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# Proposed Annual Budget Fiscal Year 2023



**Montgomery County**

# The Maryland-National Capital Park and Planning Commission

[www.mncppc.org](http://www.mncppc.org)

## Proposed Annual Budget Fiscal Year 2023

### **Commissioners**

Casey Anderson, Chairman of the Commission  
Elizabeth M. Hewlett, Vice-Chairman of the Commission

Dorothy F. Bailey  
Gerald R. Cichy  
William M. Doerner  
Carol Rubin

Manuel R. Geraldo  
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Partap Verma  
A. Shuanise Washington



### **Officers**

Asuntha Chiang-Smith, Executive Director  
Gavin Cohen, Secretary-Treasurer  
Adrian R. Gardner, General Counsel

### **Prince George's County Directors**

Andree G. Checkley  
*Director of Planning*

Bill Tyler  
*Director of Parks and Recreation*

### **Montgomery County Directors**

Gwen Wright  
*Director of Planning*

Michael F. Riley  
*Director of Parks*



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For the Fiscal Year Beginning

**July 01, 2021**

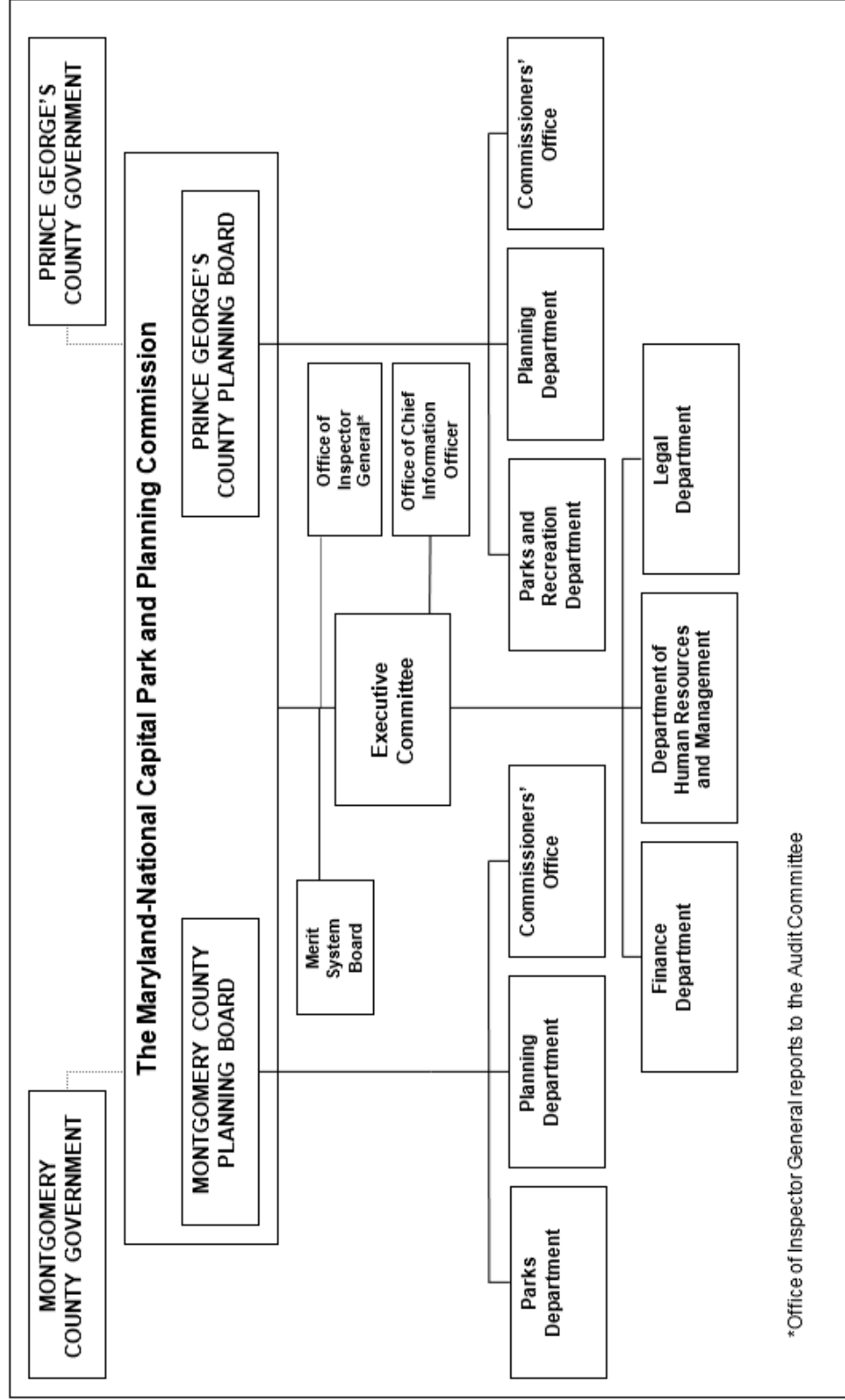
*Christopher P. Morill*

**Executive Director**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the the Maryland-National Capital Park and Planning Commission for its annual budget for the fiscal year beginning July 1, 2021. 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 2023  
Montgomery County**

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

January 15, 2022

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

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

Dear Mr. Elrich and Mr. Albornoz:

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 FY23 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 fully understand the county's commitment to delivering quality services while focusing on fiscal responsibility. We have developed this budget with that same commitment in mind and have proposed increases only where necessary to ensure we can continue providing essential services.

**On-going Service Provision**

The Commission's primary mission remains unchanged: enhancing the quality of life of all individuals through our award-winning system of parks and maintaining great communities while also driving economic development through our comprehensive development review program, key master plans, and other critical planning programs. It is our goal to continue to enhance the lives our customers and residents by providing excellent service. We are proud to have been recognized for the sixth time by the American Academy for Park and Recreation Administration and the National Recreation and Park Association with the National Gold Medal Award for excellence in Parks and Recreation Management. In addition, our Planning efforts were recognized in 2021 with awards from the American Planning Association County Planning Division/National Association of County Planners for our Growth and Infrastructure Policy, a 2021 Maryland Sustainable Growth Award from the Maryland Office of Planning for the Complete Street Design Guide, and a NAIOP award for our Wheaton Headquarters.

The FY23 Proposed Budget includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels. The FY23 Proposed Budget includes increases related to personnel costs, necessary planning studies, critical equipment investments, programmatic, legislative, maintenance, and essential service needs.

The FY23 proposed tax-supported operating budget is \$166.2 million. This is \$12.3 million more than the FY22 adopted budget, an 8.0 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 \$190.2 million, an increase of \$13.1 million or 7.4 percent from the FY22 adopted budget.

**Summary of FY23 Proposed Operating Budget Expenditures  
(net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY22 Adjusted Adopted	FY23 Proposed	\$ Change	% Change
<b>Montgomery Funds</b>				
Administration (1)	\$ 34,927,336	\$ 37,961,001	\$ 3,033,665	8.7%
Park (2)	116,879,055	126,069,567	9,190,512	7.9%
ALA Debt	2,125,166	2,193,100	67,934	3.2%
<b>Subtotal Tax Supported</b>	<b>153,931,557</b>	<b>166,223,668</b>	<b>12,292,111</b>	<b>8.0%</b>
Enterprise (3)	10,965,938	10,613,078	(352,860)	-3.2%
Property Management	1,657,600	1,737,800	80,200	4.8%
Special Revenue	3,953,583	4,152,551	198,968	5.0%
Park Debt	6,580,058	7,492,008	911,950	13.9%
<b>Total Montgomery</b>	<b>\$ 177,088,736</b>	<b>\$ 190,219,105</b>	<b>\$ 13,130,369</b>	<b>7.4%</b>

- (1) Includes transfer to Special Revenue Fund
- (2) Includes transfer to Park Debt Service and Capital Projects
- (3) Includes transfer to Capital Projects (FY22 only)

To provide sufficient revenues, the FY23 Proposed Budget reflects the need for tax rate increases in the real and personal property tax rates for both the Administration Fund and the Park Fund over those set for the FY22 Adopted Budget.

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 FY23 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 8.0 percent.

**Summary of FY23 Proposed Budget Major Changes  
 Montgomery County General Fund Accounts  
 Administration and Park Funds (excludes property management and reserves)**

	<u>Budget Amount</u>	<u>% Change</u>
<b>FY22 Adopted Budget</b>	<b>\$ 151,806,391</b>	
<b><i>FY23 Major Changes- increase (decrease)</i></b>		
<b><u>Major Personnel Cost Changes</u></b>		
OPEB Paygo and prefunding	1,009,381	
Health Insurance	(28,127)	
Pension (ERS)	(252,060)	
Employee Compensation Marker	3,920,386	
Reclassification Marker	768,767	
Minimum Wage Marker	(9,336)	
<b>Subtotal Major Personnel Changes</b>	<b>5,409,011</b>	<b>3.6%</b>
<b><u>Major Non-Personnel Cost Changes</u></b>		
Debt Service	871,950	
One Time Reductions	(404,600)	
Park- NPDES	231,941	
OBI (non-NPDES)	102,849	
Investment in Critical Needs	2,516,610	
Operating Major Known Commitments	3,721,416	
<b>Subtotal FY23 Major NonPersonnel Changes</b>	<b>6,815,166</b>	<b>4.5%</b>
<b>Total Dollar Change for Major Changes</b>	<b>12,224,177</b>	<b>8.1%</b>
<b>TOTAL FY23 Proposed Budget</b>	<b>\$ 164,030,568</b>	<b>8.1%</b>

**OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS**

The Commission is putting forth a budget for FY23 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 FY23:

- 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 shown in the following table, personnel expenses are proposed to increase by \$5.4 million, mostly due to increased employee compensation markers and OPEB costs.

**FY23 Proposed Budget**  
**Summary of Changes in Major Personnel Costs**  
**Montgomery County Administration Fund and Park Fund**

	<b>FY22 Adjusted Adopted</b>	<b>FY23 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>OPEB</b>				
OPEB Paygo & Prefunding	\$ 7,564,519	\$ 8,573,900	\$ 1,009,381	13.3%
<b>Pension (ERS)</b>				
Pension (ERS)	10,486,248	10,234,188	(252,060)	-2.4%
<b>Health and Benefits(1)</b>				
Employee Health Benefits	16,801,255	16,773,128	(28,127)	-0.2%
<b>Subtotal Personnel Costs</b>	<b><u>\$ 34,852,022</u></b>	<b><u>\$ 35,581,216</u></b>	<b><u>\$ 729,194</u></b>	<b><u>2.1%</u></b>
<b>Employee Compensation</b>				
Marker for Changes to Employee Comp.		3,920,386	3,920,386	-
Marker for Possible Reclassifications	545,887	1,314,654	768,767	140.8%
Marker for Minimum Wage Increase	9,336	-	(9,336)	-100.0%
<b>Total Major Personnel Costs</b>			<b><u>\$ 5,409,011</u></b>	

(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 OPEB.

The net change for total OPEB costs is a \$1.0 million increase or 13.3 percent more than the FY22 adopted budget. Total OPEB funding is \$8.6 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension costs are decreasing by 2.4 percent in FY23. This represents a savings of \$252,000 from the FY22 adopted budget. Health insurance and benefit costs are projected to decrease by less than 1 percent in FY22, for a savings of \$28,000 from the FY22 adopted budget.

Employee compensation includes a compensation adjustment marker of \$3.9 million in the General Fund. The Commission will be in wage and benefit re-openers with the Municipal and County Government Employees Organization (MCGEO) and the Fraternal Order of Police (FOP). Also

included is a marker for possible reclassification adjustments based on the multi-year classification study that is nearing completion (\$769,000).

**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 \$2.5 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.

<b>Fund</b>	<b>Department</b>	<b>Essential Needs Investment Amount</b>
Administration	Planning	\$ 937,500
Administration	Commissioners' Office	5,000
Administration	DHRM	86,303
Administration	Legal	-
Administration	Finance	48,231
Administration	Inspector General	153,938
Administration	Corporate IT	-
Administration	Share of CIO/CWIT Initiatives	81,415
Park	Parks	<u>1,204,223</u>
<b>Total</b>		<b>\$ 2,516,610</b>

**Summary of FY23 Proposed Budgets for General Fund**

The following table provides a comparative summary of the FY23 proposed budget to the FY22 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 FY23 Proposed Budget General Fund Accounts  
By Fund by Department (excludes reserves)**

	<b>FY22 Adjusted Adopted</b>	<b>FY23 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Montgomery</b>				
<b>Administration Fund</b>				
Commissioners' Office	\$ 1,162,945	\$ 1,144,059	\$ (18,886)	-1.6%
Planning Department Operating	21,534,631	22,739,084	1,204,453	5.6%
CAS Departments	9,228,332	9,793,084	564,752	6.1%
Transfer to Development Review	500,000	500,000	-	0.0%
Transfer to Park	225,000	-	(225,000)	-100.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	2,126,428	3,634,774	1,508,346	70.9%
<b>Subtotal Admin Fund</b>	<b>34,927,336</b>	<b>37,961,001</b>	<b>3,033,665</b>	<b>8.7%</b>
<b>Park Fund</b>				
Park Department Operating	102,792,194	107,747,876	4,955,682	4.8%
Transfer to Debt Service	6,330,058	7,202,008	871,950	13.8%
Transfer to Capital Projects	450,000	450,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	6,906,803	10,269,683	3,362,880	48.7%
<b>Subtotal Park Operating</b>	<b>116,879,055</b>	<b>126,069,567</b>	<b>9,190,512</b>	<b>7.9%</b>
<b>Montgomery Operating Subtotal</b>	<b>151,806,391</b>	<b>164,030,568</b>	<b>12,224,177</b>	<b>8.1%</b>
Property Management	1,657,600	1,737,800	80,200	4.8%
<b>Montgomery General Fund Total</b>	<b>\$ 153,463,991</b>	<b>\$ 165,768,368</b>	<b>\$ 12,304,377</b>	<b>8.0%</b>

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

**PROGRAM HIGHLIGHTS**

We are committed to a FY23 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. One of the primary objectives in the FY23 proposed budget is to meet core public service needs in the present and future. 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 421 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. The Vision 2030 plan is supplemented by the Parks, Recreation and Open Space (PROS) Master Plan which guides future development and management of the park system. This plan is updated every five years, and the department is currently working on the 2022 PROS update. This plan focuses on providing equitable, active, and central community spaces that meet the public's recreational needs and protect the natural and cultural resources of parkland for future generations.

The Department's FY23 budget includes increases for:

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

In addition, the FY23 budget includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the needs of the future such as:

- Improving the quality and playability of ballfields and courts;
- Improving our trails and creating equitable experiences;
- Enhancing technology;
- Maintaining and improving existing equipment, facilities and services;
- Expanding cultural and historic programming; and
- Improving public safety.

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 and remain committed to forming viable partnerships and maintaining strong relationships with our stakeholders and communities.



The FY23 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 FY23 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

### **One-Time funding requests:**

- Fairland-Briggs Chaney Master Plan Support
- Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2
- Friendship Heights Urban Design Study/Sector Plan
- University Boulevard Corridor Plan
- Clarksburg Master Plan Amendment
- Silver Spring Communities Plan
- Update Incentive Density Implementation Guidelines
- Comprehensive Study of Redevelopment Tools
- Coordinated Development of a Countywide Transportation Data Asset Management Strategy
- Parking Lot Design Study

### **On-going funding requests:**

- Immutable Cloud Storage for IT Disaster Recovery
- Network Analytics and Orchestration

## **Central Administrative Services (CAS)**

For FY23, 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): two additional positions – one to bring IT technical expertise to our HR Information Systems team, and one to address increased workload and succession planning in the Archives section.
- Finance Department: one position in Payroll to ensure continuity of operations.
- Inspector General: two positions, one of which would provide a Deputy to address succession planning, while both would address increased workload, and funding for professional services related to information security assessments.
- Chief Information Officer:

- Increased costs of Microsoft operational licenses
- Funding for the following IT initiatives
  - ERP Upgrade (second year funding)
  - Learning Management System
  - Continuation of Operations Planning Update

### **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 FY23 Proposed Budget for the Commissioners' Office includes increased funding for staff and Planning Board training.

### **Capital Budget**

This transmittal also includes the Capital Budget (which, by definition, is 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 FY23 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise approximately 95 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 FY23 Proposed Budget reflects a total tax rate for property tax supported funds of 8.31 cents real property and 20.78 cents personal property. The breakdown by fund is:

- Administration Fund: 1.96 cents real and 4.90 cents personal, an increase of .22 and .55, respectively;
- Park Fund: 6.25 cents real and 15.63 cents personal, an increase of .69 and 1.73, respectively; and
- Advanced Land Acquisition Fund: 0.10 cent real and 0.25 cent personal, unchanged.

At these tax rates, the Commission will have sufficient property tax revenues to meet the proposed expenditures and maintain the reserve requirements for the Administration Fund and the Park Fund.

**MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)**

FUNDS	ACTUAL FY13	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ADOPTED FY19	ADOPTED FY20	ADOPTED FY21	ADOPTED FY22	PROPOSED FY23
<b>Administration Fund</b>											
Real	1.80	1.80	1.70	1.80	1.70	1.72	1.56	1.70	1.76	1.78	1.78
Personal	4.50	4.50	4.25	4.50	4.25	4.30	3.90	4.25	4.40	4.45	4.45
<b>Park Fund</b>											
Real	5.40	5.30	5.60	5.52	5.48	5.54	5.30	5.60	6.00	5.70	5.70
Personal	13.50	13.25	14.00	13.80	13.70	13.85	13.25	14.00	15.00	14.25	14.25
<b>Advance Land Acquisition Fund</b>											
Real	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	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
<b>Total Tax Rates (Cents)</b>											
Real	<b>7.30</b>	<b>7.20</b>	<b>7.40</b>	<b>7.42</b>	<b>7.28</b>	<b>7.36</b>	<b>6.96</b>	<b>7.40</b>	<b>7.86</b>	<b>7.58</b>	<b>7.58</b>
Personal	<b>18.30</b>	<b>18.00</b>	<b>18.50</b>	<b>18.55</b>	<b>18.20</b>	<b>18.40</b>	<b>17.40</b>	<b>18.50</b>	<b>19.65</b>	<b>18.95</b>	<b>18.95</b>

**CONCLUSION**

The Proposed FY23 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

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One  
Commission  
Mission

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

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- **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.
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# Montgomery County Overview - Budget Guide

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## 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 FY23 budget and the Commission’s long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget’s development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



# Montgomery County Overview - Budget Guide

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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, along with historical data from prior fiscal years for comparison purposes. **The Administration and Park Fund schedules present an adjusted version of the Fiscal Year 2022 budget to account for further distribution of personnel funding from the Non-Departmental section of each fund to specific departments, divisions, and programs. Fund totals remain the same. The adjustment is only reflected in department and division totals and is presented as FY22 Adjusted Adopted where applicable.**

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 2023 are included:

- Commission Summary of FY23 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY21 and Budgeted Use of Fund Balance/Net Position for FY22 and FY23;
- Montgomery County FY23 Proposed Budget Summary - Fund Summary by Department and by Division;
- Montgomery County FY23 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$200,003,502;
- Montgomery County FY23 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$198,072,894;
- Montgomery County FY23 Proposed Budget Expenditure Summary by Major Object;
- Montgomery County FY23 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$198,072,894;
- 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 Revenues and Expenditures General Fund Accounts FY14 Actual to FY23 Proposed;
- Montgomery County Ending Fund Balance General Fund Accounts FY14 Actual to FY23 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 Overview - Budget Guide

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- 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;
- 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 Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Commission-wide 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 the 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



# Montgomery County

## Overview - Budget Guide

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the services provided only by 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;
  - **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 Adjusted Adopted Budget, along with a staffing summary.
  - Following each budget summary section is the **Highlights and Major Changes in the FY23 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) Fund
  - Commission-wide IT Initiatives (CWIT) Fund
  - Commission-wide Executive Office Building Fund
  - Commission-wide Group Insurance Fund





# Montgomery County Overview - Budget Guide

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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.

## 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 15 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 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.



# Montgomery County

## Overview - Budget Guide

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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.

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.

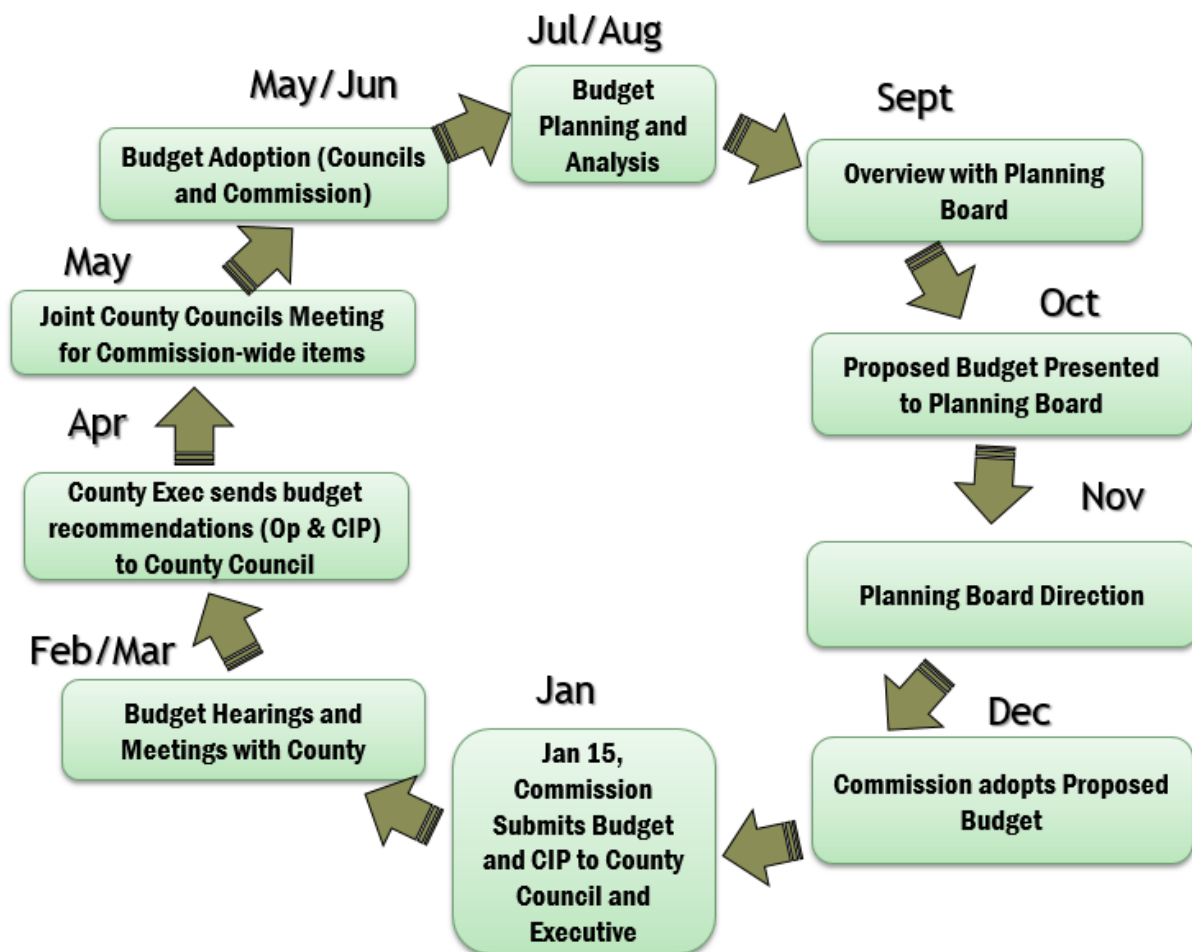
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



# Montgomery County Overview - Budget Guide

## Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2021
• Budget Overview with Planning Board	September to November 2021
• Staff Develops Budget	September to November 2021
• Planning Board Work Sessions	September to December 2021
• Commission Approves Proposed Budget	December 15, 2021
• Staff Produce Proposed Budget Book	December 2021 to January 2022
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2022
• County Executive Makes Recommendations	January 15 to March 1, 2022
• County Council Holds Public Hearings	April 2022
• County Council Reviews Budget	April 2022
• County Councils Meet Jointly	May 2022
• County Councils Adopt Budget	By June 1, 2022
• Commission Adopts Budget Resolution	June 15, 2022



# Montgomery County Overview – Background

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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 2.03 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 183 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 the decennial census population of 1,062,061 as of April 1, 2020, 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 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 black or African American; 15.6 percent are Asian; and 42.9 percent are non-Hispanic white.



## Montgomery County Overview – Background

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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 156,967 during the 2020-2021 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 2019 median household income was \$110,389 compared to the state median household income of \$86,738. 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 streams flow into rivers that either supply the raw water that the Washington Suburban Sanitary Commission utilizes to provide potable water to citizens of both Montgomery and Prince George's



## Montgomery County Overview – Background

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Counties; or 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 1, the two counties have until June 15, under State law, to reach agreement on the budget for CAS.



# Montgomery County Overview – Background

## FUNDS AND FUNDING SOURCES

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

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

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

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

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

**The Administration Fund** provides 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 cent 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.



# Montgomery County

## Overview – Background

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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 Fund is 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 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 goods or services that are provided centrally to 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

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### 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 FY23, 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 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

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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 applies a comprehensive Investment Policy to 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 Annual Comprehensive 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

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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 will review the internal controls of the investment program as part of the annual financial audit.

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's comprehensive Debt Management Policy provides 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:

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



## Montgomery County Overview – Policies

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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 3.6 cents of real property tax and 9 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 1.2 cents real property tax rate (3 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

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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 CIP, 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

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## BUDGET ISSUES

This section of the budget provides the global context underlying the Commission’s FY23 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

## REVENUES

Property tax revenues constitute approximately 95 percent of the General Fund operating revenues in Montgomery County. The latest projections provided by Montgomery County’s Finance Department show the County’s FY23 assessable base (both real and personal) projected to grow by 2.74 percent next year. The remaining 5 percent of General Fund revenues are projected to decrease by 0.4 percent in FY23 due primarily to lower interest earnings and rental/concession fees offset by increased Water Quality Protection funds from the County.

### Property Tax Revenue and Tax Rates

To provide sufficient revenues, the FY23 Proposed Budget reflects the need for tax rate increases in the real and personal property tax rates for both the Administration Fund and the Park Fund over those set for the FY22 Adopted Budget.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$21.6 million or 15.8 percent in FY23 to \$158.2 million.

The FY23 Proposed Budget reflects a total tax rate for property tax supported funds of 8.31 cents real property and 20.78 cents personal property. The breakdown by fund is:

- Administration Fund: 1.96 cents real and 4.90 cents personal, an increase of .22 and .55, respectively;
- Park Fund: 6.25 cents real and 15.63 cents personal, an increase of .69 and 1.73, respectively; and
- Advanced Land Acquisition Fund: 0.10 cent real and 0.25 cent personal, unchanged.

At these tax rates, the Commission will have sufficient property tax revenues to meet the proposed expenditures and maintain the reserve requirements for the Administration Fund and the Park Fund.

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 only limited effects from the economic effects of the COVID-19 pandemic, service charges and fees of the two major tax-supported funds (Administration and Park) are projected at \$3.35 million in FY23, a 2.5 percent decrease from the FY22 budget, due to lower rentals and concession fees.

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



# Montgomery County

## Overview – Budget Issues

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affordable and desirable. FY23 numbers reflect the ongoing effort and cost recovery pyramid approach to setting fees.

### 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 FY23 is proposed at \$15,000, a substantial decrease from the FY22 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 FY23 Proposed Budget includes \$428,100 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 \$3,897,335. This is a total increase of 6.0 percent from FY22. 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 \$55,500 of miscellaneous revenue in the Park Fund.

### Enterprise Fund Revenues

In FY23, total Enterprise Fund revenues are proposed at \$12.5 million and expenditures at \$10.6 million. 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 FY23 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 FY23:

- 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 \$5.4 million, mostly due to increased employee compensation markers and OPEB costs.



# Montgomery County Overview – Budget Issues

## Exhibit 1

**FY23 Proposed Budget  
Summary of Changes in Major Personnel Costs  
Montgomery County Administration Fund and Park Fund**

	FY22 Adjusted Adopted	FY23 Proposed	\$ Change	% Change
<b>OPEB</b>				
OPEB Paygo & Prefunding	\$ 7,564,519	\$ 8,573,900	\$ 1,009,381	13.3%
<b>Pension (ERS)</b>				
Pension (ERS)	10,486,248	10,234,188	(252,060)	-2.4%
<b>Health and Benefits(1)</b>				
Employee Health Benefits	16,801,255	16,773,128	(28,127)	-0.2%
<b>Subtotal Personnel Costs</b>	<b>\$ 34,852,022</b>	<b>\$ 35,581,216</b>	<b>\$ 729,194</b>	<b>2.1%</b>
<b>Employee Compensation</b>				
Marker for Changes to Employee Comp.		3,920,386	3,920,386	-
Marker for Possible Reclassifications	545,887	1,314,654	768,767	140.8%
Marker for Minimum Wage Increase	9,336	-	(9,336)	-100.0%
<b>Total Major Personnel Costs</b>			<b>\$ 5,409,011</b>	

(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 FY23 have been determined by the actuary. The net change for total OPEB costs is a \$1.0 million increase or 13.3 percent more than the FY22 adopted budget.

Total OPEB funding is \$8.6 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 decreasing by 2.4 percent in FY23. This represents a savings of \$252,000 from the FY22 adopted budget.

### ***Health Insurance and Benefits***

On average, health insurance and benefit costs are projected to decrease by less than 1 percent in FY22, for a savings of \$28,000 from the FY22 adopted budget.

### ***Employee Compensation***

The Commission's FY23 budget includes a compensation adjustment marker of \$3.9 million in the General Fund. The Commission will be in wage and benefit re-openers with the Municipal and





# Montgomery County

## Overview – Budget Issues

County Government Employees Organization (MCGEO) and the Fraternal Order of Police (FOP). Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is nearing completion (\$769,000).

Total expenditures for tax supported funds in the FY23 Proposed Budget (excluding reserves) are \$166.2 million, an 8.0 percent increase from FY22. The total FY23 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 \$190.2 million, 7.4 percent higher than the FY22 budget. Exhibit 2 provides a comparative total funds summary.

### Exhibit 2

#### Summary of FY23 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)

	FY22 Adjusted Adopted	FY23 Proposed	\$ Change	% Change
<b>Montgomery Funds</b>				
Administration (1)	\$ 34,927,336	\$ 37,961,001	\$ 3,033,665	8.7%
Park (2)	116,879,055	126,069,567	9,190,512	7.9%
ALA Debt	2,125,166	2,193,100	67,934	3.2%
<b>Subtotal Tax Supported</b>	<b>153,931,557</b>	<b>166,223,668</b>	<b>12,292,111</b>	<b>8.0%</b>
Enterprise (3)	10,965,938	10,613,078	(352,860)	-3.2%
Property Management	1,657,600	1,737,800	80,200	4.8%
Special Revenue	3,953,583	4,152,551	198,968	5.0%
Park Debt	6,580,058	7,492,008	911,950	13.9%
<b>Total Montgomery</b>	<b>\$ 177,088,736</b>	<b>\$ 190,219,105</b>	<b>\$ 13,130,369</b>	<b>7.4%</b>

(1) Includes transfer to Special Revenue Fund

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

(3) Includes transfer to Capital Projects (FY22 only)

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

One of the primary objectives in the FY23 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 \$2.5 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 our trails and create equitable experiences; to improve the quality and playability of ballfields; to maintain and improve existing equipment, facilities and services; to improve public safety; to enhance technology; and to expand innovative cultural and historic programming. In the Planning Department, new initiatives include various planning studies and analyses. For the Commissioners' Office, funding for staff and Planning Board training; for Human Resources and Management, it is two additional positions – one to bring IT technical expertise to our HR Information Systems team, and one to address increased workload and succession planning in the Archives section; for Finance, it is one position in Payroll to ensure continuity of operations; and for the Office of the Inspector General, it is funding for two positions, one of which would provide a Deputy to address succession planning, while both would address increased workload, and funding for professional



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## Overview – Budget Issues

services related to information security assessments. 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.

Fund	Department	Essential Needs	
			Investment Amount
Administration	Planning	\$	937,500
Administration	Commissioners' Office		5,000
Administration	DHRM		86,303
Administration	Legal		-
Administration	Finance		48,231
Administration	Inspector General		153,938
Administration	Corporate IT		-
Administration	Share of CIO/CWIT Initiatives		81,415
Park	Parks		1,204,223
<b>Total</b>		<b>\$</b>	<b>2,516,610</b>

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 FY21, the Commission had \$3.5 million in fund balance in the Administration Fund and \$11.4 million in fund balance in the Park Fund. Based on current estimates, which reflect the budgeted use of much of these balances in FY22, \$1.5 million in the Administration Fund and \$4.8 million in the Park Fund is expected going into FY22. 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 FY23 Proposed Budget being developed in accordance with the Commission’s Fund Balance Policy of a 3 percent reserve requirement. Based on projected revenues from property taxes and other sources, with the requested rate increases, projected expenditures and other uses, the ending fund balances after meeting reserve requirements for FY23 are projected to be \$488,573 in the Administration Fund and \$1,563,478 in the Park Fund (not including \$693,038 in the Property Management subfund).

### DEBT

Debt Service in the Park Fund is proposed to be \$7.2 million in FY23. Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$132,550, in FY23, 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, 2021 is estimated at \$1.89 billion. This represents the excess of anticipated tax revenue from the mandatory 9 cents personal property and



## Montgomery County Overview – Budget Issues

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3.6 cents real property tax available during the next 30 years over the debt service on the \$76.1 million of outstanding Park Acquisition and Development bonds. The Commission's Montgomery 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. The subsidy funded in FY22 is requested to continue in FY23.



**FY23 Proposed Budget**  
**Fiscal and Budget Summary Schedules**



# Montgomery County Overview - Fiscal and Budget Summary Schedules

## COMMISSION SUMMARY OF FY23 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			%
	FY 21 Actual	FY 22 Adjusted Adopted	FY 23 Proposed	FY 21 Actual	FY 22 Adjusted Adopted	FY 23 Proposed	FY 21 Actual	FY 22 Adjusted Adopted	FY 23 Proposed	
<b>Total Sources: (excluding use of fund balance)</b>										
<b>Governmental Funds:</b>										
Administration Fund	\$ 62,711,549	\$ 64,511,317	\$ 66,727,517	\$ 32,461,489	\$ 32,916,904	\$ 38,032,600	\$ 95,173,038	\$ 97,428,221	\$ 104,760,117	7.5%
Park Fund	173,004,300	177,113,412	182,608,112	114,415,472	110,272,980	126,421,118	287,419,772	287,386,392	309,029,230	7.5%
Recreation Fund	91,403,059	99,083,560	105,038,520	-	-	-	91,403,059	99,083,560	105,038,520	6.0%
General Funds Total	327,118,908	340,708,289	354,374,149	146,876,961	143,189,884	164,453,718	473,995,869	483,898,173	518,827,867	7.2%
ALA Debt Service Fund	74	-	-	2,085,302	2,125,166	2,193,100	2,085,376	2,125,166	2,193,100	3.2%
Tax Supported Funds Total	327,118,982	340,708,289	354,374,149	148,962,263	145,315,050	166,646,818	476,081,245	486,023,339	521,020,967	7.2%
Park Debt Service Fund	30,827,425	13,288,277	14,438,603	22,352,693	6,580,058	7,492,008	53,180,118	19,868,335	21,930,611	10.4%
Property Management Fund	-	-	-	1,503,776	1,657,600	1,737,800	1,503,776	1,657,600	1,737,800	4.8%
Capital Projects Fund	57,763,297	89,603,244	123,980,000	14,411,548	45,744,000	45,141,000	72,174,845	135,347,244	169,121,000	25.0%
Special Revenue Funds	1,774,065	6,804,705	6,705,338	4,918,656	5,931,793	6,107,056	6,692,721	12,736,498	12,812,394	0.6%
Governmental Funds Total	417,483,769	450,404,515	499,498,090	192,148,936	205,228,501	227,124,682	609,632,705	655,633,016	726,622,772	10.8%
<b>Proprietary Funds:</b>										
Enterprise Fund	17,750,792	19,882,440	13,524,910	6,867,197	12,588,055	12,543,686	24,617,989	32,470,495	26,068,596	-19.7%
Internal Service Funds:										
Risk Management Fund	7,414,562	4,754,100	3,991,500	4,553,673	3,353,300	2,959,400	11,968,235	8,107,400	6,950,900	-14.3%
Capital Equipment Fund	176,458	166,250	142,500	4,433,186	1,716,350	2,357,900	4,609,643	1,882,600	2,500,400	32.8%
Wheaton Headquarters Bldg Fund	-	-	-	1,324,865	2,902,595	2,937,103	1,324,865	2,902,595	2,937,103	1.2%
CIO Fund	915,581	805,810	3,424,710	742,467	726,388	2,467,564	1,658,048	1,532,198	5,892,274	284.6%
Comm-wide IT Initiatives Fund	2,521,581	2,910,146	85,000,000	1,761,529	1,669,048	646,301	4,283,110	4,579,194	15,933,266	-65.2%
Largo Headquarters Bldg Fund	60,006,015	-	-	-	-	-	60,006,015	-	85,000,000	-
Executive Office Building Fund*	-	-	-	-	-	-	1,456,497	1,466,080	1,466,323	0.7%
Internal Service Funds Total	71,034,197	8,636,306	93,505,675	12,815,720	10,367,681	11,368,268	60,021,378	71,089,849	70,206,632	-1.2%
Proprietary Funds Total	88,784,989	28,518,746	107,030,585	19,682,917	22,955,737	23,911,954	145,327,791	91,549,916	176,546,898	92.8%
<b>Private Purpose Trust Funds:</b>										
ALA Revolving Fund	338	478,923,261	606,528,675	1,943,040	2,090,116	2,061,550	1,943,378	2,090,116	2,061,550	-1.4%
<b>GRAND TOTAL</b>	\$ 506,269,096	\$ 478,923,261	\$ 606,528,675	\$ 213,774,893	\$ 230,274,353	\$ 253,098,186	\$ 781,521,863	\$ 781,743,543	\$ 931,299,816	19.1%
<b>Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)</b>										
<b>Governmental Funds:</b>										
Administration Fund	112,557,664	61,698,887	67,231,376	31,532,272	35,953,436	39,084,801	144,089,936	97,652,323	106,316,177	8.9%
Park Fund	189,640,073	180,238,321	245,003,588	109,267,504	120,182,055	129,622,067	298,907,577	300,420,376	374,625,655	24.7%
Recreation Fund	85,539,538	102,910,958	134,726,543	-	-	-	85,539,538	102,910,958	134,726,543	30.9%
General Funds Total	387,737,275	344,848,166	446,961,507	140,799,776	156,135,491	168,706,868	528,537,051	500,983,657	615,668,375	22.9%
ALA Debt Service Fund	120	-	-	2,079,346	2,125,166	2,193,100	2,079,466	2,125,166	2,193,100	3.2%
Tax Supported Funds Total	387,737,395	344,848,166	446,961,507	142,879,122	158,260,657	170,899,968	530,616,517	503,108,823	617,861,475	22.8%
Park Debt Service Fund	30,827,425	13,288,277	14,438,603	6,027,724	6,580,058	7,492,008	36,855,149	19,868,335	21,930,611	10.4%
Property Management Fund	38,962,047	89,603,244	123,980,000	1,509,815	1,657,600	1,737,800	1,509,815	1,657,600	1,737,800	4.8%
Capital Projects Fund	2,272,468	6,819,205	6,769,838	18,306,170	45,744,000	45,141,000	57,268,217	135,347,244	169,121,000	25.0%
Special Revenue Funds	459,799,335	454,558,892	592,149,948	5,933,657	7,052,119	7,330,040	8,206,125	13,871,324	14,099,878	1.6%
Governmental Funds Total	14,861,052	19,882,440	13,524,910	174,656,488	219,294,434	232,600,816	634,455,823	673,853,326	824,750,764	22.4%
<b>Proprietary Funds:</b>										
Enterprise Fund	14,861,052	19,882,440	13,524,910	7,886,455	10,965,938	10,613,078	22,747,507	30,848,378	24,137,988	-21.8%
Internal Service Funds:										
Risk Management Fund	5,790,142	5,081,313	5,028,767	3,364,518	3,503,512	3,433,966	9,154,660	8,584,825	8,462,733	-1.4%
Capital Equipment Fund	949,365	153,804	143,705	3,975,167	3,059,286	3,813,114	4,924,531	3,213,090	3,956,819	23.1%
Wheaton Headquarters Bldg Fund	-	-	-	3,551,332	2,902,595	2,937,103	3,551,332	2,902,595	2,937,103	1.2%
CIO Fund	1,163,808	802,275	3,424,710	943,777	723,196	2,467,564	2,107,585	1,525,471	5,892,274	286.3%
Comm-wide IT Initiatives Fund	1,917,751	2,807,096	946,965	1,123,697	1,648,820	646,301	3,041,448	4,455,916	15,933,266	-64.2%
Largo Headquarters Bldg Fund	-	-	-	-	-	-	-	-	10,000,000	-
Executive Office Building Fund*	-	-	-	-	-	-	1,306,143	1,501,205	1,570,259	4.6%
Internal Service Funds Total	9,821,066	8,844,488	19,544,147	12,958,491	11,837,409	13,298,048	58,858,301	71,322,028	71,659,632	0.5%
Group Insurance Fund*	24,682,118	28,726,928	33,069,057	20,844,946	22,803,347	23,911,126	82,944,000	93,505,130	106,072,086	13.4%
Proprietary Funds Total	484,481,453	483,590,535	625,524,012	195,501,434	254,655,296	260,247,222	740,147,330	811,069,064	959,001,125	18.2%

\* 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 FY23. 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 provide a fuller picture of the financial condition of each fund.

# Montgomery County Overview - Fiscal and Budget Summary Schedules

## Summary of Changes in Actual Fund Balance/Net Position for FY21 and Budgeted Use of Fund Balance/Net Position for FY22 and FY23

### COMMISSION SUMMARY

	Prince George's County			Montgomery County			Total Commission		
	FY 21	FY 22	FY 23	FY 21	FY 22	FY 23	FY 21	FY 22	FY 23
	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed
<b>Governmental Funds:</b>									
Administration Fund	(49,846,115)	2,812,430	(603,859)	929,217	(3,036,532)	(1,052,201)	(48,916,898)	(224,102)	(1,556,060)
Park Fund	(16,635,773)	(3,124,909)	(62,395,476)	5,147,968	(9,909,075)	(3,200,949)	(11,487,805)	(13,033,984)	(65,596,425)
Recreation Fund	5,863,521	(3,827,398)	(29,688,023)	-	-	-	5,863,521	(3,827,398)	(29,688,023)
General Funds Total	(60,618,367)	(4,139,877)	(92,587,358)	6,077,185	(12,945,607)	(4,253,150)	(54,541,182)	(17,085,484)	(96,840,508)
ALA Debt Service Fund	(46)	-	-	5,956	-	-	5,910	-	-
Tax Supported Funds Total	(60,618,413)	(4,139,877)	(92,587,358)	6,083,141	(12,945,607)	(4,253,150)	(54,535,272)	(17,085,484)	(96,840,508)
Park Debt Service Fund	-	-	-	16,324,969	-	-	16,324,969	-	-
Property Management Fund	-	-	-	(6,039)	-	-	(6,039)	-	-
Capital Projects Fund	18,801,250	-	-	(3,894,622)	-	-	14,906,628	-	-
Special Revenue Funds	(498,403)	(14,500)	(64,500)	(1,015,001)	(1,120,326)	(1,222,984)	(1,513,404)	(1,134,826)	(1,287,484)
Governmental Funds Total	(42,315,566)	(4,154,377)	(92,651,858)	17,492,448	(14,065,933)	(5,476,134)	(24,823,118)	(18,220,310)	(98,127,992)
<b>Proprietary Funds:</b>									
Enterprise Fund	2,889,740	-	-	(1,019,258)	1,622,117	1,930,608	1,870,482	1,622,117	1,930,608
Risk Management Fund	1,624,420	(327,213)	(1,037,267)	1,189,155	(150,212)	(474,566)	2,813,575	(477,425)	(1,511,833)
Capital Equipment Fund	(772,907)	12,446	(1,205)	458,019	(1,342,936)	(1,455,214)	(314,888)	(1,330,490)	(1,456,419)
Wheaton Headquarters Bldg Fund	-	-	-	(2,226,467)	-	-	(2,226,467)	-	-
CIO Fund	(248,227)	3,535	-	(201,310)	3,192	-	(449,537)	6,727	-
Comm-wide IT Initiatives Fund	603,830	103,050	-	637,832	20,228	-	1,241,662	123,278	-
Largo Headquarters Bldg Fund	60,006,015	-	75,000,000	-	-	-	60,006,015	-	75,000,000
Executive Office Building Fund*	-	-	-	-	-	-	-	(45,125)	(103,936)
Group Insurance Fund*	-	-	-	-	-	-	-	(232,179)	(1,453,000)
Internal Service Funds Total	61,213,131	(208,182)	73,961,528	(142,771)	(1,469,728)	(1,929,780)	1,163,077	(232,179)	(1,453,000)
Proprietary Funds Total	64,102,871	(208,182)	73,961,528	(1,162,029)	152,389	828	62,383,791	(1,955,214)	70,474,812
<b>Private Purpose Trust Funds:</b>									
ALA Revolving Fund	338	(304,715)	(305,007)	1,943,040	(10,467,399)	(1,673,730)	1,943,378	(10,772,114)	(1,978,737)
<b>GRAND TOTAL</b>	21,787,643	(4,667,274)	(18,995,337)	18,273,459	(24,380,943)	(7,149,036)	41,374,533	(29,325,521)	(27,701,309)

\* 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 FY21 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 FY23 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	CEO Internal Service Fund	Commission-wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Internal Service Fund	Total
<b>Sources:</b>															
Property Taxes	\$ 37,239,800	\$ 118,788,600	\$ -	\$ -	\$ 2,193,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,222,500
Intergovernmental	578,100	4,397,355	-	200,000	-	-	31,931,000	2,033,260	-	-	-	-	-	1,688,833	40,828,548
Sales	1,200	13,250	-	-	-	-	-	115,773	870,750	-	-	-	-	-	1,000,973
Charges for Services	203,500	2,586,713	-	-	-	-	-	2,995,313	7,165,394	2,951,400	2,357,900	2,467,564	646,301	1,248,270	22,622,355
Rentals and Concessions	-	563,700	1,738,800	-	-	-	-	133,903	3,692,046	-	-	-	-	-	6,126,449
Interest	10,000	5,000	1,000	-	-	1,000	10,000	3,400	15,000	8,000	-	-	-	-	53,400
Miscellaneous	-	55,550	-	-	-	2,060,550	4,750,000	325,407	800,496	-	-	-	-	-	7,991,953
Total Revenues	38,032,800	126,411,118	1,737,800	200,000	2,193,100	2,061,550	36,691,000	5,607,056	12,543,686	2,959,400	2,357,900	2,467,564	646,301	2,937,103	236,846,178
Transfers In	-	10,000	-	7,202,008	-	-	450,000	500,000	-	-	-	-	-	-	8,162,008
Bond Proceeds	-	-	-	90,000	-	-	8,000,000	-	-	-	-	-	-	-	8,090,000
Use of Fund Balance/Net Assets	1,052,201	3,200,949	-	-	-	1,673,730	-	1,222,984	-	474,566	1,455,214	-	-	-	9,079,644
<b>Total Available Funds</b>	<b>\$ 39,084,801</b>	<b>\$ 129,622,067</b>	<b>\$ 1,737,800</b>	<b>\$ 7,492,008</b>	<b>\$ 2,193,100</b>	<b>\$ 3,735,280</b>	<b>\$ 45,141,000</b>	<b>\$ 7,330,040</b>	<b>\$ 12,543,686</b>	<b>\$ 3,433,966</b>	<b>\$ 3,813,114</b>	<b>\$ 2,467,564</b>	<b>\$ 646,301</b>	<b>\$ 2,937,103</b>	<b>\$ 262,177,830</b>
<b>Uses:</b>															
Commissioners Office	\$ 1,144,059	-	-	-	-	-	-	-	-	-	-	-	-	-	1,144,059
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office of The Planning Director	1,526,362	-	-	-	-	-	-	-	-	-	-	-	-	-	1,526,362
Management Services	1,160,147	-	-	-	-	-	-	-	-	-	-	-	-	-	1,160,147
Communications Division	1,666,049	-	-	-	-	-	-	-	-	-	-	-	-	-	1,666,049
Countywide Planning & Policy	3,250,296	-	-	-	-	-	-	-	-	-	-	-	-	-	3,250,296
Downcounty Planning	1,718,568	-	-	-	-	-	-	-	-	-	-	-	-	-	1,718,568
Mid-County Planning	2,190,794	-	-	-	-	-	-	-	-	-	-	-	-	-	2,190,794
Upcounty Planning	2,166,337	-	-	-	-	-	-	-	-	-	-	-	-	-	2,166,337
Intake & Regulatory Coordination	1,084,282	-	-	-	-	-	-	-	-	-	-	-	-	-	1,084,282
Information Technology and Innovation	4,046,478	-	-	-	-	-	-	-	-	-	-	-	-	-	4,046,478
Research and Strategic Projects	1,284,733	-	-	-	-	-	-	-	-	-	-	-	-	-	1,284,733
Support Services	2,665,038	-	-	-	-	-	-	-	-	-	-	-	-	-	2,665,038
Grants	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	-	4,152,551	-	-	-	-	-	-	4,152,551
Planning Operations Total	22,889,084	-	-	-	-	-	-	4,152,551	-	-	-	-	-	-	27,041,635
Central Administrative Services (CAS):															
Dept. of Human Resources and Mgmt.	2,789,940	-	-	-	-	-	-	-	-	-	-	-	-	-	2,789,940
Department of Finance	2,465,034	-	-	-	-	-	-	-	-	-	-	-	-	-	2,465,034
Legal Department	1,648,250	-	-	-	-	-	-	-	-	-	-	-	-	-	1,648,250
Merit System Board	83,888	-	-	-	-	-	-	-	-	-	-	-	-	-	83,888
Office of the Inspector General	463,981	-	-	-	-	-	-	-	-	-	-	-	-	-	463,981
Corporate IT	1,651,772	-	-	-	-	-	-	-	-	-	-	-	-	-	1,651,772
Support Services	690,219	-	-	-	-	-	-	-	-	-	-	-	-	-	690,219
CAS Total	9,793,084	-	-	-	-	-	-	-	-	-	-	-	-	-	9,793,084

