07]	(annual)	\$83,907	\$113,370	\$142,835
	(hourly)	\$40.3399	\$54.5048	\$68.6707
Commander [P09]	(annual)	\$102,501	\$133,216	\$163,926
	(hourly)	\$49.2793	\$64.0462	\$78.8106

**Officer Candidate Pay Scale
 Effective November 15, 2020
 0.75% COLA**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$52,076
	(hourly)	\$25.0365

**Approved by the Commission
 October 21, 2020**



**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
 No FY21 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
 July 15, 2020**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective Pay Period that Includes January 1, 2021
Change in State Minimum Wage Effective January 1, 2021

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$11.7500	\$12.3500	\$13.2000	950	I
PFA II - 921	N02	\$11.7500	\$12.6750	\$13.8000		
PFA III - 922	N03	\$11.7500	\$13.0500	\$14.5000		
PFMA I - 930	N04	\$11.7500	\$13.4500	\$15.2500	951	II
PFMA II - 931	N05	\$11.7500	\$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
December 16, 2020



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Aquatics Seasonal/Intermittent Pay Schedule
Effective May 13, 2018
No Changes for FY21

	<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 the Commission
July 15, 2020



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective Pay Period that Includes January 1, 2021
Change in State Minimum Wage Effective January 1, 2021

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$11.7500	\$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
December 16, 2020



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective Pay Period that Includes January 1, 2021
Change in State Minimum Wage Effective January 1, 2021

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$11.7500	\$14.2750	\$17.0500
Tennis Instructor 2	TI2	\$15.0000	\$19.0000	\$23.0000
Tennis Instructor 3	TI3	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission
December 16, 2020