# Montgomery County Overview - Fiscal and Budget Summary Schedules

## MONTGOMERY COUNTY FY23 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

	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	CEO Internal Service Fund	Commission-wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Internal Service Fund	Total
<b>Park Department Operating Divisions:</b>															
Office of the Director	-	1,540,485	-	-	-	-	-	-	-	-	-	-	-	-	1,540,485
Public Affairs & Community Partnerships	-	3,120,462	-	-	-	-	-	-	-	-	-	-	-	-	3,120,462
Management Services	-	3,154,392	-	-	-	-	-	-	-	-	-	-	-	-	3,154,392
Information Technology & Innovation	-	3,004,760	-	-	-	-	-	-	-	-	-	-	-	-	3,004,760
Park Planning & Stewardship	-	7,003,958	-	-	-	-	-	-	-	-	-	-	-	-	7,003,958
Park Development	-	4,163,071	-	-	-	-	-	-	-	-	-	-	-	-	4,163,071
Park Police	-	16,980,209	-	-	-	-	-	-	-	-	-	-	-	-	16,980,209
Horticulture, Forestry & Environmental Education	-	12,104,267	-	-	-	-	-	-	-	-	-	-	-	-	12,104,267
Facilities Management	-	14,117,296	-	-	-	-	-	-	-	-	-	-	-	-	14,117,296
Northern Parks	-	11,723,267	-	-	-	-	-	-	-	-	-	-	-	-	11,723,267
Southern Parks	-	16,305,701	-	-	-	-	-	-	-	-	-	-	-	-	16,305,701
Support Services	-	14,530,008	-	-	-	-	-	-	-	-	-	-	-	-	14,530,008
Special Revenue Operations	-	-	-	-	-	-	-	3,177,489	-	-	-	-	-	-	3,177,489
Grants	-	400,000	-	-	-	-	-	-	-	-	-	-	-	-	400,000
Property Management	-	-	1,737,800	-	-	-	-	-	-	-	-	-	-	-	1,737,800
Enterprise Operations	-	-	-	-	-	-	-	-	10,613,078	-	-	-	-	-	10,613,078
<b>Total Park Department Operations</b>		<b>108,147,876</b>	<b>1,737,800</b>	<b>7,492,008</b>	<b>2,193,100</b>	<b>3,735,280</b>	<b>45,141,000</b>	<b>7,330,040</b>	<b>10,613,078</b>	<b>3,433,966</b>	<b>3,813,114</b>	<b>2,467,564</b>	<b>646,301</b>	<b>2,937,103</b>	<b>123,676,243</b>
Non-Departmental	3,634,774	10,269,883	-	-	-	-	-	-	-	-	-	-	-	-	13,904,657
Debt Service	-	-	-	7,492,008	132,550	-	-	-	-	-	-	-	-	-	7,624,558
Capital Projects	-	-	-	-	-	-	45,131,000	-	-	-	-	-	-	-	45,131,000
Transfer to Debt Service	-	7,202,008	-	-	-	-	-	-	-	-	-	-	-	-	7,202,008
Advanced Land Acquisition	-	-	-	-	2,060,550	3,735,280	-	-	-	-	-	-	-	-	5,795,830
Risk Management Operating	-	-	-	-	-	-	-	-	-	3,433,966	-	-	-	-	3,433,966
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	3,813,114	-	-	-	3,813,114
CEO Internal Service Fund	-	-	-	-	-	-	-	-	-	-	-	2,467,564	-	-	2,467,564
Commission-wide IT Initiatives Internal Service Fund	-	-	-	-	-	-	-	-	-	-	-	-	646,301	-	646,301
Wheaton Headquarters Building	-	-	-	-	-	-	-	-	-	-	-	-	-	2,937,103	2,937,103
Transfers Out	500,000	450,000	-	-	-	-	10,000	-	-	-	-	-	-	-	960,000
<b>Total Uses</b>	<b>\$ 37,961,001</b>	<b>\$ 126,069,567</b>	<b>\$ 1,737,800</b>	<b>\$ 7,492,008</b>	<b>\$ 2,193,100</b>	<b>\$ 3,735,280</b>	<b>\$ 45,141,000</b>	<b>\$ 7,330,040</b>	<b>\$ 10,613,078</b>	<b>\$ 3,433,966</b>	<b>\$ 3,813,114</b>	<b>\$ 2,467,564</b>	<b>\$ 646,301</b>	<b>\$ 2,937,103</b>	<b>\$ 255,570,922</b>
Designated Expenditure Reserve @ 3%	1,123,800	3,552,500	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	4,676,300
<b>Total Required Funds</b>	<b>\$ 39,084,801</b>	<b>\$ 129,622,067</b>	<b>\$ 1,737,800</b>	<b>\$ 7,492,008</b>	<b>\$ 2,193,100</b>	<b>\$ 3,735,280</b>	<b>\$ 45,141,000</b>	<b>\$ 7,330,040</b>	<b>\$ 10,613,078</b>	<b>\$ 3,433,966</b>	<b>\$ 3,813,114</b>	<b>\$ 2,467,564</b>	<b>\$ 646,301</b>	<b>\$ 2,937,103</b>	<b>\$ 260,247,222</b>
<b>Excess of Sources over Uses</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ 1,930,008</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ .</b>	<b>\$ 1,930,008</b>
<b>Total Funded Career/Term Positions</b>	<b>225.64</b>	<b>800.00</b>	<b>4.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39.00</b>	<b>3.50</b>	<b>-</b>	<b>3.50</b>	<b>-</b>	<b>-</b>	<b>1,075.64</b>
<b>Total Funded Workyears</b>	<b>190.48</b>	<b>779.20</b>	<b>5.80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37.80</b>	<b>121.10</b>	<b>3.90</b>	<b>-</b>	<b>3.50</b>	<b>-</b>	<b>-</b>	<b>1,141.78</b>

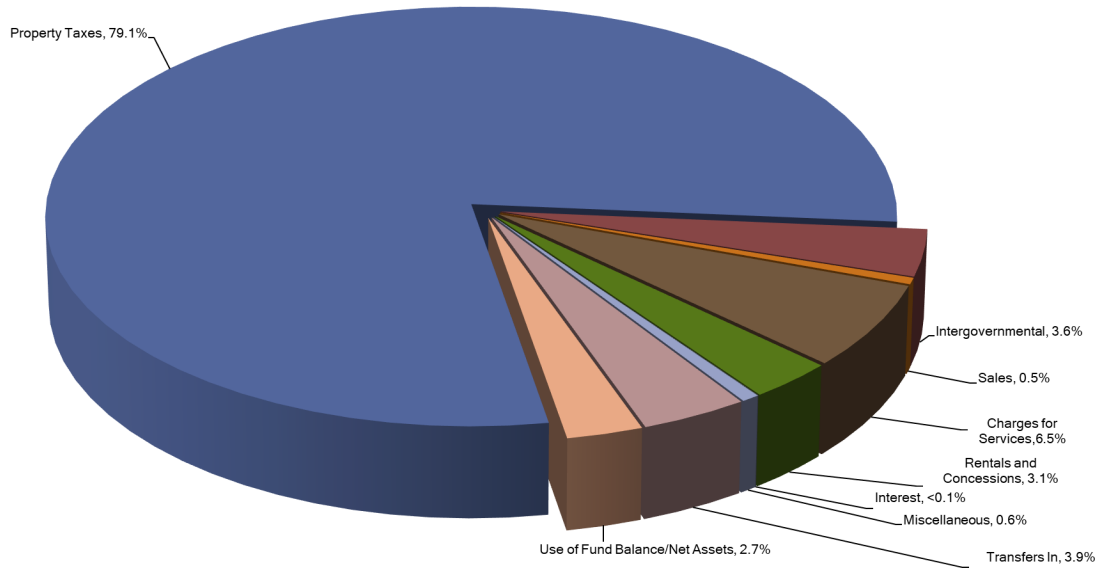




# Montgomery County Overview – Fiscal and Budget Summary Schedules

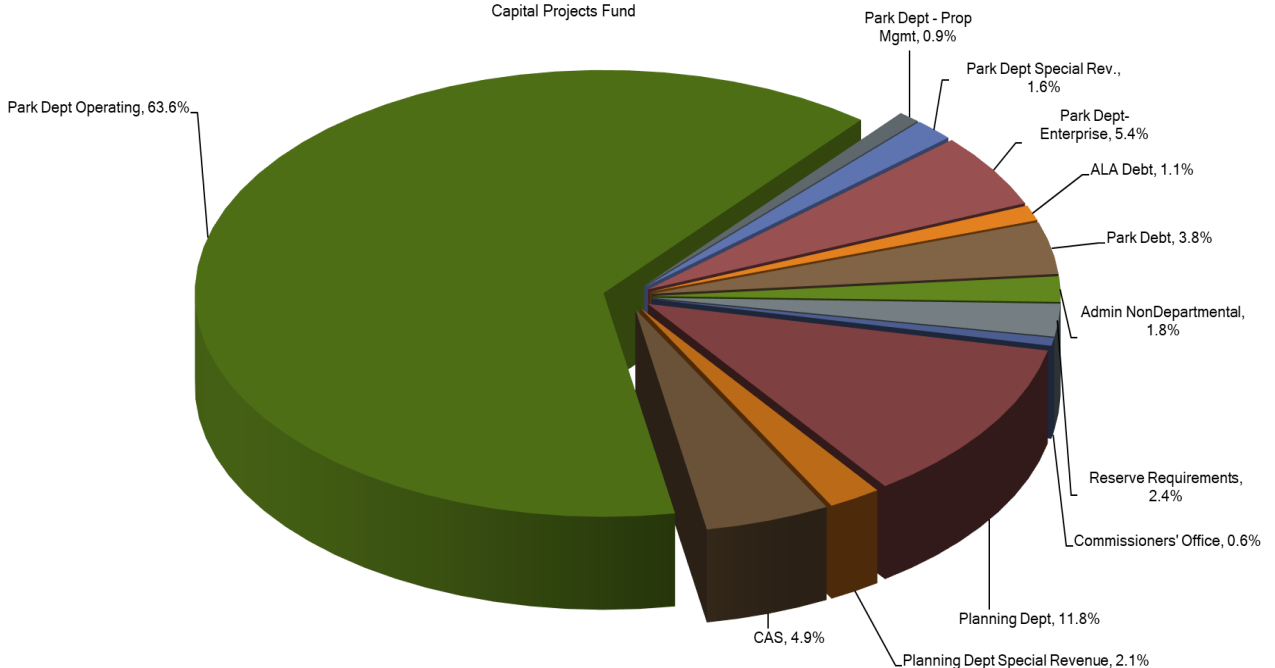
Montgomery County FY23 Proposed Budget  
Revenue Sources (Percent of Total by Type)  
Operating Funds Total \$200,003,502

Excludes Internal Service Funds, ALARF, and  
Capital Projects Fund



Montgomery County FY23 Proposed Budget  
Funds Required (Percent of Total by Function)  
Total Operating Funds \$198,072,894

Excludes Internal Service Funds, ALARF, and  
Capital Projects Fund



# Montgomery County Overview - Fiscal and Budget Summary Schedules

## MONTGOMERY COUNTY FY23 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

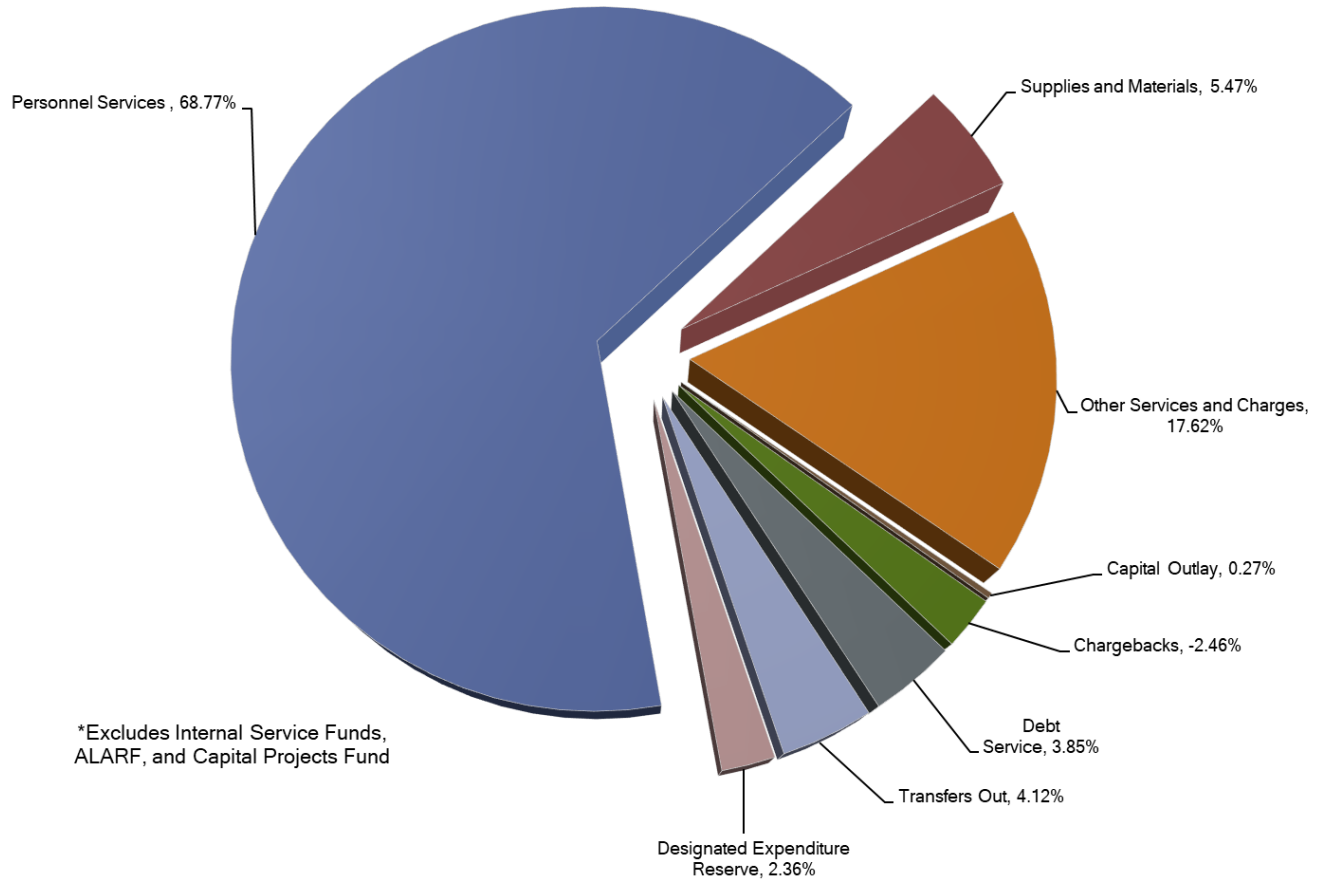
	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
<b>Governmental Funds:</b>									
General Funds:									
Administration Fund									
Commissioners' Office	\$ 830,198	\$ 24,766	\$ 45,375	\$ -	\$ 243,720	\$ -	\$ -	\$ -	\$ 1,144,059
Planning Department	20,107,134	424,792	5,528,446	-	(3,171,288)	-	-	-	22,889,084
DHRM	2,676,529	29,474	393,975	-	(310,038)	-	-	-	2,789,940
Department of Finance	2,686,736	25,894	273,404	-	(521,000)	-	-	-	2,465,034
Legal Department	2,372,533	16,873	233,270	-	(974,426)	-	-	-	1,648,250
Merit System Board	66,838	900	16,150	-	-	-	-	-	83,888
Office of the Inspector General	401,970	2,597	59,414	-	-	-	-	-	463,981
Corporate IT	1,350,780	55,300	840,030	-	(594,338)	-	-	-	1,651,772
CAS Support Services	4,400	15,400	670,419	-	-	-	-	-	690,219
Non-Departmental	3,634,774	-	-	-	-	-	500,000	-	4,134,774
Budgetary Reserve	-	-	-	-	-	-	-	1,123,800	1,123,800
Administration Fund Total	34,131,892	595,996	8,060,483	-	(5,327,370)	-	500,000	1,123,800	39,084,801
Park Fund									
Parks Department	93,796,575	8,804,906	19,277,737	503,669	(3,965,328)	-	7,652,008	3,552,500	129,622,067
Park Fund Total	93,796,575	8,804,906	19,277,737	503,669	(3,965,328)	-	7,652,008	3,552,500	129,622,067
ALA Debt Service Fund									
General Funds Total	127,928,467	9,400,902	27,338,220	503,669	(9,292,698)	-	8,152,008	4,676,300	168,706,868
ALA Debt Service Fund	-	-	2,060,550	-	-	132,550	-	-	2,193,100
Tax Supported Funds Total	127,928,467	9,400,902	29,398,770	503,669	(9,292,698)	132,550	8,152,008	4,676,300	170,899,968
Park Debt Service Fund									
Park Debt Service Fund	-	-	-	-	-	7,492,008	-	-	7,492,008
Property Management Fund									
Property Management Fund	520,579	191,183	871,238	-	154,800	-	-	-	1,737,800
Parks Department	520,579	191,183	871,238	-	154,800	-	-	-	1,737,800
Property Management Fund Total	520,579	191,183	871,238	-	154,800	-	-	-	1,737,800
Capital Projects Fund									
Capital Projects Fund	-	-	-	45,131,000	-	-	10,000	-	45,141,000
Special Revenue Funds									
Planning Department	-	30,000	610,000	-	3,512,551	-	-	-	4,152,551
Parks Department	669,077	344,795	1,791,886	31,500	340,231	-	-	-	3,177,489
Special Revenue Funds Total	669,077	374,795	2,401,886	31,500	3,852,782	-	-	-	7,330,040
Governmental Funds Total	129,118,123	9,966,880	32,671,894	45,666,169	(5,285,116)	7,624,558	8,162,008	4,676,300	232,600,816
Enterprise Funds									
Parks Department	7,106,292	867,341	2,229,199	-	410,246	-	-	-	10,613,078
Enterprise Funds Total	7,106,292	867,341	2,229,199	-	410,246	-	-	-	10,613,078
Internal Service Funds:									
Risk Management Fund	566,324	35,250	2,454,140	-	378,252	-	-	-	3,433,966
Capital Equipment Internal Service Fund	-	-	-	2,225,000	56,714	1,531,400	-	-	3,813,114
CIO Internal Service Fund	609,978	21,435	1,836,151	-	-	-	-	-	2,467,564
Commission-wide IT Initiatives Fund	-	-	646,301	-	-	-	-	-	646,301
Wheaton Headquarters Building Fund	-	100,000	2,637,103	-	200,000	-	-	-	2,937,103
Internal Service Funds Total	1,176,302	156,685	7,573,695	2,225,000	634,966	1,531,400	-	-	13,298,048
Proprietary Funds Total	8,282,594	1,024,026	9,802,894	2,225,000	1,045,212	1,531,400	-	-	23,911,126
<b>Private Purpose Trust Funds:</b>									
ALA Revolving Fund	-	-	-	3,735,280	-	-	-	-	3,735,280
Private Purpose Trust Funds Total	-	-	-	3,735,280	-	-	-	-	3,735,280
<b>GRAND TOTAL</b>	\$ 137,400,717	\$ 10,990,906	\$ 42,474,788	\$ 51,626,449	\$ (4,239,904)	\$ 9,155,958	\$ 8,162,008	\$ 4,676,300	\$ 260,247,222

\* Park Fund transfers out includes the transfers to Capital Projects Fund (Pay-Go) (\$450K) and to Debt Service (\$7.20M).



# Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County FY23 Proposed Budget  
Summary of Funds Required (Percent of Total by Major Object)  
Total Operating Funds\* \$198,072,894



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY  
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS  
PROPOSED BUDGET FISCAL YEAR 2023

**Part I. Administration Fund**

	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Commissioners' Office	1,155,680	1,162,945	1,144,059	-1.0%
<b>Planning Department</b>				
Planning Director's Office	1,515,054	1,541,387	1,526,362	0.7%
Management Services	1,131,982	1,149,207	1,160,147	2.5%
Communications Division	1,569,622	1,590,002	1,666,049	6.1%
Countywide Planning & Policy	3,062,418	3,111,219	3,250,296	6.1%
Downcounty Planning	1,459,614	1,492,597	1,718,568	17.7%
Mid-County Planning	2,006,902	2,038,248	2,190,794	9.2%
Upcounty Planning	1,898,939	1,928,453	2,166,337	14.1%
Intake & Regulatory Coordination	1,202,861	1,233,695	1,084,282	-9.9%
Center for Research & Information Systems	-	-	-	-
Information Technology and Innovation	3,805,301	3,835,767	4,046,478	6.3%
Research and Strategic Projects	1,052,159	1,060,712	1,264,733	20.2%
Support Services	2,553,344	2,553,344	2,665,038	4.4%
<b>Subtotal Planning</b>	21,258,196	21,534,631	22,739,084	7.0%
<b>Central Administrative Services</b>				
Department of Human Resources and Management	2,546,771	2,578,932	2,789,940	9.5%
Department of Finance	2,360,177	2,393,314	2,465,034	4.4%
Legal Department	1,586,615	1,611,525	1,648,250	3.9%
Merit System Board	81,081	82,274	83,888	3.5%
Office of the Inspector General	367,346	371,243	463,981	26.3%
Corporate IT	1,541,412	1,556,708	1,651,772	7.2%
Support Services	634,336	634,336	690,219	8.8%
<b>Subtotal Central Administrative Services</b>	9,117,738	9,228,332	9,793,084	7.4%
Non-Departmental	2,520,722	2,126,428	3,634,774	44.2%
<b>Total Expenditures</b>	34,052,336	34,052,336	37,311,001	9.6%

**Part II. Park Fund**

	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Director of Parks	1,520,603	1,543,410	1,540,485	1.3%
Public Affairs & Community Partnerships	3,571,836	3,601,652	3,120,462	-12.6%
Management Services	3,016,656	3,052,519	3,154,392	4.6%
Information Technology & Innovation	2,741,175	2,756,903	3,004,760	9.6%
Park Planning and Stewardship	6,682,271	6,766,978	7,003,958	4.8%
Park Development	3,908,043	3,996,466	4,163,071	6.5%
Park Police	15,986,722	16,163,311	16,980,209	6.2%
Horticulture, Forestry & Environmental Education	10,894,804	11,025,877	12,104,267	11.1%
Facilities Management	13,523,156	13,671,542	14,117,296	4.4%
Northern Parks	11,176,848	11,290,469	11,723,267	4.9%
Southern Parks	15,418,761	15,577,746	16,305,701	5.8%
Support Services	13,345,321	13,345,321	14,530,008	8.9%
<b>Subtotal Park Operations</b>	101,786,196	102,792,194	107,747,876	5.9%
Non-Departmental	7,912,801	6,906,803	10,269,683	29.8%
Debt Service	6,330,058	6,330,058	7,202,008	13.8%
<b>Total Expenditures</b>	116,029,055	116,029,055	125,219,567	7.9%



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

-CONTINUED-  
MONTGOMERY COUNTY  
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS  
PROPOSED BUDGET FISCAL YEAR 2023

**Part III. Grants**

	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Admin Fund Future Grants	150,000	150,000	150,000	0.0%
Park Fund Future Grants	400,000	400,000	400,000	0.0%
<b>Total Expenditures</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>	<b>0.0%</b>

**Part IV. Self Supporting Funds**

	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Enterprise Fund	10,565,938	10,565,938	10,613,078	0.4%
Property Management	1,657,600	1,657,600	1,737,800	4.8%
<b>Total Expenditures</b>	<b>12,223,538</b>	<b>12,223,538</b>	<b>12,350,878</b>	<b>1.0%</b>

**Part V. Advance Land Acquisition Debt Service Fund**

	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Debt Service	135,050	135,050	132,550	-1.9%
<b>Total Expenditures</b>	<b>135,050</b>	<b>135,050</b>	<b>132,550</b>	<b>-1.9%</b>

**Part VI. Internal Service Funds**

	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Risk Management Fund	3,503,512	3,503,512	3,433,966	-2.0%
Capital Equipment Fund	3,059,286	3,059,286	3,813,114	24.6%
CIO/CWIT Fund	2,372,016	2,372,016	-	-100.0%
CIO Fund	-	-	2,467,564	-
CWIT Fund	-	-	646,301	-
Wheaton Headquarters Building	2,902,595	2,902,595	2,937,103	1.2%
<b>Total Expenditures</b>	<b>11,837,409</b>	<b>11,837,409</b>	<b>13,298,048</b>	<b>12.3%</b>

**Part VII. Special Revenue Funds**

	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Park Activities	3,098,536	3,098,536	3,177,489	2.5%
Planning Activities	3,953,583	3,953,583	4,152,551	5.0%
<b>Total Expenditures</b>	<b>7,052,119</b>	<b>7,052,119</b>	<b>7,330,040</b>	<b>3.9%</b>

**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

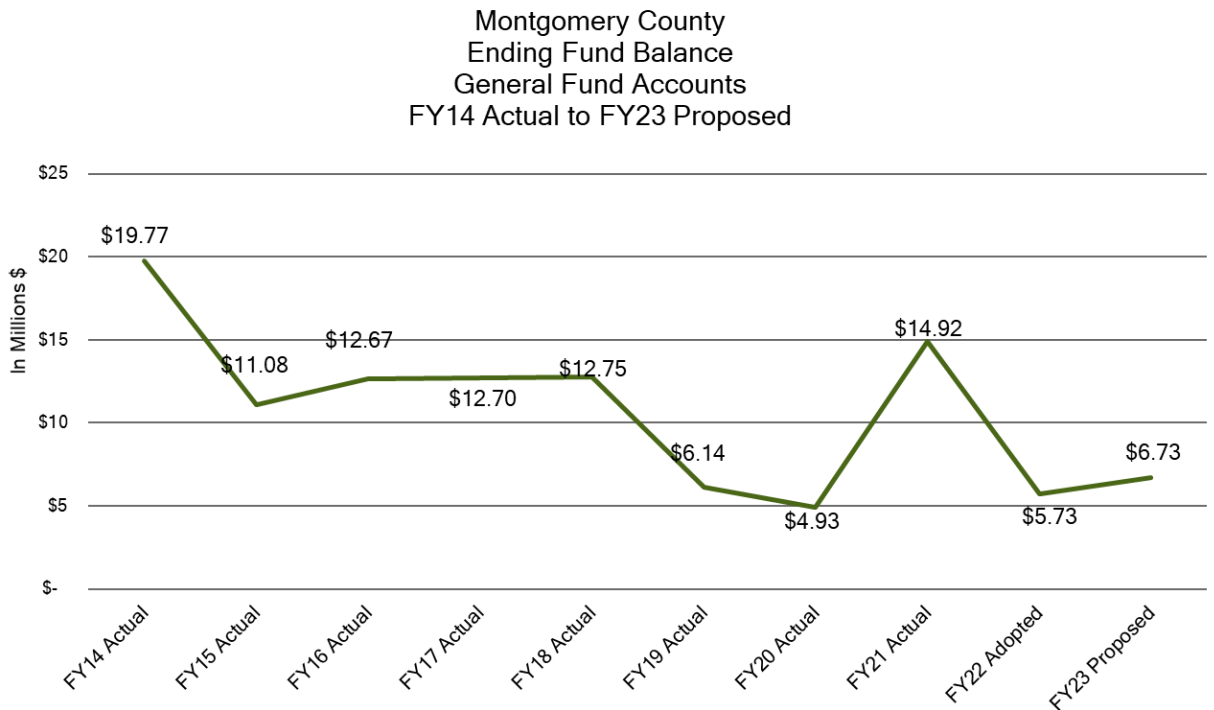
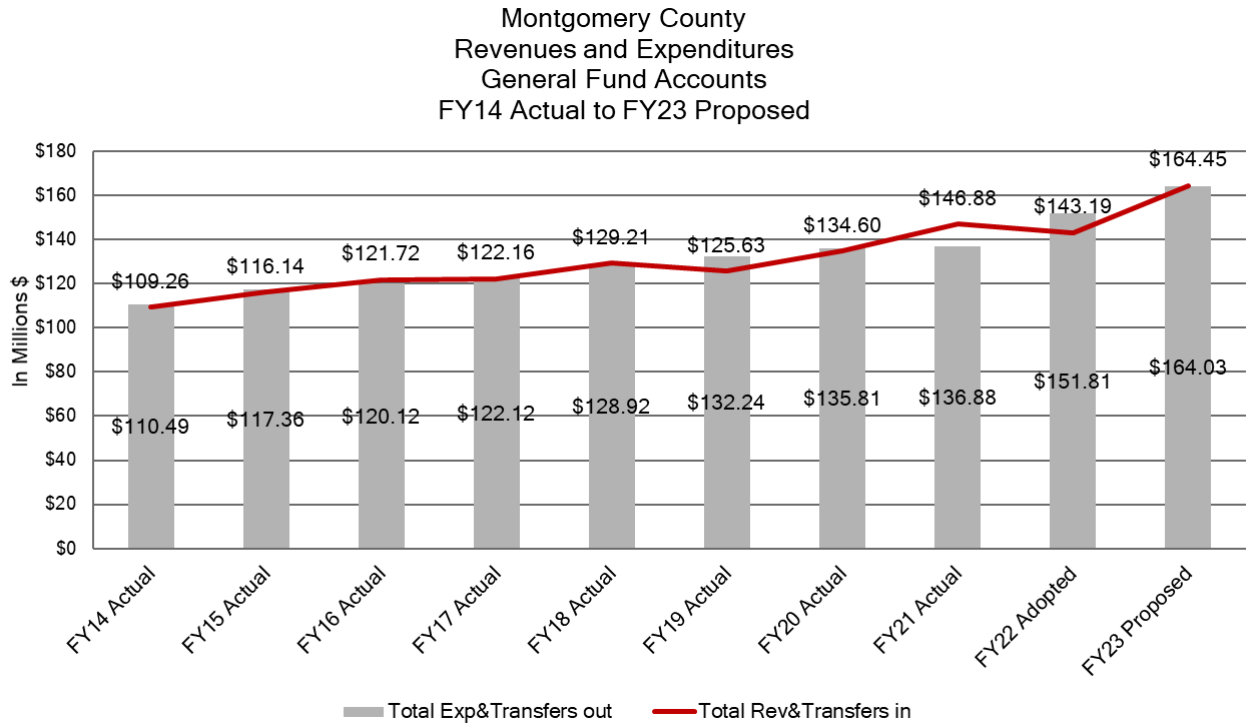
## MONTGOMERY COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023

	General Fund Accounts			Advance Land Acquisition Debt Service Fund			Total Tax Supported Funds			Park Debt Service Fund			Capital Projects Fund			Special Revenue Funds			Total Governmental Funds			
	FY 22		FY 23	FY 22		FY 23	FY 22		FY 23	FY 22		FY 23	FY 22		FY 23	FY 22		FY 23	FY 22		FY 23	
	Adopted	Proposed	Change	Adopted	Proposed	Change	Adopted	Proposed	Change	Adopted	Proposed	Change	Adopted	Proposed	Change	Adopted	Proposed	Change	Adopted	Proposed	Change	
<b>Revenues:</b>																						
Property Taxes	134,488,623	156,029,400	21,540,777	2,193,100	2,193,100		136,613,789	158,222,500	21,608,711										136,613,789	158,222,500	21,608,711	
Intergovernmental - Federal																			1,942,373	2,033,260	90,887	
State	550,000	550,000					550,000	550,000											550,000	550,000		
County - Other	100,000	100,000					100,000	100,000											100,000	100,000		
County - Water Quality Protection	4,081,014	4,325,455	244,441				4,081,014	4,325,455	244,441										4,081,014	4,325,455	244,441	
Sales	7,954	14,450	6,496				7,954	14,450	6,496										7,954	14,450	6,496	
Charges for Services	2,682,293	2,790,213	107,920				2,682,293	2,790,213	107,920										2,682,293	2,790,213	107,920	
Rentals and Concessions	755,000	563,700	(191,300)				755,000	563,700	(191,300)										755,000	563,700	(191,300)	
Interest	200,000	15,000	(185,000)				200,000	15,000	(185,000)										200,000	15,000	(185,000)	
Miscellaneous	75,000	55,500	(19,500)				75,000	55,500	(19,500)										75,000	55,500	(19,500)	
Total Revenues	142,932,884	164,433,718	21,500,834	2,193,100	2,193,100		145,065,050	166,233,668	21,168,618	200,000	200,000		44,469,000	36,937,000	(7,532,000)	5,437,993	5,807,055	136,613,789	158,222,500	21,608,711	15.8%	
<b>Expenditures by Major Object:</b>																						
Personnel Services	119,362,771	127,928,467	8,565,696				119,362,771	127,928,467	8,565,696										119,362,771	127,928,467	8,565,696	7.1%
Supplies and Materials	8,944,043	9,400,902	456,859				8,944,043	9,400,902	456,859										8,944,043	9,400,902	456,859	5.6%
Other Services and Charges	24,269,633	27,139,220	2,869,587				24,269,633	27,139,220	2,869,587										24,269,633	27,139,220	2,869,587	11.0%
Debt Service	135,050	132,550	(2,500)				135,050	132,550	(2,500)										135,050	132,550	(2,500)	13.5%
Capital Outlay	491,911	503,669	11,758				491,911	503,669	11,758				45,719,000	45,131,000	(588,000)	29,300	31,500	491,911	503,669	11,758	-1.2%	
Other Classifications																						
Chargebacks	(8,766,025)	(9,292,698)	(526,673)				(8,766,025)	(9,292,698)	(526,673)										(8,766,025)	(9,292,698)	(526,673)	6.3%
Total Expenditures	144,301,333	155,878,550	11,577,217	2,193,100	2,193,100		146,426,469	158,071,660	11,645,191	6,580,058	7,492,008	(844,000)	45,719,000	45,131,000	(588,000)	7,052,119	7,330,040	144,301,333	155,878,550	11,577,217	6.0%	
<b>Excess of Revenues over Expenditures</b>																						
	(1,367,449)	8,555,158	9,922,607				(1,367,449)	8,555,158	9,922,607	6,580,058	7,292,008	(844,000)	(1,250,000)	(844,000)	(1,250,000)	(1,620,326)	(1,722,984)	(1,367,449)	(1,367,449)	8,555,158	9,922,607	-16.2%
<b>Other Financing Sources (Uses):</b>																						
Bond Proceeds																						
Transfers In																						
Park Fund										50,000			425,000									
Capital Projects Fund													450,000									
Enterprise Fund	25,000	10,000	(15,000)				25,000	10,000	(15,000)				450,000									
Administration Fund													400,000									
Total Transfers In	225,000	10,000	(215,000)				225,000	10,000	(215,000)				850,000									
Transfers (Out) To:																						
Park Fund	(225,000)	(225,000)					(225,000)	(225,000)					(25,000)									
Special Revenue Fund	(500,000)	(500,000)					(500,000)	(500,000)														
Capital Projects Fund	(450,000)	(450,000)					(450,000)	(450,000)														
Debt Service Fund	(6,330,058)	(7,202,008)	(871,950)				(6,330,058)	(7,202,008)	(871,950)													
Total Transfers (Out)	(7,505,058)	(8,152,008)	(646,950)				(7,505,058)	(8,152,008)	(646,950)				(25,000)									
Total Other Financing Sources (Uses)	(7,255,058)	(8,142,008)	(886,950)				(7,255,058)	(8,142,008)	(886,950)	6,580,058	7,292,008	(844,000)	844,000									
Total Uses	151,806,391	164,030,558	12,224,167				153,931,457	166,233,668	12,302,211	6,580,058	7,492,008	(844,000)	45,744,000	45,141,000	(588,000)	7,052,119	7,330,040	151,806,391	164,030,558	12,224,167	6.0%	
<b>Excess of Sources over (under) Total Uses</b>																						
	(8,616,507)	423,150	(8,193,357)				(8,616,507)	423,150	(8,193,357)													
Designated Expenditure Reserve @ 3%	4,329,100	4,676,300	347,200				4,329,100	4,676,300	347,200													
<b>Total Required Funds</b>	156,135,491	168,706,858	12,571,367	2,193,100	2,193,100		158,290,657	170,899,968	12,609,311	6,580,058	7,492,008	(844,000)	45,744,000	45,141,000	(588,000)	7,052,119	7,330,040	156,135,491	168,706,858	12,571,367	6.1%	
<b>Excess of Sources over (under) Total Funds Required</b>																						
	(12,945,607)	(4,253,150)	(8,692,457)				(12,945,607)	(4,253,150)	(8,692,457)													
<b>Fund Balance - Beginning</b>	14,343,321	6,302,201	(8,041,120)				14,343,321	6,302,201	(8,041,120)				20,347,208	16,452,586	(3,894,622)	3,860,949	3,753,313	14,343,321	6,302,201	(8,041,120)	-31.2%	
<b>Fund Balance - Ending</b>	5,728,814	6,728,351	999,537				5,728,814	6,728,351	999,537				20,347,208	16,452,586	(3,894,622)	7,492,008	7,492,008	5,728,814	6,728,351	999,537	-10.3%	
<b>Classification of Ending Fund Balance:</b>																						
Designated Expenditure Reserve	4,329,100	4,676,300	347,200				4,329,100	4,676,300	347,200													
Undesignated Fund Balance	1,397,714	2,052,051	654,337				1,397,714	2,052,051	654,337				20,347,208	16,452,586	(3,894,622)	7,492,008	7,492,008	1,397,714	2,052,051	654,337	-14.9%	
<b>Total Ending Fund Balance</b>	5,728,814	6,728,351	999,537				5,728,814	6,728,351	999,537				20,347,208	16,452,586	(3,894,622)	7,492,008	7,492,008	5,728,814	6,728,351	999,537	-10.3%	

Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient 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 Overview - Fiscal and Budget Summary Schedules

## CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY Expenditures by County, by Department and by Object PROPOSED BUDGET FISCAL YEAR 2023

	Montgomery County				Prince George's County				Combined Department Total					
	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change	% Allocation*	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change	% Allocation*	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
DHRM	\$	\$	\$			\$	\$	\$			\$	\$	\$	
Personnel Services	2,452,998	2,485,159	2,676,529	7.7%	40.1%	3,544,551	3,591,032	3,998,109	11.3%	59.9%	5,997,549	6,076,191	6,674,638	9.8%
Supplies and Materials	29,244	29,244	29,474	0.8%	40.1%	42,257	42,257	44,027	4.2%	59.9%	71,501	71,501	73,501	2.8%
Other Services and Charges	361,528	361,528	393,975	9.0%	42.2%	495,169	495,169	539,249	8.9%	57.8%	856,697	856,697	933,224	8.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,843,770	2,875,931	3,099,978	7.8%	40.4%	4,081,977	4,128,458	4,581,385	11.0%	59.6%	6,925,747	7,004,389	7,681,363	9.7%
Chargebacks	(296,989)	(296,989)	(310,038)	4.4%	29.2%	(743,583)	(743,583)	(751,168)	1.0%	70.8%	(1,040,582)	(1,040,582)	(1,061,206)	2.0%
Total	2,546,771	2,578,932	2,789,940	8.2%	42.1%	3,338,394	3,384,875	3,830,217	13.2%	57.9%	5,885,165	5,963,807	6,620,157	11.0%
Department of Finance														
Personnel Services	2,604,873	2,638,010	2,686,736	1.8%	42.7%	3,476,456	3,520,756	3,605,546	2.4%	57.3%	6,081,329	6,158,766	6,292,282	2.2%
Supplies and Materials	25,894	25,894	25,894	0.0%	42.8%	34,606	34,606	34,606	0.0%	57.2%	60,500	60,500	60,500	0.0%
Other Services and Charges	244,643	244,643	273,404	11.8%	45.3%	304,643	304,643	330,590	8.5%	54.7%	549,286	549,286	603,994	10.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,875,410	2,908,547	2,986,034	2.7%	42.9%	3,815,705	3,860,005	3,970,742	2.9%	57.1%	6,691,115	6,768,552	6,956,776	2.8%
Chargebacks	(515,233)	(515,233)	(521,000)	1.1%	35.8%	(911,262)	(911,262)	(932,600)	2.3%	64.2%	(1,426,495)	(1,426,495)	(1,453,600)	1.9%
Total	2,360,177	2,393,314	2,465,034	3.0%	44.8%	2,904,443	2,948,743	3,038,142	3.0%	55.2%	5,264,620	5,342,057	5,503,176	3.0%
Legal Department														
Personnel Services	2,051,794	2,076,704	2,372,533	14.2%	51.9%	2,011,161	2,035,533	2,196,012	7.9%	48.1%	4,062,955	4,112,287	4,568,545	11.1%
Supplies and Materials	16,873	16,873	16,873	0.0%	51.1%	16,147	16,147	16,147	0.0%	48.9%	33,020	33,020	33,020	0.0%
Other Services and Charges	196,907	196,907	233,270	18.5%	50.8%	193,007	193,007	226,274	17.2%	49.2%	389,914	389,914	459,544	17.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,265,574	2,290,484	2,622,676	14.5%	51.8%	2,220,315	2,244,737	2,438,433	8.6%	48.2%	4,485,889	4,535,221	5,061,109	11.6%
Chargebacks	(678,959)	(678,959)	(974,426)	43.5%	51.3%	(858,752)	(858,752)	(924,885)	7.7%	48.7%	(1,537,711)	(1,537,711)	(1,899,311)	23.5%
Total	1,586,615	1,611,525	1,648,250	2.3%	52.1%	1,361,563	1,385,985	1,513,548	9.2%	47.9%	2,948,178	2,997,510	3,161,798	5.5%
Merit System Board														
Personnel Services	66,376	67,569	66,838	-1.1%	50.0%	66,376	67,569	66,838	-1.1%	50.0%	132,752	135,138	133,676	-1.1%
Supplies and Materials	900	900	900	0.0%	50.0%	900	900	900	0.0%	50.0%	1,800	1,800	1,800	0.0%
Other Services and Charges	13,805	13,805	16,150	17.0%	50.0%	13,805	13,805	16,150	17.0%	50.0%	27,610	27,610	32,300	17.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	81,081	82,274	83,888	2.0%	50.0%	81,081	82,274	83,888	2.0%	50.0%	162,162	164,548	167,776	2.0%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	81,081	82,274	83,888	2.0%	50.0%	81,081	82,274	83,888	2.0%	50.0%	162,162	164,548	167,776	2.0%



# 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 2023

	Montgomery County				Prince George's County				Combined Department Total			
	FY 22 Adopted	FY 23 Adjusted Adopted	FY 23 Proposed	% Change	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Office of the Inspector General												
Personnel Services	348,542	352,439	401,970	14.1%	487,281	492,707	730,461	48.3%	835,823	845,146	1,132,431	34.0%
Supplies and Materials	2,654	2,654	2,597	-2.1%	3,695	3,695	3,752	1.5%	6,349	6,349	6,349	0.0%
Other Services and Charges	16,150	16,150	59,414	267.9%	19,592	19,592	81,528	316.1%	35,742	35,742	140,942	294.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	367,346	371,243	463,981	25.0%	510,568	515,994	815,741	58.1%	877,914	887,237	1,279,722	44.2%
Chargebacks	-	-	-	-	(145,850)	(145,850)	(149,686)	2.6%	(145,850)	(145,850)	(149,686)	2.6%
Total	367,346	371,243	463,981	25.0%	364,718	370,144	666,055	79.9%	732,064	741,387	1,130,036	52.4%
Corporate IT												
Personnel Services	1,311,358	1,326,654	1,350,780	1.8%	1,332,510	1,348,047	1,350,780	0.2%	2,643,868	2,674,701	2,701,560	1.0%
Supplies and Materials	49,986	49,986	55,300	10.6%	57,939	57,939	55,300	-4.5%	107,925	107,925	110,600	2.5%
Other Services and Charges	743,411	743,411	840,030	13.0%	750,260	750,260	836,389	11.5%	1,493,671	1,493,671	1,676,429	12.2%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,104,755	2,120,051	2,246,110	5.9%	2,140,709	2,156,246	2,242,479	4.0%	4,245,464	4,276,297	4,488,589	5.0%
Chargebacks	(563,343)	(563,343)	(594,338)	5.5%	(964,552)	(964,552)	(1,030,856)	6.9%	(1,527,895)	(1,527,895)	(1,625,194)	6.4%
Total	1,541,412	1,556,708	1,651,772	6.1%	1,176,157	1,191,694	1,211,623	1.7%	2,717,569	2,748,402	2,863,395	4.2%
CAS Support Services												
Personnel Services	4,440	4,440	4,400	-0.9%	5,560	5,560	5,600	0.7%	10,000	10,000	10,000	0.0%
Supplies and Materials	15,540	15,540	15,400	-0.9%	19,460	19,460	19,600	0.7%	35,000	35,000	35,000	0.0%
Other Services and Charges	614,356	614,356	670,419	9.1%	767,494	767,494	849,607	10.7%	1,381,850	1,381,850	1,520,026	10.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	634,336	634,336	690,219	8.8%	792,514	792,514	874,807	10.4%	1,426,850	1,426,850	1,565,026	9.7%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	-
Total	634,336	634,336	690,219	8.8%	792,514	792,514	874,807	10.4%	1,426,850	1,426,850	1,565,026	9.7%
Total Central Administrative Services												
Personnel Services	8,840,381	8,950,975	9,559,786	6.8%	10,923,895	11,061,254	11,953,346	8.1%	19,764,276	20,012,229	21,513,132	7.5%
Supplies and Materials	141,091	141,091	146,438	3.8%	175,004	175,004	174,332	-0.4%	316,095	316,095	320,770	1.5%
Other Services and Charges	2,190,800	2,190,800	2,486,662	13.5%	2,543,970	2,543,970	2,879,797	13.2%	4,734,770	4,734,770	5,366,459	13.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	11,172,272	11,282,866	12,192,886	8.1%	13,642,869	13,780,228	15,007,475	8.9%	24,815,141	25,063,094	27,200,361	8.5%
Chargebacks	(2,054,534)	(2,054,534)	(2,399,802)	16.8%	(3,623,999)	(3,623,999)	(3,789,195)	4.8%	(5,678,533)	(5,678,533)	(6,188,997)	9.0%
Total	9,117,738	9,228,332	9,793,084	6.1%	10,018,870	10,156,229	11,218,280	10.5%	19,136,608	19,384,561	21,011,364	8.4%

\* % 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 31,696,373	\$ 32,046,604	\$ 32,046,604	\$ 37,239,800	16.2%
Intergovernmental -					
Federal	69,266	-	-	-	-
State	-	150,000	150,000	150,000	0.0%
County - Other	24,330	-	-	-	-
County - Water Quality Protection	415,600	415,600	415,600	428,100	3.0%
Sales	2,081	1,200	1,200	1,200	0.0%
Charges for Services	248,193	203,500	203,500	203,500	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	8,285	100,000	100,000	10,000	-90.0%
Miscellaneous	(2,639)	-	-	-	-
<b>Total Revenues</b>	<b>32,461,489</b>	<b>32,916,904</b>	<b>32,916,904</b>	<b>38,032,600</b>	<b>15.5%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	29,308,481	31,961,839	31,961,839	34,131,892	6.8%
Supplies and Materials	649,941	590,290	590,290	595,996	1.0%
Other Services and Charges	6,017,935	6,788,126	6,788,126	8,060,483	18.7%
Capital Outlay	30,813	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(5,393,298)	(5,137,919)	(5,137,919)	(5,327,370)	3.7%
<b>Total Expenditures</b>	<b>30,613,872</b>	<b>34,202,336</b>	<b>34,202,336</b>	<b>37,461,001</b>	<b>9.5%</b>
Excess of Revenues over (under) Expenditures	1,847,617	(1,285,432)	(1,285,432)	571,599	-144.5%
<b>Other Financing Sources (Uses):</b>					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	-	(225,000)	(225,000)	-	-100.0%
Special Revenue Fund	-	(500,000)	(500,000)	(500,000)	0.0%
Total Transfers (Out)	-	(725,000)	(725,000)	(500,000)	-31.0%
Total Other Financing Sources (Uses)	-	(725,000)	(725,000)	(500,000)	-31.0%
<b>Total Uses</b>	<b>30,613,872</b>	<b>34,927,336</b>	<b>34,927,336</b>	<b>37,961,001</b>	<b>8.7%</b>
Excess of Sources over (under) Total Uses	1,847,617	(2,010,432)	(2,010,432)	71,599	-103.6%
Designated Expenditure Reserve @ 3%	918,400	1,026,100	1,026,100	1,123,800	9.5%
<b>Total Required Funds</b>	<b>\$ 31,532,272</b>	<b>\$ 35,953,436</b>	<b>\$ 35,953,436</b>	<b>\$ 39,084,801</b>	<b>8.7%</b>
Excess of Sources over (under) Total Funds Required	\$ 929,217	\$ (3,036,532)	\$ (3,036,532)	\$ (1,052,201)	-65.3%
Fund Balance - Beginning	1,703,589	3,352,380	3,551,206	1,540,774	-54.0%
<b>Fund Balance - Ending</b>	<b>\$ 3,551,206</b>	<b>\$ 1,341,948</b>	<b>\$ 1,540,774</b>	<b>\$ 1,612,373</b>	<b>20.2%</b>
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	918,400	1,026,100	1,026,100	1,123,800	9.5%
Undesignated Fund Balance	2,632,806	315,848	514,674	488,573	54.7%
<b>Total Ending Fund Balance</b>	<b>\$ 3,551,206</b>	<b>\$ 1,341,948</b>	<b>\$ 1,540,774</b>	<b>\$ 1,612,373</b>	<b>20.2%</b>

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



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY PARK FUND

#### Summary of Revenues, Expenditures, and Changes in Fund Balance

#### PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 108,032,360	\$ 102,442,019	\$ 102,442,019	\$ 118,789,600	16.0%
Intergovernmental:					
Federal	706,972	-	-	-	-
State	470	400,000	400,000	400,000	0.0%
County - Other	-	100,000	100,000	100,000	0.0%
County - Water Quality Protection	3,585,896	3,665,414	3,665,414	3,897,355	6.3%
Local	-	-	-	-	-
Sales	6,877	6,754	6,754	13,250	96.2%
Charges for Services	1,993,753	2,478,793	2,478,793	2,586,713	4.4%
Rentals and Concessions	104,982	755,000	755,000	563,700	-25.3%
Interest	(67,202)	100,000	100,000	5,000	-95.0%
Miscellaneous	43,548	75,000	75,000	55,500	-26.0%
<b>Total Revenues</b>	<b>114,407,656</b>	<b>110,022,980</b>	<b>110,022,980</b>	<b>126,411,118</b>	<b>14.9%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	78,646,540	87,400,932	87,400,932	93,796,575	7.3%
Supplies and Materials	6,598,832	8,353,753	8,353,753	8,804,906	5.4%
Other Services and Charges	16,224,854	17,480,507	17,480,507	19,277,737	10.3%
Capital Outlay	1,974,911	491,911	491,911	503,669	2.4%
Other Classifications	-	-	-	-	-
Chargebacks	(3,462,656)	(3,628,106)	(3,628,106)	(3,965,328)	9.3%
<b>Total Expenditures</b>	<b>99,982,481</b>	<b>110,098,997</b>	<b>110,098,997</b>	<b>118,417,559</b>	<b>7.6%</b>
Excess of Revenues over (under) Expenditures	14,425,175	(76,017)	(76,017)	7,993,559	-10615.5%
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Capital Projects Funds	7,816	25,000	25,000	10,000	-60.0%
Capital Equipment Fund	-	-	-	-	-
Administration Fund	-	225,000	225,000	-	-100.0%
<b>Total Transfers In</b>	<b>7,816</b>	<b>250,000</b>	<b>250,000</b>	<b>10,000</b>	<b>-96.0%</b>
Transfers (Out)					
Capital Projects Funds	(350,000)	(450,000)	(450,000)	(450,000)	0.0%
Debt Service Fund	(5,935,523)	(6,330,058)	(6,330,058)	(7,202,008)	13.8%
<b>Total Transfers (Out)</b>	<b>(6,285,523)</b>	<b>(6,780,058)</b>	<b>(6,780,058)</b>	<b>(7,652,008)</b>	<b>12.9%</b>
<b>Total Other Financing Sources (Uses)</b>	<b>(6,277,707)</b>	<b>(6,530,058)</b>	<b>(6,530,058)</b>	<b>(7,642,008)</b>	<b>17.0%</b>
<b>Total Uses</b>	<b>106,268,004</b>	<b>116,879,055</b>	<b>116,879,055</b>	<b>126,069,567</b>	<b>7.9%</b>
Excess of Sources over (under) Total Uses	8,147,468	(6,606,075)	(6,606,075)	351,551	-105.3%
Designated Expenditure Reserve @ 3%	2,999,500	3,303,000	3,303,000	3,552,500	7.6%
<b>Total Required Funds</b>	<b>\$ 109,267,504</b>	<b>\$ 120,182,055</b>	<b>\$ 120,182,055</b>	<b>\$ 129,622,067</b>	<b>7.9%</b>
Excess of Sources over (under) Total Funds Required	\$ 5,147,968	\$ (9,909,075)	\$ (9,909,075)	\$ (3,200,949)	-67.7%
Fund Balance - Beginning	3,223,034	10,990,941	11,370,502	4,764,427	-56.7%
Fund Balance - Ending	\$ 11,370,502	\$ 4,384,866	\$ 4,764,427	\$ 5,115,978	16.7%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	2,999,500	3,303,000	3,303,000	3,552,500	7.6%
Undesignated Fund Balance	8,371,002	1,081,866	1,461,427	1,563,478	44.5%
<b>Total Ending Fund Balance</b>	<b>\$ 11,370,502</b>	<b>\$ 4,384,866</b>	<b>\$ 4,764,427</b>	<b>\$ 5,115,978</b>	<b>16.7%</b>

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 2023

	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ 125	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,502,908	1,647,600	1,647,600	1,736,800	5.4%
Interest	743	10,000	10,000	1,000	-90.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>1,503,776</b>	<b>1,657,600</b>	<b>1,657,600</b>	<b>1,737,800</b>	<b>4.8%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	443,200	511,171	511,171	520,579	1.8%
Supplies and Materials	72,480	191,183	191,183	191,183	0.0%
Other Services and Charges	766,535	797,646	797,646	871,238	9.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	157,600	157,600	157,600	154,800	-1.8%
<b>Total Expenditures</b>	<b>1,439,815</b>	<b>1,657,600</b>	<b>1,657,600</b>	<b>1,737,800</b>	<b>4.8%</b>
Excess of Revenues over Expenditures	63,961	-	-	-	-
<b>Other Financing Sources (Uses):</b>					
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Special Revenue Fund	(70,000)	-	-	-	-
<b>Total Transfers (Out)</b>	<b>(70,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>(70,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ (6,039)	\$ -	\$ -	\$ -	-
Fund Balance - Beginning	699,077	688,491	693,038	693,038	0.7%
Fund Balance - Ending	\$ 693,038	\$ 688,491	\$ 693,038	\$ 693,038	0.7%



# 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 2023**

	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Property Taxes	\$ 2,085,302	\$ 2,125,166	\$ 2,125,166	\$ 2,193,100	3.2%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>2,085,302</u>	<u>2,125,166</u>	<u>2,125,166</u>	<u>2,193,100</u>	<u>3.2%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,938,246	1,990,116	2,002,866	2,060,550	3.5%
Debt Service:	141,100	135,050	135,050	132,550	-1.9%
Debt Service Principal	130,000	125,000	125,000	125,000	0.0%
Debt Service Interest	11,100	8,550	8,550	6,050	-29.2%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>2,079,346</u>	<u>2,125,166</u>	<u>2,137,916</u>	<u>2,193,100</u>	<u>3.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>5,956</u>	<u>-</u>	<u>(12,750)</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>5,956</u>	<u>-</u>	<u>(12,750)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	6,794	-	12,750	-	-
Fund Balance, Ending	<u>\$ 12,750</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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	4,794	100,000	4,000	1,000	-99.0%
Miscellaneous (Contributions)	1,938,246	1,990,116	2,002,866	2,060,550	3.5%
<b>Total Revenues</b>	<b>1,943,040</b>	<b>2,090,116</b>	<b>2,006,866</b>	<b>2,061,550</b>	<b>-1.4%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	12,557,515	10,711,200	3,735,280	-70.3%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>12,557,515</b>	<b>10,711,200</b>	<b>3,735,280</b>	<b>-70.3%</b>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<b>1,943,040</b>	<b>(10,467,399)</b>	<b>(8,704,334)</b>	<b>(1,673,730)</b>	<b>-84.0%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>1,943,040</b>	<b>(10,467,399)</b>	<b>(8,704,334)</b>	<b>(1,673,730)</b>	<b>-84.0%</b>
<b>Total Net Position - Beginning</b>	<b>8,435,024</b>	<b>10,467,399</b>	<b>10,378,064</b>	<b>1,673,730</b>	<b>-84.0%</b>
<b>Total Net Position - Ending</b>	<b>\$ 10,378,064</b>	<b>\$ -</b>	<b>\$ 1,673,730</b>	<b>\$ -</b>	<b>-</b>



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY PARK DEBT SERVICE FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
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	-	-	-	-	-
<b>Total Revenues</b>	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	6,027,724	6,580,058	6,580,058	7,492,008	13.9%
Debt Service Principal	4,200,000	4,560,000	4,560,000	5,220,000	14.5%
Debt Service Interest	1,735,524	1,820,058	1,820,058	2,032,008	11.6%
Debt Service Fees	92,200	200,000	200,000	240,000	20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>6,027,724</u>	<u>6,580,058</u>	<u>6,580,058</u>	<u>7,492,008</u>	<u>13.9%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>(6,027,724)</u>	<u>(6,380,058)</u>	<u>(6,380,058)</u>	<u>(7,292,008)</u>	<u>14.3%</u>
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	16,417,170	-	-	-	-
Premiums on Bonds Issued	-	50,000	50,000	90,000	80.0%
Payment to Refunding Bond Escrow Agent	(16,324,969)	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	5,935,523	6,330,058	6,330,058	7,202,008	13.8%
<b>Total Transfers In</b>	<u>5,935,523</u>	<u>6,330,058</u>	<u>6,330,058</u>	<u>7,202,008</u>	<u>13.8%</u>
Transfer to CIP	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>6,027,724</u>	<u>6,380,058</u>	<u>6,380,058</u>	<u>7,292,008</u>	<u>14.3%</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	-	-	-	-	-
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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	3,205,497	11,334,000	11,334,000	7,820,000	-31.0%
State (Other)	455,274	13,075,000	13,075,000	900,000	-93.1%
County	10,282,961	15,334,000	15,334,000	23,211,000	51.4%
Interest	7,816	25,000	25,000	10,000	-60.0%
Contributions	110,000	4,701,000	4,701,000	4,750,000	1.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>14,061,548</u>	<u>44,469,000</u>	<u>44,469,000</u>	<u>36,691,000</u>	<u>-17.5%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	18,298,354	45,719,000	45,719,000	45,131,000	-1.3%
Park Acquisition	2,250,750	14,353,000	14,353,000	10,420,000	-27.4%
Park Development	16,047,604	31,366,000	31,366,000	34,711,000	10.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>18,298,354</u>	<u>45,719,000</u>	<u>45,719,000</u>	<u>45,131,000</u>	<u>-1.3%</u>
Excess of Revenues over Expenditures	<u>(4,236,806)</u>	<u>(1,250,000)</u>	<u>(1,250,000)</u>	<u>(8,440,000)</u>	<u>575.2%</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	-	425,000	425,000	8,000,000	1782.4%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	400,000	400,000	-	-100.0%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>350,000</u>	<u>850,000</u>	<u>850,000</u>	<u>450,000</u>	<u>-47.1%</u>
Transfers Out					
Transfer to Park Fund	<u>(7,816)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(10,000)</u>	<u>-60.0%</u>
Total Transfers Out	<u>(7,816)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(10,000)</u>	<u>-60.0%</u>
Total Other Financing Sources (Uses)	<u>342,184</u>	<u>1,250,000</u>	<u>1,250,000</u>	<u>8,440,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(3,894,622)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	20,347,208	20,347,208	16,452,586	16,452,586	-19.1%
Fund Balance, Ending	<u>\$ 16,452,586</u>	<u>\$ 20,347,208</u>	<u>\$ 16,452,586</u>	<u>\$ 16,452,586</u>	<u>-19.1%</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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ 1,734,866	\$ 1,942,373	\$ 2,040,523	\$ 2,033,260	4.7%
Sales	82,955	42,460	140,789	115,773	172.7%
Charges for Services	2,762,784	2,973,461	2,675,550	2,995,313	0.7%
Rentals and Concessions	58,301	144,999	89,000	133,903	-7.7%
Interest	4,497	60,000	3,707	3,400	-94.3%
Miscellaneous	205,253	268,500	265,678	325,407	21.2%
<b>Total Revenues</b>	<b>4,848,656</b>	<b>5,431,793</b>	<b>5,215,247</b>	<b>5,607,056</b>	<b>3.2%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	231,322	664,500	447,380	669,077	0.7%
Supplies and Materials	134,795	316,836	236,500	374,795	18.3%
Other Services and Charges	1,636,916	2,390,665	2,422,636	2,401,886	0.5%
Capital Outlay	31,289	29,300	48,050	31,500	7.5%
Other Classifications	-	-	-	-	-
Chargebacks	3,899,335	3,650,818	3,650,818	3,852,782	5.5%
<b>Total Expenditures</b>	<b>5,933,657</b>	<b>7,052,119</b>	<b>6,805,384</b>	<b>7,330,040</b>	<b>3.9%</b>
Excess of Revenues over Expenditures	(1,085,001)	(1,620,326)	(1,590,137)	(1,722,984)	6.3%
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	500,000	500,000	500,000	0.0%
Property Management Fund	70,000	-	-	-	-
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>70,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0.0%</b>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>70,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0.0%</b>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(1,015,001)	(1,120,326)	(1,090,137)	(1,222,984)	9.2%
Fund Balance - Beginning	5,858,451	3,860,949	4,843,450	3,753,313	-2.8%
<b>Fund Balance - Ending</b>	<b>\$ 4,843,450</b>	<b>\$ 2,740,623</b>	<b>\$ 3,753,313</b>	<b>\$ 2,530,329</b>	<b>-7.7%</b>
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	890,049	1,057,818	1,020,808	1,099,506	3.9%
Undesignated Fund Balance	3,953,401	1,682,806	2,732,506	1,430,823	-15.0%
<b>Total Ending Fund Balance</b>	<b>\$ 4,843,450</b>	<b>\$ 2,740,623</b>	<b>\$ 3,753,313</b>	<b>\$ 2,530,329</b>	<b>-7.7%</b>



# 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ 175,470	\$ -	\$ -	\$ -	-
Sales	334,316	885,700	672,400	870,750	-1.7%
Charges for Services	4,672,559	7,016,880	6,451,931	7,165,394	2.1%
Rentals and Concessions	1,671,549	3,612,014	3,403,065	3,692,046	2.2%
Miscellaneous	-	773,461	800,569	800,496	3.5%
Total Operating Revenues	<u>6,853,894</u>	<u>12,288,055</u>	<u>11,327,965</u>	<u>12,528,686</u>	<u>2.0%</u>
<b>Operating Expenses:</b>					
Personnel Services	5,022,422	6,741,251	6,174,536	7,106,292	5.4%
Goods for Resale	191,868	469,600	322,420	434,760	-7.4%
Supplies and Materials	155,879	494,275	377,226	432,581	-12.5%
Other Services and Charges	1,655,679	2,402,249	2,143,813	2,229,199	-7.2%
Depreciation & Amortization Expense	487,299	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	398,511	458,563	458,563	410,246	-10.5%
Indirect Charges (Admin Chargeback)	-	-	2	-	-
Total Operating Expenses	<u>7,911,658</u>	<u>10,565,938</u>	<u>9,476,560</u>	<u>10,613,078</u>	<u>0.4%</u>
Operating Income (Loss)	<u>(1,057,764)</u>	<u>1,722,117</u>	<u>1,851,405</u>	<u>1,915,608</u>	<u>11.2%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	13,303	300,000	14,000	15,000	-95.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	25,203	-	-	-	-
Total Nonoperating Revenues (Expenses)	<u>38,506</u>	<u>300,000</u>	<u>14,000</u>	<u>15,000</u>	<u>-95.0%</u>
Income (Loss) Before Operating Transfers	<u>(1,019,258)</u>	<u>2,022,117</u>	<u>1,865,405</u>	<u>1,930,608</u>	<u>-4.5%</u>
<b>Operating Transfers In (Out):</b>					
Transfer in - Park Fund	-	-	-	-	-
Transfer - Other	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfer Out - Capital Projects Funds	-	(400,000)	-	-	-100.0%
Net Operating Transfer	-	<u>(400,000)</u>	-	-	<u>-100.0%</u>
Change in Net Position	(1,019,258)	1,622,117	1,865,405	1,930,608	19.0%
Total Net Position - Beginning	26,277,557	26,445,262	25,258,299	27,123,704	2.6%
Total Net Position - Ending	<u>\$ 25,258,299</u>	<u>\$ 28,067,379</u>	<u>\$ 27,123,704</u>	<u>\$ 29,054,312</u>	<u>3.5%</u>

*Note: Enterprise Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ 7,656	\$ -	\$ -	-	-
<b>Charges for Services:</b>					
Parks	3,024,700	3,104,700	3,104,700	2,919,200	-6.0%
Planning	35,100	27,300	27,300	15,700	-42.5%
CAS	7,200	11,400	11,400	13,400	17.5%
Enterprise	13,300	9,900	9,900	3,100	-68.7%
Miscellaneous (Claim Recoveries, etc.)	216,868	-	-	-	-
<b>Total Operating Revenues</b>	<b>3,304,824</b>	<b>3,153,300</b>	<b>3,153,300</b>	<b>2,951,400</b>	<b>-6.4%</b>
<b>Operating Expenses:</b>					
Personnel Services	410,965	480,374	480,374	566,324	17.9%
Supplies and Materials	28,167	35,000	35,000	35,250	0.7%
<b>Other Services and Charges:</b>					
<b>Insurance Claims:</b>					
Parks	1,153,248	1,938,600	1,938,600	1,711,800	-11.7%
Planning	106,765	16,300	16,300	28,400	74.2%
CAS	20,648	7,900	7,900	8,400	6.3%
Enterprise	(4,365)	5,900	5,900	1,600	-72.9%
Insurance Reimbursement	91,399	-	-	-	-
Misc., Professional services, etc.	-	669,040	669,040	703,940	5.2%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	315,783	350,398	350,398	378,252	7.9%
<b>Total Operating Expenses</b>	<b>2,122,610</b>	<b>3,503,512</b>	<b>3,503,512</b>	<b>3,433,966</b>	<b>-2.0%</b>
<b>Operating Income (Loss)</b>	<b>1,182,214</b>	<b>(350,212)</b>	<b>(350,212)</b>	<b>(482,566)</b>	<b>37.8%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	6,941	200,000	200,000	8,000	-96.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>6,941</b>	<b>200,000</b>	<b>200,000</b>	<b>8,000</b>	<b>-96.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>1,189,155</b>	<b>(150,212)</b>	<b>(150,212)</b>	<b>(474,566)</b>	<b>215.9%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	1,241,908	-	-	-	-
Transfer (Out)	(1,241,908)	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>1,189,155</b>	<b>(150,212)</b>	<b>(150,212)</b>	<b>(474,566)</b>	<b>215.9%</b>
<b>Total Net Position - Beginning</b>	<b>4,793,623</b>	<b>4,602,199</b>	<b>5,982,778</b>	<b>5,832,566</b>	<b>26.7%</b>
<b>Total Net Position - Ending</b>	<b>\$ 5,982,778</b>	<b>\$ 4,451,987</b>	<b>\$ 5,832,566</b>	<b>\$ 5,358,000</b>	<b>20.4%</b>
<b>Designated Position</b>	<b>3,141,017</b>	<b>4,054,229</b>	<b>4,032,441</b>	<b>4,276,315</b>	<b>5.5%</b>
<b>Unrestricted Position</b>	<b>2,841,761</b>	<b>397,758</b>	<b>1,800,125</b>	<b>1,081,685</b>	<b>171.9%</b>
<b>Total Net Position, June 30</b>	<b>\$ 5,982,778</b>	<b>\$ 4,451,987</b>	<b>\$ 5,832,566</b>	<b>\$ 5,358,000</b>	<b>20.4%</b>

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

	FY 21	FY 22	FY 22	FY 23	%
Parks	\$ 512,100	\$ 543,300	\$ 543,300	\$ 543,300	0.0%
Planning	5,400	4,600	4,600	4,600	0.0%
CAS	1,100	2,200	2,200	2,200	0.0%
Enterprise	2,000	1,700	1,700	1,700	0.0%
<b>Total</b>	<b>\$ 520,600</b>	<b>\$ 551,800</b>	<b>\$ 551,800</b>	<b>\$ 551,800</b>	<b>0.0%</b>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ 12,113	\$ -	\$ -	\$ -	-
Charges to Departments					
Planning	288,800	-	-	-	-
Parks	2,681,100	1,530,100	1,530,100	2,215,400	44.8%
Corporate IT	161,500	166,250	166,250	142,500	-14.3%
Miscellaneous (Sale of Equipment, etc.)	133,724	-	-	-	-
Total Operating Revenues	<u>3,277,237</u>	<u>1,696,350</u>	<u>1,696,350</u>	<u>2,357,900</u>	<u>39.0%</u>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	126,279	-	-	-	-
Other Services and Charges:	127,069	-	-	-	-
Debt Service:					
Debt Service Principal	-	925,100	925,100	1,321,000	42.8%
Debt Service Interest	100,000	159,000	159,000	210,400	32.3%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	3,024,509	1,925,000	1,925,000	2,225,000	15.6%
Other Classifications	-	-	-	-	-
Chargebacks	54,472	50,186	50,186	56,714	13.0%
Total Operating Expenses	<u>3,432,329</u>	<u>3,059,286</u>	<u>3,059,286</u>	<u>3,813,114</u>	<u>24.6%</u>
Operating Income (Loss)	<u>(155,092)</u>	<u>(1,362,936)</u>	<u>(1,362,936)</u>	<u>(1,455,214)</u>	<u>6.8%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	48,300	-	-	-	-
Interest Income	2,616	20,000	20,000	-	-100.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>50,916</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>	<u>-100.0%</u>
Income (Loss) Before Operating Transfers	<u>(104,176)</u>	<u>(1,342,936)</u>	<u>(1,342,936)</u>	<u>(1,455,214)</u>	<u>8.4%</u>
<b>Operating Transfers In (Out):</b>					
Transfer in	1,105,033	-	-	-	-
Transfer (Out)	(542,838)	-	-	-	-
Net Operating Transfer	<u>562,195</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	458,019	(1,342,936)	(1,342,936)	(1,455,214)	8.4%
Total Net Position - Beginning	<u>9,888,325</u>	<u>9,898,749</u>	<u>10,346,344</u>	<u>9,003,408</u>	<u>-9.0%</u>
Total Net Position - Ending	<u>\$ 10,346,344</u>	<u>\$ 8,555,813</u>	<u>\$ 9,003,408</u>	<u>\$ 7,548,194</u>	<u>-11.8%</u>

Note: Future Financing Plans

Capital equipment financed for Planning	\$ -	\$ -	\$ -
Capital equipment financed for Parks	1,800,000	1,800,000	2,100,000
Capital equipment financed for Corporate IT	125,000	125,000	125,000

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$	\$	\$	\$	
Montgomery County	744,575	1,654,477	1,653,179	1,688,833	2.1%
<b>Charges for Services (Office Space Rental):</b>					
MC Planning	277,229	624,059	610,960	624,135	0.0%
MC Parks	277,918	624,059	610,960	624,135	0.0%
Rental Revenues	-	-	-	-	-
Miscellaneous	25,000	-	-	-	-
Total Operating Revenues	<u>1,324,722</u>	<u>2,902,595</u>	<u>2,875,099</u>	<u>2,937,103</u>	<u>1.2%</u>
<b>Operating Expenses:</b>					
Personnel Services	199,540	-	12,000	-	-
Supplies and Materials	74,386	70,000	100,000	100,000	42.9%
Other Services and Charges	1,050,282	2,640,595	2,571,099	2,637,103	-0.1%
Depreciation & Amortization Expense	2,227,124	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	-	192,000	192,000	200,000	4.2%
Total Operating Expenses	<u>3,551,332</u>	<u>2,902,595</u>	<u>2,875,099</u>	<u>2,937,103</u>	<u>1.2%</u>
Operating Income (Loss)	<u>(2,226,610)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	143	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>143</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(2,226,467)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Capital Contributions	<u>(2,226,467)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Contributions	133,597,606	-	-	-	-
Change in Net Position	131,371,139	-	-	-	-
Total Net Position - Beginning	116,191	116,191	131,487,330	131,487,330	113064.8%
Total Net Position - Ending	<u>\$ 131,487,330</u>	<u>\$ 116,191</u>	<u>\$ 131,487,330</u>	<u>\$ 131,487,330</u>	<u>113064.8%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental:					
Federal Grant	\$ 59,406	\$ -	\$ -	\$ -	-
Charges to Departments/Funds:					
DHRM	14,707	12,620	12,620	49,825	294.8%
CIO	-	-	-	3,356	-
Finance	13,867	11,899	11,899	47,770	301.5%
Legal	10,085	8,654	8,654	23,497	171.5%
Inspector General	1,050	901	901	5,805	544.3%
Corporate IT	12,606	10,817	10,817	142,980	1221.8%
Parks	524,837	591,352	591,352	1,706,135	188.5%
Planning	105,051	90,145	90,145	488,196	441.6%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>741,609</u>	<u>726,388</u>	<u>726,388</u>	<u>2,467,564</u>	<u>239.7%</u>
<b>Operating Expenses:</b>					
Personnel Services	785,599	609,314	609,314	609,978	0.1%
Supplies and Materials	61,307	22,756	22,756	21,435	-5.8%
Other Services and Charges:	96,871	91,126	91,126	1,836,151	1915.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>943,777</u>	<u>723,196</u>	<u>723,196</u>	<u>2,467,564</u>	<u>241.2%</u>
Operating Income (Loss)	<u>(202,168)</u>	<u>3,192</u>	<u>3,192</u>	<u>-</u>	<u>-100.0%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	858	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>858</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(201,310)</u>	<u>3,192</u>	<u>3,192</u>	<u>-</u>	<u>-100.0%</u>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	(201,310)	3,192	3,192	-	-100.0%
Total Net Position - Beginning	<u>(73,311)</u>	<u>(274,621)</u>	<u>(274,621)</u>	<u>(271,429)</u>	<u>-1.2%</u>
Total Net Position - Ending	<u>\$ (274,621)</u>	<u>\$ (271,429)</u>	<u>\$ (271,429)</u>	<u>\$ (271,429)</u>	<u>0.0%</u>

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	59,608	53,603	53,603	41,355	-22.8%
CIO	9,420	3,993	3,993	351	-91.2%
Finance	162,103	50,901	50,901	43,793	-14.0%
Legal	4,500	15,431	15,431	9,200	-40.4%
Inspector General	2,960	6,246	6,246	3,371	-46.0%
Corporate IT	134,678	128,654	128,654	11,650	-90.9%
Parks	934,970	939,901	939,901	427,268	-54.5%
Planning	453,290	470,319	470,319	109,313	-76.8%
Miscellaneous (Sale of Equipment, etc.)				-	-
<b>Total Operating Revenues</b>	<b>1,761,529</b>	<b>1,669,048</b>	<b>1,669,048</b>	<b>646,301</b>	<b>-61.3%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	111,866	-	-	-	-
Other Services and Charges:	939,645	1,648,820	1,648,820	646,301	-60.8%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	72,186	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>1,123,697</b>	<b>1,648,820</b>	<b>1,648,820</b>	<b>646,301</b>	<b>-60.8%</b>
<b>Operating Income (Loss)</b>	<b>637,832</b>	<b>20,228</b>	<b>20,228</b>	<b>-</b>	<b>-100.0%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>637,832</b>	<b>20,228</b>	<b>20,228</b>	<b>-</b>	<b>-100.0%</b>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>637,832</b>	<b>20,228</b>	<b>20,228</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Net Position - Beginning</b>	<b>915,231</b>	<b>1,553,063</b>	<b>1,553,063</b>	<b>1,573,291</b>	<b>1.3%</b>
<b>Total Net Position - Ending</b>	<b>\$ 1,553,063</b>	<b>\$ 1,573,291</b>	<b>\$ 1,573,291</b>	<b>\$ 1,573,291</b>	<b>0.0%</b>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for IT Initiatives	\$	- \$	- \$	- \$	1,642,800

Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ 101,583	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	126,178	131,225	131,225	-	-100.0%
Retirement System	108,680	113,027	113,027	117,548	4.0%
Chief Information Office	59,644	62,030	62,030	64,511	4.0%
Risk Management	54,808	57,000	57,000	59,280	4.0%
Group Insurance	65,338	67,952	67,952	70,670	4.0%
CAS Departments	937,352	974,846	974,846	1,150,314	18.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,453,583</b>	<b>1,406,080</b>	<b>1,406,080</b>	<b>1,462,323</b>	<b>4.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	211,622	256,135	256,135	258,176	0.8%
Supplies and Materials	162,471	61,000	61,000	64,000	4.9%
Other Services and Charges:	491,288	988,644	988,644	1,044,300	5.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	66,886	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	274,449	85,000	85,000	90,000	5.9%
Other Classifications	-	-	-	-	-
Chargebacks	99,427	110,426	110,426	113,783	3.0%
<b>Total Operating Expenses</b>	<b>1,306,143</b>	<b>1,501,205</b>	<b>1,501,205</b>	<b>1,570,259</b>	<b>4.6%</b>
<b>Operating Income (Loss)</b>	<b>147,440</b>	<b>(95,125)</b>	<b>(95,125)</b>	<b>(107,936)</b>	<b>13.5%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	2,914	50,000	50,000	4,000	-92.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>2,914</b>	<b>50,000</b>	<b>50,000</b>	<b>4,000</b>	<b>-92.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>150,354</b>	<b>(45,125)</b>	<b>(45,125)</b>	<b>(103,936)</b>	<b>130.3%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>150,354</b>	<b>(45,125)</b>	<b>(45,125)</b>	<b>(103,936)</b>	<b>130.3%</b>
<b>Total Net Position - Beginning</b>	<b>5,695,716</b>	<b>5,623,144</b>	<b>5,846,070</b>	<b>5,800,945</b>	<b>3.2%</b>
<b>Total Net Position - Ending</b>	<b>\$ 5,846,070</b>	<b>\$ 5,578,019</b>	<b>\$ 5,800,945</b>	<b>\$ 5,697,009</b>	<b>2.1%</b>

*Note: Internal Service Funds' actuals reflect the appropriate accounting treatment of debt principal, capital outlay and depreciation as reported in the ACFR; 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental:					
EGWP Subsidy	\$ 2,731,635	\$ 2,000,000	\$ 2,000,000	\$ 2,500,000	25.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	9,345,113	14,618,370	14,618,370	13,621,900	-6.8%
Employer Contributions/Premiums	44,559,595	54,271,479	54,271,479	54,074,732	-0.4%
Miscellaneous (Claim Recoveries, etc.)	3,377,351	-	-	-	-
<b>Total Operating Revenues</b>	<u>60,013,694</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>70,196,632</u>	<u>-1.0%</u>
<b>Operating Expenses:</b>					
Personnel Services	1,017,660	791,467	791,467	835,983	5.6%
Supplies and Materials	7,509	50,000	50,000	53,000	6.0%
Other Services and Charges:					
Professional Services	3,515,245	504,018	504,018	698,870	38.7%
Insurance Claims and Fees	45,594,530	60,507,264	60,507,264	59,571,841	-1.5%
Insurance Premiums	7,818,115	9,066,340	9,066,340	10,000,000	10.3%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	343,049	402,939	402,939	499,938	24.1%
<b>Total Operating Expenses</b>	<u>58,296,107</u>	<u>71,322,028</u>	<u>71,322,028</u>	<u>71,659,632</u>	<u>0.5%</u>
Operating Income (Loss)	<u>1,717,587</u>	<u>(432,179)</u>	<u>(432,179)</u>	<u>(1,463,000)</u>	<u>238.5%</u>
<b>Non-operating Revenue (Expenses):</b>					
Interest Income	7,684	200,000	200,000	10,000	-95.0%
<b>Total Non-operating Revenue (Expenses)</b>	<u>7,684</u>	<u>200,000</u>	<u>200,000</u>	<u>10,000</u>	<u>-95.0%</u>
Income (Loss) Before Operating Transfers	<u>1,725,271</u>	<u>(232,179)</u>	<u>(232,179)</u>	<u>(1,453,000)</u>	<u>525.8%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	(562,194)	-	-	-	-
<b>Net Operating Transfer</b>	<u>(562,194)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	1,163,077	(232,179)	(232,179)	(1,453,000)	525.8%
Total Net Position, Beginning	<u>11,946,436</u>	<u>11,292,049</u>	<u>13,109,513</u>	<u>12,877,334</u>	<u>14.0%</u>
Total Net Position, Ending	<u>13,109,513</u>	<u>11,059,870</u>	<u>12,877,334</u>	<u>11,424,334</u>	<u>3.3%</u>
Designated Position	5,829,611	7,132,203	7,132,203	7,165,963	0.5%
Unrestricted Position	7,279,902	3,927,667	5,745,131	4,258,371	8.4%
Total Net Position, June 30	<u>\$ 13,109,513</u>	<u>\$ 11,059,870</u>	<u>\$ 12,877,334</u>	<u>\$ 11,424,334</u>	<u>3.3%</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

<b>Tax Rates:</b> (Cents per \$100 of assessed value)		FY 21 Actual	FY 22 Adopted	FY 23 Proposed	Rate Change
Administration					
Real		1.76	1.74	1.96	0.22
Personal		4.40	4.35	4.90	0.55
Park					
Real		6.00	5.56	6.25	0.69
Personal		15.00	13.90	15.63	1.73
Adv. Land Acquisition					
Real		0.10	0.10	0.10	-
Personal		0.25	0.25	0.25	-
Total Tax Rates (Cents)					
Real		<u>7.86</u>	<u>7.40</u>	<u>8.31</u>	<u>0.91</u>
Personal		<u>19.65</u>	<u>18.50</u>	<u>20.78</u>	<u>2.28</u>
<b>Assessable Base:</b> (in billions \$)		FY 21 Actual	FY 22 Adopted	FY 23 Proposed	% Change
Administration Fund*					
Real		171.363	176.145	180.222	2.31%
Personal		3.494	3.529	4.252	20.49%
Park Fund*					
Real		171.363	176.145	180.222	2.31%
Personal		3.494	3.529	4.252	20.49%
Adv. Land Acquisition (Entire County)					
Real		197.440	203.097	207.994	2.41%
Personal		4.235	4.266	5.042	18.19%

\* 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 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION FUND</b>						
Full-Time Career	212.80	211.75	215.33	214.42	215.71	214.91
Unfunded Career (Planning Dept)	3.00	-	1.00	-	1.00	-
Part-Time Career	8.95	4.85	7.93	4.35	7.93	4.35
<b>Career Total</b>	<b>224.75</b>	<b>216.60</b>	<b>224.26</b>	<b>218.77</b>	<b>224.64</b>	<b>219.26</b>
Term Contract	2.00	1.75	2.00	1.75	1.00	0.75
Seasonal/Intermittent		0.20		0.20		0.20
Chargebacks		(23.55)		(22.00)		(22.00)
Less Lapse		(7.61)		(7.62)		(7.73)
<b>TOTAL ADMINISTRATION FUND</b>	<b>226.75</b>	<b>187.39</b>	<b>226.26</b>	<b>191.10</b>	<b>225.64</b>	<b>190.48</b>
<b>PARK FUND</b>						
Full-Time Career	768.00	768.00	777.00	777.00	791.00	791.00
Part-Time Career	1.00	0.90	1.00	0.90	2.00	1.40
<b>Career Total</b>	<b>769.00</b>	<b>768.90</b>	<b>778.00</b>	<b>777.90</b>	<b>793.00</b>	<b>792.40</b>
Term Contract	5.00	4.80	7.00	6.80	7.00	6.80
Seasonal/Intermittent		78.50		79.40		82.00
Chargebacks		(34.30)		(35.70)		(41.10)
Less Lapse		(59.20)		(61.60)		(60.90)
<b>TOTAL PARK FUND</b>	<b>774.00</b>	<b>758.70</b>	<b>785.00</b>	<b>766.80</b>	<b>800.00</b>	<b>779.20</b>
<b>TOTAL TAX SUPPORTED (Admin. and Park)</b>						
Full-Time Career	980.80	979.75	992.33	991.42	1,006.71	1,005.91
Unfunded Career (Planning Dept)	3.00	-	1.00	-	1.00	-
Part-Time Career	9.95	5.75	8.93	5.25	9.93	5.75
<b>Career Total</b>	<b>993.75</b>	<b>985.50</b>	<b>1,002.26</b>	<b>996.67</b>	<b>1,017.64</b>	<b>1,011.66</b>
Term Contract	7.00	6.55	9.00	8.55	8.00	7.55
Seasonal/Intermittent		78.70		79.60		82.20
Chargebacks		(57.85)		(57.70)		(63.10)
Less Lapse		(66.81)		(69.22)		(68.63)
<b>TOTAL TAX SUPPORTED (Admin. and Park)</b>	<b>1,000.75</b>	<b>946.09</b>	<b>1,011.26</b>	<b>957.90</b>	<b>1,025.64</b>	<b>969.68</b>
<b>ENTERPRISE FUND</b>						
Full-Time Career	37.00	37.00	37.00	37.00	38.00	38.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>37.00</b>	<b>37.00</b>	<b>37.00</b>	<b>37.00</b>	<b>38.00</b>	<b>38.00</b>
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		81.00		80.50		79.30
Chargebacks		2.80		2.80		2.80
Less Lapse		-		-		-
<b>TOTAL ENTERPRISE FUND</b>	<b>38.00</b>	<b>121.80</b>	<b>38.00</b>	<b>121.30</b>	<b>39.00</b>	<b>121.10</b>
<b>PROPERTY MANAGEMENT FUND</b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		1.80		1.80		1.80
Less Lapse		-		-		-
<b>TOTAL PROPERTY MANAGEMENT FUND</b>	<b>4.00</b>	<b>5.80</b>	<b>4.00</b>	<b>5.80</b>	<b>4.00</b>	<b>5.80</b>
<b>SPECIAL REVENUE FUND</b>						
Seasonal/Intermittent		38.25		38.25		37.80
<b>INTERNAL SERVICE FUNDS</b>						
Full-Time Career	6.50	6.90	6.50	6.90	7.00	7.40
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>6.50</b>	<b>6.90</b>	<b>6.50</b>	<b>6.90</b>	<b>7.00</b>	<b>7.40</b>
<b>TOTAL TAX &amp; NON-TAX SUPPORTED FUNDS</b>						
Full-Time Career	1,028.30	1,027.65	1,039.83	1,039.32	1,055.71	1,055.31
Unfunded Career (Planning Dept)	3.00	-	1.00	-	1.00	-
Part-Time Career	9.95	5.75	8.93	5.25	9.93	5.75
<b>Career Total</b>	<b>1,041.25</b>	<b>1,033.40</b>	<b>1,049.76</b>	<b>1,044.57</b>	<b>1,066.64</b>	<b>1,061.06</b>
Term Contract	8.00	7.55	10.00	9.55	9.00	8.55
Seasonal/Intermittent		197.95		198.35		199.30
Chargebacks		(53.25)		(53.10)		(58.50)
Less Lapse		(66.81)		(69.22)		(68.63)
<b>GRAND TOTAL</b>	<b>1,049.25</b>	<b>1,118.84</b>	<b>1,059.76</b>	<b>1,130.15</b>	<b>1,075.64</b>	<b>1,141.78</b>



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

**COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)**

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## 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 421 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 and 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.



# Montgomery County Commissioners' Office

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## PROGRAMS AND SERVICES

In FY23, the Commissioners' Office will continue to carry out the following responsibilities:

### CHAIR'S OFFICE UNIT

- Coordinate and provide administrative, technical, and public support at Board hearings.
- Develop and manage the Planning Board meeting agenda.
- Web post the Board's meeting agenda, approved meeting minutes, and adopted resolutions.
- 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 2021 included the following:

- Staffed 41 Planning Board meetings as clerks/webcasters and technical writers. Due to the COVID-19 pandemic, 36 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.





# Montgomery County Commissioners' Office

- 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.

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The Montgomery County Commissioners' Office proposes an FY23 Operating Budget of \$1,144,059, a decrease of \$18,886 or -1.6%, from the FY22 adjusted adopted budget.

The proposed FY23 Operating Budget includes the following major categories:

- \$830,198 in Personnel Services, a decrease of \$267,915 from the FY22 adjusted adopted budget primarily due a shift in personnel from the Commissioners' Office to Legal.
- \$24,766 in Supplies and Materials, an increase of \$309 over the FY22 adopted budget for general inflation costs.
- \$45,375 for Other Services and Charges, an increase of \$5,000 over the FY22 adopted budget for a Planning Board retreat, Board and staff trainings and conferences.
- \$243,720 in Chargebacks due to the shift of two technical writer positions from the Commissioners' Office to Legal.

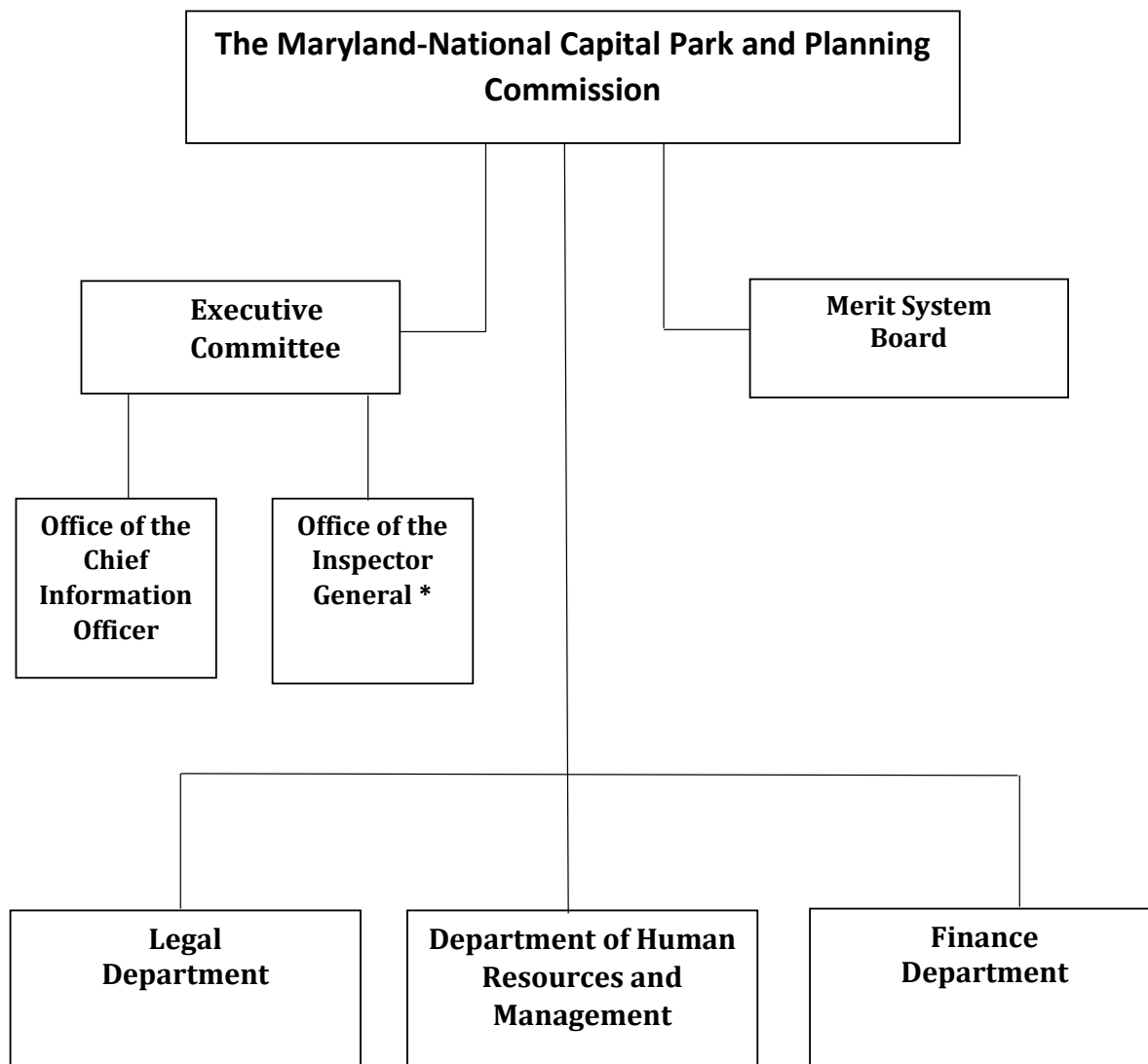
	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
Commissioners' Office					
Personnel Services	1,105,360	1,090,848	1,098,113	830,198	-24.4%
Supplies and Materials	5,261	24,457	24,457	24,766	1.3%
Other Services and Charges	2,925	40,375	40,375	45,375	12.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	243,720	-
<b>Total</b>	<b>1,113,546</b>	<b>1,155,680</b>	<b>1,162,945</b>	<b>1,144,059</b>	<b>-1.6%</b>

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION FUND</b>						
<b><u>COMMISSIONERS' OFFICE</u></b>						
Full-Time Career	6.00	6.00	6.00	6.00	4.00	4.00
Part-Time Career	5.00	2.50	5.00	2.50	5.00	2.50
<b>Career Total</b>	<b>11.00</b>	<b>8.50</b>	<b>11.00</b>	<b>8.50</b>	<b>9.00</b>	<b>6.50</b>
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Commissioner's Office</b>	<b>12.00</b>	<b>9.50</b>	<b>12.00</b>	<b>9.50</b>	<b>9.00</b>	<b>6.50</b>



ORGANIZATIONAL STRUCTURE

# CENTRAL ADMINISTRATIVE SERVICES



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



# Central Administrative Services Overview

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## 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

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. To ensure objectivity, the Office of the Inspector General is overseen by the Audit Committee, with administrative oversight provided by the Executive Director. The Chief Information Officer (CIO) executes Commission-wide IT (CWIT) initiatives in coordination with the IT Council, which is comprised of leadership from each of the operating departments, including the Executive Director and Secretary-Treasurer.

CAS provides oversight of agency-wide human resources, budgeting, corporate governance, financial business services, legal counsel and representation, application of internal controls to ensure regulatory compliance, IT strategic planning and systems administration, and risk mitigation and workplace safety.

The Merit System Board is an impartial board responsible for overseeing the Commission's Merit System and serving as the final appellate body for employment matters pertaining to non-represented Merit System employees.

## 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

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## **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 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 is authorized by the agency's enabling legislation to serve as an impartial Board 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. The Board is comprised of three public members.

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

CAS also includes funding for CAS Support Services, which accounts for non-discretionary shared operating expenses attributable to the departments and units that make up CAS. Budgets for the Office of the CIO, CWIT, and Risk Management are shown in the Internal Service Fund section.



# Central Administrative Services Overview

## CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY21 Budget	FY22 Budget	FY23 Proposed	% Change
<b>MONTGOMERY</b>						
	Park Fund - Labor Relations	DHRM	68,250	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	50,000	46,500	46,500	0.0%
	Risk Management	DHRM	24,314	80,310	87,023	8.4%
	Capital Equipment Fund	Finance	33,600	31,300	40,700	30.0%
	Enterprise Funds	Finance	131,200	139,100	131,000	-5.8%
	Park Fund - ERP Operations	Finance	76,100	90,133	97,700	8.4%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Risk Management	Finance	19,600	21,800	20,700	-5.0%
	Spec Rev Fund - Planning	Finance	44,300	51,200	39,840	-22.2%
	Spec Rev Fund - Parks	Finance	20,000	20,000	25,060	25.3%
	Capital Equipment Fund	Corporate IT	20,872	18,886	16,014	-15.2%
	Enterprise Funds	Corporate IT	79,112	84,583	57,400	-32.1%
	Park Fund - Data Center	Corporate IT	443,739	268,613	297,406	10.7%
	Pension Trust Fund	Corporate IT	68,767	69,798	70,845	1.5%
	Risk Management	Corporate IT	12,686	15,461	18,114	17.2%
	Spec Rev Fund - Planning	Corporate IT	27,015	29,993	20,695	-31.0%
	Spec Rev Fund - Parks	Corporate IT	12,206	15,015	16,219	8.0%
	Admin Fund - Commissioners' Office	Legal	-	-	243,720	-
	Admin Fund - Planning	Legal	90,177	92,882	100,312	8.0%
	Park Fund	Legal	163,070	167,962	181,399	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	212,586	218,964	236,480	8.0%
	Spec Rev Fund - Development Review	Legal	162,186	167,051	180,416	8.0%
	<b>Subtotal Montgomery</b>		<b>1,853,080</b>	<b>1,797,851</b>	<b>2,095,843</b>	<b>16.6%</b>
<b>PRINCE GEORGE'S</b>						
	Admin Fund - Planning - HRIS/CC	DHRM	21,235	22,512	23,508	4.4%
	Admin Fund - Planning - Recruitment	DHRM	14,488	16,731	18,208	8.8%
	Park Fund - HRIS/CC	DHRM	48,266	130,574	122,495	-6.2%
	Park Fund - Labor Relations	DHRM	68,250	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	50,000	46,500	46,500	0.0%
	Park Fund - Recruitment	DHRM	53,074	55,738	60,660	8.8%
	Rec Fund - Recruitment	DHRM	53,074	55,738	60,660	8.8%
	Recreation Fund - HRIS/CC	DHRM	76,366	165,291	155,601	-5.9%
	Risk Management	DHRM	24,314	80,310	87,023	8.4%
	Capital Equipment Fund	Finance	14,300	17,200	17,900	4.1%
	Enterprise Funds	Finance	178,600	180,300	173,200	-3.9%
	Park Fund - New Positions	Finance	108,000	108,000	128,600	19.1%
	Park Fund - ERP Operations	Finance	119,400	140,022	146,400	4.6%
	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	85,800	5.9%
	Risk Management	Finance	27,600	31,300	32,000	2.2%
	Special Revenue Funds (multiple)	Finance	89,400	91,700	77,700	-15.3%
	Capital Equipment Fund	Corporate IT	8,775	11,604	805	-93.1%
	Enterprise Funds	Corporate IT	109,067	101,263	104,073	2.8%
	Park Fund - Data Center	Corporate IT	948,790	644,466	451,638	-29.9%
	Recreation Fund - Data Center	Corporate IT	-	-	243,927	-
	Pension Trust Fund	Corporate IT	68,767	69,798	70,845	1.5%
	Risk Management	Corporate IT	17,677	22,242	26,332	18.4%
	Special Revenue Funds (multiple)	Corporate IT	53,988	54,185	35,590	-34.3%
	Park Fund	Inspector General	143,289	145,850	149,686	2.6%
	Admin Fund - Planning	Legal	290,042	298,744	322,644	8.0%
	Admin Fund - Planning - Atty support	Legal	84,872	87,418	84,412	-3.4%
	Park Fund	Legal	203,961	210,080	226,886	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	223,699	230,410	248,843	8.0%
	<b>Subtotal Prince George's</b>		<b>3,366,394</b>	<b>3,367,316</b>	<b>3,470,236</b>	<b>3.1%</b>
<b>Commission-Wide</b>						
	EOB	DHRM	98,772	110,426	113,783	3.0%
	Group Insurance	DHRM	36,833	79,952	89,247	11.6%
	Group Insurance	Corporate IT	116,216	121,987	195,291	60.1%
	Group Insurance	Finance	190,000	201,000	215,400	7.2%
	<b>Subtotal Commission-Wide</b>		<b>441,821</b>	<b>513,365</b>	<b>613,721</b>	<b>19.5%</b>
<b>COMBINED TOTAL</b>			<b>5,661,295</b>	<b>5,678,532</b>	<b>6,179,800</b>	<b>8.8%</b>
<b>SUMMARY BY SUPPLIER DEPARTMENT</b>						
	DHRM		687,236	1,040,582	1,061,208	2.0%
	Finance		1,348,300	1,426,495	1,454,400	2.0%
	Corporate IT		1,987,677	1,527,894	1,625,194	6.4%
	Legal		1,494,793	1,537,711	1,889,312	22.9%
	Inspector General		143,289	145,850	149,686	2.6%
<b>TOTAL</b>			<b>5,661,295</b>	<b>5,678,532</b>	<b>6,179,800</b>	<b>8.8%</b>



# Central Administrative Services Overview

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## **HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

The bi-county proposed FY23 operating budget for Central Administrative Services before chargebacks is \$27,200,361, which is an 8.5% increase over FY22. The budget sustains, at a minimum, the same service level as FY22 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 FY23 proposed budget is based on the analysis performed in the Fall of 2021.

The FY23 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.

### **Investing in an Essential Needs Budget**

In FY23, the proposed budget addresses major known commitments and essential needs. The proposed budget focuses on such core needs as identified in each department's budgets.

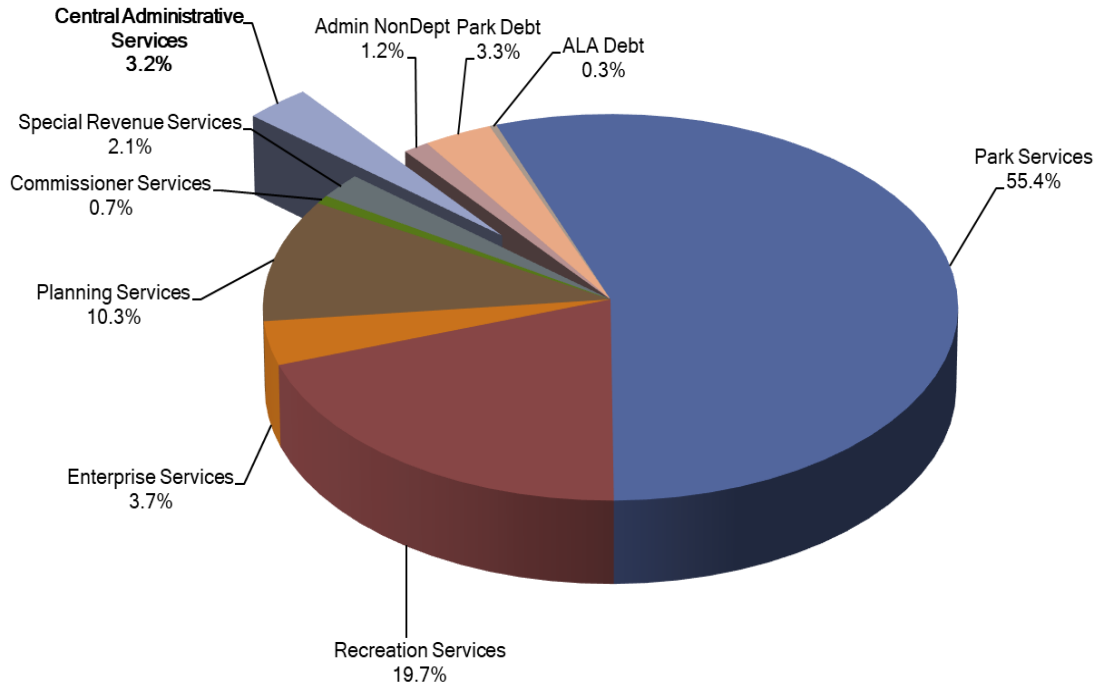
The CAS budget proposal reflects positions and workyears comparable to FY 2011 levels, even while work program demands have increased over the past 12 years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued rollout of ERP functionality increase the demand for CAS departments' services.

The CAS proposed budget is 3.2% of the Commission's proposed total bi-county operating budget.



# Central Administrative Services Overview

**Central Administrative Services (CAS)**  
**FY23 Proposed Budget as a Percent of Total Operating Budget**  
(excludes reserves, ISF, ALARF, and Capital Projects Fund)



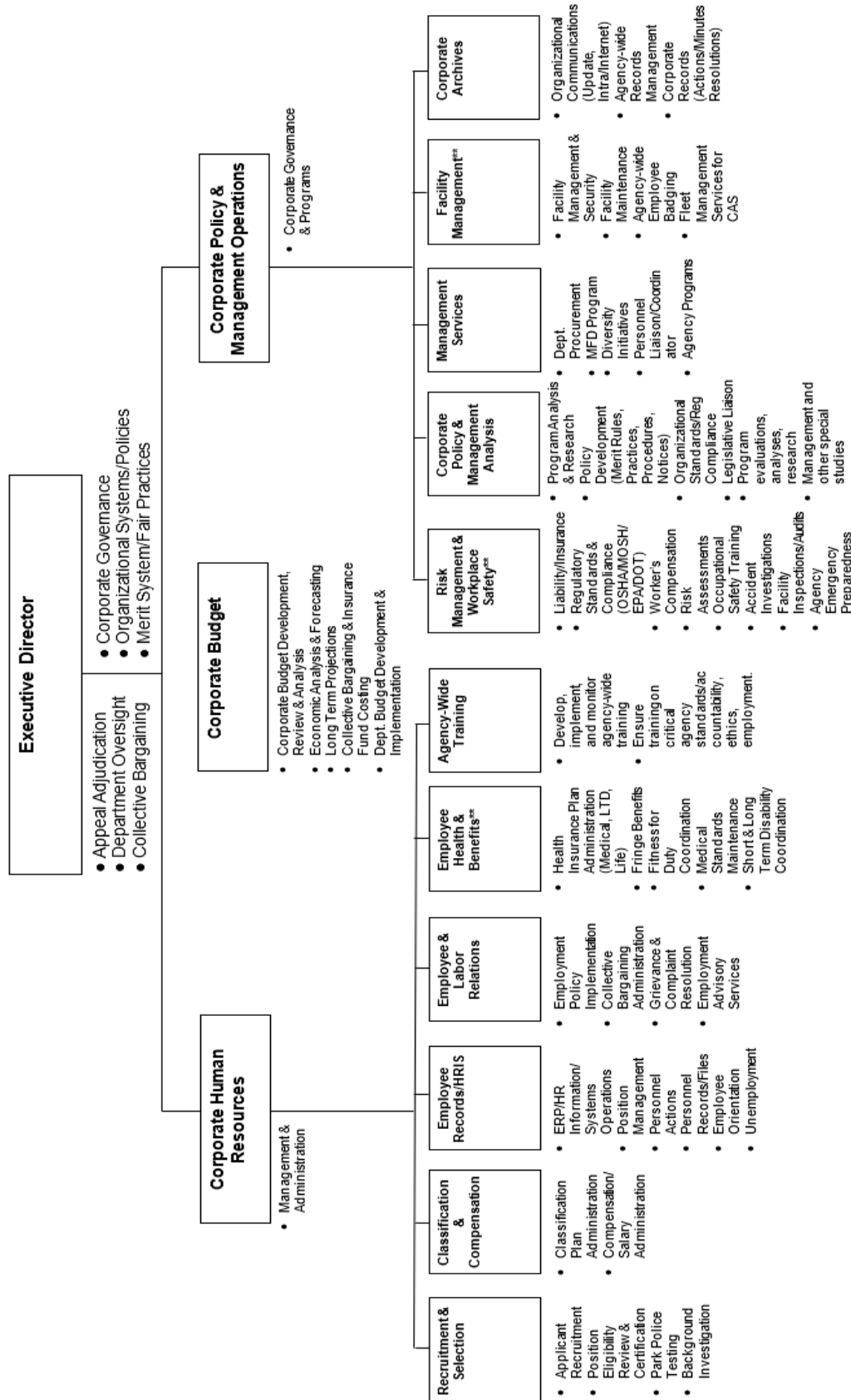
CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



# Department of Human Resources and Management

## Central Administrative Services Department of Human Resources and Management

### ORGANIZATIONAL STRUCTURE



\*\* Internal Service Funds





# Central Administrative Services

## Department of Human Resources and Management

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### 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 is 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 the 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

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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 Resolutions, Notices, Merit System Rules and Regulations, 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, 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., employee newsletters, agency-wide directives, facility, and emergency closing information, telephone directories, etc.), departmental staff development, coordinates and supports corporate meetings of the Commission, the Executive Committee, Directors, and other ad hoc or standing committees, 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 to reduce the 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). This unit also 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, emergency response initiatives, accident and damage inspections, and risk assessments. Finally, the unit 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 maintenance and support for compliance with state and local fire and workplace codes. The agency-



## Central Administrative Services Department of Human Resources and Management

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wide employee identification badging program is also managed by this team. This program is funded by 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 provides agency-wide training and programs including diversity and literacy initiatives. It 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 programs, the flexible spending account program, the employee assistance program, critical



## Central Administrative Services Department of Human Resources and Management

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incident support, long-term care, childcare, and eldercare 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.

### FY22 ACCOMPLISHMENTS

**Agency-wide Pandemic Response:** In response to the unprecedented COVID-19 crisis, the Department continued to lead 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.

**Unemployment Cases Surge:** With unemployment remaining unusually high with claims at over 500% above pre-pandemic and expected to reach 1000% by close of FY22, staff has continued to successfully handle the ongoing surge.

**Performance Measurement:** Continued 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:** Continued 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.

**Collective Bargaining and Labor Relations:** The Executive Director led the management bargaining team to a 3-year labor agreement with the Municipal and County Government Employees Organization/UFCWU Local 1994 (MCGEO).

**Fiscal Responsibility:** The agency was a recipient of the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the 36th 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



## Central Administrative Services Department of Human Resources and Management

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accountability. The analysis focused on policies concerning finance and budgeting, employment, new management directives, and strengthening internal controls.

**Promotion Testing:** Successfully pivoted to conduct offsite Promotional Testing for FOP and Command Staff seeking career advancement, which involved obtaining test sites and assessors from other jurisdictions during a pandemic, and the vendor.

**Employee Benefits:** Benefit plans remained competitive and cost-effective with an 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.

This included collaborating with Montgomery County operating departments and the Office of Chief Information Officer to implement commuter benefits for employees moving to the new Wheaton Headquarters Building.

**Recruitment and Selection:** Implemented the computer-assisted assessment of employment applications to better document and consistently review employment applications.

**Implementation of Minimum Wage:** Developed a strategy for implementation of a \$15 hourly minimum for January 1<sup>st</sup>, 2022 across the Commission.

**Employee Wellness:** Successfully implemented a series of remote Wellness Programs, Q&A COVID-19 Sessions with Consultant Medical Expert, and spearheaded communications on behavioral health services available to address isolation, anxiety, and other conditions associated with remote work.

**Foreign Language Proficiency:** Implemented expansion of Park Police foreign language proficiency tests to include 7 additional languages (a total of 10 foreign languages) to better serve the diverse populations of Prince George's and Montgomery Counties.

### FY23 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY23 include:

- Continue creating and standing up the robust set of metrics to quantify overall agency performance.
- Implement, with the assistance of a consultant, an enhanced Succession Planning Program to include a Commission-wide training program 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, the Municipal and County Government Employees Organization (MCGEO) and the Fraternal Order Police (FOP).
- Complete the long-standing Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.



# Central Administrative Services

## Department of Human Resources and Management

- Continued expansion of the NEOGOV Onboarding module to take advantage of its capabilities that permit departmental-centric onboarding, beyond that of the Commission-wide onboarding requirement.
- Continue analysis and development of the agency's coordinated communications processes.
- Implement a Diversity, Equity and Inclusion (DEI) program to review all department policies and procedures to ensure fairness in all aspects of employment; serve an internal consultant to the department in the implementation of their DEI initiatives; assist in community outreach to ensure our organizations reflect the communities; and assist the Employee/Labor Relations Office by providing expert assistance on fairness issues and claims.

### BUDGET AT A GLANCE

#### Summary of Department of Human Resources and Management Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b>Montgomery County Budget</b>				
Expenditures	\$2,578,932	\$2,789,940	8.2%	42.1%
<b>Staffing</b>				
Funded Career Positions	17.92	18.14	1.2%	40.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	17.07	17.44	2.2%	39.6%
<b>Prince George's County Budget</b>				
Expenditures	\$3,384,875	\$3,830,217	13.2%	57.9%
<b>Staffing</b>				
Funded Career Positions	24.08	26.86	11.5%	59.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.93	26.56	11.0%	60.4%
<b>Combined Department Total Budget</b>				
Expenditures	\$5,963,807	\$6,620,157	11.0%	100.0%
<b>Staffing</b>				
Funded Career Positions	42.00	45.00	7.1%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	41.00	44.00	7.3%	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

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### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The FY23 proposed budget is \$6,620,157, representing an increase of 11.0% (\$656,350) over the FY22 adopted budget level. This increase funds the ongoing operations administered by the Department, the addition of two career positions, a position transfer from Finance, and support to the Office of the Chief Information Officer through allocated charges for technology systems. The increase is allocated \$445,342 to Prince George's and \$211,008 to Montgomery 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 FY23 funding allocation before chargebacks to 40.4% Montgomery and 59.6% to Prince George's. This shifts 0.8% of the funding allocation from Montgomery to Prince George's, as compared to FY22. Major components of the budget include:

**Personnel Services:** This category includes an increase of 9.8% (\$598,447). The proposed DHRM budget includes 45 career and 2 term contract positions, with 44 WYS (of which 17.44 are allocated to Montgomery and 26.56 to Prince George's, respectively). This includes one position transfer from the Department of Finance as well as two new positions that are being requested for FY23:

- **Technical Specialist to the HR Records Team (\$124,482):** The HR Records and Information Systems (HRIS) team is responsible for securely updating, maintaining, and safeguarding records for every person who has been and is currently employed by the Commission. This responsibility includes manually updating employee records each time a change is requested, including COLA and merit increases, additions, terminations, reclassifications, and personal information changes. These records include personally identifiable information (PII) and must be maintained and processed in compliance with Federal and State laws, agency policies, and collective bargaining agreements.

The key element to maintaining this compliance is to ensure upgrades to the ERP system properly incorporate the needs of this division. A representative to champion and properly translate these requirements at the onset of the project is vital to the operations of the agency, and the success of the ERP update.

- **Records Specialist to the Corporate Archives and Records Management Team (\$93,746):** Corporate Archives executes several programs mandated by State law including physically protecting the agency's official records, adhering to public recordkeeping requirements, modernizing document storage through digitization, and responding to the Maryland Public Information Act (MPIA) requests received within mandated timeframes. Internally, each Department relies heavily on this division to house and care for their records and provide expertise to identify which records are required to be kept permanently and which records should be disposed of. Current priorities include accelerating the digitization of records to improve public access to governmental records, assisting with the transition away from the creation and storage of more paper and its impact on the environment, and supporting the increased need from the Departments to store documents that are not taken to new locations.

This program only has one full-time career employee and one part-time career employee assigned. With only one full-time employee, this small team is not equipped to continue to meet State mandates, current priorities, and increased responsibilities. Additionally,



## Central Administrative Services Department of Human Resources and Management

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disruptions in current staffing could result in large amounts of risk to our agency without a second full-time career position to provide essential program backup.

**Other Operating Charges:** This category includes an increase of 8.4% (\$78,527) 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.

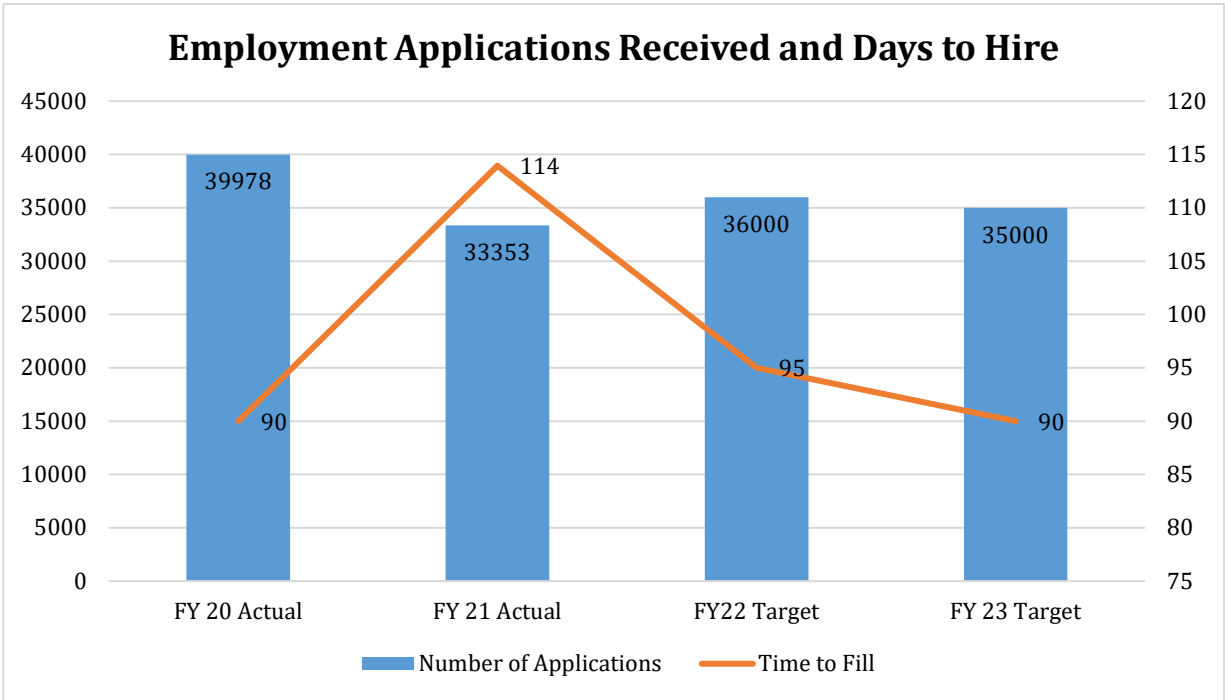
**Chargebacks:** This category includes an increase of 2.0% (\$20,624) for wage and benefit allocations and expenses for services directly impacting specific programs or departments outside of DHRM.



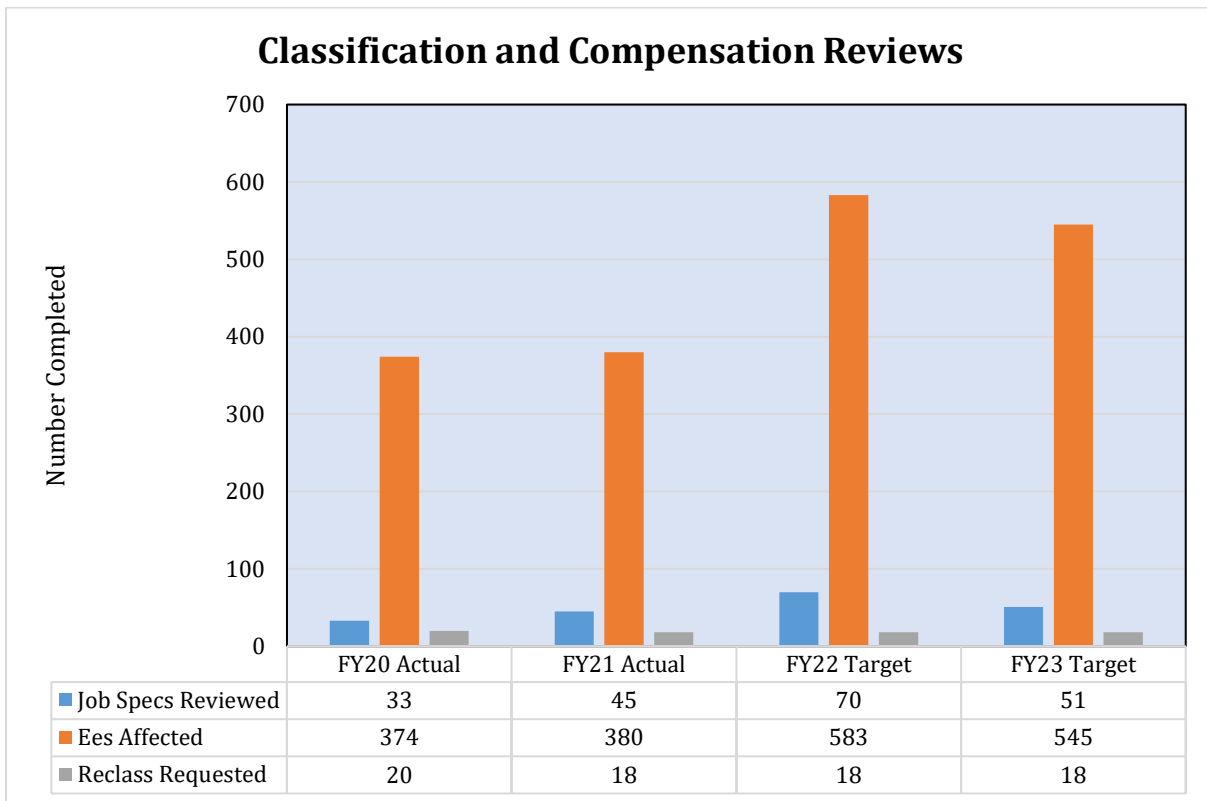


# Central Administrative Services Department of Human Resources and Management

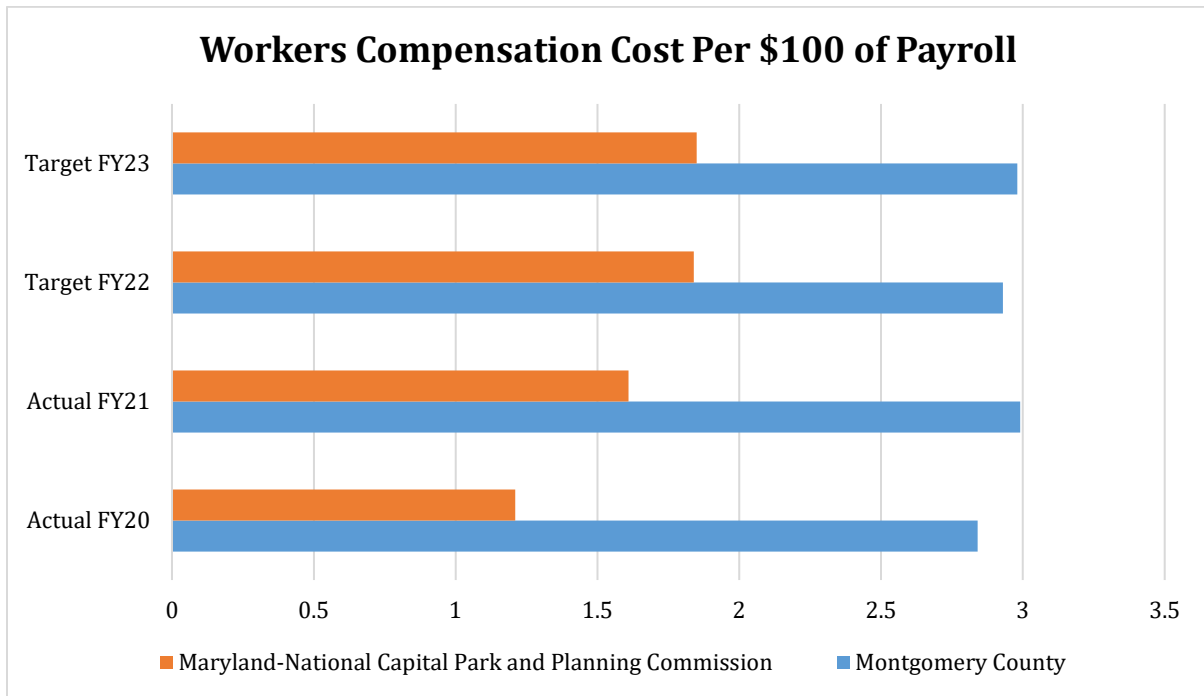
## GOALS AND PERFORMANCE MEASURES



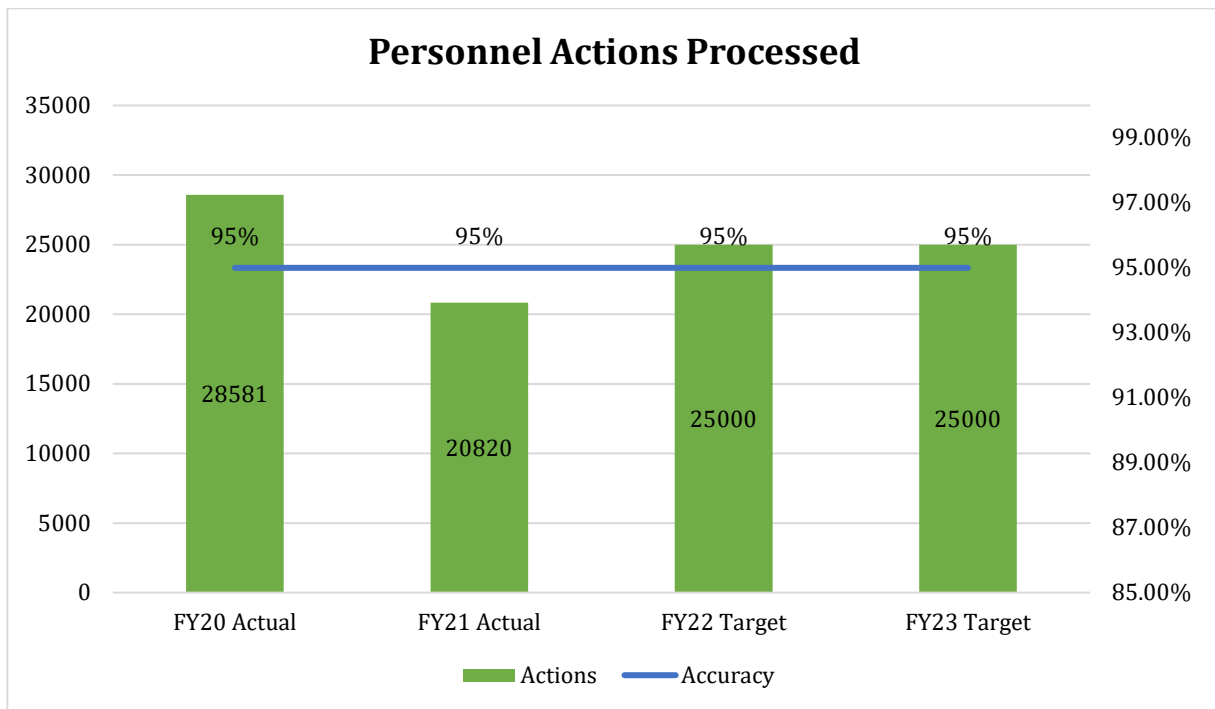
The time-to-fill metric is business days from close of posting to hire date. Due to the impact of the COVID-19 crisis, the number of applicants decreased in FY21 while the days to fill increased. Numbers are anticipated to return to normal levels for FY22 and FY23.



**Central Administrative Services  
Department of Human Resources and Management**



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

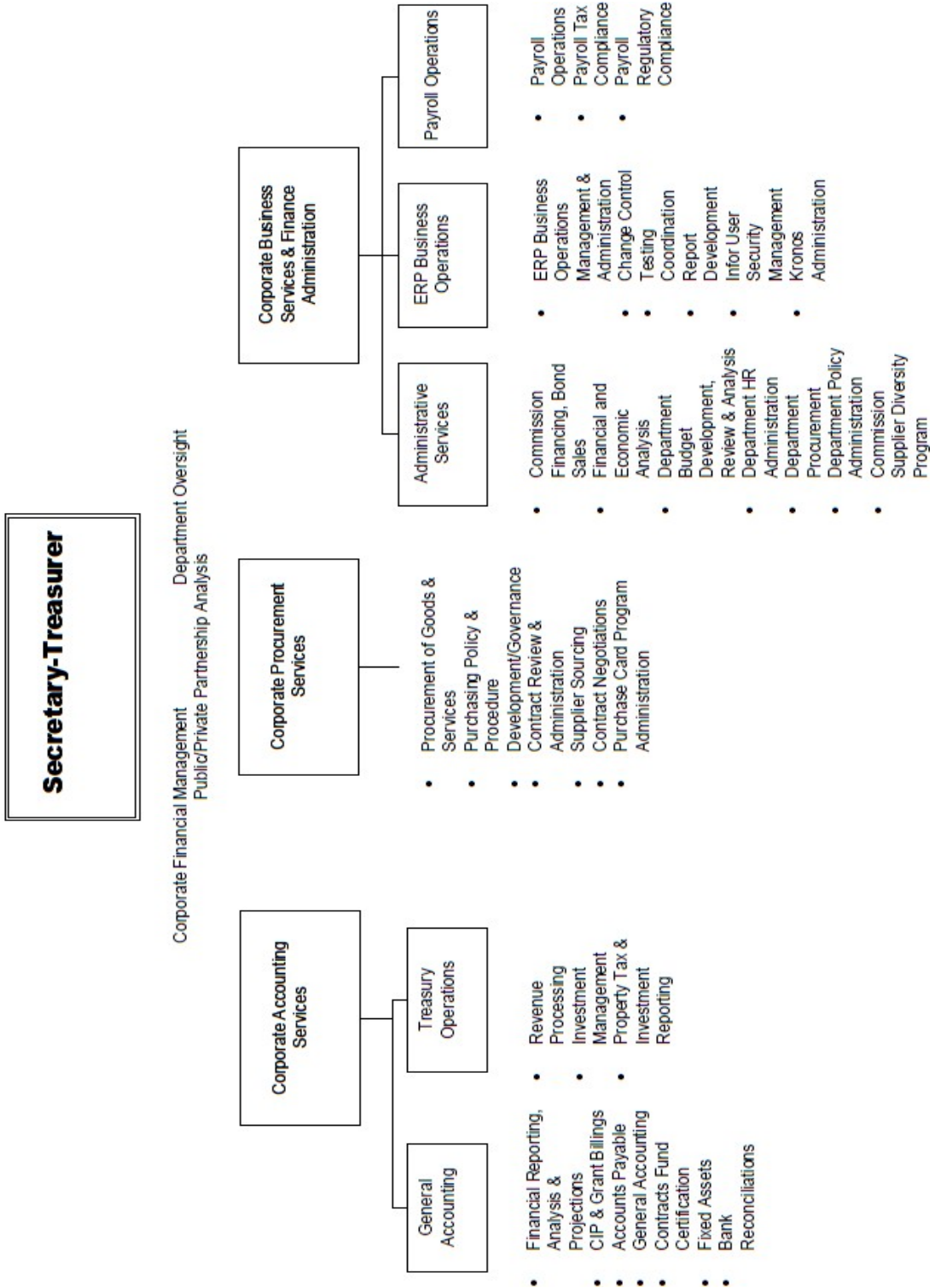


The decrease in Personnel Actions processed in FY21 is due to the impact of COVID-19 on the agency's in-person programs (summer camps, etc.) and the pausing of annual pay increases in FY21.



ORGANIZATIONAL STRUCTURE

DEPARTMENT OF FINANCE



# Central Administrative Services

## Finance Department

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### 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 & Finance Administration Division**

The Office of the Secretary-Treasurer – Corporate Business Services & Finance Administration Division has three major work programs: Department Management, Payroll Operations, and ERP Business Operations Management. Department Management has four major functions: provide corporate financial oversight; direct the overall operations of the Finance Department; manage the Department budget 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 and is responsible for payroll tax compliance; ERP Business Operations Management is responsible for oversight, management, user-security, business intelligence reporting, 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 and reporting 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 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 Annual Comprehensive Financial Report (ACFR) 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 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



# Central Administrative Services Finance Department

management of investment returns and compliance with investment policy.

## 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 Annual Comprehensive Financial Report (ACFR) from the Government Finance Officers Association of the United States and Canada for the 47th consecutive year in FY20. The Commission has received this award longer than any other organization in its category.

## BUDGET AT A GLANCE

### Summary of Finance Department Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b>Montgomery County Budget</b>				
Expenditures	\$2,393,314	\$2,465,034	3.0%	44.8%
<b>Staffing</b>				
Funded Career Positions	20.00	20.00	0.0%	42.6%
Funded Workyears	19.26	19.22	-0.2%	42.7%
<b>Prince George's County Budget</b>				
Expenditures	\$2,948,743	\$3,038,142	3.0%	55.2%
<b>Staffing</b>				
Funded Career Positions	27.00	27.00	0.0%	57.4%
Funded Workyears	25.74	25.79	0.2%	57.3%
<b>Combined Department Total Budget</b>				
Expenditures	\$5,342,057	\$5,503,176	3.0%	100.0%
<b>Staffing</b>				
Funded Career Positions	47.00	47.00	0.0%	100.0%
Funded Workyears	45.00	45.01	0.0%	100.0%

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



# Central Administrative Services Finance Department

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## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The FY23 proposed budget is \$5,503,176 reflects an additional \$161,119 or 3.0% increase from the FY22 adopted budget after chargebacks.

Personnel services increased by \$133,516, from merit increases, reduced benefit costs, the transfer of one position to DHRM and the addition of a payroll accountant. Other operating charges increased by \$54,708 from CWIT increases, and chargebacks increased by \$-27,105.

In developing this preliminary estimate of the FY23 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 three proposed requests for fiscal 2023:

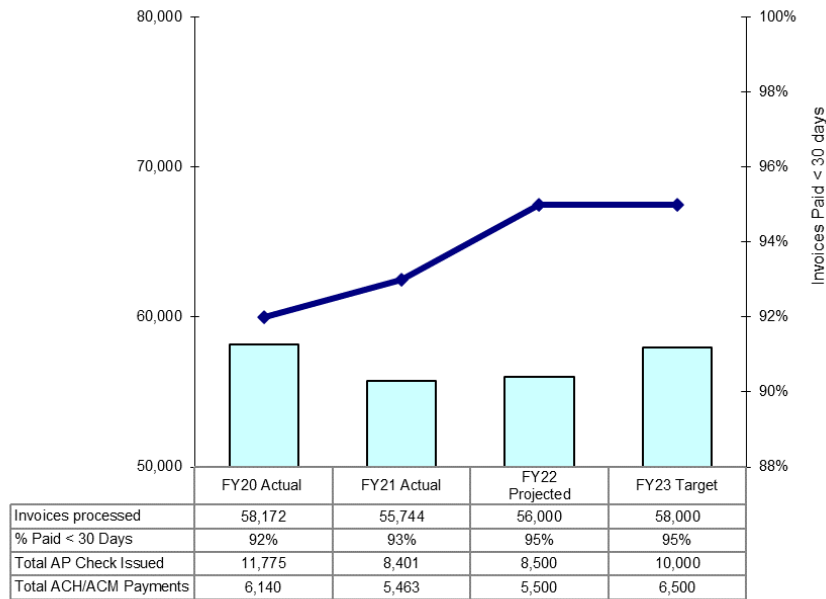
- Funding is requested for a new Payroll Accountant position to decrease the high risk associated with a single position ensuring we stay in tax compliance and assist with the extensive work program (Prince George's County \$64,721 and Montgomery County \$54,038).
- The transfer of the Diversity Business Program Manager to the Department of Human Resources and Management (DHRM) (Prince George's County \$-72,513 and Montgomery County \$-48,231).
- Funding, 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 (Prince George's County \$24,500 and Montgomery County \$24,500).



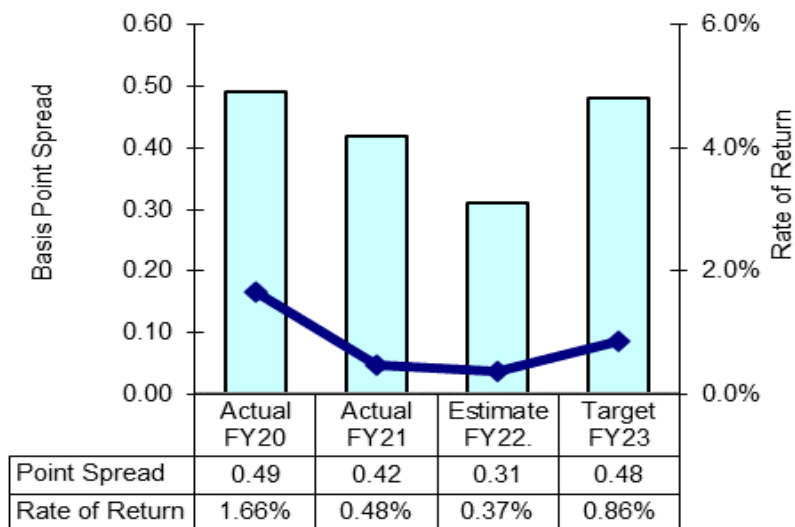
# Central Administrative Services Finance Department

## GOALS AND PERFORMANCE MEASURES

### Accounting

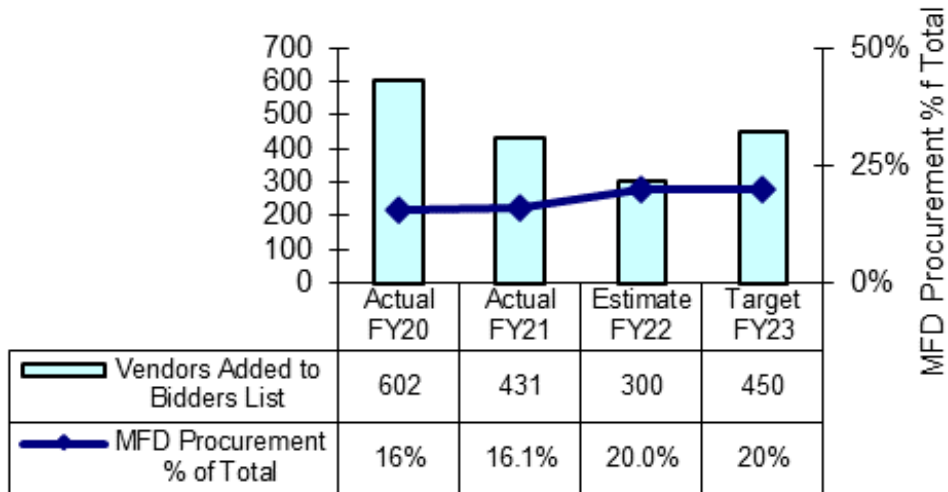


### Treasury Operations Basis Point Spread Portfolio Versus 90-Day Treasury Bill Rate of Return



**Central Administrative Services  
Finance Department**

**MFD Procurement Opportunity  
Minority, Female or Disability Owned**



**Bond Rating Data**

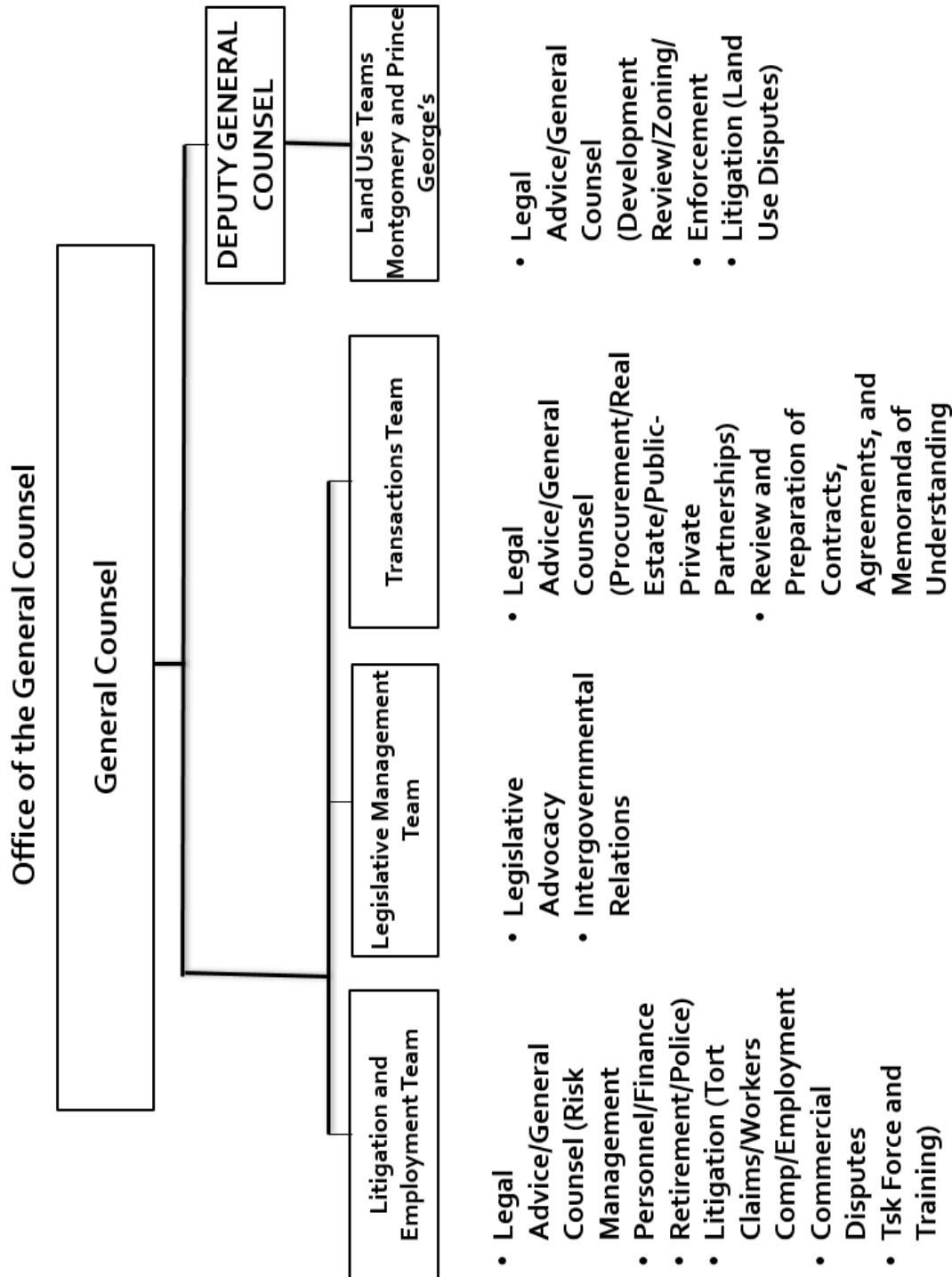
Rating Agency Information	Actual FY2020	Actual FY 2021	Estimated FY2022	Target FY2023
<b>Commission Montgomery County Bonds:</b>				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's Rating Services	AAA	AAA	AAA	AAA
<b>Commission Prince George's County Bonds:</b>				
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

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## 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

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## ACCOMPLISHMENTS

**Protecting the Public Interest in Litigation:** During FY 2021, the OGC registered 28 new litigation cases and closed 15 cases – ending the year with 34 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including two ordinary tort claims, two employment claims, two workers compensation appeals, 11 administrative land use appeals, one contract dispute, and one miscellaneous matter. 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, and continued to move cases forward, all while adapting to the court and other litigation process changes and limitations associated with the virus. 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:** We are part of the Equity Peer Review Group which applies the lens of racial equity and social justice to all master plans and has reviewed and commented on over 10 such plans including the Great Seneca Science Corridor Plan Amendment, the Silver Spring Downtown & Adjacent Communities Sector Plan, and the Rustic Roads Plan, to name a few. Further, we counseled Planning Staff regarding the Street Renaming Project which has successfully renamed three streets which were previously named after Confederate soldiers or those who otherwise did not reflect Montgomery County values. We will continue to be part of the Thrive Montgomery 2050 comprehensive update to the County’s General Plan as it is reviewed and discussed over the next year by the District Council.

**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 2021 include: the completion of the Recreation Use Agreement with the Green Branch Management Group for the Liberty Sports Park; acquisition of property in Largo, Maryland for a new building site; successful completion of the Parker land exchange; ongoing negotiations with University of Maryland College Park for the use of Paint Branch Driving Range for track and field; Completion of the Wheaton Regional Headquarters agreements, including the condominium documents, lease, and other use agreements with Montgomery County; ongoing land exchange negotiations with Prince George’s County Board of Education for Glenridge Park; negotiations with Bowie Baysox for long term lease a Prince George’s Stadium; legal support for updating the Commission’s MBE and purchasing policies; and providing ongoing legal support as the Commission continues to manage COVID19 related issues (i.e. property management; partial openings; vaccine mandates and template forms to address the evolving situation).

**Legislative Support:** The Legal Team helped to amend the County’s Forest Conservation Law to clarify the preferred sequence of afforestation and reforestation mitigation, banking, and fee-in-lieu; increase maintenance agreements from two to five years; and require Tree Save Plans to protect significant specimen and champion trees. This was before the Office of the Attorney General issued an opinion which then triggered State legislation regarding the ability of the County to use existing forest as a mitigation banking option. We provided support to the Deputy General Counsel regarding her work on this State legislation. The Legal Team also aided Staff in analyzing and proposing a new Growth and Infrastructure Policy (GIP) which is revolutionary in allowing payments instead of moratoriums to fund school improvement projects and considers all modes of transportation (vehicle/pedestrian/bicycle) when determining transportation adequacy for



## Central Administrative Services Legal Department

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proposed developments. Efforts the OGC made in Annapolis to secure adoption of HB 980 thereby paved the way for the expected adoption before the end of the year of the first County-wide zoning and subdivision laws in a generation. In support of this monumental accomplishment, OGC drafted corrective legislation, represented the Commission at public hearings, and advised decision makers on all aspects of the new law.

### **BUDGET AT A GLANCE**

The Office of General Counsel has, in coordination with the Montgomery County Planning Board Chair, incorporated into the OGC a work unit made up of two (2) Senior Technical Hearing Writers for the Montgomery County Commissioners' Office. The OGC's FY23 will reflect the addition of these positions, as well as a corresponding chargeback from the Montgomery County Commissioners' Office. The FY23 Proposed Budget also accounts for the reduced service level at MRO that was required to meet the FY19, FY 20, FY21 and FY 22 funding cuts in the Montgomery County Administrative Fund. After providing for the combined fiscal impact of approved merit and make-up merit increases, including expected increases in fringe benefit costs, the fiscal impact of our personnel budget is a net increase of \$164,288 resulting in personnel services allocated to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$1,648,250 (2.3% increase)
- Prince George's County Administration Fund: \$1,513,548 (9.2% increase)

These figures reflect the updated labor allocation formula between Montgomery and Prince George's Counties respectively, 50.5% to 49.5%, as well as any changes in non-departmental charges passed through for capital equipment, the CIO allocation, CWIT charges, etc. Please refer to those non-departmental CAS budget estimates for specific details and amounts.

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.



# Central Administrative Services Legal Department

## Summary of Legal Department Budget

	<u>FY22 Adjusted Adopted</u>	<u>FY23 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
<b>Montgomery County Budget</b>				
Expenditures	\$1,611,525	\$1,648,250	2.3%	52.1%
<b>Staffing</b>				
Funded Career Positions	13.00	14.00	7.7%	51.9%
Funded Workyears	13.00	14.00	7.7%	51.9%
<b>Prince George's County Budget</b>				
Expenditures	\$1,385,985	\$1,513,548	9.2%	47.9%
<b>Staffing</b>				
Funded Career Positions	12.00	13.00	8.3%	48.1%
Funded Workyears	12.00	13.00	8.3%	48.1%
<b>Combined Department Total Budget</b>				
Expenditures	\$2,997,510	\$3,161,798	5.5%	100.0%
<b>Staffing</b>				
Funded Career Positions	25.00	27.00	8.0%	100.0%
Funded Workyears	25.00	27.00	8.0%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

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.



# Central Administrative Services Office of the Inspector General

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## 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). 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. Identified issues, risks, and recommendations resulted in improved program performance and operations, reduction in costs, and a stronger internal control environment. The OIG completed 14 performance audits in FY21. Three (3) of the audits assessed new risk areas resulting from the COVID-19 pandemic, two (2) audits assessed IT security risks, and six (6) audits included a comprehensive review of Commission facilities, and three (3) audits covered high risk operations identified by management. As a result of these reviews, the OIG presented 39 audit recommendations to improve the effective and efficient operation of M-NCPPC programs and facilities.
- The OIG completed eight (8) limited investigations and one (1) fraud, waste, and abuse investigation in FY21.
- The OIG completed 15 follow-up reviews in FY21. Upon completion of the follow-up reviews, the OIG was able to conclude 50 of the 63 (79.3%) audit recommendations reviewed were satisfactorily resolved.
- The OIG facilitated a Commission-wide risk assessment in May 2021. 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 FY22 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 the Inspector General

## BUDGET AT A GLANCE

### Summary of Office of the Inspector General Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b>Montgomery County Budget</b>				
Expenditures	\$371,243	\$463,981	25.0%	41.1%
<b>Staffing</b>				
Funded Career Positions	2.00	3.00	50.0%	42.9%
Funded Workyears	2.20	3.20	45.5%	42.7%
<b>Prince George's County Budget</b>				
Expenditures	\$370,144	\$666,055	79.9%	58.9%
<b>Staffing</b>				
Funded Career Positions	3.00	4.00	33.3%	57.1%
Funded Workyears	3.30	4.30	30.3%	57.3%
<b>Combined Department Total Budget</b>				
Expenditures	\$741,387	\$1,130,036	52.4%	100.0%
<b>Staffing</b>				
Funded Career Positions	5.00	7.00	40.0%	100.0%
Funded Workyears	5.50	7.50	36.4%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The Office of the Inspector's General (OIG) FY23 proposed budget of \$1,130,036 supports optimal audit, investigation, and advisory operations. The proposed budget reflects a \$388,649 (52.4%) increase over FY22. The proposed increase includes base budget adjustments of \$7,182 and \$381,467 of proposed changes. The increase per county is \$92,738 (25.0%) and \$295,911 (79.9%) for Montgomery County and Prince George's County respectively. Prince George's County's percent increase is higher due to the recalculation of salary chargebacks.

Base budget adjustments (\$7,182) can be primarily attributed to approved salary, benefit and pension costs for OIG personnel.

The OIG provides Commission-wide professional auditing (operations and information technology audits), fraud, waste, and abuse investigations, and advisory services to the agency. Proposed changes to the OIG's budget include two new career positions. If approved, the OIG will be staffed with 7 career positions, including the Inspector General, and a part-time intermittent position. One requested position (Assistant Inspector General) will allow the OIG to complete additional high-risk audits identified through the annual risk assessment process. The second position (Deputy Inspector General) will provide additional leadership and succession planning to the OIG. The total cost (i.e., salary and fringe) for each position is \$116,967 and \$159,968 respectively.



## Central Administrative Services Office of the Inspector General

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The OIG also requested \$100,000 in professional service funds to complete complex information security assessments resulting from attacks and breaches (internal and external). To protect the integrity of investigations, the requested professional services should be outside of departmental oversight. The balance of other proposed changes (\$4,532) is attributed to planned Commission-wide Information Technology projects.

### GOALS AND PERFORMANCE MEASURES

#### Goals:

- The Inspector General shall coordinate with the Audit Committee 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:

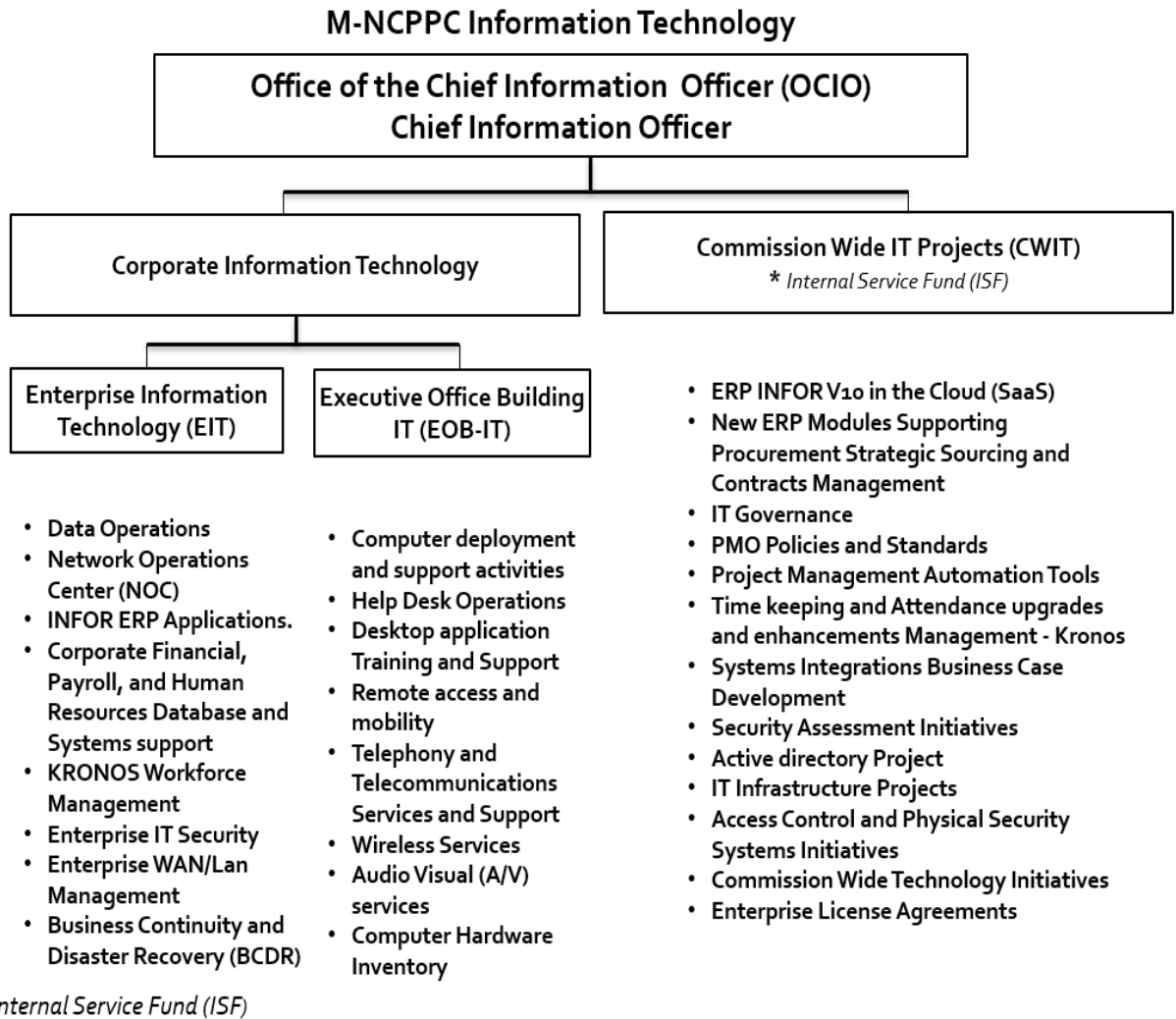
- Completion of annual risk assessment to assist in identifying critical risks and vulnerabilities in the Commission's programs and operations.
- Development and approval of annual Audit Plan based on the results of the risk assessment.
- Completion of performance audits in accordance with *Government 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 provides Commission-wide Information Technology (IT) infrastructure standards, core business systems, data security, service and support to all Departments in the agency. The department also implements and administers IT governance policies established by the Chief Information Officer (CIO) to ensure accountability and protect the agency’s data.

Corporate IT is comprised of two Divisions: Enterprise IT (EIT) and Executive Office Building IT (EOB-IT). The EIT team is responsible for administering agency-wide infrastructure and producing consistent and timely communication of agency-wide IT standards and procedures. EIT also implements and administers security governance policies to ensure the protection of Commission data.

EOB-IT is responsible for delivering applications and end user services to Central Administrative Services (CAS) staff. This includes providing help desk services, managing virtual desktop environments, and providing support solutions for agencywide systems including Enterprise Resource Planning (ERP), timekeeping, payroll and support Human Resource (HR) operations.

## MISSION

Corporate IT’s mission is to ensure the delivery of cutting-edge technology-based solutions to address Commission requirements, to integrate and automate information systems, and protect the agency’s data.

## PROGRAMS AND SERVICES PROVIDED

The Department is responsible for supporting and maintaining the following systems and processes:

AGENCY-WIDE SYSTEMS	
Kronos Time & Attendance	Accounts Payable Online Processing
EnergyCap Utility Management	NEOGOV Recruitment and Onboarding
Sympro Investment and Debt Management	Enterprise Asset Management
Lawson Budgeting and Planning	INSITE Employee Intranet

INFOR ENTERPRISE RESOURCE PLANNING (ERP)	
Accounting	Employee Records
Procurement	Benefits Administration
Fixed Assets Management	Salary Administration
Strategic Sourcing	Training & Development
Contracts Management	Safety & Health



## Central Administrative Services Corporate IT

AGENCY-WIDE PROCESSES & PROGRAMS	
MHC Document Management	Archive Records Management System
Kinsey Reporting	FileHold archiving software
Purchase Card System	SharePoint services
Safety Shoe program	Verdiem Surveyor system
ePersonality	Disaster Recovery and COOP
DSS Employee Document Self Service	Facility Security Systems (Lenel)
Oracle & SQL Databases	Symantec Enterprise Backup System
Personnel Action Automation	Labor Soft Grievance hosted service
Employees' Retirement System	

CENTRAL ADMINISTRATIVE SERVICES IT MANAGEMENT	
Help Desk Services	VMWARE Virtual Servers
Microsoft 365	VMWARE Virtual Desktops
Mobile Device Management	

### FY22 ACCOMPLISHMENTS

#### Executive Office Building IT (EOB-IT):

A major EOB-IT effort included providing a secure and immediate way to enable signature workflows. This facilitated paperless automation of the entire document process including, creation, collaboration, execution, and management of archiving. Digital automation supports these processes within and outside of the organization.

Laptops with a layer of secured configuration, monitors, and other peripherals were procured and deployed to users.

#### Enterprise IT (EIT):

EIT continued to provide Cybersecurity enhancements to strengthen the agency's infrastructure, networks, and its computing environment. An industry top performing endpoint security solution utilizing dynamic and interactive cybersecurity services was deployed to further enhance the agency's security posture. Additionally, several cybersecurity policies and supporting operating procedures were completed this budget year.

The Agency has taken the necessary steps to implement an effective cloud backup and archiving solution to ensure the availability of our data as well as ensure a robust platform for any Freedom of Information Act (FOIA) requests. This system captures data in real time and provides a reliable backup to our emails, SharePoint, Teams and OneDrive data.



# Central Administrative Services Corporate IT

## BUDGET AT A GLANCE

### Summary of Corporate IT Budget

	<b>FY22 <u>Adjusted</u> <u>Adopted</u></b>	<b>FY23 <u>Proposed</u></b>	<b>% <u>Change</u></b>	<b>% <u>Allocated *</u></b>
<b>Montgomery County Budget</b>				
Expenditures	\$1,556,708	\$1,651,772	6.1%	57.7%
<b>Staffing</b>				
Funded Career Positions	8.84	9.00	1.8%	50.0%
Funded Workyears	8.84	9.00	1.8%	50.0%
<b>Prince George's County Budget</b>				
Expenditures	\$1,191,694	\$1,211,623	1.7%	42.3%
<b>Staffing</b>				
Funded Career Positions	9.16	9.00	-1.7%	50.0%
Funded Workyears	9.16	9.00	-1.7%	50.0%
<b>Combined Department Total Budget</b>				
Expenditures	\$2,748,402	\$2,863,395	4.2%	100.0%
<b>Staffing</b>				
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 FY23 PROPOSED BUDGET

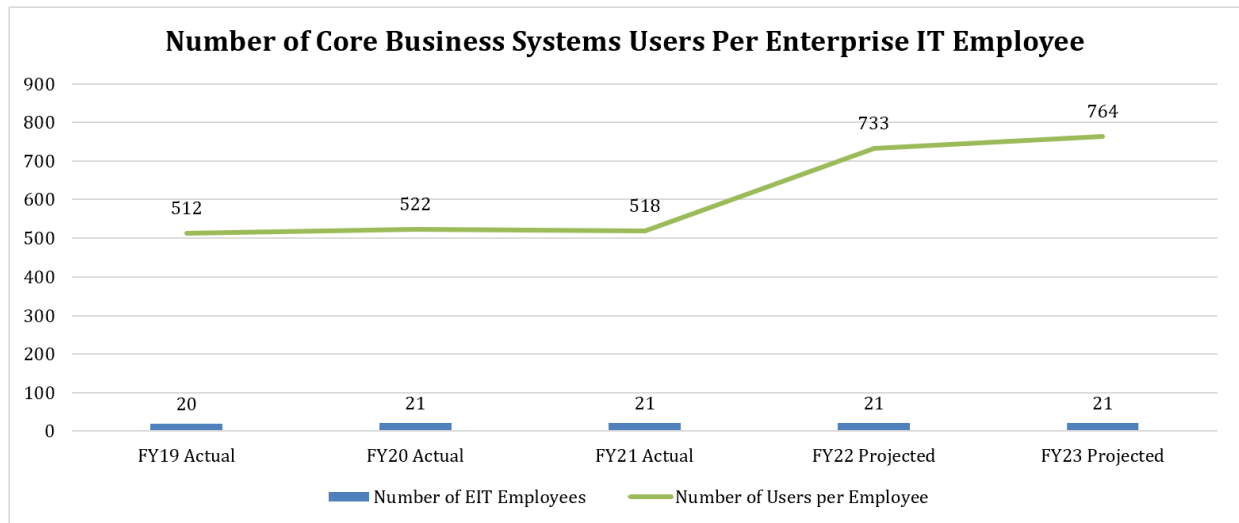
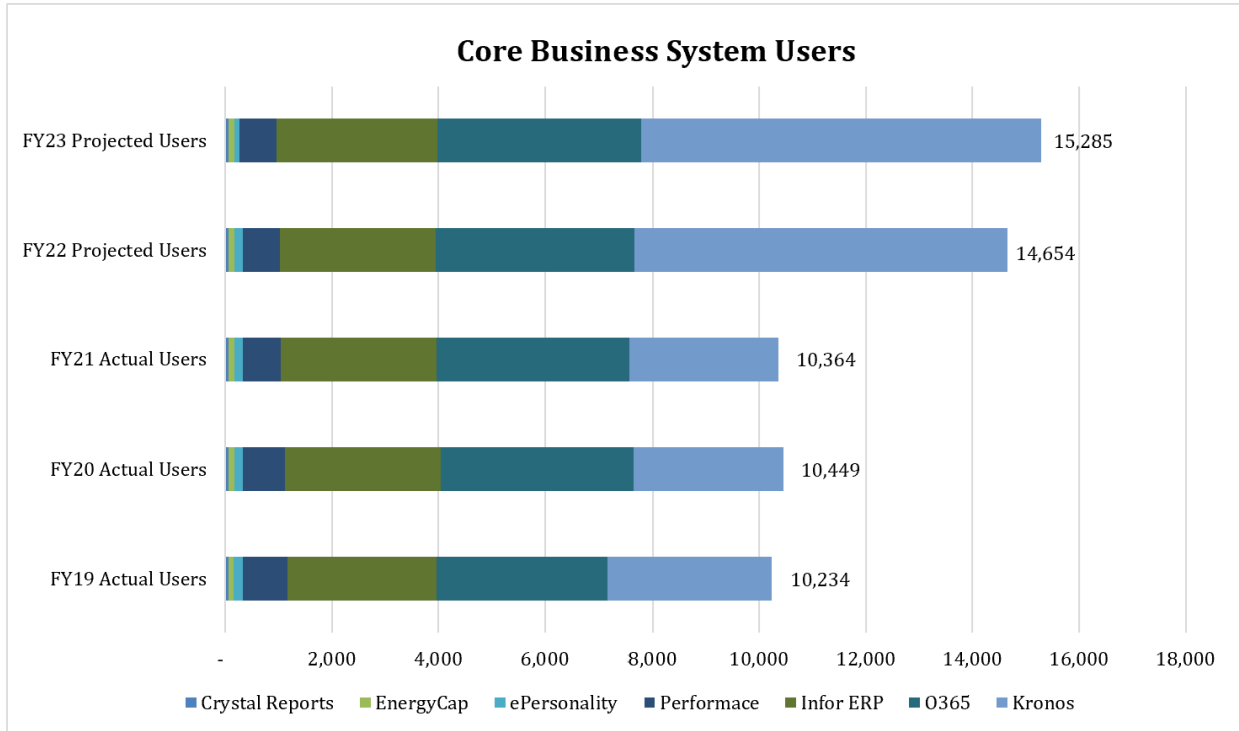
The FY23 proposed budget for is \$2,863,395, representing a \$114,993 (4.2%) increase from FY22 adopted levels.

Compensation, retirement, and benefit costs are projected to increase in FY23, but software and hardware maintenance contracts costs are the main driver of the overall increase. Chargebacks have also increased to meet these increases.

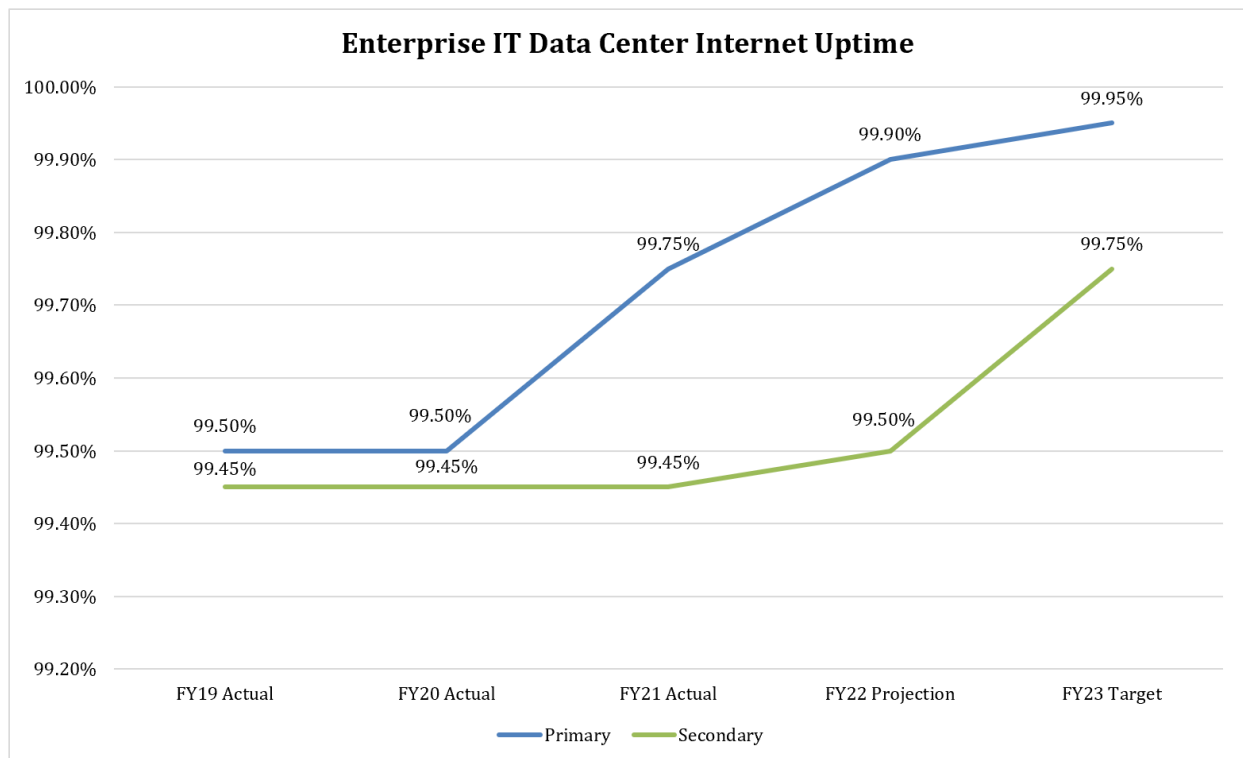
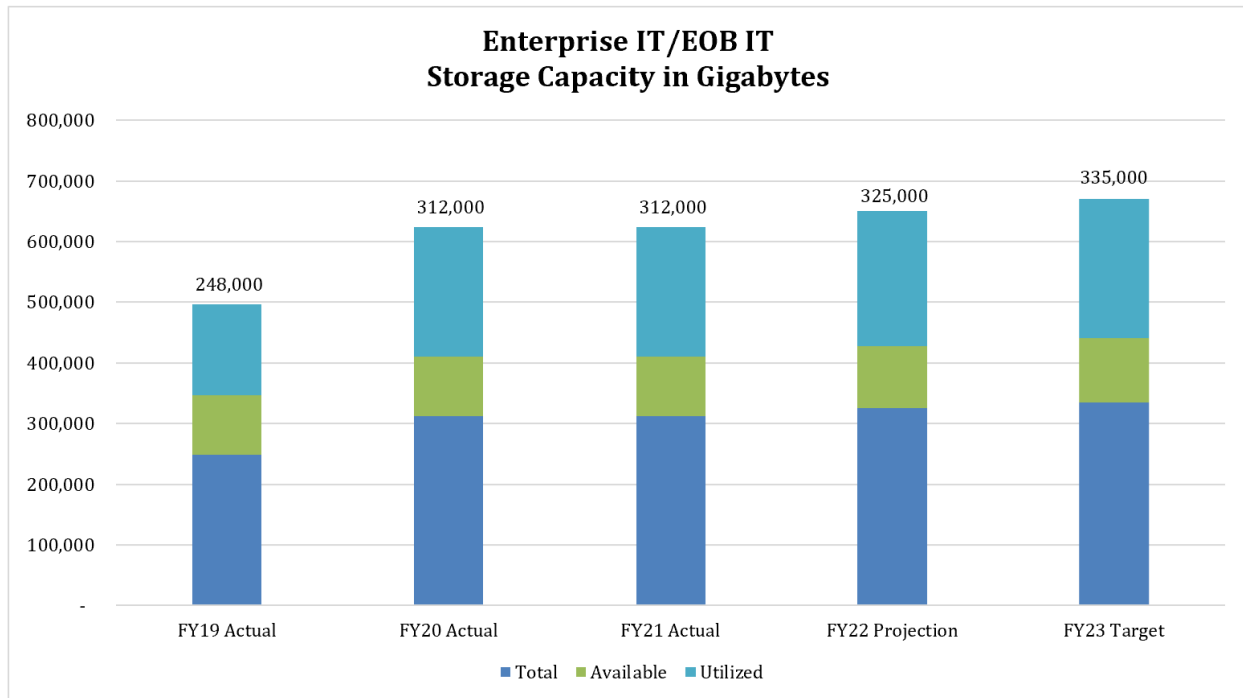


# Central Administrative Services Corporate IT

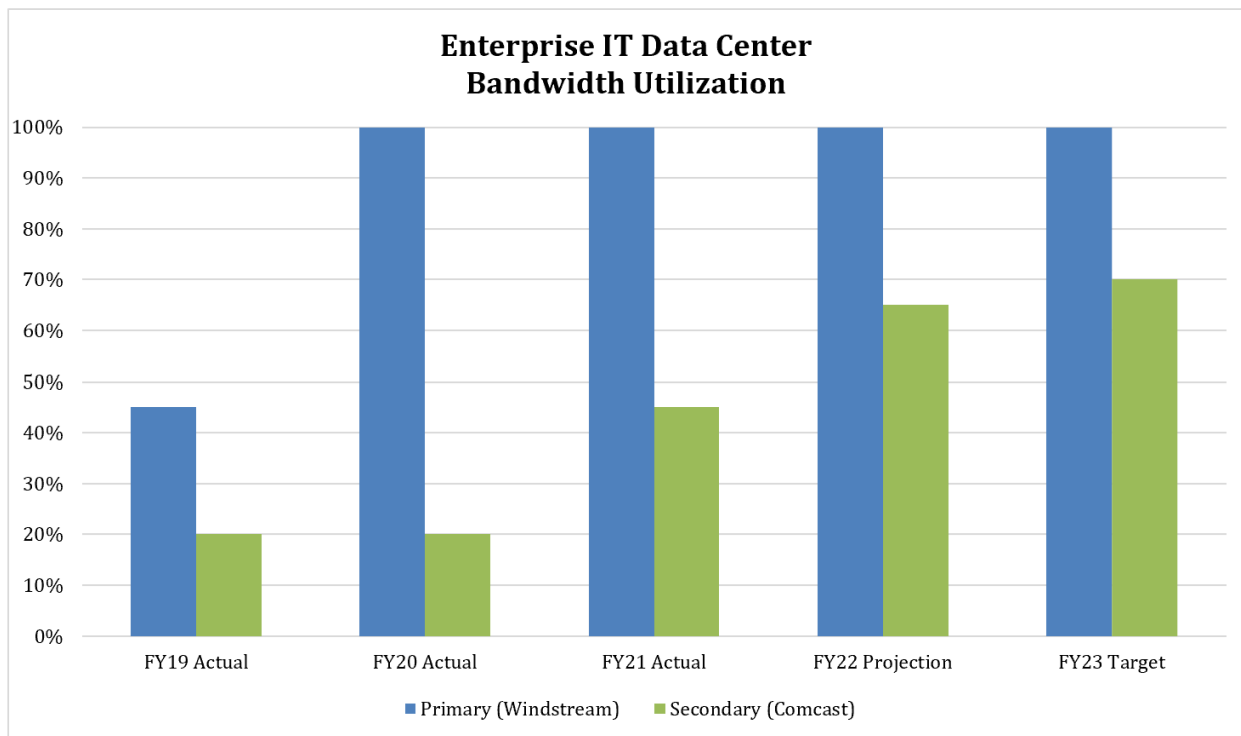
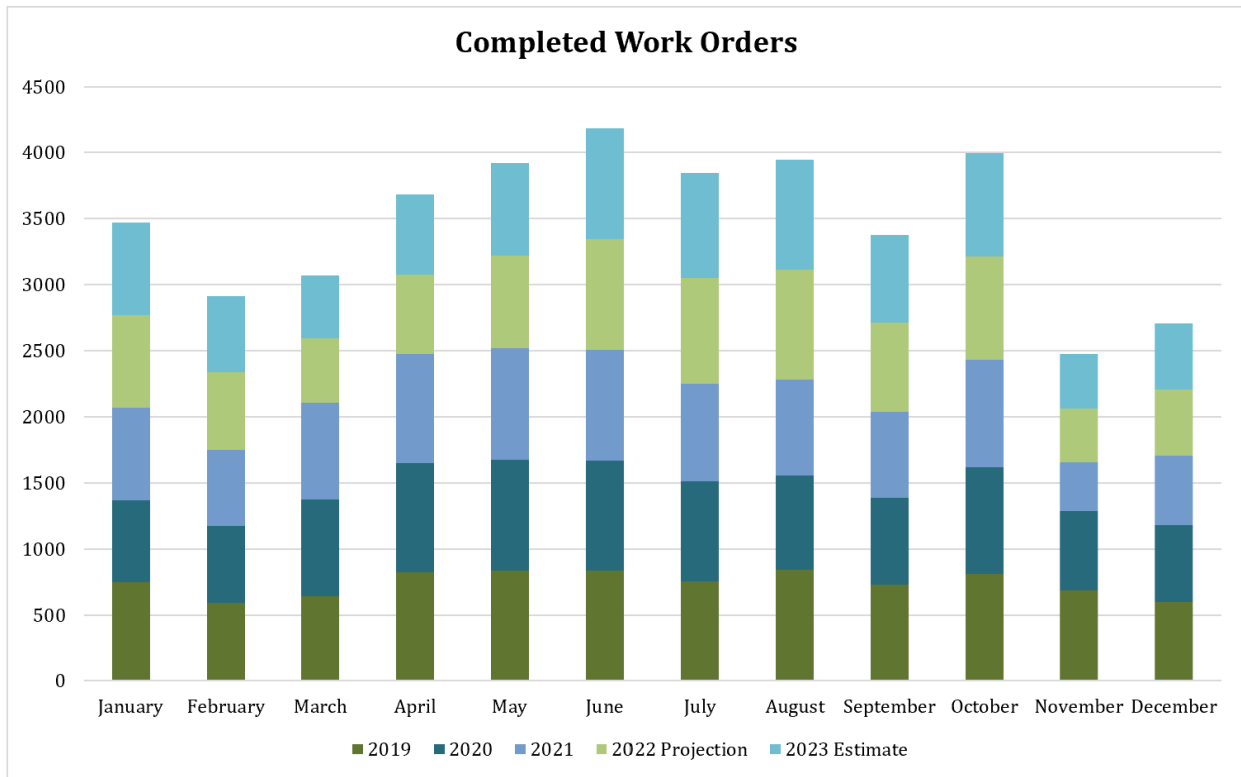
## GOALS AND PERFORMANCE MEASURES



# Central Administrative Services Corporate IT



# Central Administrative Services Corporate IT



# Central Administrative Services CAS Support Services

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## 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.

## FY22 ACCOMPLISHMENTS

- Improved cost containment and reduced expenditures through managing shared resources across all offices within Central Administrative Services.

## FY23 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

	<b>FY22 <u>Adjusted</u> <u>Adopted</u></b>	<b>FY23 <u>Proposed</u></b>	<b>% <u>Change</u></b>	<b>% <u>Allocated</u> *</b>
<b><i>Montgomery County Budget</i></b>				
Expenditures	\$634,336	\$690,219	8.8%	44.1%
<b><i>Prince George's County Budget</i></b>				
Expenditures	\$792,514	\$874,807	10.4%	55.9%
<b><i>Combined Department Total Budget</i></b>				
Expenditures	\$1,426,850	\$1,565,026	9.7%	100.0%

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





# Central Administrative Services

## CAS Support Services

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### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The total FY23 proposed budget is \$1,565,026, which reflects an increase of 9.7% (\$138,176) over the FY22 adopted budget levels.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY23 budget funding allocation between the counties. The allocations will shift by 0.5% from FY22 with 44.1% to Montgomery County and 55.9% 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 (79% or \$1,231,126) is occupancy, which has increased 4% compared to FY22 levels due to:

- **Tenant Changes:** Prince George's Parks and Recreation Information Technology and Communications Division was initially scheduled to vacate the Executive Office Building (EOB) during FY21. However, they are now scheduled to vacate during FY22 at which time CAS departments and units will take over the vacated space, which is reflected as an increase in occupancy cost for FY23.
- **COVID-19 Response:** Continued 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.
- **Maintain Rent Escalation:** The EOB is proposing maintaining the 4% rent escalation in order to address the steady increase of operating costs.



# Central Administrative Services Merit System Board

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## 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.

## FY22 ACCOMPLISHMENTS

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

## FY23 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

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b>Montgomery County Budget</b>				
Expenditures	\$82,274	\$83,888	2.0%	50.0%
<b>Staffing</b>				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<b>Prince George's County Budget</b>				
Expenditures	\$82,274	\$83,888	2.0%	50.0%
<b>Staffing</b>				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<b>Combined Department Total Budget</b>				
Expenditures	\$164,548	\$167,776	2.0%	100.0%
<b>Staffing</b>				
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 FY23 PROPOSED BUDGET

The FY23 Merit System Board Budget is proposed at \$167,776, which reflects an increase of 2.0% (\$3,228) from FY22 levels. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY23. Projected expenditures vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may need to request supplemental funding. Major components of the budget are listed below:

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

**Supplies and Materials:** This category supports the operations of the Board and remains flat compared to FY22.

**Other Services and Charges:** This category is for outside legal counsel and transcription services and is projected to increase by 17.0 % (\$4,690) compared to FY22.



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
<b>Department of Human Resources and Management</b>					
<b>Montgomery County</b>					
Personnel Services	2,125,641	2,452,998	2,485,159	2,676,529	7.7%
Supplies and Materials	7,229	29,244	29,244	29,474	0.8%
Other Services and Charges	344,586	361,528	361,528	393,975	9.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(203,351)	(296,999)	(296,999)	(310,038)	4.4%
<b>Total</b>	<u>2,274,105</u>	<u>2,546,771</u>	<u>2,578,932</u>	<u>2,789,940</u>	<u>8.2%</u>
<b>Prince George's County</b>					
Personnel Services	2,984,072	3,544,551	3,591,032	3,998,109	11.3%
Supplies and Materials	10,148	42,257	42,257	44,027	4.2%
Other Services and Charges	465,180	495,169	495,169	539,249	8.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(484,540)	(743,583)	(743,583)	(751,168)	1.0%
<b>Total</b>	<u>2,974,860</u>	<u>3,338,394</u>	<u>3,384,875</u>	<u>3,830,217</u>	<u>13.2%</u>
<b>Combined Total</b>					
Personnel Services	5,109,713	5,997,549	6,076,191	6,674,638	9.8%
Supplies and Materials	17,377	71,501	71,501	73,501	2.8%
Other Services and Charges	809,766	856,697	856,697	933,224	8.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(687,891)	(1,040,582)	(1,040,582)	(1,061,206)	2.0%
<b>Total</b>	<u>5,248,965</u>	<u>5,885,165</u>	<u>5,963,807</u>	<u>6,620,157</u>	<u>11.0%</u>
<b>Department of Finance</b>					
<b>Montgomery County</b>					
Personnel Services	2,260,360	2,604,873	2,638,010	2,686,736	1.8%
Supplies and Materials	18,740	25,894	25,894	25,894	0.0%
Other Services and Charges	300,727	244,643	244,643	273,404	11.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(481,000)	(515,233)	(515,233)	(521,000)	1.1%
<b>Total</b>	<u>2,098,827</u>	<u>2,360,177</u>	<u>2,393,314</u>	<u>2,465,034</u>	<u>3.0%</u>
<b>Prince George's County</b>					
Personnel Services	3,083,268	3,476,456	3,520,756	3,605,546	2.4%
Supplies and Materials	25,562	34,606	34,606	34,606	0.0%
Other Services and Charges	387,098	304,643	304,643	330,590	8.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(867,300)	(911,262)	(911,262)	(932,600)	2.3%
<b>Total</b>	<u>2,628,628</u>	<u>2,904,443</u>	<u>2,948,743</u>	<u>3,038,142</u>	<u>3.0%</u>
<b>Combined Total</b>					
Personnel Services	5,343,628	6,081,329	6,158,766	6,292,282	2.2%
Supplies and Materials	44,302	60,500	60,500	60,500	0.0%
Other Services and Charges	687,825	549,286	549,286	603,994	10.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,348,300)	(1,426,495)	(1,426,495)	(1,453,600)	1.9%
<b>Total</b>	<u>4,727,455</u>	<u>5,264,620</u>	<u>5,342,057</u>	<u>5,503,176</u>	<u>3.0%</u>



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
<b>Legal Department</b>					
<b>Montgomery County</b>					
Personnel Services	1,892,900	2,051,794	2,076,704	2,372,533	14.2%
Supplies and Materials	7,145	16,873	16,873	16,873	0.0%
Other Services and Charges	250,404	196,907	196,907	233,270	18.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(660,119)	(678,959)	(678,959)	(974,426)	43.5%
<b>Total</b>	<b>1,490,330</b>	<b>1,586,615</b>	<b>1,611,525</b>	<b>1,648,250</b>	<b>2.3%</b>
<b>Prince George's County</b>					
Personnel Services	1,856,948	2,011,161	2,035,583	2,196,012	7.9%
Supplies and Materials	6,838	16,147	16,147	16,147	0.0%
Other Services and Charges	238,711	193,007	193,007	226,274	17.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(834,674)	(858,752)	(858,752)	(924,885)	7.7%
<b>Total</b>	<b>1,267,823</b>	<b>1,361,563</b>	<b>1,385,985</b>	<b>1,513,548</b>	<b>9.2%</b>
<b>Combined Total</b>					
Personnel Services	3,749,848	4,062,955	4,112,287	4,568,545	11.1%
Supplies and Materials	13,983	33,020	33,020	33,020	0.0%
Other Services and Charges	489,115	389,914	389,914	459,544	17.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,494,793)	(1,537,711)	(1,537,711)	(1,899,311)	23.5%
<b>Total</b>	<b>2,758,153</b>	<b>2,948,178</b>	<b>2,997,510</b>	<b>3,161,798</b>	<b>5.5%</b>
<b>Merit System Board</b>					
<b>Montgomery County</b>					
Personnel Services	61,086	66,376	67,569	66,838	-1.1%
Supplies and Materials	-	900	900	900	0.0%
Other Services and Charges	10,496	13,805	13,805	16,150	17.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>71,582</b>	<b>81,081</b>	<b>82,274</b>	<b>83,888</b>	<b>2.0%</b>
<b>Prince George's County</b>					
Personnel Services	61,086	66,376	67,569	66,838	-1.1%
Supplies and Materials	-	900	900	900	0.0%
Other Services and Charges	10,496	13,805	13,805	16,150	17.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>71,582</b>	<b>81,081</b>	<b>82,274</b>	<b>83,888</b>	<b>2.0%</b>
<b>Combined Total</b>					
Personnel Services	122,172	132,752	135,138	133,676	-1.1%
Supplies and Materials	-	1,800	1,800	1,800	0.0%
Other Services and Charges	20,992	27,610	27,610	32,300	17.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>143,164</b>	<b>162,162</b>	<b>164,548</b>	<b>167,776</b>	<b>2.0%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	%Change
<b>Office of the Inspector General</b>					
<b>Montgomery County</b>					
Personnel Services	301,224	348,542	352,439	401,970	14.1%
Supplies and Materials	955	2,654	2,654	2,597	-2.1%
Other Services and Charges	12,862	16,150	16,150	59,414	267.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<u>315,041</u>	<u>367,346</u>	<u>371,243</u>	<u>463,981</u>	<u>25.0%</u>
<b>Prince George's County</b>					
Personnel Services	495,665	487,281	492,707	730,461	48.3%
Supplies and Materials	1,570	3,695	3,695	3,752	1.5%
Other Services and Charges	18,088	19,592	19,592	81,528	316.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(143,289)	(145,850)	(145,850)	(149,686)	2.6%
<b>Total</b>	<u>372,034</u>	<u>364,718</u>	<u>370,144</u>	<u>666,055</u>	<u>79.9%</u>
<b>Combined Total</b>					
Personnel Services	796,889	835,823	845,146	1,132,431	34.0%
Supplies and Materials	2,525	6,349	6,349	6,349	0.0%
Other Services and Charges	30,950	35,742	35,742	140,942	294.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(143,289)	(145,850)	(145,850)	(149,686)	2.6%
<b>Total</b>	<u>687,075</u>	<u>732,064</u>	<u>741,387</u>	<u>1,130,036</u>	<u>52.4%</u>
<b>Corporate IT</b>					
<b>Montgomery County</b>					
Personnel Services	1,164,554	1,311,358	1,326,654	1,350,780	1.8%
Supplies and Materials	128,529	49,986	49,986	55,300	10.6%
Other Services and Charges	998,001	743,411	743,411	840,030	13.0%
Capital Outlay	30,813	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(722,505)	(563,343)	(563,343)	(594,338)	5.5%
<b>Total</b>	<u>1,599,392</u>	<u>1,541,412</u>	<u>1,556,708</u>	<u>1,651,772</u>	<u>6.1%</u>
<b>Prince George's County</b>					
Personnel Services	1,207,241	1,332,510	1,348,047	1,350,780	0.2%
Supplies and Materials	133,237	57,939	57,939	55,300	-4.6%
Other Services and Charges	1,025,045	750,260	750,260	836,399	11.5%
Capital Outlay	31,943	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,265,172)	(964,552)	(964,552)	(1,030,856)	6.9%
<b>Total</b>	<u>1,132,294</u>	<u>1,176,157</u>	<u>1,191,694</u>	<u>1,211,623</u>	<u>1.7%</u>
<b>Combined Total</b>					
Personnel Services	2,371,795	2,643,868	2,674,701	2,701,560	1.0%
Supplies and Materials	261,766	107,925	107,925	110,600	2.5%
Other Services and Charges	2,023,046	1,493,671	1,493,671	1,676,429	12.2%
Capital Outlay	62,756	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,987,677)	(1,527,895)	(1,527,895)	(1,625,194)	6.4%
<b>Total</b>	<u>2,731,686</u>	<u>2,717,569</u>	<u>2,748,402</u>	<u>2,863,395</u>	<u>4.2%</u>



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
<b>CAS Support Services</b>					
<b>Montgomery County</b>					
Personnel Services	1,966	4,440	4,440	4,400	-0.9%
Supplies and Materials	6,052	15,540	15,540	15,400	-0.9%
Other Services and Charges	593,642	614,356	614,356	670,419	9.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>601,660</b>	<b>634,336</b>	<b>634,336</b>	<b>690,219</b>	<b>8.8%</b>
<b>Prince George's County</b>					
Personnel Services	2,462	5,560	5,560	5,600	0.7%
Supplies and Materials	7,579	19,460	19,460	19,600	0.7%
Other Services and Charges	741,668	767,494	767,494	849,607	10.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>751,709</b>	<b>792,514</b>	<b>792,514</b>	<b>874,807</b>	<b>10.4%</b>
<b>Combined Total</b>					
Personnel Services	4,428	10,000	10,000	10,000	0.0%
Supplies and Materials	13,631	35,000	35,000	35,000	0.0%
Other Services and Charges	1,335,310	1,381,850	1,381,850	1,520,026	10.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,353,369</b>	<b>1,426,850</b>	<b>1,426,850</b>	<b>1,565,026</b>	<b>9.7%</b>
<b>COMBINED SUMMARY FOR CAS DEPARTMENTS</b>					
<b>Montgomery County</b>					
Personnel Services	7,807,731	8,840,381	8,950,975	9,559,786	6.8%
Supplies and Materials	168,650	141,091	141,091	146,438	3.8%
Other Services and Charges	2,510,718	2,190,800	2,190,800	2,486,662	13.5%
Capital Outlay	30,813	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,066,975)	(2,054,534)	(2,054,534)	(2,399,802)	16.8%
<b>Total</b>	<b>8,450,937</b>	<b>9,117,738</b>	<b>9,228,332</b>	<b>9,793,084</b>	<b>6.1%</b>
<b>Prince George's County</b>					
Personnel Services	9,690,742	10,923,895	11,061,254	11,953,346	8.1%
Supplies and Materials	184,934	175,004	175,004	174,332	-0.4%
Other Services and Charges	2,886,286	2,543,970	2,543,970	2,879,797	13.2%
Capital Outlay	31,943	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,594,975)	(3,623,999)	(3,623,999)	(3,789,195)	4.6%
<b>Total</b>	<b>9,198,930</b>	<b>10,018,870</b>	<b>10,156,229</b>	<b>11,218,280</b>	<b>10.5%</b>
<b>Combined Total</b>					
Personnel Services	17,498,473	19,764,276	20,012,229	21,513,132	7.5%
Supplies and Materials	353,584	316,095	316,095	320,770	1.5%
Other Services and Charges	5,397,004	4,734,770	4,734,770	5,366,459	13.3%
Capital Outlay	62,756	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(5,661,950)	(5,678,533)	(5,678,533)	(6,188,997)	9.0%
<b>Total</b>	<b>17,649,867</b>	<b>19,136,608</b>	<b>19,384,561</b>	<b>21,011,364</b>	<b>8.4%</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>DEPARTMENT OF HMN. RES. &amp; MGMT.</b>						
<i>Montgomery County</i>						
Full-Time Career	16.99	16.64	17.42	17.07	17.64	17.44
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
<b>Career Total</b>	<b>17.49</b>	<b>16.89</b>	<b>17.92</b>	<b>17.32</b>	<b>18.14</b>	<b>17.69</b>
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>18.49</b>	<b>16.64</b>	<b>18.92</b>	<b>17.07</b>	<b>19.14</b>	<b>17.44</b>
<i>Prince George's County</i>						
Full-Time Career	23.01	22.86	23.58	23.43	26.36	26.06
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
<b>Career Total</b>	<b>23.51</b>	<b>23.11</b>	<b>24.08</b>	<b>23.68</b>	<b>26.86</b>	<b>26.31</b>
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>24.51</b>	<b>23.36</b>	<b>25.08</b>	<b>23.93</b>	<b>27.86</b>	<b>26.56</b>
<b>TOTAL</b>						
Full-Time Career	40.00	39.50	41.00	40.50	44.00	43.50
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
<b>Career Total</b>	<b>41.00</b>	<b>40.00</b>	<b>42.00</b>	<b>41.00</b>	<b>45.00</b>	<b>44.00</b>
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		-		-
Less Lapse		(2.00)		(2.00)		(2.00)
<b>Total Dept of Hmn. Res. &amp; Mgmt.</b>	<b>43.00</b>	<b>40.00</b>	<b>44.00</b>	<b>41.00</b>	<b>47.00</b>	<b>44.00</b>
<b>DEPARTMENT OF FINANCE</b>						
<i>Montgomery County</i>						
Full-Time Career	20.47	20.02	19.57	19.26	19.57	19.22
Part-Time Career	0.45	-	0.43	-	0.43	-
<b>Career Total</b>	<b>20.92</b>	<b>20.02</b>	<b>20.00</b>	<b>19.26</b>	<b>20.00</b>	<b>19.22</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
<b>Subtotal Department of Finance</b>	<b>20.92</b>	<b>20.02</b>	<b>20.00</b>	<b>19.26</b>	<b>20.00</b>	<b>19.22</b>
<i>Prince George's County</i>						
Full-Time Career	25.53	24.98	26.43	25.74	26.43	25.79
Part-Time Career	0.55	-	0.57	-	0.57	-
<b>Career Total</b>	<b>26.08</b>	<b>24.98</b>	<b>27.00</b>	<b>25.74</b>	<b>27.00</b>	<b>25.79</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
<b>Subtotal Department of Finance</b>	<b>26.08</b>	<b>24.98</b>	<b>27.00</b>	<b>25.74</b>	<b>27.00</b>	<b>25.79</b>
<b>TOTAL</b>						
Full-Time Career	46.00	45.00	46.00	45.00	46.00	45.01
Part-Time Career	1.00	-	1.00	-	1.00	-
<b>Career Total</b>	<b>47.00</b>	<b>45.00</b>	<b>47.00</b>	<b>45.00</b>	<b>47.00</b>	<b>45.01</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
<b>Total Department of Finance</b>	<b>47.00</b>	<b>45.00</b>	<b>47.00</b>	<b>45.00</b>	<b>47.00</b>	<b>45.01</b>





# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>LEGAL DEPARTMENT</b>						
<i>Montgomery County</i>						
Full-Time Career	13.00	13.00	13.00	13.00	14.00	14.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Legal Department</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>
<i>Prince George's County</i>						
Full-Time Career	12.00	12.00	12.00	12.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Legal Department</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>
<b>TOTAL</b>						
Full-Time Career	25.00	25.00	25.00	25.00	27.00	27.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>27.00</b>	<b>27.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Total Legal Department</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>27.00</b>	<b>27.00</b>
<b>MERIT SYSTEM BOARD</b>						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>	<b>0.50</b>	<b>0.25</b>
<b>TOTAL</b>						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Total Merit System Board</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>	<b>0.50</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>OFFICE OF THE INSPECTOR GENERAL</b>						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		-		-		-
<b>Subtotal Inspector General</b>	<b>2.00</b>	<b>2.20</b>	<b>2.00</b>	<b>2.20</b>	<b>3.00</b>	<b>3.20</b>
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		-		-		-
<b>Subtotal Inspector General</b>	<b>3.00</b>	<b>3.30</b>	<b>3.00</b>	<b>3.30</b>	<b>4.00</b>	<b>4.30</b>
<b>TOTAL</b>						
Full-Time Career	5.00	5.00	5.00	5.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>7.00</b>	<b>7.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		-		-		-
<b>Total Inspector General</b>	<b>5.00</b>	<b>5.50</b>	<b>5.00</b>	<b>5.50</b>	<b>7.00</b>	<b>7.50</b>
<b>CORPORATE IT</b>						
<i>Montgomery County</i>						
Full-Time Career	8.84	8.84	8.84	8.84	9.00	9.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>8.84</b>	<b>8.84</b>	<b>8.84</b>	<b>8.84</b>	<b>9.00</b>	<b>9.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
<b>Subtotal Corporate IT</b>	<b>8.84</b>	<b>8.84</b>	<b>8.84</b>	<b>8.84</b>	<b>9.00</b>	<b>9.00</b>
<i>Prince George's County</i>						
Full-Time Career	9.16	9.16	9.16	9.16	9.00	9.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>9.16</b>	<b>9.16</b>	<b>9.16</b>	<b>9.16</b>	<b>9.00</b>	<b>9.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
<b>Subtotal Corporate IT</b>	<b>9.16</b>	<b>9.16</b>	<b>9.16</b>	<b>9.16</b>	<b>9.00</b>	<b>9.00</b>
<b>TOTAL</b>						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
<b>Total Corporate IT</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 21		FY 22		FY 23	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>TOTAL CENTRAL ADMINSTRATIVE SERVICES</b>						
<i>Montgomery County</i>						
Full-Time Career	61.80	60.75	61.33	60.42	63.71	62.91
Part-Time Career	0.95	0.25	0.93	0.25	0.93	0.25
<b>Career Total</b>	<b>62.75</b>	<b>61.00</b>	<b>62.26</b>	<b>60.67</b>	<b>64.64</b>	<b>63.16</b>
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)
<b>Subtotal CAS</b>	<b>63.75</b>	<b>60.95</b>	<b>63.26</b>	<b>60.62</b>	<b>65.64</b>	<b>63.11</b>
<i>Prince George's County</i>						
Full-Time Career	73.20	72.25	74.67	73.58	79.29	78.10
Part-Time Career	1.05	0.25	1.07	0.25	1.07	0.25
<b>Career Total</b>	<b>74.25</b>	<b>72.50</b>	<b>75.74</b>	<b>73.83</b>	<b>80.36</b>	<b>78.35</b>
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)
<b>Subtotal CAS</b>	<b>75.25</b>	<b>73.05</b>	<b>76.74</b>	<b>74.38</b>	<b>81.36</b>	<b>78.90</b>
<b>TOTAL</b>						
Full-Time Career	135.00	133.00	136.00	134.00	143.00	141.01
Part-Time Career	2.00	0.50	2.00	0.50	2.00	0.50
<b>Career Total</b>	<b>137.00</b>	<b>133.50</b>	<b>138.00</b>	<b>134.50</b>	<b>145.00</b>	<b>141.51</b>
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)
<b>Total CAS</b>	<b>139.00</b>	<b>134.00</b>	<b>140.00</b>	<b>135.00</b>	<b>147.00</b>	<b>142.01</b>



# 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 or units:

- 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	FY22	FY23	%
	<u>Adjusted</u> <u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
OPEB Prefunding	\$ 580,706	\$ 799,026	37.6%
OPEB PayGo	1,065,875	1,060,470	-0.5%
Marker for Changes to Employee Comp.	223,130	1,108,199	396.7%
Marker for Possible Reclassifications	256,144	655,310	155.8%
Marker for Minimum Wage Impact for Seasonal	-	8,369	-
Other Personnel	573	3,400	493.4%
Transfer to Park Fund	225,000	-	-100.0%
Transfer to Special Revenue Fund	500,000	500,000	0.0%
Operating Expenditure Reserve @ 5%	1,026,100	1,123,800	9.5%
<b>Total Expenditures</b>	<b>\$ 3,877,528</b>	<b>\$ 5,258,574</b>	<b>35.6%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo increased by \$212,915 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$1,771,878 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;
  - 3) A marker for minimum wage impact for seasonal.



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**Planning Department**  
**(Administration Fund)**

**MONTGOMERY COUNTY PLANNING DEPARTMENT**

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# Montgomery County Planning Department

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## 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

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- Offer holistic, well-researched recommendations for plans and regulations that are objective 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 and equity 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) Division. 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

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## MASTER PLANNING

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

## ACCOMPLISHMENTS FOR FY21 (FROM JULY 2020 THROUGH JUNE 2021)

Plans Approved by the Council (Sectional Map Amendment Complete)

1. Forest Glen/Montgomery Hills Sector Plan (Downcounty Planning)
2. Germantown Plan for Town Sector Zone (Upcounty Planning)

Plans Underway in FY21

- Shady Grove Sector Plan - Minor Master Plan Amendment (Mid-County Planning)
- Ashton Village Center Sector Plan (Upcounty Planning)
- Thrive Montgomery 2050 General Plan Update
- Rustic Roads Functional Master Plan Update (Upcounty Planning)
- Pedestrian Master Plan (Countywide Planning & Policy)
- Silver Spring Downtown and Adjacent Communities Sector Plan (Downcounty Planning)
- Corridor Forward: The I-270 Transit Plan (Mid-County Planning/Countywide Planning & Policy)
- Fairland and Briggs Chaney Master Plan (Upcounty Planning)
- Takoma Park Minor Master Plan Amendment (Downcounty Planning)
- Great Seneca Science Corridor Plan Amendment Phase I (Mid-County Planning)

Studies/Initiatives/Guidelines Completed in FY21

1. Bethesda Downtown Plan Annual Monitoring Report #4 (Downcounty Planning)
2. Growth and Infrastructure Policy (Countywide Planning & Policy)
3. Preserving Community Value of Ethnically Diverse Retail Centers (Research & Strategic Projects)
4. Advancing the Pike District Development Trends, Infrastructure Update and Short-Term Solutions Report (Mid-County Planning)

Studies/Initiatives Underway in FY21

- Advancing the Pike District (Mid-County Planning)
- Predictive Safety Analysis (Countywide Planning & Policy)
- Attainable Housing Strategies Initiative (Countywide Planning & Policy)
- Street and County-owned Facilities Renaming Effort (Countywide Planning & Policy)
- Urban Loading and Delivery Management Study (Downcounty Planning)
- Equity Opportunity Index (Research & Strategic Projects)

Mandatory Referrals Completed in FY21

1. MD 355 Clarksburg Shared Use Path (Countywide Planning & Policy)
2. Dale Drive Pedestrian Facility (Countywide Planning & Policy)
3. MacArthur Blvd Bikeway Improvements (Countywide Planning & Policy)
4. Cameron Street to Planning Place Bikeway (Countywide Planning & Policy)
5. Boyds Transit Improvements (Countywide Planning & Policy)
6. Good Hope Road Shared Use Path (Countywide Planning & Policy)
7. Replacement of Bridge No. M-0-352 (Countywide Planning & Policy)



## Montgomery County Planning Department

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8. New Avenue Bikeway Section A MD 650 (Countywide Planning & Policy)
9. Grosvenor Improvements (Countywide Planning & Policy)
10. Dennis Avenue Bridge Replacement (Countywide Planning & Policy)
11. Bethesda Chevy Chase High School [Administrative] (Downcounty Planning)
12. HOC HQ (Downcounty Planning)
13. HOC HQ [Administrative] (Downcounty Planning)
14. South Lake Elementary School (Mid-County Planning)
15. Beach Drive Water Main Replacement (Mid-County Planning)
16. WMATA Glenmont Tower (Mid-County Planning)
17. Woodward High School Reopening (Mid-County Planning)
18. South Lake Elementary School (Mid-County Planning)
19. Flower Hill Elementary School (Mid-County Planning)
20. WMATA Shady Grove Tower (Mid-County Planning)
21. Northwood High School (Mid-County Planning)
22. Halpine View Property Disposition (Mid-County Planning)
23. Burnt Mills Elementary School (Mid-County Planning)
24. 11600 Nebel Street Acquisition (Mid-County Planning)
25. Gude Landfill Remediation Design (Upcounty Planning)
26. Female Facility Upgrade at Fire Station #30 (Upcounty Planning)
27. DuFief Elementary School (Upcounty Planning)
28. Parcel 874 Hawkins Creamery Road (Disposition) (Upcounty Planning)
29. Norbeck Substation (Upcounty Planning)
30. Clarksburg Elementary School #9 (Upcounty Planning)
31. Germantown Elementary School-Canopy (Upcounty Planning)
32. Pepco Brighton Substation Facility (Upcounty Planning)
33. Spring Gardens WWPS Site Selection [Administrative] (Upcounty Planning)



# Montgomery County Planning Department

## GOALS AND PERFORMANCE MEASURES – MASTER PLANNING

<b>Goal</b> 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.				
<b>Objective</b>				
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).				
<b>Program Indicators</b>	<b>FY21 Actuals</b>	<b>FY22 Estimated</b>	<b>FY23 Proposed</b>	
# of Master Plans approved by Council (Commission Adoption/ SMA Completed)	2	6	3	
Downcounty Planning	1	-	1	
Mid-County Planning	-	2	-	
Upcounty Planning	1	1	1	
Countywide Planning & Policy	-	1	1	
Mid-County Planning/Countywide Planning	-	1	-	
All Divisions	-	1	-	
# of Master Plans Underway	10	9	8	
Downcounty Planning	2	2	3	
Mid-County Planning	2	2	2	
Upcounty Planning	3	3	2	
Countywide Planning	1	2	1	
Mid-County Planning/Countywide Planning	1	-	-	
All Divisions	1	-	-	
# of Studies/Initiatives/Guidelines Completed	4	5	5	
Downcounty Planning	1	-	-	
Mid-County Planning	1	-	1	
Countywide Planning	1	5	3	
Research & Strategic Projects	1	-	1	
# of Studies/Initiatives/Guidelines Underway	6	3	2	
Downcounty Planning	1	-	-	
Mid-County Planning	1	1	1	
Countywide Planning	3	1	-	
Research & Strategic Projects	1	1	1	
<b>Objective</b>				
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.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY21 Actuals</b>	<b>FY22 Estimated</b>	<b>FY23 Proposed</b>
Mandatory referrals completed within the 60-day review period				
% Completed	100%	75%	90%	90%
# Received		30	30	30
# Completed		33*	27	27
*FY21 Actuals – Some of the referrals completed were received in the prior year.				



# Montgomery County Planning Department

## REGULATORY PLANNING

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

The Planning Department provides:

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

### ACCOMPLISHMENTS FOR FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- Prepared and received approval from the Montgomery County Council for revisions to the Forest Conservation Law, Chapter 22A of the County code and the Forest Conservation Regulations.
- Prepared and received approval of amendments to the Subdivision Regulations, 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	FY21 Actuals	FY22 Estimated	FY23 Proposed
# applications received and processed (Subdivisions, Project, Sketch, Site Plan, Amendments, Natural Resources Inventory (NRI)/ Forest Stand Delineation (FSD), Forest Conservation Plans (FCPs) and Exemptions, Record Plats)	529	530	535
% regulatory cases decided within 4-6 months after accepted	58	60	60
# Special Exceptions/Conditional Uses Applications Received and Processed in FY (they may or may not be approved)	2	4	6
# of local map amendments and development plans/ amendments received and processed	4	2	2



# Montgomery County Planning Department

Objective				
Complete permit reviews required by Section 24A (HP Ordinance).				
Program Indicator	Target	FY21 Actual	FY22 Estimated	FY23 Proposed
Percent of reviews completed within the required review period Total number of reviews completed in <b>FY20: 801</b> - Historic Area Work Permit (HAWP): <b>295</b> - Locational Atlas/No Material Effect Determinations: <b>111</b> - Tree Removal Waivers: <b>199</b> - Section 106 Reviews: <b>55</b> - Tax Credit Applications: <b>141</b>	100%	100%	100%	100%

**Note:** Increase in overall numbers because we have included additional regulatory reviews that the HP staff conducts.

## 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 FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- Supported the Commission on Redistricting by creating a GIS-based analysis tool that members can use to draw district boundaries.
- Updated QuickFacts publication with 2019 American Community Survey data.
- Completed special study of Mixed-Use Development Trends, which catalogued development patterns in the county and recommended areas of further policy review to enhance mixed use development in the county.
- Completed special study of Retail in Diverse Communities, a study of tools and policies to help preserve and strengthen clusters of retail that provide goods and services heavily catering to minority and ethnic sub-groups.
- Partnered with the Montgomery Coalition for Adult English Literacy (MCAEL) to build an interactive story map on the characteristics of English Language Learners and the availability and utilization of adult literacy services in the county.
- Authored blog posts on a range of topics including the impacts of COVID-19 pandemic on various sectors, the future of the office market, and economic opportunity.
- Implemented a data center solution at the Wheaton HQ that integrates computing, networking, and storage resources to increase efficiency and enables centralized management.
- Strengthened sign-on authentication for secured access to online resources.
- Developed the County Council Redistricting system which is utilized by the project Commissioners and staff. This includes training and managing the effort as it proceeds.
- Implemented visitor management system, access control system, and elevator system at Wheaton HQ to provide secured access to targeted floors in this multi-tenant building, and intrusion, fire, and panic alarms.



## Montgomery County Planning Department

- Upgraded the County’s main GIS portal ‘mcatlas.org’ to include additional map making capabilities, additional data layers, and data mining capabilities. This website is heavily relied upon by county agency staff and the public alike.
- Implemented a state-of-the-art networking technology, “Passive Optical Network” (PON) in our new Wheaton HQ which improved our network with speed and reliability.
- Continued momentum to improve our wide area network with increased bandwidth and redundancy with the County’s FiberNet for high-speed connectivity among facilities and County agencies, productivity, and cost effectiveness.

### GOALS AND PERFORMANCE MEASURES - INFORMATION RESOURCES

<b>Goal To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.</b>				
<b>Objective</b>				
Maintain uninterrupted network services 24/7.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY21 Actuals</b>	<b>FY22 Estimated</b>	<b>FY23 Proposed</b>
% of network uptime	99.9%	99.9%	99.9%	99.9%
<b>Objective</b>				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY21 Actuals</b>	<b>FY22 Estimated</b>	<b>FY23 Proposed</b>
% of trouble tickets resolved on the first call	97.9%	95.9%	97.9%	97.9%
<b>Objective</b>				
Maintain uninterrupted access to enterprise email.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY21 Actuals</b>	<b>FY22 Estimated</b>	<b>FY23 Proposed</b>
% of email uptime	99.8%	99.9%	99.9%	99.9%

<b>Goal To provide the departments and constituents with the tools to model land use in the County.</b>			
<b>Objective</b>			
To continually refine, update and initiate data collection and analysis while ensuring the delivery and integrity of a publicly accessible information technology infrastructure.			
<b>Program Indicators</b>	<b>FY21 Actuals</b>	<b>FY22 Estimated</b>	<b>FY23 Proposed</b>
Number of regulatory project views through our Development Activity Information Center (DAIC).	819,243	786,890	800,000
Number of users accessing GIS in both Montgomery County Parks and Planning Departments.	187	190	195





# Montgomery County Planning Department

**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	FY21 Actuals	FY22 Estimated	FY23 Proposed
Master and functional plans for which the R&SP Division provides demographic, commercial, or housing analysis.	Varies per Council directive	8	7	8

**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	FY21 Actuals	FY22 Estimated	FY23 Proposed
Number of division-initiated research publications, trend sheets, blogposts, and/or policy briefs published.	14	15	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	FY21 Actuals	FY22 Estimated	FY23 Proposed
Information request responses.	Varies per Council	60	80	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 FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- Successfully completed the Thrive Montgomery 2050 Planning Board draft and transmitted to County Council. Promotion of this plan resulted in 85 residents testifying at its public hearing in November 2020.
- Promoted and supported special projects such as the high-profile Attainable Housing Strategies initiative and the Advancing the Pike District project.
- Developed new approaches for outreach while distancing, such as text messaging technology and virtual outreach.



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- Provided Communications support for several plans such as the Silver Spring Downtown and Adjacent Communities Plan, Corridor Forward: I-270 Transit Plan and Fairland and Briggs Chaney Master Plan.
- Updated the Planning Department’s Continuity of Operations Plan (COOP) that incorporated lessons learned during the COVID-19 pandemic.
- Prepared a new Emergency Action Plan (EAP) for the Planning Department floors in the new M-NCPPC Wheaton Headquarters.
- Provided Department-wide safety training on COOP and EAP protocols and safety guidance for all Planning staff in the Wheaton Headquarters.
- Partnered with A Wider Circle to give back to the community by providing canned goods and other food staples at Thanksgiving and with Hearts and Homes for Youth to provide gifts purchased virtually to children during the holiday season.
- Participated in the Commission-wide update of the agency’s Americans with Disabilities Act (ADA) Compliance Plan and supporting training sessions on ADA document compliance.

### GOALS AND PERFORMANCE MEASURES – MANAGEMENT AND ADMINISTRATION

<b>Goal To use the website as an accessible communication tool to reach the stakeholders of the Planning Department.</b>				
<b>Objective</b>				
To continually produce interesting, consistent, and engaging content by promoting planning updates, videos, photos, and montgomeryplanning.org.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY21 Actuals</b>	<b>FY22 Estimated</b>	<b>FY23 Proposed</b>
Total annual number of page views for the Planning Department websites	805,000	884,190	830,000	840,000
Total annual number of page views for the Planning Board websites	205,000	223,401	215,000	220,000
Open rate of eletters*	21%	34%	25%	25%
Click rate of eletters*	8%	15%	10%	10%
Number of views per video per year**	19,000	33,194	35,000	40,000
* 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.				

<b>Goal To implement processes in recruitment and onboarding to positively impact employee morale, turnover rate, and diversification of our staff.</b>				
<b>Objective</b>				
To increase awareness of our recruitment process and to improve the new hire’s onboarding experience.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY21 Actuals</b>	<b>FY22 Estimated</b>	<b>FY23 Proposed</b>
% of hiring managers receive training on the recruitment process	100%	N/A*	100%	100%
<b>Comprehensive Onboarding for New Hires</b>				
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%	100%	100%	100%
* Implementation to begin in FY22. The FY21 hiring freeze/COVID-19 pandemic impacted this effort.				



**Montgomery County  
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<b>Goal To expand the trainings offered by Planning University to provide comprehensive training and employee development programs to Planning staff.</b>				
<b>Objective</b>				
To increase staff efficiency and effectiveness by increasing their knowledge base by offering a well-rounded, comprehensive training program.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY21 Actuals</b>	<b>FY22 Estimated</b>	<b>FY23 Proposed</b>
Provide Comprehensive Training Program - Total Trainings in FY21 = 38				
% Career Development <sup>1</sup> Trainings Offered # trainings in FY21 = 14	40%	37%	45%	40%
% Leadership/Managerial <sup>2</sup> Trainings Offered # trainings in FY21= 5	30%	13%	15%	30%
% Technical <sup>3</sup> Trainings Offered # trainings in FY21 = 5	15%	13%	15%	15%
% Health and Wellness <sup>4</sup> Programs Offered # trainings in FY21 = 14	15%	37%	17%	15%
% of Participants Rating Training as good or great based on survey results	100%	75%*	95%	100%
<sup>1</sup> Career Development Training - includes presentations, communication, negotiation, writing, etc. <sup>2</sup> Leadership/Managerial Training – includes supervisory skills, managing diverse populations, etc. <sup>3</sup> Technical Training – includes Microsoft products, Adobe products, etc. <sup>4</sup> Health and Wellness Training – includes stress management, financial management, etc. *New initiative - started in FY21				



# Montgomery County Planning Department

## SUMMARY OF DEPARTMENT BUDGET

### SUMMARY OF DEPARTMENT BUDGET Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2023

	FY22 Approved Adjusted Budget	FY23 Proposed Budget	%  Change
<b>Planning Department</b>			
Office of The Planning Director	\$1,541,387	\$1,526,362	-1.0%
Management Services	\$1,149,207	\$1,160,147	1.0%
Communications Division	\$1,590,002	\$1,666,049	4.8%
Information Technology & Innovation	\$3,835,767	\$4,046,478	5.5%
Research & Strategic Projects	\$1,060,712	\$1,264,733	19.2%
Countywide Planning & Policy	\$3,111,219	\$3,250,296	4.5%
Downcounty Planning	\$1,492,597	\$1,718,568	15.1%
Mid-County Planning	\$2,038,248	\$2,190,794	7.5%
Upcounty Planning	\$1,928,453	\$2,166,337	12.3%
Intake & Regulatory Coordination	\$1,233,695	\$1,084,282	-12.1%
Support Services	\$2,553,344	\$2,665,038	4.4%
Grants	\$150,000	\$150,000	0.0%
<b>Total Planning Department Operating**</b>	<b>\$21,684,631</b>	<b>\$22,889,084</b>	<b>5.6%</b>
Transfer to the Development Review Special	\$500,000	\$500,000	0.0%
<b>Total Planning Department budget including transfer to DRSRF</b>	<b>\$22,184,631</b>	<b>\$23,389,084</b>	<b>5.4%</b>

**Notes:**

\*\* FY23 Total Planning Department Operating budget does not include compensation marker, OPEB PayGo and OPEB prefunding or the reclassification increase for the Planner series. They are budgeted in the Administration Fund's non-departmental account.

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

### ESSENTIAL NEEDS/NEW INITIATIVES

#### NEW PLANS TO BEGIN IN FY23

One new master plan Friendship Heights Urban Design Study/Sector Plan is being proposed to begin in FY23.

#### Friendship Heights Urban Design Study/Sector Plan

The Friendship Heights Sector Plan will update the 1998 Friendship Heights Sector Plan. Friendship Heights is one of the few cross-jurisdictional urban centers in the county and has been deeply impacted by the many changes in economic and demographic conditions that have taken place over the last 25 years. This update will build on similar concurrent efforts by the DC Office of Planning to reposition this community for the next 25 years.

#### NEW INITIATIVES IN FY23

There are a number of new initiatives, both one-time and on-going, 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.



## Montgomery County Planning Department

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As a reminder, last year four new plans were approved with initial staff planning and coordination to begin in the second half of FY22. Funding for those plans was not requested in last year and is needed in FY23. These plans include 1) Life Sciences/Great Seneca Science Corridor Plan Amendment Phase II, 2) University Boulevard Corridor Plan, 3) Clarksburg Masterplan, and 4) Silver Spring Communities Plan.

### New Initiatives in FY23 – One-Time

1. **Fairland/Briggs Chaney Master Plan Support – (\$25,000) – one-time**

(Request includes \$20,000 to Upcounty Planning and \$5,000 to Support Services\*)

The Fairland and Briggs Chaney Master Plan Amendment is an on-going project. In FY22, \$75,000 was approved for translation services, community engagement assistance, and transportation analysis. In FY23, \$25,000 is needed for additional translation services, a Vision Zero/placemaking study, and a retail and employment market analysis.

2. **Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 Support – (\$100,000) – one-time**

(Request includes \$95,000 to Mid-County Planning and \$5,000 to Support Services\*)

This is a comprehensive amendment to the 2010 Great Seneca Science Corridor Master Plan to address departures and barriers from the 2010 Plan's vision identified through the 2021 Great Seneca Science Corridor Minor Master Plan Amendment, as well as changes to or potential eliminate of staging requirements. The comprehensive amendment will also integrate advancements in policy and practice, based on recommendations from Thrive Montgomery 2050, Corridor Forward, the County Growth 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.

Funding will continue expanded outreach services adopted in response to the pandemic that better enable staff to meet residents and other stakeholders where they are, including in-person and virtual engagement, additional advertising, canvassing, and translation services, and engagement platforms. Additionally, consultant funds will support critical Vision Zero analyses to improve pedestrian and bicycle comfort and access to transit.

3. **Friendship Heights Urban Design Study/Sector Plan Support – (\$100,000) – one-time**

(Request includes \$95,000 to Downcounty Planning and \$5,000 to Support Services\*)

New one-time consulting funding for the Friendship Heights Sector Plan will help meet the unique outreach needs of this small, high-density multi-jurisdictional community and perform essential Vision Zero analyses. Outreach funds will be used to hold events in the parks and urban spaces of Friendship Heights and will be an effective way of spreading the word about the plan and inviting residents and other stakeholders to participate. Beyond these events, funds will allow Staff will continue expanded outreach services adopted in response to the pandemic that meet residents and other stakeholders where they are, including in-person and virtual engagement, additional advertising, canvassing, and translation services as needed, and purchasing online engagement platforms that enable stakeholders to engage in the process around the clock, with geo-tagged comments. Additionally, consultant funds will support critical Vision Zero analysis of this transit- and pedestrian-oriented community at the crossroads of heavily trafficked Wisconsin and Eastern Avenues.



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## 4. **University Boulevard Corridor Plan Support - (\$100,000) - one-time**

(Request includes \$95,000 to Mid-County Planning and \$5,000 to Support Services\*)

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.

As the University Boulevard Corridor Plan will be the first corridor plan that is predominantly residential to follow the adoption of Thrive, funding will go toward assistance to explore the regulations, policies and tools necessary to implement the vision of Thrive, as well as further our goals for vision zero, equity and climate action. It will also assist with continued outreach services adopted in response to the pandemic that better enable staff to meet residents and other stakeholders where they are, including in-person and virtual engagement, additional advertising, canvassing, and translation services, and purchasing engagement platforms.

## 5. **Clarksburg Master Plan Amendment Support - (\$100,000) - one-time**

(Request includes \$95,000 to Upcounty Planning and \$5,000 to Support Services\*)

This amendment will 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 Ln. 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 will 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.

The work on the Clarksburg Master Plan Amendment is scheduled to begin in the last month of FY22 and had no FY22 funding. For FY23, funding is needed for initial consulting services to support general design and circulation, environmental studies, translation services, community engagement assistance, transportation assistance and a retail and employment market analysis.

## 6. **Silver Spring Communities Plan Support - (\$100,000) - one-time**

(Request includes \$95,000 to Downcounty Planning and \$5,000 to Support Services\*)

The Silver Spring Communities Master Plan will update and replace 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 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.

New one-time consulting funding for the Silver Spring Communities Master Plan will help meet the unique outreach needs of this broad and diverse community and perform essential Vision Zero analyses. Outreach funds will be used to reach the large number of neighborhoods in the plan with in-person and virtual engagement, additional advertising, and canvassing, with a greater need for translation services throughout. Funds will also allow purchase of online tools that enable stakeholders to engage in the process around the clock, geo-coded to where they live or have a comment. Additionally, consultant funds will support critical Vision Zero analyses to improve pedestrian and bicycle comfort in these auto-oriented communities.



\* Each new initiative above (#1-6) includes a \$5,000 request for translation services. The Planning Department will consolidate these budget requests in Support Services to streamline the procurement process and have one department wide contract for translation services that can be used for the plans as needed.

**7. Update Incentive Density Implementation Guidelines – CR and Employment Zones – (\$50,000) – one-time**

The guidelines for Commercial/Residential and Employment Zones are intended to ensure a high quality of design under the optional method of development. They enlist eligible categories for public benefits, describe expectations and outline formulas for calculating public benefit points for each category. These guidelines help ensure the balance between the additional density and height "given" to the developer and the public amenity "received" for that additional value.

The guidelines have generally proven to be a successful tool to implement the optional method of development but have remained largely unchanged since their conception. The 2017 update provided minor modifications to the original document. Given changes in market preference towards walkable places near transit, lower demand for retail and commercial space, new building code and environmental performance requirements and evolving best practices in urban design and architecture, many of these categories need to be updated.

Several policy proposals in Thrive Montgomery 2050 such as Complete Communities, Corridor Focused Growth and a greater emphasis on quality design and infill development also recommend a recalibration of the points awarded for public benefits.

Working with a consultant, the Mid-County Planning staff will coordinate with other area teams, Countywide Planning & Policy, Research & Strategic Projects and the Director's Office to create an updated set of categories and criteria for the allocation of public benefit points that better align with market realities and the Thrive Montgomery 2050 vision. Recommendations will be vetted with partner agencies including MCDOT, MCDPS, and the Arts & Humanities Council. The effort will result in an updated guidelines document as well as identification of any changes required to the zoning. The consultant will provide a high-level "cost-benefit analysis" of what it takes for a developer to "claim" a category and what benefit it has for the county, in today's market and within current planning policy framework.

**8. Comprehensive Study of Redevelopment Tools – (\$125,000) – one-time**

The implementation of Thrive 2050 will require a new suite of tools and systems to support redevelopment. As we have seen already, redevelopment in urban areas can be more expensive as the costs of demolition and increased complexity of construction may not be justified by higher rents. At the same time, the County is prioritizing increased density in areas around transit as a critical land use move to increase housing supply and develop in a way that mitigates the impacts of climate change. We have already seen some moves towards new tools in the PILOT legislation Council passed last year, but we think further research is needed to investigate how other urban communities advance redevelopment initiatives.

This project would look comprehensively at local, state, and federal tools and resources available to advance redevelopment. It would start by cataloging the challenges to redevelopment in different parts of the county and cataloging property types appropriate for infill/redevelopment. For example, in some areas the issues might be land assemblage, while in others it is rents not covering development costs. The project would inventory the local and state tools used in the past, building on the 2018 Reinvest Maryland Toolkit compiled by the



## Montgomery County Planning Department

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State. It would consider the successes and failures of redevelopment efforts and tools used in the past, such as the revitalization of Downtown Silver Spring. Additionally, the project would look for national precedents to identify new or modified tools that could enhance redevelopment efforts in Montgomery County. For example, New Jersey, New York State, and California also have many older suburban communities that have necessitated public support to facilitate redevelopment efforts. The case studies will also consider organizational issues and the roles of different types of entities, such as redevelopment authorities, in facilitating successful redevelopment.

Following the outside case study research, the consultant will look at several sites in Montgomery County potentially in need of redevelopment and conduct several site-specific analyses considering project phasing, zoning, financial feasibility, design, etc. These analyses will help demonstrate the barriers sites face and potential new tools to overcome these barriers. The site analyses will provide tangible illustrations of how common redevelopment challenges can be overcome with new tools.

Montgomery Planning would lead the work developing an inventory of Maryland state and local tools and cataloging potential property typologies suitable for infill/ redevelopment. A consultant would help review national practices, recommend new tools or modifications, and perform site-specific analyses.

### **9. Coordinated Development of a Countywide Transportation Data Asset Management Strategy - (\$65,000) - one-time**

This project would be the first step in developing a collaborative data asset management strategy to facilitate the flow of transportation asset information from MCDOT and MD SHA to the Planning Department. Planning's Bicycle Level of Traffic Stress and Pedestrian Level of Comfort networks, which are now integrated in the development review process, are extremely reliant on accurate transportation asset information from across the county. Predictive safety performance functions currently under development as part of the Department's Vision Zero Workplan depend on these data as well. Countless hours have been expended to collect and maintain transportation asset information throughout the county. This project would bring all parties together to identify individual agencies' data needs, inventory available data, and develop methods to share, store, and collect transportation data assets. This initial effort will provide the Department with a roadmap to improve access to information such as speed limit changes, centerline striping, intersection reconfigurations, sidewalk installations, and other daily changes to the transportation network. The sooner the county can identify an appropriate strategy to develop and implement an effective transportation data asset management system, the sooner the Department (and partner agencies) can implement that strategy to enhance the application of Vision Zero-related resources and analysis tools to support the achievement of goals identified in the county's 2030 Vision Zero Action Plan.

### **10. Parking Lot Design Study - (\$60,000) - one-time**

This study would update parking lot design standards to ensure new or rebuilt lots prioritize safety and provide convenient, accessible parking for people with disabilities, bikes, and micromobility. This study is called for in Vision Zero Action Plan (Action T-9: Parking Lot Design and Construction).

The scope of the study, which would use consultant services as well as in-house staff work, would include: 1) evaluating existing best practices, 2) evaluating Montgomery County practices, 3) proposing changes to policies/regulations/code, and 4) providing design options for parking lots.





**New Initiatives in FY23 – On-Going**

**11. Immutable Cloud Storage for IT Disaster Recovery – (\$75,000) – on-going**

There have been several high-profile Ransomware attacks recently including Colonial Pipeline, Baltimore City, JBS Foods, and Kaseya (1500 companies affected). The best practices for protecting backups is to follow the 3-2-1 rule. Keep 3 copies of your data (production and at least two backups), have 2 storage mediums, and keep 1 copy off-site (cloud or tape).

This funding is for Phase I of III to store the off-site copy in cloud storage and take advantage of immutability. Immutability protects against Ransomware by marking backup files as read only until a time stamp expires (example 90 days). This ensures that, in the event of a successful Ransomware attack, the Parks and Planning Departments will be able to restore their data. The total cost is \$150,000 and will be split 50/50 between Parks and Planning.

**12. Network Analytics and Orchestration – (\$37,500) – on-going**

Like the previous initiative, moving into network analytics and orchestration will improve our ability to configure, deploy, and maintain our assets. This funding will procure a Cisco Digital Network Architecture (DNA) Center to provide centralized command-and-control in automating the configuration, deployment, and asset management for our Cisco network devices. The total cost is \$75,000 and will be split 50/50 between Parks and Planning.



# Montgomery County Planning Department

## YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY23 Proposed Budget is \$23,389,084 which is an 5.4% increase from the FY22 Adopted Adjusted 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.

<b>MONTGOMERY COUNTY PLANNING DEPARTMENT PRELIMINARY FY23 OPERATING BUDGET REQUEST</b>			<b>% Change</b>
	<b>FY22 Adopted Budget</b>	<b>\$</b>	<b>22,184,631</b>
<b>FY23 BASE BUDGET CHANGES</b>			
	Salaries and Benefits *		330,311
	CPI Increase for Contracts and Supplies (2%)		47,900
	Adjustment - Risk Management, Long - Term Disability, and Legal Chargeback		(13,970)
	Major Known Commitments		356,220
	Chargebacks to Development Review - Special Revenue Account		(95,333)
	Adjustments in Departmental Chargebacks to CIO and Commission Wide IT		(33,100)
	<b>Subtotal - Base Budget Changes</b>	<u><b>592,028</b></u>	<u><b>2.7%</b></u>
	<b>Less: FY22 One Time Expenses</b>	<u><b>(350,000)</b></u>	<u><b>-1.6%</b></u>
<b>Enhancements / New Funding Request for FY23 (One Time)</b>			
	Fairland/Briggs Chaney Master Plan Support		25,000
	Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 Support		100,000
	Friendship Heights Urban Design Study/Sector Plan		100,000
	University Boulevard Corridor Plan Support		100,000
	Clarksburg Masterplan Support		100,000
	Silver Spring Communities Plan Support		100,000
	Update Incentive Density Implementation Guidelines for CR and Employment Zones		50,000
	Comprehensive Study of Redevelopment Tools		125,000
	Coordinated Development of a Countywide Transportation Data Asset Management Strategy		65,000
	Parking Lot Design Study		60,000
	<b>Subtotal - Proposed One Time Changes</b>	<u><b>825,000</b></u>	<u><b>3.7%</b></u>
<b>Enhancements / New Funding Request for FY23 (On Going)</b>			
	Immutable Cloud Storage		75,000
	Network Analytics and Orchestration		37,500
	<b>Subtotal - Proposed - On Going Changes</b>	<u><b>112,500</b></u>	<u><b>0.5%</b></u>
	<b>Planning Department's share of CWIT New Initiatives</b>	<u><b>24,925</b></u>	<u><b>0.1%</b></u>
	<b>Net Change from FY22 Adopted to FY23 Proposed Budget</b>	<u><u><b>1,204,453</b></u></u>	<u><u><b>5.4%</b></u></u>
	<b>FY23 Proposed Budget</b>	<b>\$</b>	<b>23,389,084</b>
			<b>5.4%</b>
<b>Note:</b>			
* Salary and Benefits total does not include compensation marker, OPEB PayGo and OPEB prefunding or the reclassification increase for the Planner series. They are budgeted in the Administration Fund's non-departmental account.			



# Montgomery County Planning Department

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## LAPSE AND STAFFING

For FY23, 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: 142.87 funded workyears, 6.73 lapsed workyears 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 from service charges and other program fees in FY23.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund (WQPF) to offset costs that will be incurred in FY23 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY23, the Department is requesting an increase of \$12,500 (a 3% increase) for an overall appropriation of \$428,100 to cover the FY22 compensation increases. An increase for FY22 compensation was not included in the FY22 budget request due to the uncertainty of the compensation request being approved.

## SPECIAL REVENUE FUND

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

The Planning Department is proposing to increase the chargeback to the DR-SRF by \$91,968. Of this there is an increase of \$13,365 in chargeback from the Legal Department and there is a decrease in chargeback of (\$16,730) from the Finance Department for their services. The remaining \$95,333 (3%) is from the Planning Department to cover the FY22 compensation increases. An increase for FY22 compensation was not included in the FY22 budget request due to the uncertainty of the compensation request being approved.

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 performed well in FY18 and FY19 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. The fund did not perform well in FY20 or FY21 which depleted some of the gains from FY18 and FY19. To stabilize the DR-SRF fund for the next few years, the Planning Department is proposing to continue the \$500,000 transfer from the Administration Fund to the DR-SRF that was approved in FY22.



# Montgomery County Planning Department

## PROFESSIONAL SERVICES

The Department proposes \$1,223,300 for the professional services outlined in the table below. This level reflects an increase of \$740,000 from FY22 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 FY22 adopted.

PROFESSIONAL SERVICES				
Division	Program Element	Description	FY22 Adopted Budget	FY23 Proposed Budget
<b>Director's Office</b>				
	Special Projects	Funding for Special Council Request	\$30,000	\$30,000
<b>Downcounty Planning</b>				
	Friendship Heights Urban Design Study/Sector Plan	Friendship Heights Urban Design Study/Sector Plan support		\$100,000
	Silver Spring Communities Master Plan	Silver Spring Communities Master Plan support		\$100,000
	Placemaking Initiatives	Consulting funding to expand the successful Silver Spring Placemaking Program to other locations in the county	\$83,300	\$83,300
	Takoma Park Minor Master Plan Amendment	Consulting funding for transportation, environmental, and economic analyses.	\$50,000	
<b>Mid-County Planning</b>				
	Update Incentive Density Implementation Guidelines - CR & Employment Zones	The consultant will provide a high-level "cost-benefit analysis" of what it takes for a developer to "claim" a category and what benefit it has for the county, in today's market and within current planning policy framework		\$50,000
	Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2	Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 support		\$100,000
	University Boulevard Corridor Plan	University Boulevard Corridor Plan support		\$100,000
	Wheaton Downtown Study	Consulting funding for Wheaton Downtown Study	\$75,000	
<b>Upcounty Planning</b>				
	Clarksburg Master Plan Amendment	Clarksburg Master Plan Amendment support		\$100,000
	Fairland-Briggs Chaney Minor Master Plan	Consultant funds associated with this project will support translation services, design, circulation, and environmental studies in the vicinity of the existing center and help integrate new development in the area.	\$75,000	\$25,000
<b>Countywide Planning and Policy</b>				
	Master Plan Staging/Monitoring	Tools and analyses for annual transportation monitoring efforts. Major Known Commitment (MKC) needed every year.		\$15,000
	Historic Preservation Functional Master Plan - Updates and Implementation	Master Plan Support for Historic Preservation Designations. Ongoing.	\$20,000	\$20,000
	Parking Lot Design Study	Consulting funding for Parking Lot Design Study		\$60,000
	Countywide Transportation Data Asset Management Strategy	Consulting funding for Countywide Transportation Data Asset Management Strategy project		\$65,000
	Growth & Infrastructure Policy - Updates and Implementation	Policy Area and Local Area transportation test update every four years. Last done in FY19. MKC		\$125,000
	Innovative Housing Tool Kit	Consulting Funding for Innovative Housing Tool Kit	\$50,000	
	Redlining/Segregation Mapping Tool	Consulting Funding for Redlining/Segregation Mapping Tool	\$100,000	
<b>Research And Strategic Projects</b>				
	Comprehensive Study of Redevelopment Tools	Consulting funding for Comprehensive Study of Redevelopment Tools		\$125,000
<b>Information Technology and Innovation</b>				
	IS / GIS	GIS Base Map Update needed every 3 years.(planimetric update only) MKC		\$125,000
Planning Department Total			\$483,300	\$1,223,300



**Montgomery County  
Planning Department**

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**PUBLICATIONS**

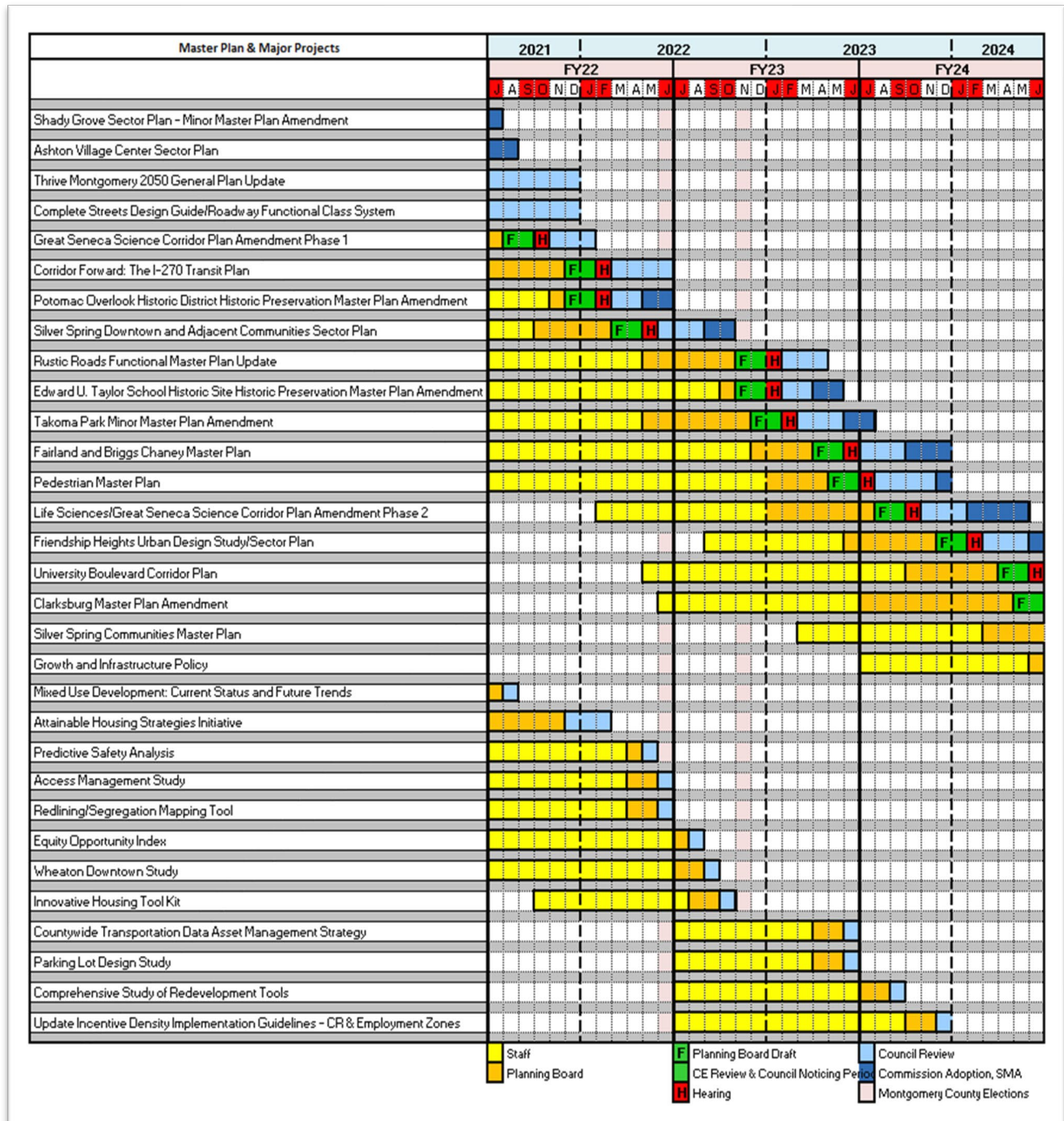
<b>PUBLICATIONS</b>				
<b>Division</b>	<b>Program Element</b>	<b>Description</b>	<b>FY22 Adopted Budget</b>	<b>FY23 Proposed Budget</b>
<b>Countywide Planning and Policy</b>				
	Historic Area Work Permits	HPC Legal Notices in Newspaper	\$11,000	\$11,000
<b>Planning Department Total</b>			<b>\$11,000</b>	<b>\$11,000</b>



# Montgomery County Planning Department

## WORK PROGRAM OVERVIEW

### FY23 Proposed Master Plan and Major Projects Schedule



# Montgomery County Planning Department

Montgomery County Planning Department: FY23 Proposed Work Program Crosswalk of Work Years														
(Division to Work Program Elements)														
		FY22 Adopted	FY23 Proposed	Director's Office	Management Services	Communications	Countywide Planning & Policy	Downcounty Planning	Mid-County Planning	Upcounty Planning	Intake & Regulatory Coordination	Information Technology & Innovation	Research & Strategic Projects	
	Total Workyears	149.60	149.60	7.00	10.60	10.00	21.00	16.00	20.00	21.00	19.00	18.00	7.00	
	Less: Lapse	(6.62)	(6.73)	0.00	(2.41)	(0.17)	(0.43)	(0.55)	(0.83)	(0.85)	(0.77)	(0.72)	0.00	
	Funded WY	142.98	142.87	7.00	8.19	9.83	20.57	15.45	19.17	20.15	18.23	17.28	7.00	
<b>Program: MASTER PLANNING PROGRAM</b>														
<b>Plans</b>														
Programs projected to end in FY22	Shady Grove Sector Plan - Minor Master Plan Amendment	0.28	0.00											
	Ashton Village Center Sector Plan	0.32	0.00											
	Thrive Montgomery 2050 General Plan Update	1.18	0.00											
	Great Seneca Science Corridor Plan Amendment Phase 1	1.40	0.00											
	Corridor Forward: The I-270 Transit Plan	2.69	0.00											
New for FY23	Friendship Heights Urban Design Study / Sector Plan		2.52	0.08		0.50	0.05	1.75			0.04	0.10		
Carried over from prior years. Will continue in FY23	Silver Spring Downtown and Adjacent Communities Sector Plan	4.02	1.11	0.08		0.50	0.10	0.25			0.08	0.10		
	Rustic Roads Functional Master Plan Update	2.01	0.72	0.05		0.12	0.25		0.25			0.05		
	Takoma Park Minor Master Plan Amendment	3.90	3.88	0.08		0.25	0.30	3.13			0.02	0.10		
	Fairland and Briggs Chaney Master Plan	3.72	3.50	0.08		0.50	0.30		2.50		0.02	0.10		
	Pedestrian Master Plan	1.47	1.72	0.08		0.50	1.00				0.04	0.10		
	Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2	1.18	1.89	0.08		0.50	0.20		1.00		0.01	0.10		
	University Boulevard Corridor Plan	1.57	3.29	0.08		0.50	0.30	0.20	2.00		0.01	0.20		
	Clarksburg Master Plan Amendment	1.67	3.49	0.08		0.50	0.30		2.50		0.01	0.10		
	Silver Spring Communities Master Plan	0.77	2.68	0.08		0.50	0.30	1.49	0.10		0.01	0.20		
	Historic Preservation Functional Master Plan - Updates and Implementation	2.14	2.58	0.02		0.45	2.00				0.01	0.10		
	<b>Public Policies Planning and Coordination</b>													
		Master Plan Staging/Monitoring	1.27	1.19	0.10			0.82	0.10	0.05	0.10		0.02	
		Public Project Support including Mandatory Referrals	3.21	3.26	0.10			1.50	0.10	0.30	1.25		0.01	
	<b>Special Projects</b>													
	Programs projected to end in FY22	Complete Streets Design Guide/Roadway Functional Classification System	0.08	0.00										
Mixed Use Development: Current Status and Future Trends		0.10	0.00											
Attainable Housing Strategies Initiative		2.54	0.00											
Predictive Safety Analysis		0.66	0.00											
Access Management Study		0.63	0.00											
Redlining/Segregation Mapping Tool		2.26	0.00											
White Flint Sector Plan/Advancing the Pike District		0.29	0.00											
New for FY23	Countywide Transportation Data Asset Management Strategy		1.17	0.06		0.09	1.00				0.02			
	Parking Lot Design Study		0.76	0.06		0.20	0.50							
	Comprehensive Study of Redevelopment Tools		1.24	0.08		0.15		0.01				1.00		
	Update Incentive Density Implementation Guidelines - CR & Employment Zones		1.95	0.08		0.15		0.02	1.50			0.20		
Carried over from prior years. Will continue in FY23	Innovative Housing Tool Kit	1.67	2.00	0.08		0.50	0.30	0.01	1.00		0.01	0.10		
	Equity Opportunity Index	1.29	0.88	0.06		0.50	0.15	0.01	0.01	0.02	0.03	0.10		
	Wheaton Downtown Study	2.08	2.11	0.06		0.50	0.50		1.00			0.05		
	Bikeway Branding Plan	0.41	0.67	0.06		0.50	0.10		0.01					
	Agriculture Initiatives	0.20	0.70			0.20				0.50				
	Burial Sites	0.65	0.93	0.02		0.20	0.70					0.01		
	Placemaking Initiatives	0.57	0.69	0.20		0.20		0.01	0.01	0.25		0.02		
	Design Excellence Initiatives	0.96	0.83	0.60		0.20		0.01	0.01	0.01				
	Growth & Infrastructure Policy - Updates and Implementation	1.65	1.79	0.05		0.20	1.50	0.01	0.01			0.02		
	Environmental Policy, Planning & Sustainability	1.41	1.46	0.02	0.10	0.20	1.00	0.01	0.01	0.10		0.02		
	Special Projects	3.95	3.50	1.50	0.25	0.20	1.00	0.01	0.01	0.01		0.02	0.50	
	<b>SUB-TOTAL MASTER PLANNING</b>													
			54.20	52.51	3.92	0.35	8.81	14.17	7.12	7.02	7.49	0.00	0.43	3.20
	<b>Program: REGULATORY PLANNING</b>													
	<b>Regulatory Policy Development/Amendment</b>													
		Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.05	1.55	0.06			1.00	0.02	0.10	0.05	0.20	0.02	0.10
	<b>Land Use Regulations</b>													
	Concept, Sketch, Project and Site Plan Reviews and Amendments	9.93	10.27	0.07		0.02	0.30	2.47	3.20	2.50	1.70	0.01		
	Conditional Use (Special Exceptions)	2.63	2.89	0.03			0.05	0.20	0.75	1.50	0.35	0.01		
	Forest Conservation Reviews, Inspections & Enforcement	9.68	10.18	0.02				0.70	2.00	2.00	5.45	0.01		
	Historic Area Work Permits	2.07	2.09				2.00	0.01	0.02	0.05		0.01		
	Local and Corrective Map Amendments and Development Plan Amendments	0.49	0.49	0.02				0.10	0.10	0.10	0.15	0.02		
	Pre-Application Meetings (Pre-Application Meetings/Guidance)	3.15	2.75	0.04				0.50	1.00	1.00	0.20	0.01		
	Regulatory Enforcement and Building Permit Review	2.22	2.17	0.01				0.50	0.20	0.25	1.20	0.01		
	Subdivision Plans (Preliminary, Administrative, Minor) and Amendments	10.79	11.29	0.07			0.30	2.00	2.50	2.50	3.90	0.02		
<b>SUB-TOTAL REGULATORY PLANNING</b>														
		42.01	43.68	0.32	0.00	0.02	3.65	6.50	9.87	9.95	13.15	0.12	0.10	
<b>Program: INFORMATION RESOURCES</b>														
<b>Public Information</b>														
	Information Services	5.99	5.76	0.06			0.05	0.01	0.01	0.15	1.88	3.50	0.10	
	Information Systems/Geographic Information Systems (IS/GIS)	4.81	4.47	0.04			0.10	0.01	0.01	0.01	0.20	4.00	0.10	
	Research - Demographics, Housing and Other (Research Projects)	2.84	3.15	0.08			0.50	0.01	0.01	0.05			2.50	
<b>SUB-TOTAL INFORMATION RESOURCES</b>														
		13.64	13.38	0.18	0.00	0.00	0.65	0.03	0.03	0.21	2.08	7.50	2.70	
<b>Program: MANAGEMENT/ADMINISTRATION</b>														
<b>Governance</b>														
	Work Program Management	10.24	10.55	1.00	0.90	0.50	1.00	0.90	1.25	1.50	1.50	1.50	0.50	
	Work Program Support	16.51	16.44	1.50	6.94	0.50	1.10	0.90	1.00	1.00	1.50	1.50	0.50	
<b>Agency Support</b>														
	Information Technology	6.38	6.31	0.08								6.23		
<b>SUB-TOTAL MANAGEMENT/ADMINISTRATION</b>														
		33.13	33.30	2.58	7.84	1.00	2.10	1.80	2.25	2.50	3.00	9.23	1.00	
<b>TOTAL</b>														
		142.98	142.87	7.00	8.19	9.83	20.57	15.45	19.17	20.15	18.23	17.28	7.00	
<b>Funded Workyears</b>														
		142.98	142.87	7.00	8.19	9.83	20.57	15.45	19.17	20.15	18.23	17.28	7.00	
<b>Variance</b>														
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



# Montgomery County Planning Department

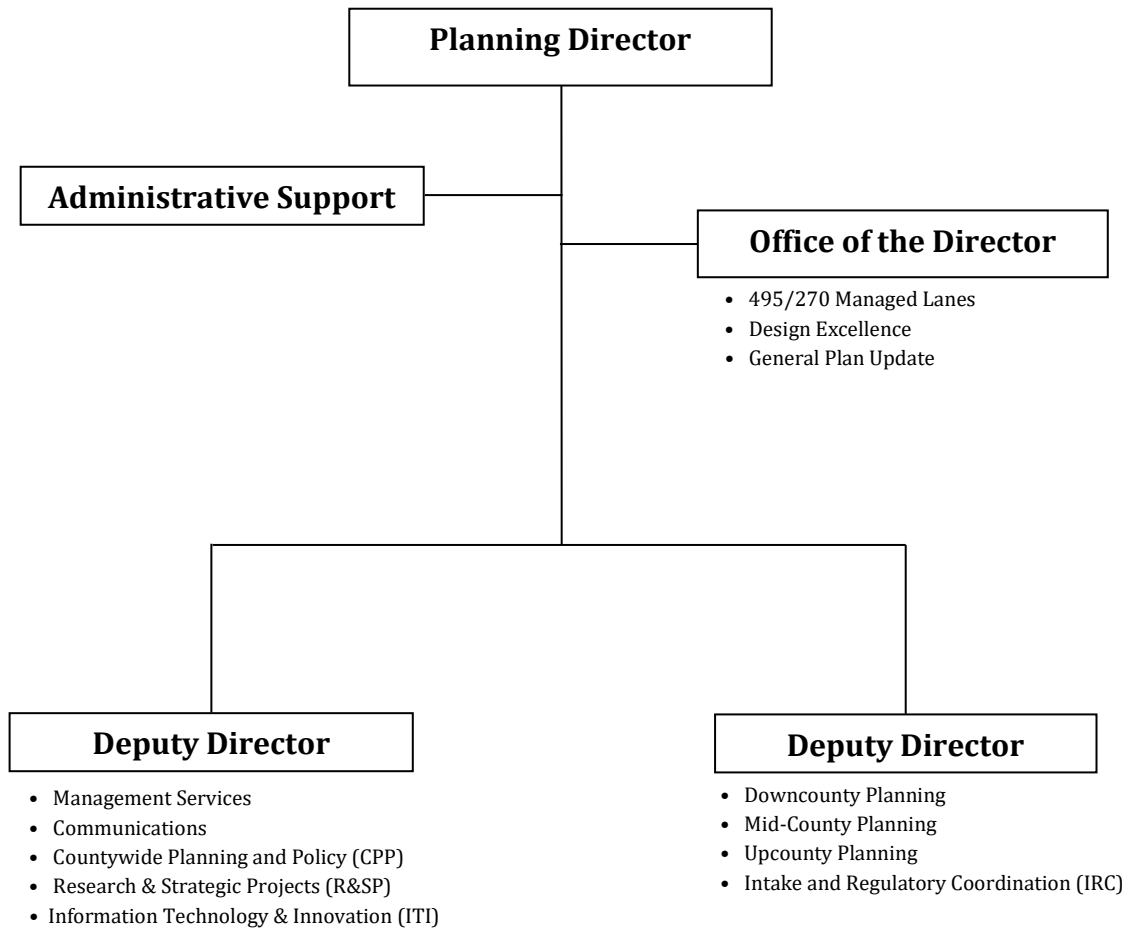
Montgomery County Planning Department: FY23 Analytic Allocation of cost by Program										
(Division to Work Program Elements)										
		FY23 Proposed	Personnel*	Professional Services	Publication	Other Costs	Sub Total	DR Chargeback	Total	
	<b>Total Funded Workyears for FY23</b>	<b>149.60</b>								
	<b>Lapse</b>	<b>-6.73</b>								
	<b>Funded WY</b>	<b>142.87</b>								
Program: MASTER PLANNING PROGRAM										
<b>Plans</b>										
Programs projected to end in FY22	Shady Grove Sector Plan - Minor Master Plan Amendment									
	Ashton Village Center Sector Plan									
	Thrive Montgomery 2050 General Plan Update									
	Great Seneca Science Corridor Plan Amendment Phase 1									
	Corridor Forward: The I-270 Transit Plan									
New for FY23	Friendship Heights Urban Design Study / Sector Plan	2.52	\$354,658	\$100,000		\$60,414	\$515,072		\$515,072	
	Carried over from prior years. Will continue in FY23	Silver Spring Downtown and Adjacent Communities Sector Plan	1.11	\$156,218			\$26,611	\$182,829		\$182,829
		Rustic Roads Functional Master Plan Update	0.72	\$101,331			\$17,261	\$118,592		\$118,592
		Takoma Park Minor Master Plan Amendment	3.88	\$546,061			\$93,019	\$639,079		\$639,079
		Fairland and Briggs Chaney Master Plan	3.50	\$492,580	\$25,000		\$83,909	\$601,489		\$601,489
		Pedestrian Master Plan	1.72	\$242,068			\$41,235	\$283,303		\$283,303
		Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2	1.89	\$265,993	\$100,000		\$45,311	\$411,304		\$411,304
		University Boulevard Corridor Plan	3.29	\$463,026	\$100,000		\$78,874	\$641,900		\$641,900
		Clarksburg Master Plan Amendment	3.49	\$491,173	\$100,000		\$83,669	\$674,842		\$674,842
		Silver Spring Communities Master Plan	2.68	\$377,176	\$100,000		\$64,250	\$541,426		\$541,426
		Historic Preservation Functional Master Plan – Updates and Implementation	2.58	\$363,102	\$20,000		\$61,853	\$444,955		\$444,955
	<b>Public Policies Planning and Coordination</b>									
	Master Plan Staging/Monitoring	1.19	\$167,477	\$15,000		\$28,529	\$211,006		\$211,006	
	Public Project Support including Mandatory Referrals	3.26	\$458,804			\$78,155	\$536,958		\$536,958	
	<b>Special Projects</b>									
Programs projected to end in FY22	Complete Streets Design Guide/Roadway Functional Classification System									
	Mixed Use Development: Current Status and Future Trends									
	Attainable Housing Strategies Initiative									
	Predictive Safety Analysis									
	Access Management Study									
	Redlining/Segregation Mapping Tool									
New for FY23	White Flint Sector Plan/Advancing the Pike District									
	Carried over from prior years. Will continue in FY23	Countywide Transportation Data Asset Management Strategy	1.17	\$164,663	\$65,000		\$28,049	\$257,712		\$257,712
		Parking Lot Design Study	0.76	\$106,960	\$60,000		\$18,220	\$185,180		\$185,180
		Comprehensive Study of Redevelopment Tools	1.24	\$174,514	\$125,000		\$29,728	\$329,242		\$329,242
		Update Incentive Density Implementation Guidelines - CR & Employment	1.95	\$274,438	\$50,000		\$46,749	\$371,187		\$371,187
		Innovative Housing Tool Kit	2.00	\$281,475			\$47,948	\$329,422		\$329,422
		Equity Opportunity Index	0.88	\$123,849			\$21,097	\$144,946		\$144,946
		Wheaton Downtown Study	2.11	\$296,956			\$50,585	\$347,540		\$347,540
		Bikeway Branding Plan	0.67	\$94,294			\$16,062	\$110,356		\$110,356
		Agriculture Initiatives	0.70	\$98,516			\$16,782	\$115,298		\$115,298
Burial Sites		0.93	\$130,886			\$22,296	\$153,181		\$153,181	
Carried over from prior years. Will continue in FY23	Placemaking Initiatives	0.69	\$97,109	\$83,300		\$16,542	\$196,951		\$196,951	
	Design Excellence Initiatives	0.83	\$116,812			\$19,898	\$136,710		\$136,710	
	Growth & Infrastructure Policy - Updates and Implementation	1.79	\$251,920	\$125,000		\$42,913	\$419,833		\$419,833	
	Environmental Policy, Planning & Sustainability	1.46	\$205,476			\$35,002	\$240,478		\$240,478	
	Special Projects	3.50	\$492,580	\$30,000		\$83,909	\$606,489		\$606,489	
	<b>SUB-TOTAL MASTER PLANNING</b>	<b>52.51</b>	<b>\$7,390,114</b>	<b>\$1,098,300</b>	<b>\$0</b>	<b>\$1,258,867</b>	<b>\$9,747,281</b>	<b>\$0</b>	<b>\$9,747,281</b>	
	Program: REGULATORY PLANNING									
	<b>Regulatory Policy Development/Amendment</b>									
	Carried over from prior years. Will continue in FY23	Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.55	\$218,143			\$37,159	\$255,302		\$255,302
		<b>Land Use Regulations</b>								
Concept, Sketch, Project and Site Plan Reviews and Amendments		10.27	\$1,445,372			\$246,212	\$1,691,583	(\$1,237,300)	\$454,283	
Conditional Use (Special Exceptions)		2.89	\$406,731		\$11,000	\$69,284	\$487,015		\$487,015	
Forest Conservation Reviews, Inspections & Enforcement		10.18	\$1,432,705			\$244,054	\$1,676,759		\$1,676,759	
Historic Area Work Permits		2.09	\$294,141			\$50,105	\$344,246		\$344,246	
Local and Corrective Map Amendments and Development Plan Amendments		0.49	\$68,961			\$11,747	\$80,708		\$80,708	
Pre-Application Meetings (Pre-Application Meetings/Guidance)		2.75	\$387,027			\$65,928	\$452,956		\$452,956	
Regulatory Enforcement and Building Permit Review		2.17	\$305,400			\$52,023	\$357,423	(\$267,600)	\$89,823	
Subdivision Plans (Preliminary, Administrative, Minor) and Amendments		11.29	\$1,588,924			\$270,665	\$1,859,589	(\$1,487,100)	\$372,489	
<b>SUB-TOTAL REGULATORY PLANNING</b>		<b>43.68</b>	<b>\$6,147,404</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$1,047,178</b>	<b>\$7,205,582</b>	<b>(\$2,992,000)</b>	<b>\$4,213,582</b>	
Program: INFORMATION RESOURCES										
<b>Public Information</b>										
Carried over from prior years. Will continue in FY23		Information Services	5.76	\$810,647			\$138,089	\$948,736	(\$279,600)	\$669,136
		Information Systems/Geographic Information Systems (IS/GIS)	4.47	\$629,096	\$205,000		\$329,258	\$1,163,354		\$1,163,354
	Research - Demographics, Housing and Other (Research Projects)	3.15	\$443,322			\$75,518	\$518,840		\$518,840	
	<b>SUB-TOTAL INFORMATION RESOURCES</b>	<b>13.38</b>	<b>\$1,883,065</b>	<b>\$205,000</b>	<b>\$0</b>	<b>\$542,865</b>	<b>\$2,630,930</b>	<b>(\$279,600)</b>	<b>\$2,351,330</b>	
Program: MANAGEMENT /ADMINISTRATION										
<b>Governance</b>										
Carried over from prior years. Will continue in FY23	Work Program Management	10.55	\$1,484,778			\$252,924	\$1,737,702		\$1,737,702	
	Work Program Support	16.44	\$2,313,721			\$394,130	\$2,707,851		\$2,707,851	
	<b>Agency Support</b>									
New for FY23	Information Technology	6.31	\$888,052	\$364,440		\$728,845	\$1,981,337		\$1,981,337	
	<b>SUB-TOTAL MANAGEMENT /ADMINISTRATION</b>	<b>33.30</b>	<b>\$4,686,551</b>	<b>\$364,440</b>	<b>\$0</b>	<b>\$1,375,899</b>	<b>\$6,426,891</b>	<b>\$0</b>	<b>\$6,426,891</b>	
Transfers To Development Review Special Revenue Fund \$500,000										
<b>*FY23 Proposed Budget including Transfer to Development Review Special Revenue Fund \$23,389,084</b>										
<b>* FY23 Proposed Budget does not include compensation marker, OPEB PayGo and OPEB prefunding or the reclassification increase for the Planner series. They are budgeted in the Administration Fund's non-departmental account</b>										
	<b>TOTAL</b>	<b>142.87</b>	<b>\$20,107,134</b>	<b>\$1,667,740</b>	<b>\$11,000</b>	<b>\$4,224,810</b>	<b>\$26,010,684</b>	<b>(\$3,271,600)</b>	<b>\$22,889,084</b>	





ORGANIZATIONAL STRUCTURE

# OFFICE OF THE PLANNING DIRECTOR



# Montgomery County Planning Department – Office of The Planning Director

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## 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 FY21 (FROM JULY 2020 THROUGH JUNE 2021)

### *Innovative Planning*

- Led uninterrupted Planning Department operations primarily through telework and virtual Planning Board and other public meetings during the COVID-19 pandemic. Continued work on all planning initiatives and regulatory reviews of development applications. During summer 2021 began the transition from mass telework towards full in-person operations beginning in November at the new Wheaton Headquarters building.
- Accomplished several major milestones in the development of Thrive Montgomery 2050, the update of the county’s General Plan. Continued conducting numerous briefings to community and other stakeholder organizations. Released the Thrive Montgomery 2050 Working Draft Plan in September 2020 and held a Planning Board public hearing in November 2020. Held ten Planning Board work sessions and produced the Planning Board Draft Plan, which was submitted to the County Council in April 2021. Participated in two County Council public hearings on the draft Plan in June 2021. Presented and discussed the draft Plan at three County Council Planning, Housing, and Economic Development Committee work sessions in July 2021. Currently working with Council staff on edits to the Planning Board Draft Plan.
- Continued implementation of the department-wide Equity in Planning Agenda 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. Launched the Equity Peer Review Group to advise master planners on plan recommendations and community engagement strategies. Conducted equity trainings for Montgomery Planning staff and created a department-wide job function included in all staff evaluations that requires ongoing equity training. Coordinated with the county’s Office of Legislative Oversight to develop a methodology to create, starting September 1, 2021, racial equity, and social justice impact statements for new zoning text amendments, as now required in the Racial Equity and Social Justice Act.
- Completed the development of the online Equity Focus Areas (EFA) Mapping Tool and Storymap. The EFAs are areas with concentrations in Montgomery County of historically vulnerable populations, identified using a statistically significant analysis based on race, income, and English-language proficiency.
- In response to a County Council request, jointly conducted research with Montgomery Parks to identify County owned and maintained street names and parks facilities that were named for “Confederate soldiers or those who otherwise do not reflect Montgomery County



## Montgomery County Planning Department – Office of The Planning Director

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values.” Through this effort, developed an extensive database of known Confederates, slaveholders and enslaved individuals who were held in bondage in Montgomery County. Phase 1 of the effort resulted in the identification and renaming of three streets and one park trail with full name matches to nationally known Confederates. Conducted a process, with community input, to select new street names and completed the three-street renaming in July 2021. The streets are now named after significant African American community leaders in Montgomery County.

- Completed and obtained County Council approval of the Ashton Village Center Sector Plan, Shady Grove Sector Plan—Minor Master Plan Amendment, and Germantown Plan for the Town Sector Zone.
- Launched or began preparations for the Fairland/Briggs Chaney Minor Master Plan Amendment Plan, Takoma Park Minor Master Plan Amendment and Wheaton Downtown Study.
- Made progress during FY21 on several plans underway: Corridor Forward Plan: The I-270 Transit Plan; Silver Spring and Adjacent Communities Master Plan; Great Seneca Science Center Minor Master Plan Amendment; Pedestrian Master Plan; and Rustic Roads Functional Master Plan Update.
- Completed or launched several studies to support housing, transportation and Vision Zero, economic development, and innovative development and design in the county: Preservation of Affordable Housing Study; the Attainable Housing Strategies initiative; the Mixed-Use Development Study; the Retail in Diverse Communities Study; Complete Streets Design Guide; the interactive online 2021 Travel Monitoring Report; Predictive Safety Analysis; Advancing the Pike District; and Urban Loading Study.
- Completed updates to and created new tools to support implementation of the 2020 Growth and Infrastructure Policy (GIP): updated Local Area Transportation Review Guidelines, identification of technical corrections for the GIP, the annual School Test, and new School Utilization Report.
- Held the Spring 2021 Speaker Series, Community Conversations in Fairland, focusing on racial equity, inclusion, connectedness, and culture, as part of the launch of the Fairland-Briggs Chaney Master Plan.
- Provided staff technical expertise and working group participation to support the completion of the county’s Climate Action Plan, released in December 2020, and development of the FY22 Climate Work Plan.
- Supported regional efforts to advance economic development through participation in the multi-jurisdiction/multi-sector Working Group that developed the Connected DMV’s Regional Economic Development Strategy (REDS) 1.0.

### ***Placemaking & Design***

- Selected with a public vote the artist Nicole Bourgea who completed a mural on the Wheaton HQ’s exterior northern wall between Triangle Lane and Grandville Drive. The mural depicts a colorful, bold celebration of the rich character and multicultural flavor of Wheaton. Ms. Bourgea finished her creation in July 2021 with the help of two assistants, the Parks Department Facilities Management team and four graduate interns paid by the Planning Department.
- Hired the artist Eric B. Ricks who completed in August 2021 a mural within the interior of the Planning Department’s office space on the 14th floor of the Wheaton Headquarters. Mr. Ricks was a finalist in the exterior mural public competition and he also worked on the public art sculpture designed by Norie Soto in the Wheaton Marian Fryer Town Plaza. The mural design features butterflies and other insects and plants in front of a gridded background of greens and



# Montgomery County Planning Department – Office of The Planning Director

yellows that are meant to sooth the senses and bring a calming effect to Planning Department staff and visitors.

- Partnered with Montgomery Parks, the Montgomery County Department of Transportation, and the Better Block Foundation to prepare for the launch in September 2021 of the Pike District Connector. The Pike District Connector is a temporary one-mile bike and pedestrian path linking the Bethesda Trolley Trail and the Montrose Parkway Trail. The Planning Department and its partners are installing semi-permanent art and wayfinding signage along the new Connector as well as activating the district through installations in Wall Local Park, including a pollinator garden with seating and local art and wayfinding signage to the new Josiah Henson Museum & Park.
- Launched the competition for the 2021 Design Excellence Awards to be held at the Wheaton HQ in October 2021.
- Launched the Wheaton Downtown Study to explore placemaking and design tools to encourage revitalization and redevelopment consistent with the vision of the Wheaton Central Business District and Vicinity Sector Plan, while maintaining Wheaton’s unique character. The Study includes an update to the Wheaton Streetscape Standards to meet current zoning requirements and improve multi-modal transportation infrastructure, consistent with the county’s Vision Zero policy.

## 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 pandemic crisis and related physical distancing limitations by doing virtual Development Review Committee meetings, ePlan submissions of development applications and virtual Planning Board meetings.

## BUDGET AT A GLANCE

### Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$1,541,387	\$1,526,362	-1.0%
<b>Staffing</b>			
Funded Career Positions	7.00	7.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	7.00	7.00	0.0%

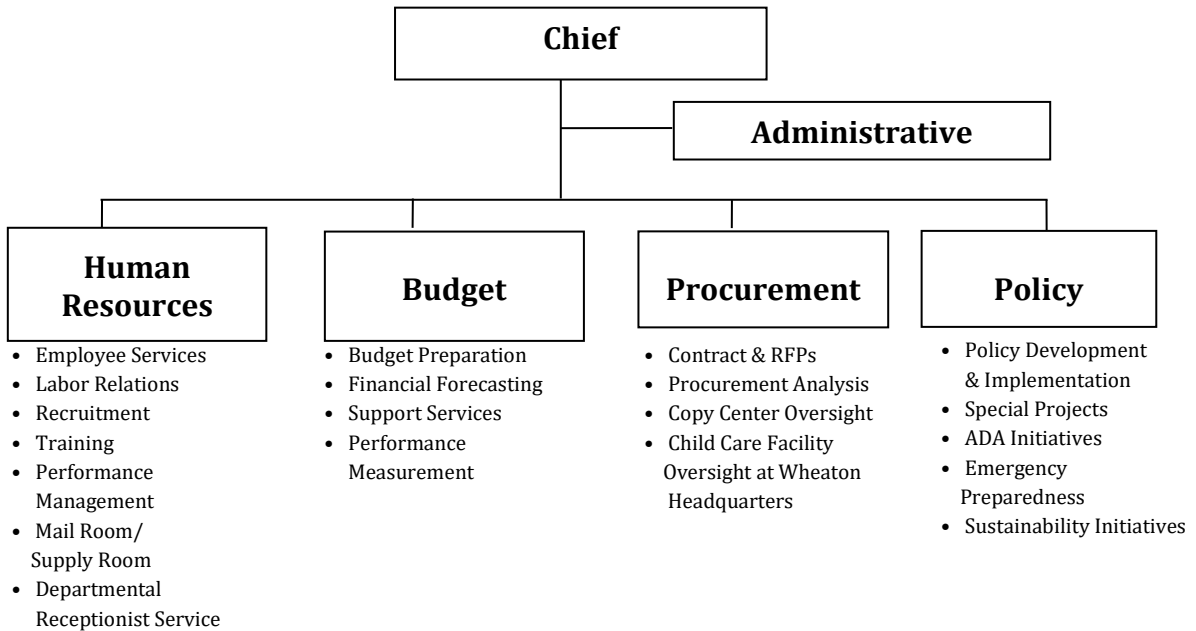
## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- No change.



ORGANIZATIONAL STRUCTURE

## MANAGEMENT SERVICES



# Montgomery County Planning Department – Management Services

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## 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 \$21 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 continuity of operations plan, emergency action 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 FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- 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.



# Montgomery County

## Planning Department – Management Services

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- Continued Montgomery Planning’s presence on Handshake, a University/College recruiting platform, which led to successfully coordinating and attending career fairs in Maryland, Pennsylvania, and Washington, DC.
- Hosted the Planning Department’s first virtual Bring Your Child to Work Day.
- Conducted Fitness Week activities while staff was teleworking during the COVID-19 pandemic.
- Continued to provide communication and training on transit and commuting resources available in Montgomery County.
- Hosted a Human Resources (HR) Meet and Greet with staff hired during pandemic to acclimate to services provided for them by the HR Staff.
- Provided a robust training program with classes focused on career development, health and wellness, technical skills, and leadership and management.
- Trained staff on Adobe Sign to allow for faster and more efficient virtual processing of human resources and procurement documents.
- Completed conversion of hard copy personnel files to a virtual platform.
- Began succession planning through knowledge transfer coaching and training with staff preparing to retire.
- Processed over 100 job function statements for Planning Department staff based on the new job specifications created by the Commission’s Classification and Compensation study.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$1,149,207	\$1,160,147	1.0%
<b>Staffing</b>			
Funded Career Positions	11.00	11.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	8.36	8.19	-2.0%

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



ORGANIZATIONAL STRUCTURE

## COMMUNICATIONS DIVISION





# Montgomery County Planning Department – Communications Division

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## 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 FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- Planned and executed the final phases of the engagement strategy of Thrive Montgomery 2050 including producing campaigns to encourage the community to testify at the public hearing, producing explainer materials in seven additional languages, coordination of the Thrive Explained blog posts and continued web, eletter and social media support. Communications support resulted in several positive media stories as a result of active media pitching on the plan.
- Continued to support the streamcast of virtual Planning Board, Historic Preservation Commission and special event meetings utilizing the technology at the new Wheaton Headquarters auditorium allowing residents and staff to participate remotely in meetings during the COVID-19 pandemic.
- Coordinated promotions for the opening of the Wheaton Headquarters building including the production of videos, web pages, social media posts. Also packaged and promoted awards submissions resulting in a finalist award for the ULI Award of the Americas.
- Continued to create policies and protocols for the newly formed Communications Division including a department-wide divisional “roadshow” and the creation of a Communications and Engagement Guide and Equitable Engagement Approach documents to help guide staff on best practices and standards.
- Developed and executed 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, Rustic Roads Functional Master Plan Update, Silver Spring Downtown



# Montgomery County Planning Department – Communications Division

and Adjacent Communities Sector Plan, Fairland and Briggs Chaney Master Plan, Takoma Park 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.
- 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.

## BUDGET AT A GLANCE

### Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$1,590,002	\$1,666,049	4.8%
<b>Staffing</b>			
Funded Career Positions	10.00	10.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	9.84	9.83	-0.1%

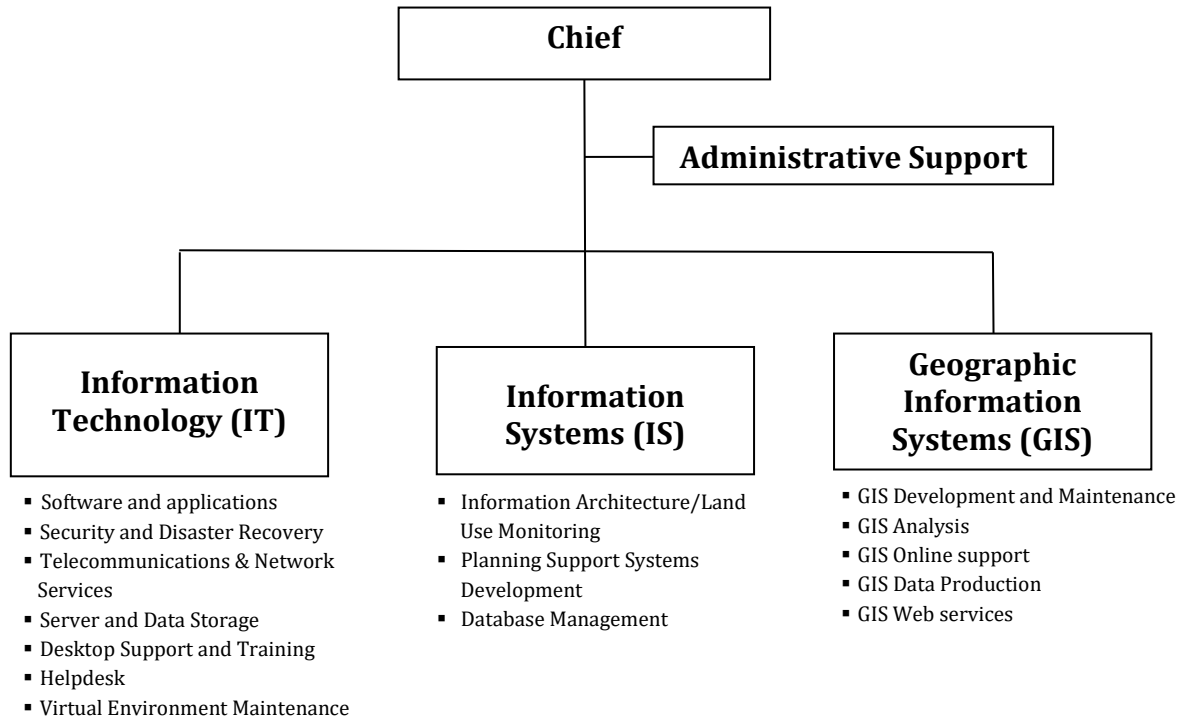
## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Includes new FY23 ongoing consulting funding of:
  - \$30,000 for Planning Board, HPC, Auditorium meeting support. This is a Major Known Commitment (MKC).
  - \$16,000 for new tool - Sprout Social - Social Media Management. Major Known Commitment
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



ORGANIZATIONAL STRUCTURE

INFORMATION TECHNOLOGY AND INNOVATION



# Montgomery County Planning Department – Information Technology and Innovation

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## 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):** 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's 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.

## 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 FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- Expanded server storage at the King Street data center.
- Completed implementation of the cloud-based telephony solution on the Microsoft Teams platform for 800+ users in both departments. This integration of telephony into Microsoft’s latest collaborative platform provides streamlined communications and operational efficiencies. Implemented a provisioning server to centralize deployment and management of all Teams phones.
- Upgraded the ePlans system for both Parks and Planning to use the new workflow engine. This upgrade improves our ability to rectify problems encountered during certain plan reviews in a timely manner.
- Implemented the new County Land Use coding system and synchronization with Maryland State Department of Assessments & Taxation (SDAT). This system feeds planning and land-use modelling within the Commission, as well as other County agencies that base their operations on it as well.
- Expanded the Active Directory-based emergency management system to include additional HR related features such as our Employee Awards tracking system, the Telework policy tracking system, and our Vital Link text messaging system to support all MNCPPC and outside agency staff at Wheaton Headquarters.
- 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.
- 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.

## BUDGET AT A GLANCE

### Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$3,835,767	\$4,046,478	5.5%
<b>Staffing</b>			
Funded Career Positions	18.00	18.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	17.32	17.28	-0.2%



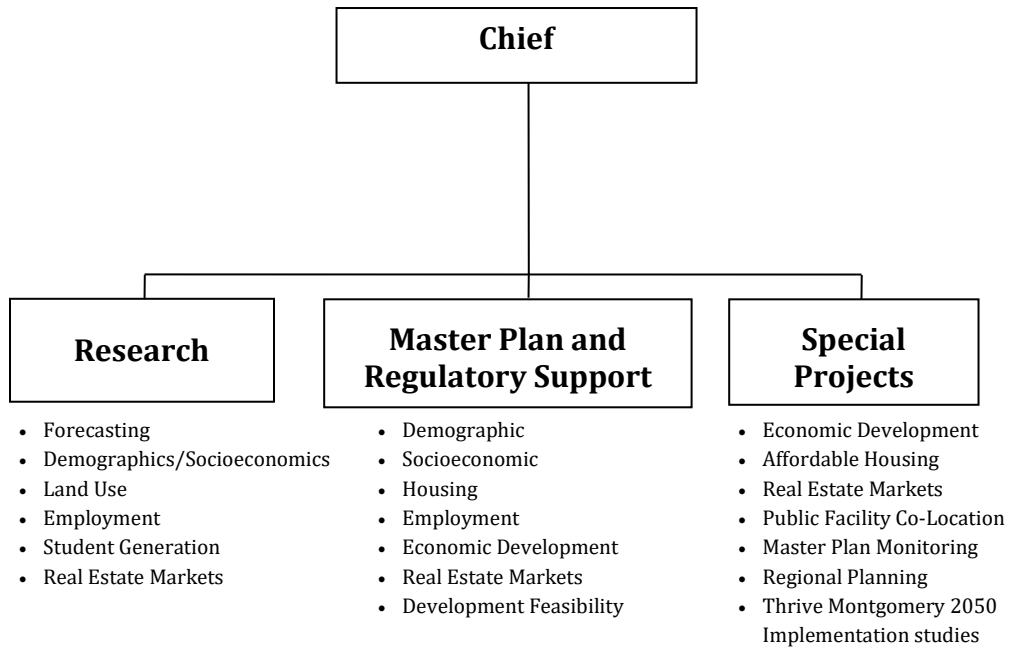
**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

- Includes new FY23 ongoing consulting funding of:
  - \$37,500 for Network Analytics and Orchestration
  - \$75,000 for Immutable Cloud Storage
- Includes \$125,000 in one-time consulting funding for GIS Base Map Planimetric Data update. This is updated every three years and is a major known commitment.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



ORGANIZATIONAL STRUCTURE

## RESEARCH AND STRATEGIC PROJECTS



# Montgomery County

## Planning Department – Research and Strategic Projects

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### 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 FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- Provided demographic, economic, housing, real estate and land use subject-matter expertise to support master plans, including the Pedestrian Functional Plan, Corridor Forward Functional Plan, Rustic Roads Functional Plan, Downtown Silver Spring and Adjacent Communities Sector Plan, Takoma Park Minor Master Plan Amendment (MMA), Fairland-Briggs Chaney Master Plan, Shady Grove MMA, and Great Seneca Science Corridor MMA.
- Provided real estate market analysis and managed consultant work to support Advancing the Pike District Study.





# Montgomery County Planning Department – Research and Strategic Projects

- Supported the development of Connected DMV’s Regional Economic Development Strategy (REDS) 1.0.
- Released University Research Study in cooperation with Montgomery County Economic Development Corporation (MCEDC). Presented to the Planning Board, County Council, and County Executive.
- Completed a limited update to the Round 9.1 employment forecast, Round 9.2, incorporating major institutional land use changes and large employer relocations.
- Produced the biennial updates to public school student generation rates, per the recently adopted County Growth Policy, and provided additional student generation analysis for Montgomery County Public Schools (MCPS) staff users.
- Supported the Attainable Housing Strategies Initiative by conducting a market study of the feasibility of adding additional housing in single-family neighborhoods and conducting an industry analysis of the custom home building industry to better understand the market potential for duplex, triplex, and quadplex products in single-family neighborhoods.
- Responded to data requests from county agencies, Montgomery County Economic Development Corporation, and other organizations.
- Collaborated with ITI Division to strengthen data accuracy and develop a Quality Assurance workflow for the State Department Montgomery Coalition for Adult English Literacy of Assessment and Taxation (SDAT) database.

## BUDGET AT A GLANCE

### Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$1,060,712	\$1,264,733	19.2%
<b>Staffing</b>			
Funded Career Positions	7.00	7.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	6.84	7.00	2.3%

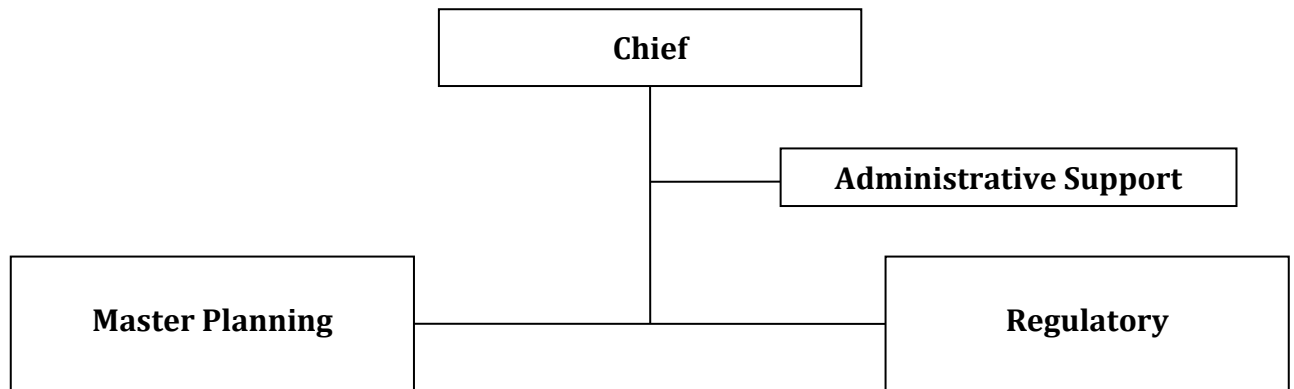
## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Includes \$125,000 in new one-time consulting funding for Comprehensive Study of Redevelopment Tools.



**ORGANIZATIONAL STRUCTURE**

**DOWNCOUNTY PLANNING**



- 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

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### 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 equity, 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
- Local Area Transportation Review
- Placemaking Initiatives Coordination
- Mandatory Referrals
- Interagency Coordination



# Montgomery County Planning Department – Downcounty Planning

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- Parks and Open Space Coordination
- 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)
- Inter-jurisdictional coordination
- 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 FY21 (FROM JULY 2020 THROUGH JUNE 2021)

### ***Quality Development:***

- United Therapeutics was approved for Sketch Plan and Site Plan for a new world-class medical/scientific manufacturing and production facility at their campus in Downtown Silver Spring.
- New Headquarters for the Housing Opportunities Commission of Montgomery County (HOC) was approved to relocate from Kensington to Downtown Silver Spring.
- Martha B. Gudelsky Child Development Center (MGCDC)-Centronia was approved for Preliminary Plan for a daycare center for 180 children in an adaptive reuse of the former Silver Spring Library in Downtown Silver Spring.
- Urby/Studio Plaza Phase 2 was approved for Preliminary Plan and Site Plan for mixed-use development in the Fenton Village neighborhood of Downtown Silver Spring.
- Park Montgomery was approved for rezoning for an affordable housing redevelopment near the Purple Line in Long Branch.
- Hampden Lane was approved for Sketch Plan for a new mixed-use development including retail, office, and residential uses near the Purple Line Station in Downtown Bethesda.
- The Avondale was approved for Sketch Plan and Preliminary Plan for a new multi-family residential development in Downtown Bethesda.
- 4824 Edgemoor Lane was approved for Site Plan for new multi-family residential development in Downtown Bethesda.
- 4702 Chevy Chase Drive was approved for Sketch Plan and Preliminary Plan for new multi-family residential development in Downtown Bethesda.
- 4725 Cheltenham Drive was approved for Sketch Plan for new multi-family residential development in Downtown Bethesda.

### ***Innovative Planning:***

- Forest Glen/Montgomery Hills Sector Plan Sectional Map Amendment was approved by the County Council to promote transit-oriented development and improved pedestrian safety along the Georgia Avenue corridor.
- Bethesda Downtown Sector Plan Annual Monitoring Report #4 presented to the Planning Board.



# Montgomery County

## Planning Department – Downcounty Planning

- Bethesda Downtown Streetscape Standards approved by the Planning Board. Urban Loading and Delivery Management Study Scope of Work approved by the Planning Board
- Silver Spring Downtown and Adjacent Communities Plan:
  - Kickoff Listening Phase of Community Engagement
  - Retail/Office Market Study Presentation to Planning Board
  - Existing Conditions Analysis Presentation to Community and Planning Board
  - Missing Middle Housing Market Study Presentation to Planning Board
  - Opticos Design “Missing Middle Housing 201” Presentation to Planning Department, Planning Board, and the Silver Spring Community
  - Visioning Phase Community Engagement Workshops
  - Visioning Summary Presentation to Planning Board
  - Big Ideas Briefing to Planning Board
- Takoma Park Minor Master Plan Amendment
  - Briefing to Takoma Park City Council on Master Planning Process and Draft Plan Boundary.

### BUDGET AT GLANCE

#### Summary of Division Budget

	FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$1,492,597	\$1,718,568	15.1%
<b>Staffing</b>			
Funded Career Positions	16.00	16.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	10.73	11.15	3.9%

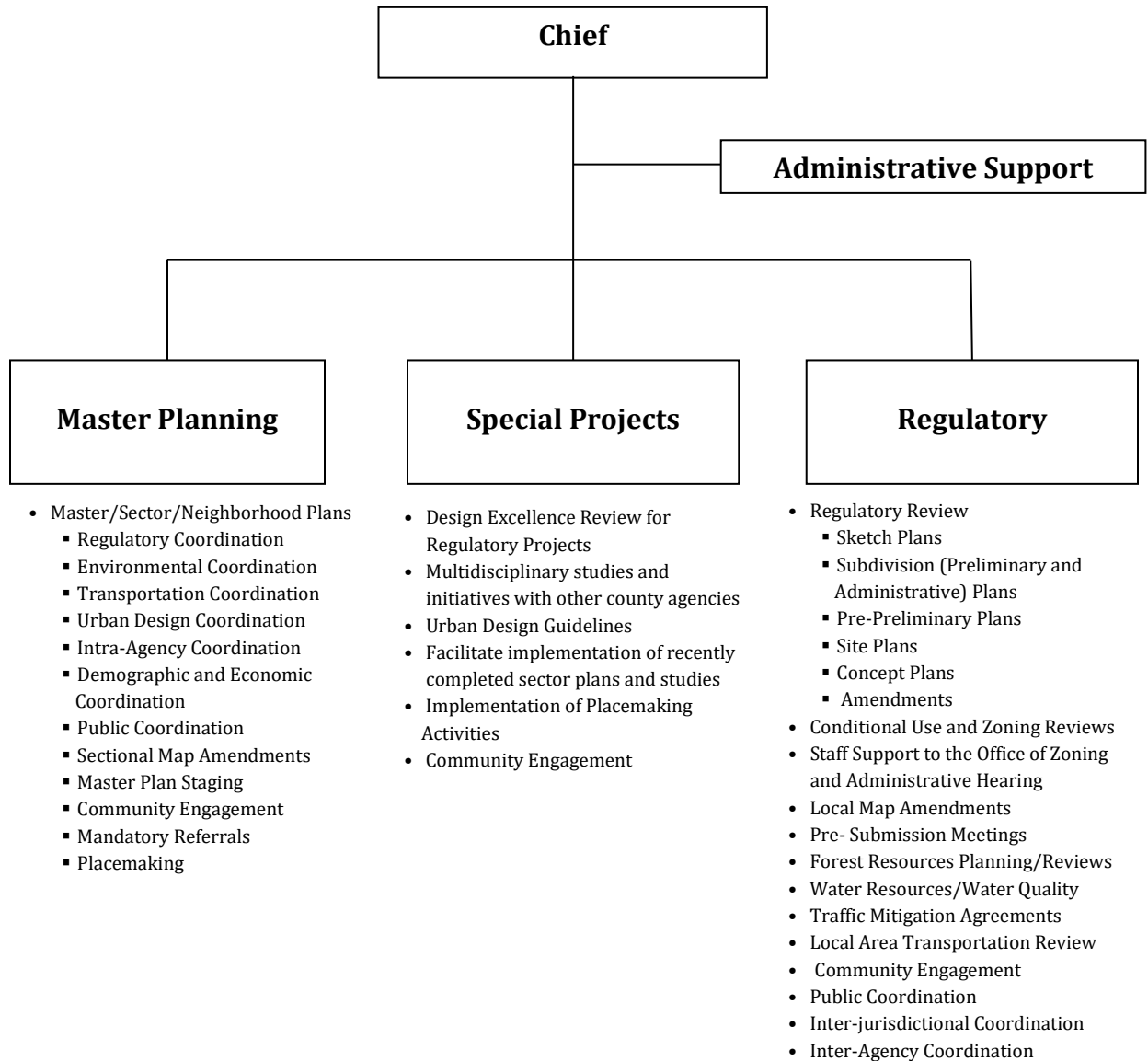
### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Includes new FY23 one-time consulting funding of:
  - \$100,000 for Friendship Heights Urban Design Study/Sector Plan Support. (\$95,000 included in Downcounty Planning budget and \$5,000 is included in Support Services budget for Translation Services).
  - \$100,000 for Silver Spring Communities Master Plan Support. (\$95,000 included in Downcounty Planning budget and \$5,000 is included in Support Services budget for Translation Services).
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY23 regulatory workload.



**ORGANIZATIONAL STRUCTURE**

**MID-COUNTY PLANNING**



# Montgomery County Planning Department – Mid-County Planning

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## 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, the Wheaton Central Business District (CBD); along US 29 east to Cherry Hill Road/Randolph Road; 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 through the mandatory referral process.

## 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
- Conditional Use and Zoning Reviews
- 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

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- 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

### ACCOMPLISHMENTS FOR FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- Completed regulatory review and received Planning Board approval for 5.6 million square feet of total development, comprised of approximately 3.1 million square feet of commercial development, and 5,504 dwelling units, including up to 771 Moderately Priced Dwelling Units (MPDU's).
- Approval of the Westfield Montgomery Mall redevelopment with nearly 3 million square feet of mixed-use development in the Rock Spring Master Plan area.
- Approval of the Hillandale Gateway in the White Oak Science Gateway Master Plan area, for a total of up to 598,721 square feet of mixed-use development, with up to 16,039 square feet of commercial development and up to 463 units, 155 of which are age-restricted and 25% MPDUs.
- Approval of the 4010 Randolph Road former Department of Recreation site in the Veirs Mill Corridor Master Plan area, for a total of up to 265,100 square feet of mixed-use development, including up to 3,500 square feet of commercial uses and up to 200 dwelling units, including 52 MPDUs.
- Approval of Northpark at Montrose in the White Flint 2 Master Plan area, for up to 107 townhouse units, 34 stacked two-over-two multi-family units, including 22 MPDUs.
- Approval of the Residences at Forest Glen in the Forest Glen Montgomery Hills Master Plan Area, for up to 189 units, including up to 38 MPDUs.
- Approval of Kaiser Permanente Medical Center in the Aspen Hill Master Plan area, at 180,000 square feet of new development and the Montgomery County Humane Society Campus in Aspen Hill for up to 16,000 square feet of veterinary clinic and other animal service uses.
- Conducted community engagement, developed, and refined recommendations, and conducted Planning Board work sessions for the Thrive 2050 General Plan Planning Board Draft, which was approved and transmitted to the County Council for review.
- Led community engagement and plan analysis of 13 transit options refined to 6 options for Corridor Forward, the I-270 Transit Plan.
- The Shady Grove Sector Plan Minor Master Plan Amendment approved and adopted by the County Council.
- Great Seneca Science Corridor Minor Master Plan Amendment Planning Board Draft approved and transmitted to the County Council for review.
- Delivered the Development Trends Report for “Advancing the Pike District” Initiative that identifies short term solutions for promoting economic development and creating attractive walking environments in the White Flint area.
- Collaborated with Montgomery County Department of Transportation (MCDOT), Montgomery Parks and the Bethesda Chevy Chase Regional Services Center to implement the Pike District





# Montgomery County Planning Department – Mid-County Planning

Connector, a one-mile missing link that connects the Bethesda Trolley Trail to the Montrose Parkway Trail and promotes walking and cycling at the local and regional level.

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY22 <u>Adjusted Adopted</u></b>	<b>FY23 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
Expenditures	\$2,038,248	\$2,190,794	7.5%
<b>Staffing</b>			
Funded Career Positions	20.00	20.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	14.60	14.25	-2.4%

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Includes new FY23 one-time consulting funding of:
  - \$100,000 for Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 Support. (\$95,000 included in Mid-County Planning budget and \$5,000 is included in Support Services budget for Translation Services).
  - \$100,000 for University Boulevard Corridor Plan Support. (\$95,000 included in Mid-County Planning budget and \$5,000 is included in Support Services budget for Translation Services).
  - \$50,000 to Update Incentive Density Implementation Guidelines for CR and Employment Zones.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY23 regulatory workload.



ORGANIZATIONAL STRUCTURE

UPCOUNTY PLANNING



# Montgomery County Planning Department – Upcounty Planning

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## OVERVIEW

Upcounty covers approximately 75% of Montgomery County, including most of the county’s rural areas, the Agricultural Reserve, the environmentally sensitive Special Protection Areas, and several communities, such as Potomac, Darnestown, Germantown, Clarksburg, Damascus, Olney, Ashton-Sandy Spring, Burtonsville, Fairland and the Agricultural Reserve.

The Upcounty Planning Division:

- Prepares master plans, sector plans, and the Rustic Roads Functional Master Plan.
- Prepares Studies and Design Guidelines.
- Provides for orderly, functional, and well-designed development consistent with sector or master plans.
- Provides timely and coordinated analysis of regulatory applications, including various zoning applications and Mandatory Referrals to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving resources and innovative environmental practices.
- Provides the integration of design, 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 and provides input of revisions to the 10-Year Water and Sewer Plan for Montgomery County.
- Assists the Office of Agriculture and the County in tracking Transfer of Development Rights and Building Lot Terminations.
- Serves as liaison with the Office of Agriculture and the agricultural community.
- Provides assistance to various community advisory committees, the Rustic Roads Advisory Committee, the Agricultural Preservation Advisory Board, and the Agricultural Advisory Committee.
- Conducts Placemaking Events.

## MISSION

To plan for and manage growth within the Upcounty by creating diverse, equitable and vibrant communities that are inclusive, interconnected through multi-modal transportation, and offer a variety of affordable housing types. To promote and support agriculture and agritourism. To better engage and include input from the diverse residents of Upcounty while creatively applying traditional and progressive planning approaches to achieve goals and recommendations.

## PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
  - Community Outreach
  - Regulatory Coordination
  - Urban Design Coordination
- Water and Sewer Planning
- Environmental reviews, including Special Protection Areas, Water Quality Plans, and Forest Resources Planning/Reviews



# Montgomery County Planning Department – Upcounty Planning

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- Environmental Coordination
- Transportation Coordination
- Parks and Open Space Coordination
- Community Facilities Coordination
- Schools Coordination
- Streetscape Standards
- Design Guidelines
- Sectional Map Amendments
- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Support of Agricultural and Agritourism Initiatives
- Local Area Transportation Review
- Highway Capacity Manual (HCM) Analysis
- Transportation Management and Transportation Mitigation Agreements Forest Resources Planning/Reviews
- Public/Private Coordination
- Assisting Advisory Committees
- Coordination with Park Planning
- Placemaking
- Inter-jurisdictional coordination
- Interagency coordination
- Mandatory Referrals
- Conditional Use Reviews

## ACCOMPLISHMENTS FOR FY21 (FROM JULY 2020 THROUGH JUNE 2021)

### *Quality Development:*

- Approval for Fieldcrest Community Solar Site Plan.
- Approval for College View Campus Preliminary and Site Plan.
- Approval for Spectrum Retirement Community Conditional Use and Preliminary Plan.
- Approval for Ashford Woods Preliminary Plan.
- Approval for Olney Theatre Site Plan.
- Approval for King Souder Property Preliminary Plan.
- Approval for Creekside at Cabin Branch Preliminary Plan Amendment.
- Approval for Seneca Meadows Corporate Center Phase 3 Site Plan.

### *Innovative Planning:*

- Transmitted Sectional Map Amendment for the Germantown Town Sector Plan to Council.
- Completed the Ashton Village Minor Master Plan.
- Continued the Rustic Roads Functional Master Plan update.
- Conducted parcel file cleanup, outreach and initiated the Fairland/Briggs Chaney Master Plan with Planning Board approval of the Scope of Work and in-person outreach events.



**Montgomery County  
Planning Department – Upcounty Planning**

**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY22</b>	<b>FY23</b>	<b>%</b>
	<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
	<b><u>Adopted</u></b>		
<b>Budget</b>			
Expenditures	\$1,928,453	\$2,166,337	12.3%
<b>Staffing</b>			
Funded Career Positions	21.00	21.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	14.38	15.45	7.4%

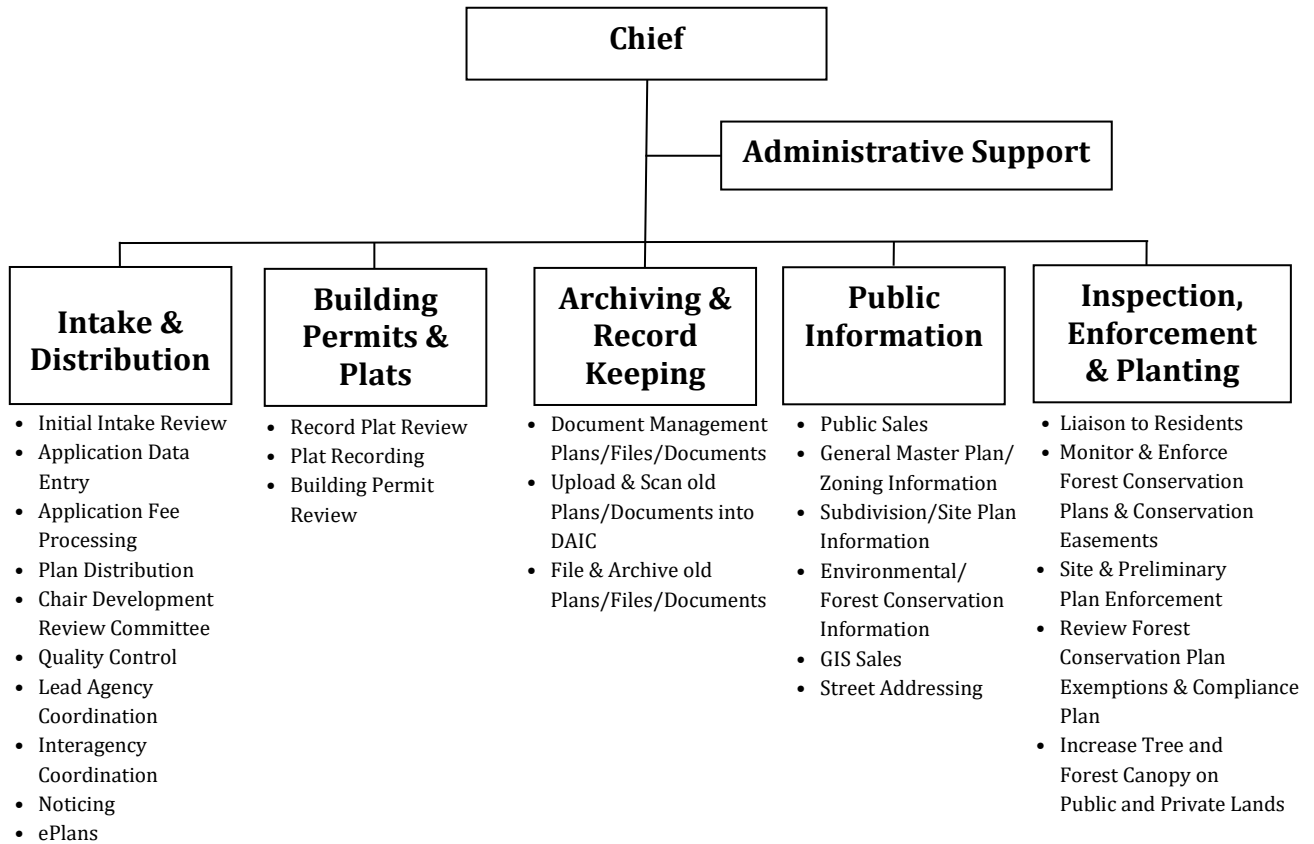
**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

- FY23 one-time consulting funding of:
  - \$25,000 for Fairland and Briggs Chaney Master Plan Support. (\$20,000 included in Upcounty Planning budget and \$5,000 is included in Support Services budget for Translation Services).
  - \$100,000 for Clarksburg Master Plan Amendment Support. (\$95,000 included in Upcounty Planning budget and \$5,000 is included in Support Services budget for Translation Services).
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY23 regulatory workload.



**ORGANIZATIONAL STRUCTURE**

**INTAKE AND REGULATORY COORDINATION (IRC)**



# Montgomery County Planning Department – Intake and Regulatory Coordination

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## OVERVIEW

Intake and Regulatory Coordination (IRC) manages the assignment, tracking and monitoring of all development applications, 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 also manages the Reforest Montgomery Program to increase the tree and forest canopy in the County. 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 or parcels, and manages contractors to ensure the plantings occur and are maintained.

## MISSION

To be the customer service division by providing easy access to information and efficiently managing all aspects of the development application process 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 in response to a violation
- Enforce the Forest Conservation Law, Forest Conservation Plans, Conservation Easements, Preliminary Plans, and Site 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
- Archive and maintain all Plans

## ACCOMPLISHMENTS FOR FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- Prepared and received approval from the Montgomery County Council for revisions to the Forest Conservation Law, Chapter 22A of the County Code.
- Prepared and received approval from the Montgomery County Council on the amendments to the Forest Conservation Regulation, Section 22A of the Code of Montgomery County Regulations.
- Prepared and received approval from the Montgomery County Council on an omnibus amendment to the Subdivision Regulations, Chapter 50 of the Montgomery County Code.
- Expanded Reforest Montgomery program to obtain access and secure a vendor for planting on existing conservation easements located on private property.



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY22 <u>Adjusted Adopted</u></b>	<b>FY23 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
Expenditures	\$1,233,695	\$1,084,282	-12.1%
<b>Staffing</b>			
Funded Career Positions	19.00	19.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	11.42	10.15	-11.1%

**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

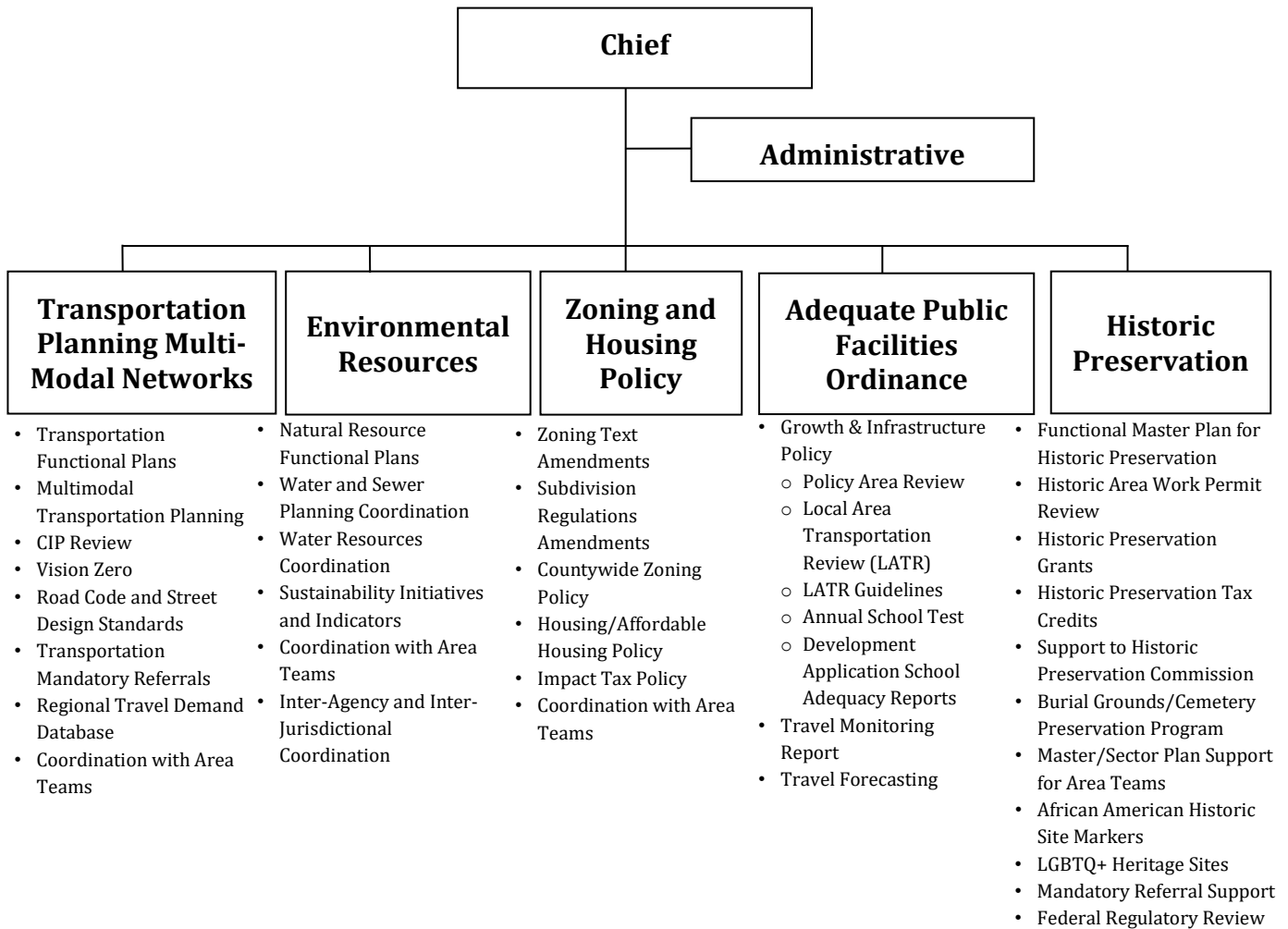
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY23 regulatory workload.





ORGANIZATIONAL STRUCTURE

COUNTYWIDE PLANNING AND POLICY (CPP)



# Montgomery County Planning Department – Countywide Planning and Policy

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## 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 and School Utilization Report
- Provide regulatory review of and tax credit information for construction involving historic properties
- Review Historic Area Work Permits
- Provide transportation modeling for the Growth and Infrastructure Policy and area master plans
- Prepare staff recommendations on Zoning Text Amendments and Subdivision Regulation Amendments
- Lead Department review of Capital Improvement Program and Consolidated Transportation Program
- Lead and coordinate Department review of transportation mandatory referral projects
- 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 conditions including preparation of the biennial Bicycle Master Plan Monitoring Report
- Prepare biennial Travel Monitoring Report
- 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



# Montgomery County Planning Department – Countywide Planning and Policy

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## ACCOMPLISHMENTS FOR FY21 (FROM JULY 2020 THROUGH JUNE 2021)

- Led a multi-divisional effort called Attainable Housing Strategies to identify ways to allow more diverse types of housing in the county’s single-family zones.
- Coordinated an interdepartmental effort to review and rename county-owned streets and public facilities named for Confederate soldiers or those who otherwise do not reflect Montgomery County values.
- Managed the adoption of several amendments to the Master Plan for Historic Preservation, including the designation of the Mihran Mesrobian House as a Master Plan Historic Site.
- Completed the Housing Needs Assessment, the Residential Development Capacity Analysis, and an analysis of multiple future transportation scenarios in support of Thrive Montgomery 2050.
- Completed the quadrennial update to the county’s Growth and Infrastructure Policy (GIP) and development impact tax code.
- Led the Planning Board through adoption of the Annual School Test Guidelines, as required by the new GIP.
- Prepared an updated FY21 Annual School Test (under the rules of the new GIP) and the FY22 Annual School Test. Received Planning Board certification of both sets of test results.
- Released the first two iterations of the School Utilization Report as required by the new GIP.
- Prepared biennial updates to the county’s development impact tax rates for schools.
- 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).
- Completed mandatory referral review and coordination for nine transportation projects presented to the Planning Board for comments. Also reviewed and presented to the Planning Board five planning/alternatives studies for future transportation projects.
- Reviewed and presented comments to the Planning Board on eight Zoning Text Amendments and two Subdivision Regulation Amendments introduced by the County Council.
- Along with Montgomery County’s Department of Transportation, completed a multi-agency effort to create the Complete Streets Design Guide and update the county’s roadway classification system.
- Provided transportation, housing, school infrastructure, and historic preservation support to planning teams working on several area master plans, several master plan monitoring reports and the review of numerous development applications.
- Prepared and completed an update to the county’s Guidelines for Environmental Management of Development.
- Prepared and presented comments to the Planning Board on several resolutions introduced by the County Council, including a proposed rent stabilization bill.
- Prepared and received Planning Board approval for updates to the countywide burial sites inventory.
- Continued to prepare and implement the Pedestrian Level of Comfort – a countywide evaluation of pedestrian connectivity – while working on development of the Pedestrian Master Plan.
- Made significant progress on numerous ongoing projects, including the Predictive Safety Analysis, the Access Management Study, the update to the Rustic Roads Functional Master Plan and Corridor Forward, the I-270 corridor transit functional master plan.



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY22</b>	<b>FY23</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$3,111,219	\$3,250,296	4.5%
<b>Staffing</b>				
	Funded Career Positions	21.00	21.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	20.49	20.57	0.4%

**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

- Includes new FY23 one-time consulting funding of:
  - \$65,000 for Coordinated Development of a Countywide Transportation Data Asset Management Strategy.
  - \$60,000 for Parking Lot Design Study.
  - \$125,000 for Policy Area and Local Area Transportation Test update. This is updated every four years for the Growth and Infrastructure Policy and is a major known commitment.
- Includes \$15,000 for new FY23 ongoing consulting funding for Master Plan Monitoring transportation analysis. Previously \$25,000 was budgeted every two years. Requesting \$15,000 every year since all plans requiring monitoring are not on the same biennial schedule. This is a major known commitment.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



# 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, office supplies, copying, mailing, 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, employee transit assistance, 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

		FY22 <u>Adjusted Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
	Expenditures	\$2,553,344	\$2,665,038	4.4%
<b>Staffing</b>				
	Funded Career Positions	0.00	0.00	-
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	0.00	0.00	-

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Includes \$47,900 for 2% CPI increase for contracts and supplies.
- Includes \$30,000 for translation services for six plans listed under Downcounty Planning, Mid-County Planning and Upcounty Planning divisions (\$5,000 each).
- Includes \$45,220 for ERP Upgrade project, an ongoing major known commitment.
- Net reduction of (-\$13,970) in Risk Management, Long Term Disability, and Legal chargebacks.
- Net reduction of (-\$33,100) in Office of the Chief Information Officer/Commission-Wide Information Technology (CIO/CWIT) base budget.
- Includes \$24,925 for new Commission- wide IT initiatives.



# Montgomery County Planning Department – Summary of Division Budgets

## MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
<b>Office of The Planning Director</b>					
Personnel Services	1,281,942	1,434,354	1,460,687	1,445,662	-1.0%
Supplies and Materials	106	7,500	7,500	7,500	0.0%
Other Services and Charges	70,605	73,200	73,200	73,200	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(21,800)	-	-	-	-
<b>Total</b>	<b>1,330,853</b>	<b>1,515,054</b>	<b>1,541,387</b>	<b>1,526,362</b>	<b>-1.0%</b>
<b>Management Services</b>					
Personnel Services	1,095,418	1,114,932	1,132,157	1,143,097	1.0%
Supplies and Materials	-	2,500	2,500	2,500	0.0%
Other Services and Charges	2,835	14,550	14,550	14,550	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,098,253</b>	<b>1,131,982</b>	<b>1,149,207</b>	<b>1,160,147</b>	<b>1.0%</b>
<b>Communications Division</b>					
Personnel Services	1,173,186	1,196,340	1,216,720	1,246,767	2.5%
Supplies and Materials	4,966	16,500	16,500	16,500	0.0%
Other Services and Charges	317,544	356,782	356,782	402,782	12.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,495,696</b>	<b>1,569,622</b>	<b>1,590,002</b>	<b>1,666,049</b>	<b>4.8%</b>
<b>Countywide Planning &amp; Policy</b>					
Personnel Services	2,908,169	2,782,468	2,831,269	2,861,296	1.1%
Supplies and Materials	46	4,600	4,600	4,600	0.0%
Other Services and Charges	90,039	275,350	275,350	384,400	39.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(21,800)	-	-	-	-
<b>Total</b>	<b>2,976,454</b>	<b>3,062,418</b>	<b>3,111,219</b>	<b>3,250,296</b>	<b>4.5%</b>
<b>Downcounty Planning</b>					
Personnel Services	2,020,823	1,983,624	2,016,607	2,060,968	2.2%
Supplies and Materials	20	5,000	5,000	5,000	0.0%
Other Services and Charges	123,313	151,000	151,000	292,000	93.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(587,600)	(680,010)	(680,010)	(639,400)	-6.0%
<b>Total</b>	<b>1,556,556</b>	<b>1,459,614</b>	<b>1,492,597</b>	<b>1,718,568</b>	<b>15.1%</b>
<b>Mid-County Planning</b>					
Personnel Services	2,617,691	2,564,043	2,595,389	2,664,844	2.7%
Supplies and Materials	414	1,150	1,150	1,150	0.0%
Other Services and Charges	3,598	91,400	91,400	256,400	180.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(645,600)	(649,691)	(649,691)	(731,600)	12.6%
<b>Total</b>	<b>1,976,103</b>	<b>2,006,902</b>	<b>2,038,248</b>	<b>2,190,794</b>	<b>7.5%</b>



# Montgomery County Planning Department – Summary of Division Budgets

## MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
<b>Upcounty Planning</b>					
Personnel Services	2,403,509	2,647,218	2,676,732	2,736,137	2.2%
Supplies and Materials	1,386	2,500	2,500	2,500	0.0%
Other Services and Charges	12,182	86,600	86,600	126,600	46.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(855,900)	(837,379)	(837,379)	(698,900)	-16.5%
<b>Total</b>	<b>1,561,177</b>	<b>1,898,939</b>	<b>1,928,453</b>	<b>2,166,337</b>	<b>12.3%</b>
<b>Intake &amp; Regulatory Coordination</b>					
Personnel Services	2,087,256	2,183,148	2,213,982	2,256,482	1.9%
Supplies and Materials	1,439	8,950	8,950	9,000	0.6%
Other Services and Charges	6,906	19,950	19,950	20,500	2.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,160,500)	(1,009,187)	(1,009,187)	(1,201,700)	19.1%
<b>Total</b>	<b>935,101</b>	<b>1,202,861</b>	<b>1,233,695</b>	<b>1,084,282</b>	<b>-12.1%</b>
<b>Information Technology and Innovation</b>					
Personnel Services	2,290,596	2,426,504	2,456,970	2,430,181	-1.1%
Supplies and Materials	454,563	247,192	247,192	247,192	0.0%
Other Services and Charges	880,146	1,131,605	1,131,605	1,369,105	21.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(123,300)	-	-	-	-
<b>Total</b>	<b>3,502,005</b>	<b>3,805,301</b>	<b>3,835,767</b>	<b>4,046,478</b>	<b>5.5%</b>
<b>Research and Strategic Projects</b>					
Personnel Services	850,007	926,288	934,841	1,011,862	8.2%
Supplies and Materials	-	750	750	750	0.0%
Other Services and Charges	50,537	125,121	125,121	252,121	101.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>900,544</b>	<b>1,052,159</b>	<b>1,060,712</b>	<b>1,264,733</b>	<b>19.2%</b>
<b>Support Services</b>					
Personnel Services	30,979	250,969	250,969	249,838	-0.5%
Supplies and Materials	17,337	128,100	128,100	128,100	0.0%
Other Services and Charges	2,257,412	2,081,393	2,081,393	2,186,788	5.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	90,177	92,882	92,882	100,312	8.0%
<b>Total</b>	<b>2,395,905</b>	<b>2,553,344</b>	<b>2,553,344</b>	<b>2,665,038</b>	<b>4.4%</b>
<b>Grants</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	2,715	-	-	-	-
Other Services and Charges	-	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>2,715</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>
<b>Total Planning Department</b>					
Personnel Services	18,759,576	19,509,888	19,786,323	20,107,134	1.6%
Supplies and Materials	482,992	424,742	424,742	424,792	0.0%
Other Services and Charges	3,815,117	4,556,951	4,556,951	5,528,446	21.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,326,323)	(3,083,385)	(3,083,385)	(3,171,288)	2.9%
<b>Total</b>	<b>19,731,362</b>	<b>21,408,196</b>	<b>21,684,631</b>	<b>22,889,084</b>	<b>5.6%</b>



# Montgomery County Planning Department – Summary of Positions and Workyears

## MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>PLANNING DEPARTMENT</u></b>						
<b><u>DIRECTOR'S OFFICE</u></b>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.15)	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Director's Office</b>	<b>7.00</b>	<b>6.85</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b><u>MANAGEMENT SERVICES</u></b>						
Full-Time Career	9.00	9.00	9.00	9.00	9.00	9.00
Part-Time Career	2.00	1.60	2.00	1.60	2.00	1.60
<b>Career Total</b>	<b>11.00</b>	<b>10.60</b>	<b>11.00</b>	<b>10.60</b>	<b>11.00</b>	<b>10.60</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.97)	-	(2.24)	-	(2.41)
<b>Subtotal Management Services</b>	<b>11.00</b>	<b>9.63</b>	<b>11.00</b>	<b>8.36</b>	<b>11.00</b>	<b>8.19</b>
<b><u>COMMUNICATIONS DIVISION</u></b>						
Full-Time Career	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(0.16)	-	(0.17)
<b>Subtotal Communications Division</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.84</b>	<b>10.00</b>	<b>9.83</b>
<b><u>COUNTYWIDE PLANNING AND POLICY</u></b>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	1.00	0.50	-	-	-	-
<b>Career Total</b>	<b>21.00</b>	<b>20.50</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.15)	-	-	-	-
Less Lapse	-	(1.00)	-	(0.51)	-	(0.43)
<b>Subtotal Countywide Planning and Policy</b>	<b>21.00</b>	<b>19.35</b>	<b>21.00</b>	<b>20.49</b>	<b>21.00</b>	<b>20.57</b>
<b><u>DOWNCOUNTY PLANNING</u></b>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.05)	-	(4.71)	-	(4.30)
Less Lapse	-	(0.80)	-	(0.56)	-	(0.55)
<b>Subtotal Downcounty Planning</b>	<b>16.00</b>	<b>11.15</b>	<b>16.00</b>	<b>10.73</b>	<b>16.00</b>	<b>11.15</b>





# Montgomery County Planning Department – Summary of Positions and Workyears

## MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>MID-COUNTY PLANNING</u>						
Full-Time Career	21.00	21.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.45)	-	(4.50)	-	(4.92)
Less Lapse	-	(1.07)	-	(0.90)	-	(0.83)
<b>Subtotal Mid-County Planning</b>	<b>21.00</b>	<b>15.48</b>	<b>20.00</b>	<b>14.60</b>	<b>20.00</b>	<b>14.25</b>
<u>UPCOUNTY PLANNING</u>						
Full-Time Career	20.00	20.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>20.00</b>	<b>20.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(5.90)	-	(5.80)	-	(4.70)
Less Lapse	-	(0.99)	-	(0.82)	-	(0.85)
<b>Subtotal Upcounty Planning</b>	<b>20.00</b>	<b>13.11</b>	<b>21.00</b>	<b>14.38</b>	<b>21.00</b>	<b>15.45</b>
<u>INTAKE &amp; REGULATORY COORDINATION</u>						
Full-Time Career	18.00	18.00	19.00	19.00	19.00	19.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>18.00</b>	<b>18.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(8.00)	-	(6.99)	-	(8.08)
Less Lapse	-	(0.83)	-	(0.59)	-	(0.77)
<b>Subtotal Intake &amp; Regulatory Coordination</b>	<b>18.00</b>	<b>9.17</b>	<b>19.00</b>	<b>11.42</b>	<b>19.00</b>	<b>10.15</b>
<u>INFORMATION TECHNOLOGY AND INNOVATION</u>						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(0.85)	-	-	-	-
Less Lapse	-	(0.95)	-	(0.68)	-	(0.72)
<b>Subtotal Information Technology &amp; Innovation</b>	<b>18.00</b>	<b>16.20</b>	<b>18.00</b>	<b>17.32</b>	<b>18.00</b>	<b>17.28</b>
<u>RESEARCH AND STRATEGIC PROJECTS</u>						
Full-Time Career	6.00	6.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(0.16)	-	-
<b>Subtotal Research &amp; Strategic Projects</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>6.84</b>	<b>7.00</b>	<b>7.00</b>
<u>TOTAL PLANNING</u>						
Full-Time Career	145.00	145.00	148.00	148.00	148.00	148.00
Unfunded Career	3.00	-	1.00	-	1.00	-
Part-Time Career	3.00	2.10	2.00	1.60	2.00	1.60
<b>Career Total</b>	<b>151.00</b>	<b>147.10</b>	<b>151.00</b>	<b>149.60</b>	<b>151.00</b>	<b>149.60</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(23.55)	-	(22.00)	-	(22.00)
Less Lapse	-	(6.61)	-	(6.62)	-	(6.73)
<b>Grand Total Planning Department</b>	<b>151.00</b>	<b>116.94</b>	<b>151.00</b>	<b>120.98</b>	<b>151.00</b>	<b>120.87</b>



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# **Department of Parks**

**(Park /PM /Enterprise /CIP)**

**MONTGOMERY COUNTY DEPARTMENT OF PARKS (Park and Other Funds)**

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**CONSERVATION**  
**NORTHWEST BRANCH TRAIL**



**MURALS IN THE PARKS**  
**DEWEY LOCAL PARK**

**OUR VISION**

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

**OUR MISSION**

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



**CABINS**  
**LITTLE BENNETT CAMPGROUND**



**OPEN PARKWAYS**  
**LITTLE FALLS PARKWAY**



**PROGRAM ACCESS**  
**ALL-ANGLERS FISHING RODEO**

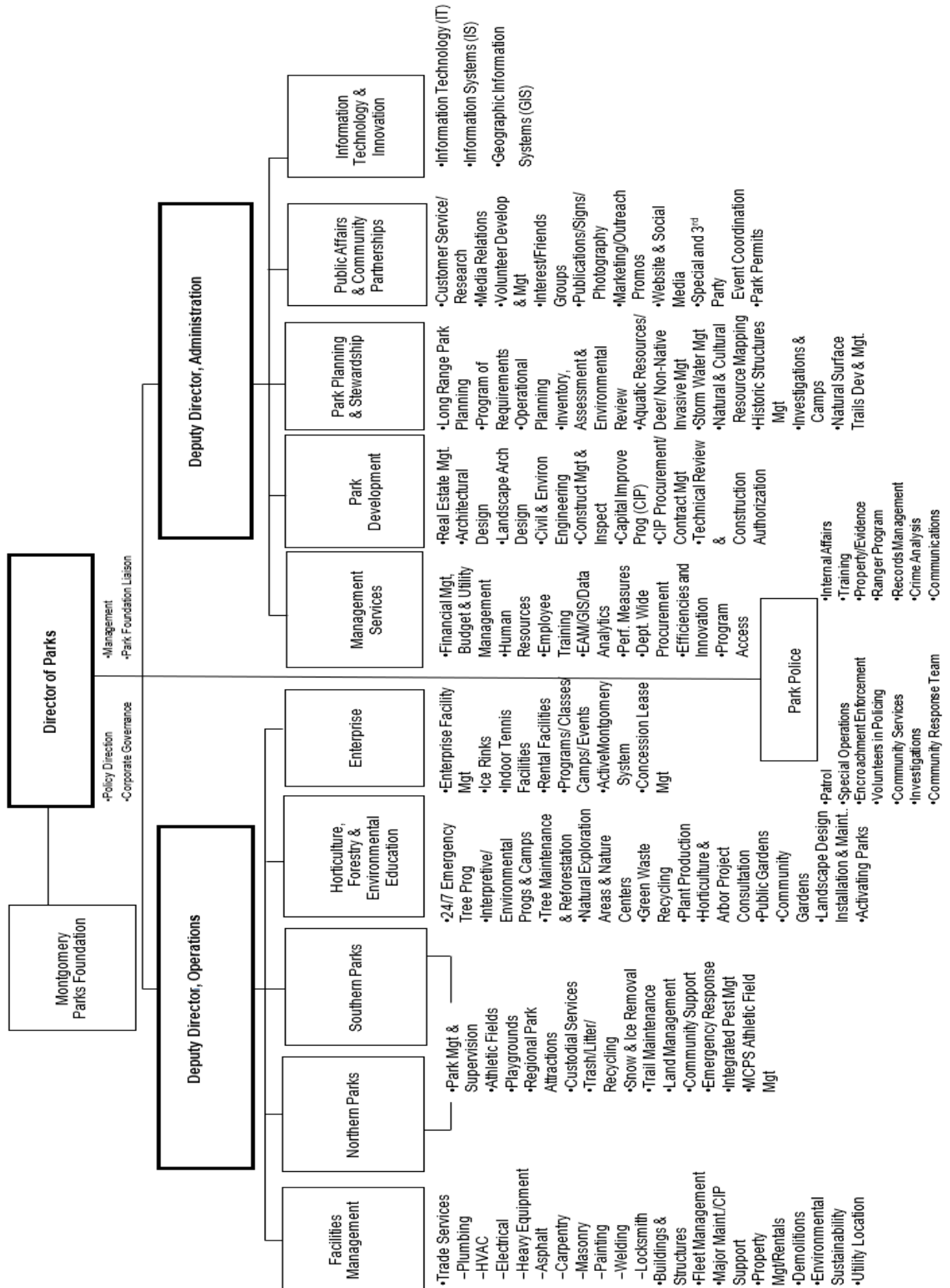






ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY DEPARTMENT OF PARKS ORG CHART



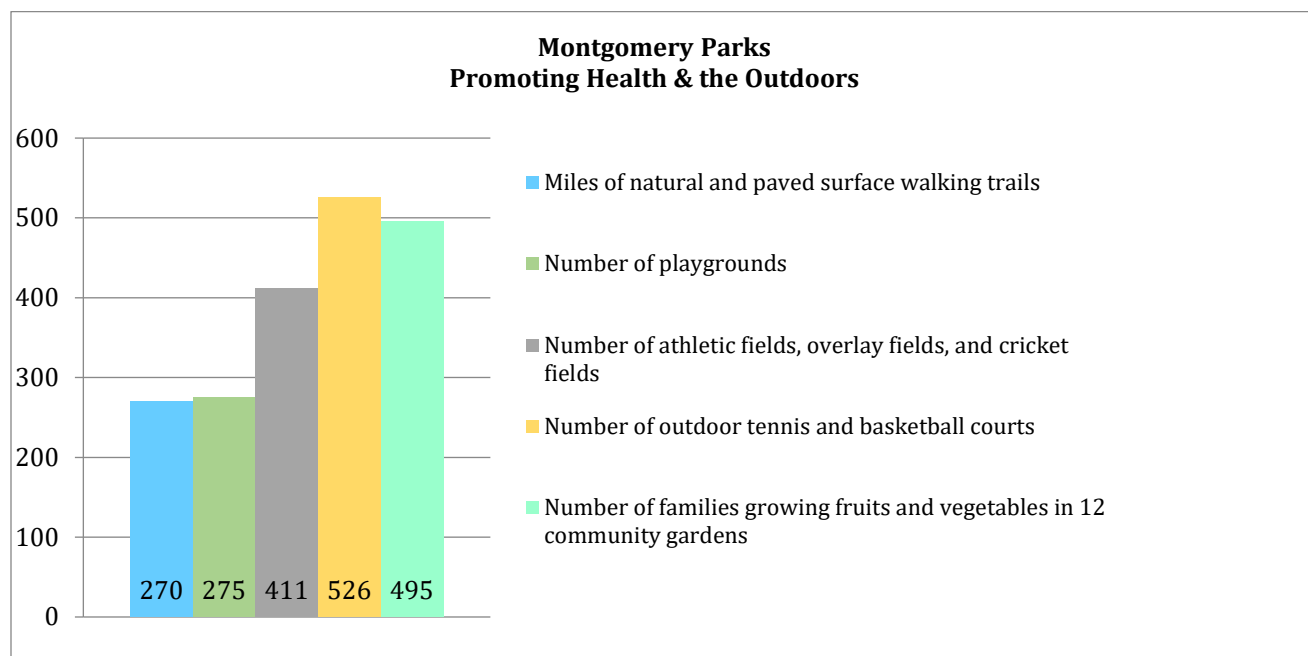
**EXECUTIVE OVERVIEW**

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 421 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 Centers 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 more than 50 percent of Americans will be diagnosed with a 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 some businesses and indoor facilities were forced to close or reduce capacities for long periods of time.





## Montgomery County Department of Parks

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Delivering high-quality service in parks is an important focus for Montgomery Parks as demand and usage continue to grow. Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of the County's residents. Montgomery Parks Vision 2030 plan is a comprehensive park planning effort to develop long range plans and to continue to serve as a guide for future park development and resource protection to better address changing needs and growth forecasts through 2030. The Vision 2030 plan is supplemented by the Parks, Recreation and Open Space (PROS) Master Plan which guides future development and management of the park system. This plan gets updated every five years, and the department is currently working on the 2022 PROS update. This plan focuses on providing equitable, active, and central community spaces that meet the public's recreational needs and protect the natural and cultural resources of parkland for future generations.

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 also uses the Equity Focus Areas Analysis Tool developed in conjunction with Montgomery Planning to help infuse racial equity and social justice into prioritization of planning, programs, policies, resource allocation and budgetary decisions.

The Department's FY23 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 FY23 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 our trails and creating equitable experiences, improving the quality and playability of ballfields, enhancing technology, maintaining and improving what we have, expanding innovative cultural and historic programming, and improving public safety.

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 FY23 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

### **MISSION**

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



**VALUES**

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

**ACCOMPLISHMENTS**

- Successfully implemented a Commission-wide COVID-19 Vaccine Mandate throughout the Department, including communications, tracking employee compliance, disposition of non-compliant or accommodation cases, and secure digital storage of sensitive employee documents.
- The Parks, Recreation and Open Spaces (PROS) Plan was updated for 2022. The focus of the 2022 PROS Plan is to provide equitably activated, central community spaces that meet recreational needs and protect and manage natural and cultural resources for future generations.
- The Department extended the Picnic in the Park Program. The original park directive which allowed for the use of alcohol in selected parks was initiated during the pandemic in September 2020 in partnership with local restaurants and businesses providing a way for patrons to enjoy the park while supporting local businesses. Initially, the temporary directive allowing alcohol was suspended in July 2021; however, due to popular demand, the initiative was reinstated in October 2021 and expanded the number of parks included in the initiative.
- The Activation Parks program attracted over 8,000 attendees at events and programs throughout the year, including five Fun Runs and Walks, multiple Yappy Hour events at various county dog parks and Salsa in the Park, with over 400 attendees. More events are planned for FY23.
- The Open Parkways program was launched in March 2020 providing more outdoor space for recreation and exercise in response to the COVID-19 pandemic. Due to the overwhelming popularity of the initiative, the program has remained in effect allowing the recreational use of Beach Drive, Sligo Creek Parkway, and Little Falls Parkway by closing these roads at selected times to vehicular traffic. This provides more room for cyclist and pedestrians to recreate in a socially distant manner.



## Montgomery County Department of Parks

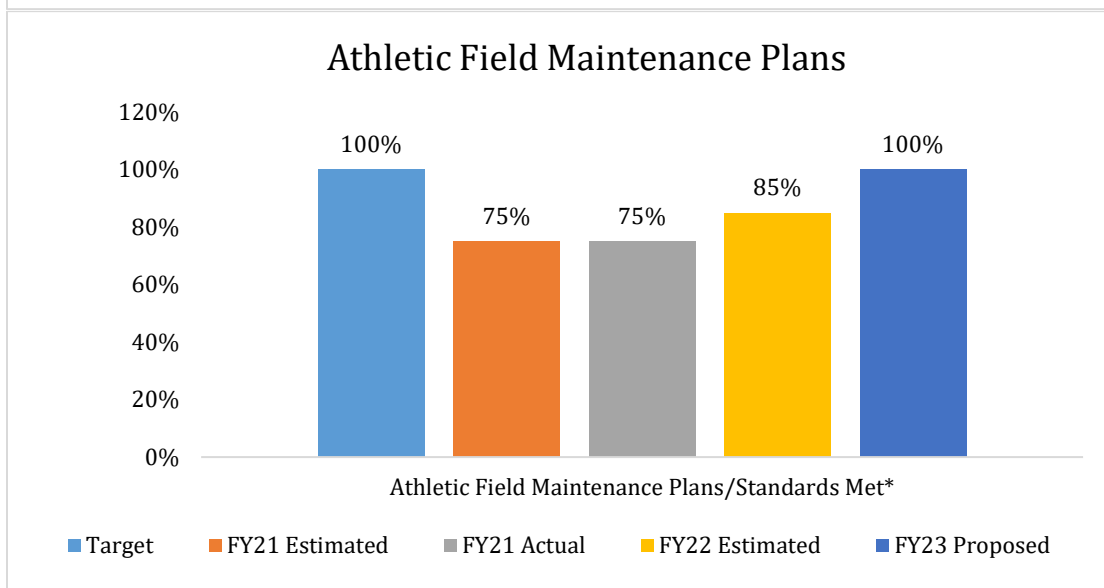
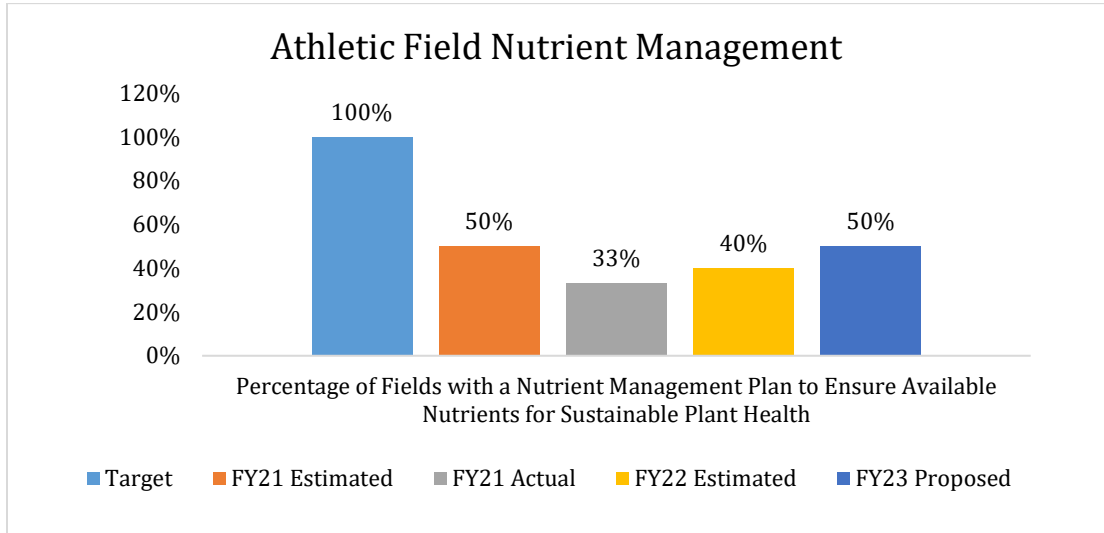
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- Pickleball implementation accelerated rapidly in 2021 with 32 new pickleball courts added, including six new dedicated courts at Bauer Drive Local Park (converting two tennis courts) and two new dedicated courts at Seven Locks Local Park (converting one tennis court).



**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.

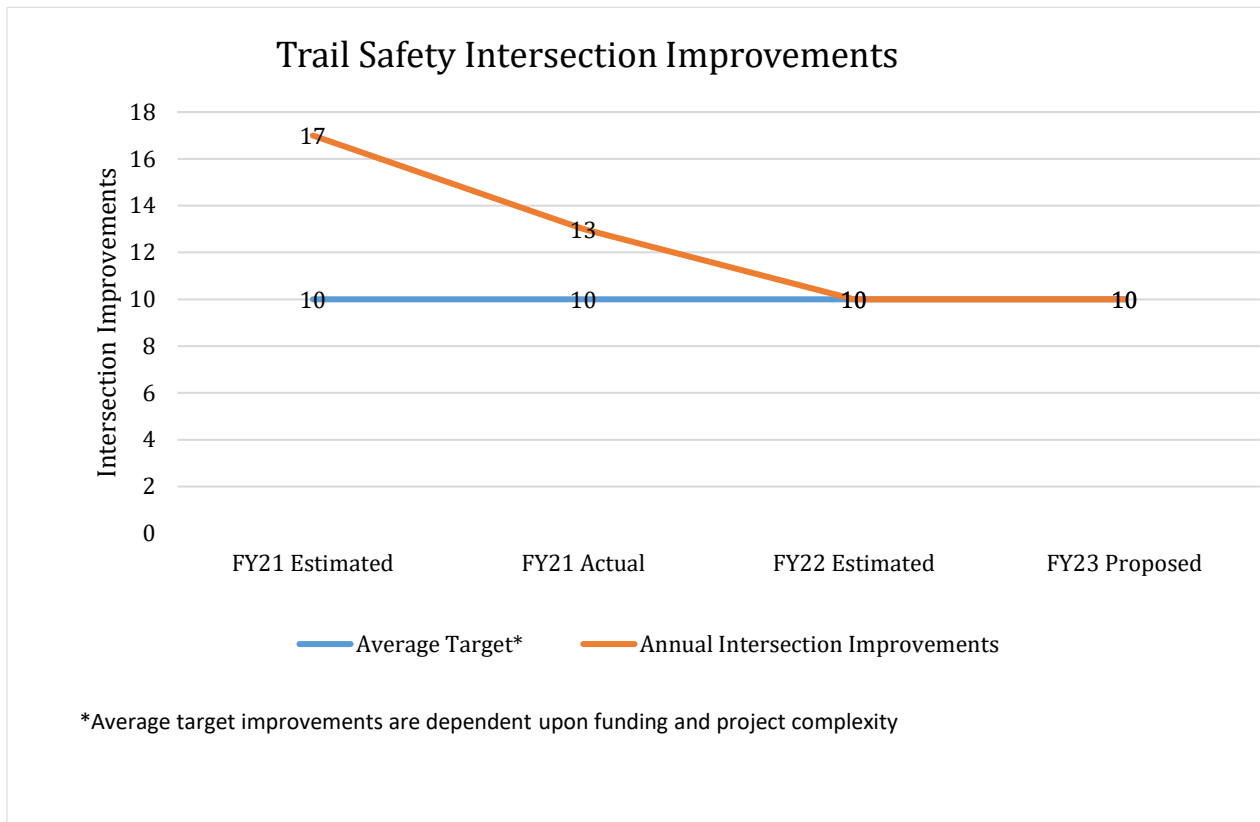


\*Maintenance Standards indicate optimal frequency for performing activities such as aerating, over-seeding, mowing, infield maintenance for diamond fields, and lining of rectangle fields.

**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.



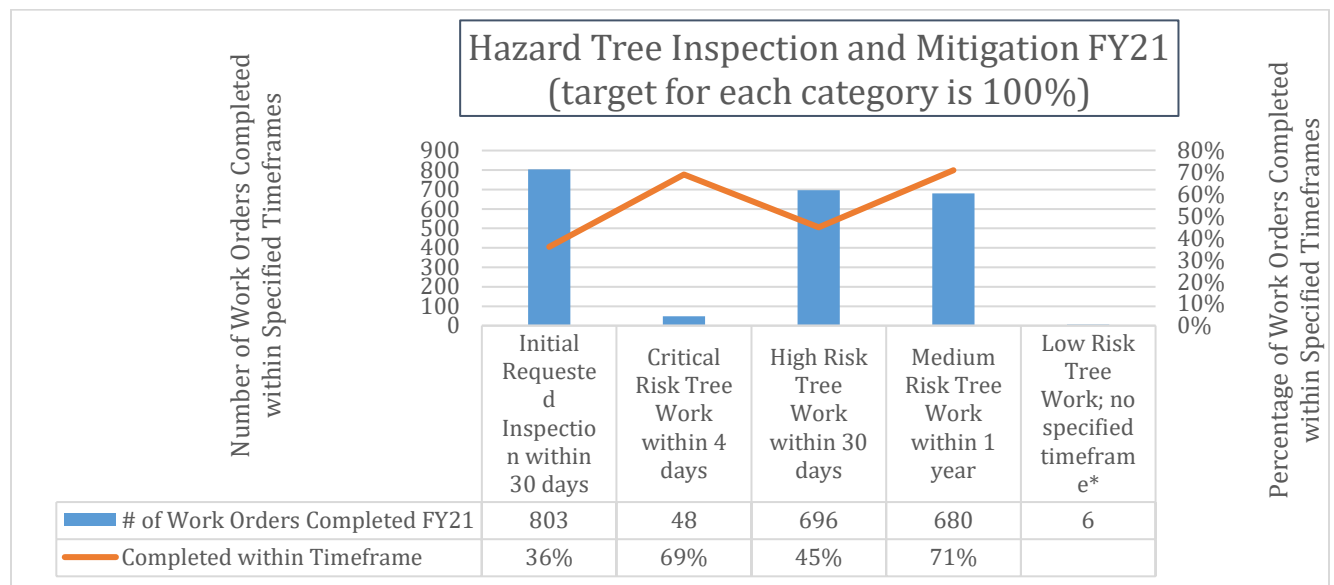
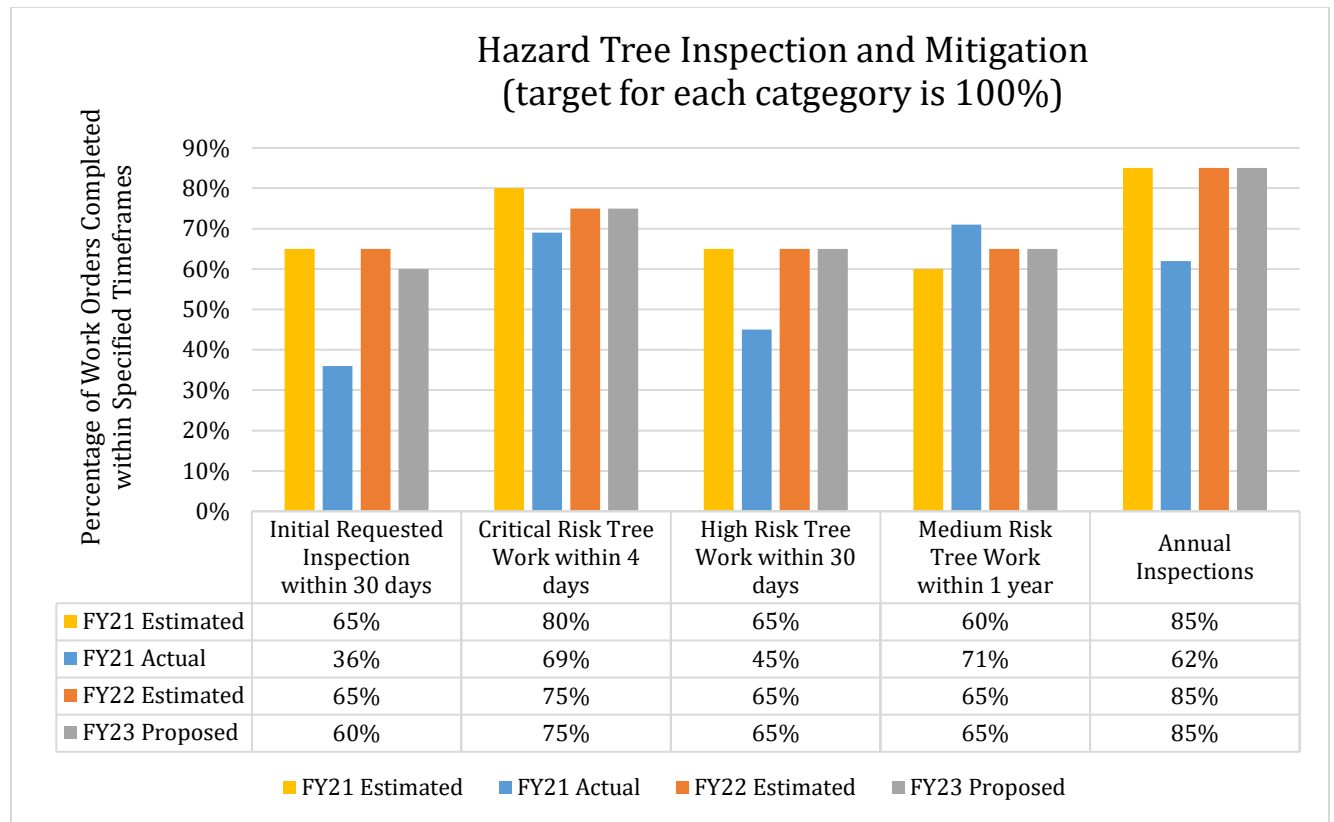


**Hazard Tree Inspection**

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.





\*Low-risk tree work is done when in close proximity to other needed tree work so there is no specified timeframe for completion.

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.



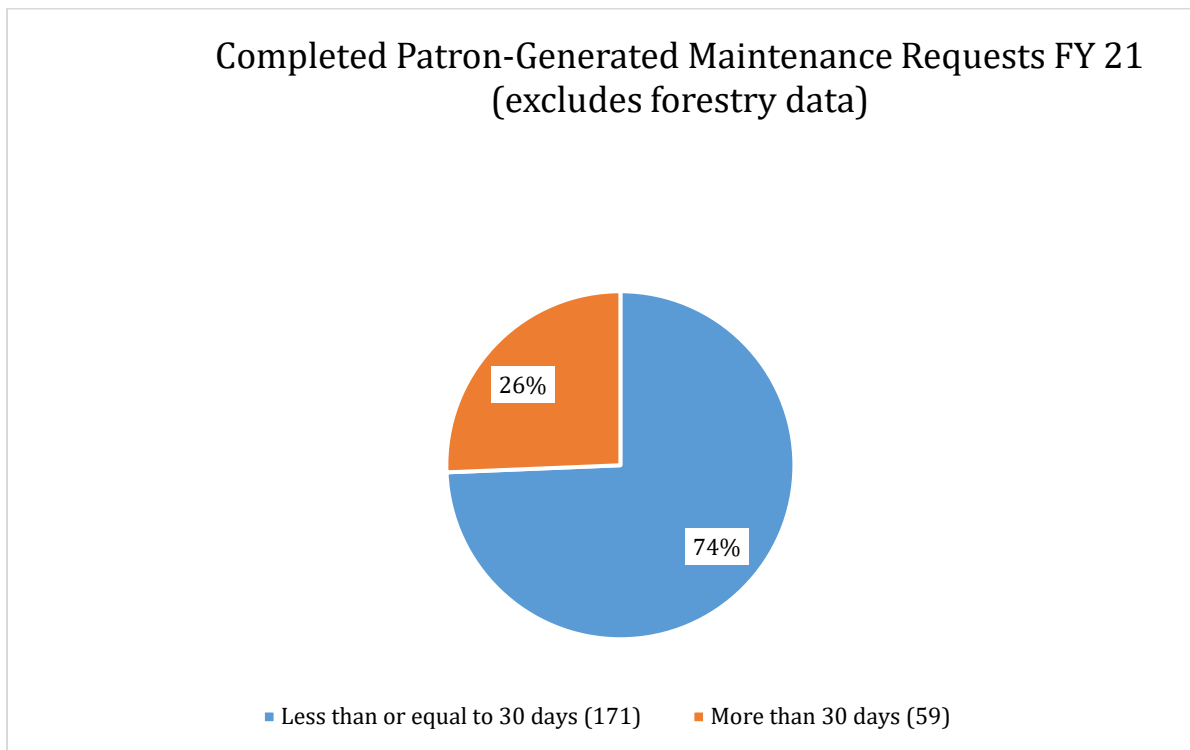
# Montgomery County Department of Parks

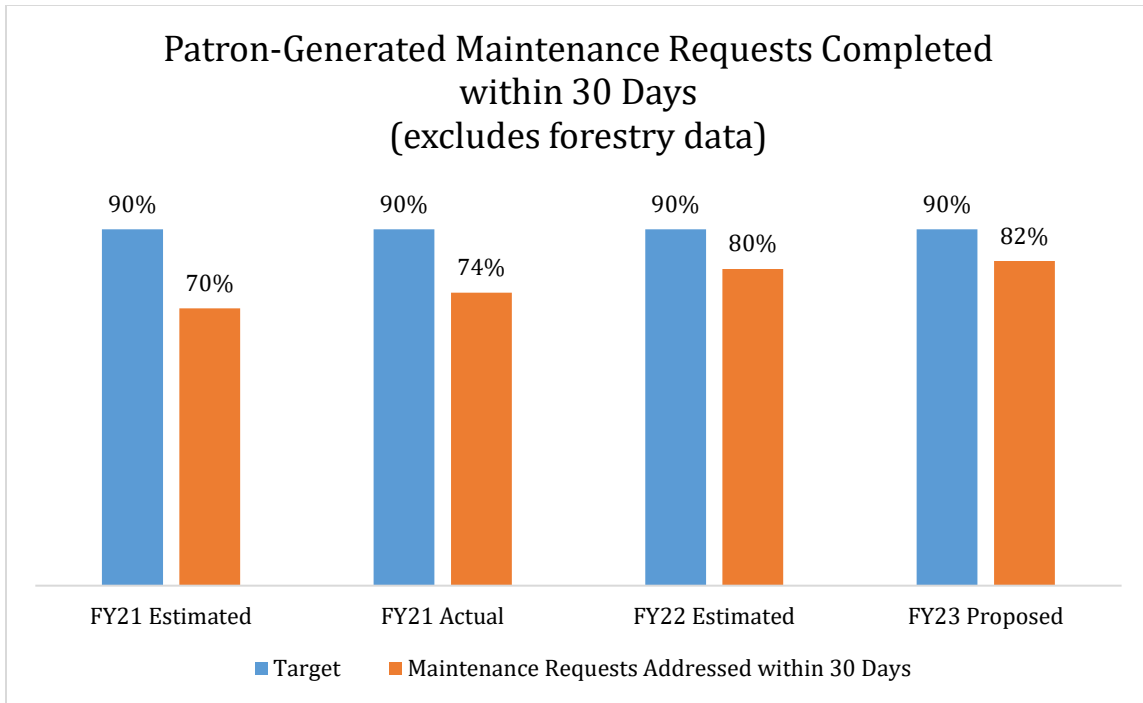
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All Parks are being routinely inspected either every 1 year, every 3 years, or every 5 years based on the tree condition/age and frequency of use for that park.

## Response to Citizen's Concerns

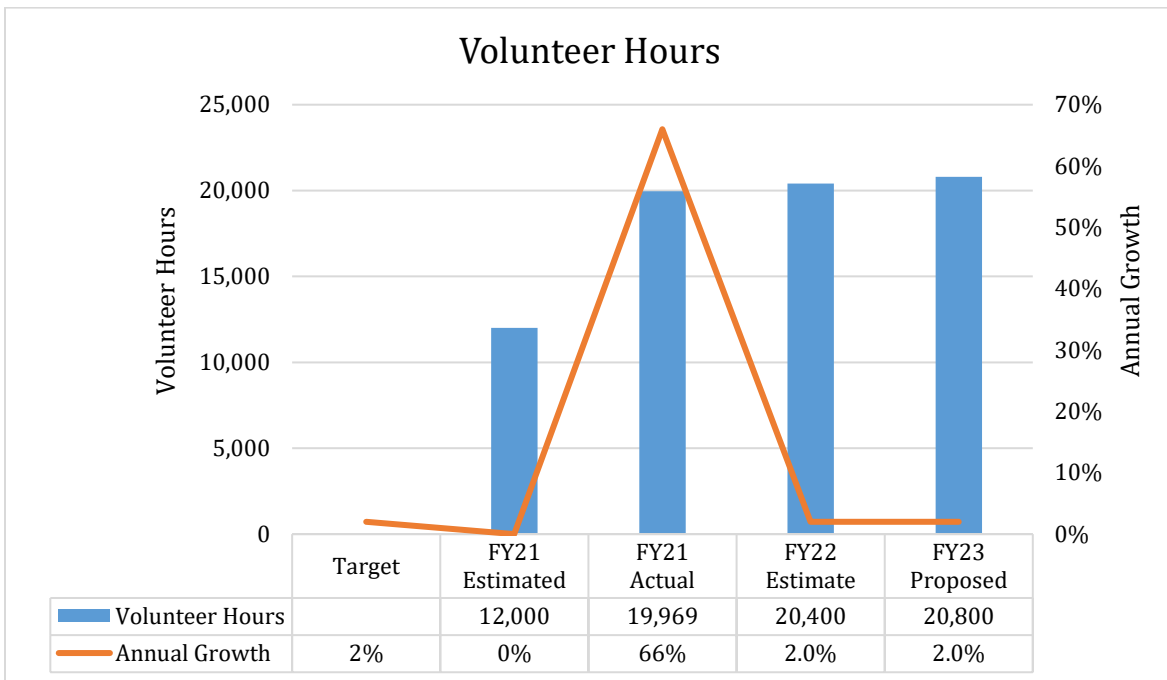
The Department's goal is to increase staff responsiveness in addressing park maintenance concerns from citizens by reducing the time it takes to address park issues that are reasonable, viable and relevant to the Parks Department, submitted by patrons through the Customer Relationship Management system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





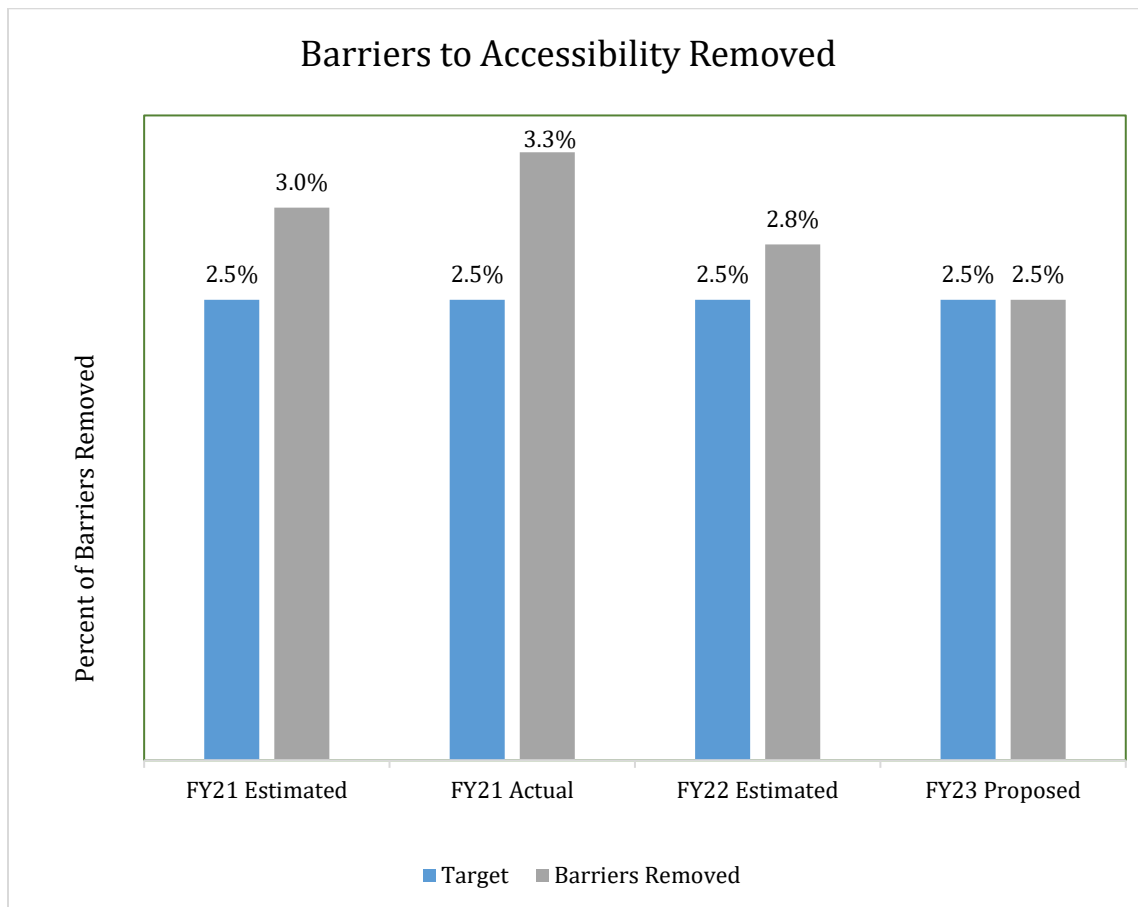
# Montgomery County Department of Parks

FY21 volunteer service hours were better than estimated as programs with volunteers reopened in August 2020 following initial closure due to the COVID-19 Pandemic.

FY22 volunteer service hours are estimated to remain low as the requirement for volunteers to be fully vaccinated against COVID-19 went into effect in November 2021.

## ADA Accessibility

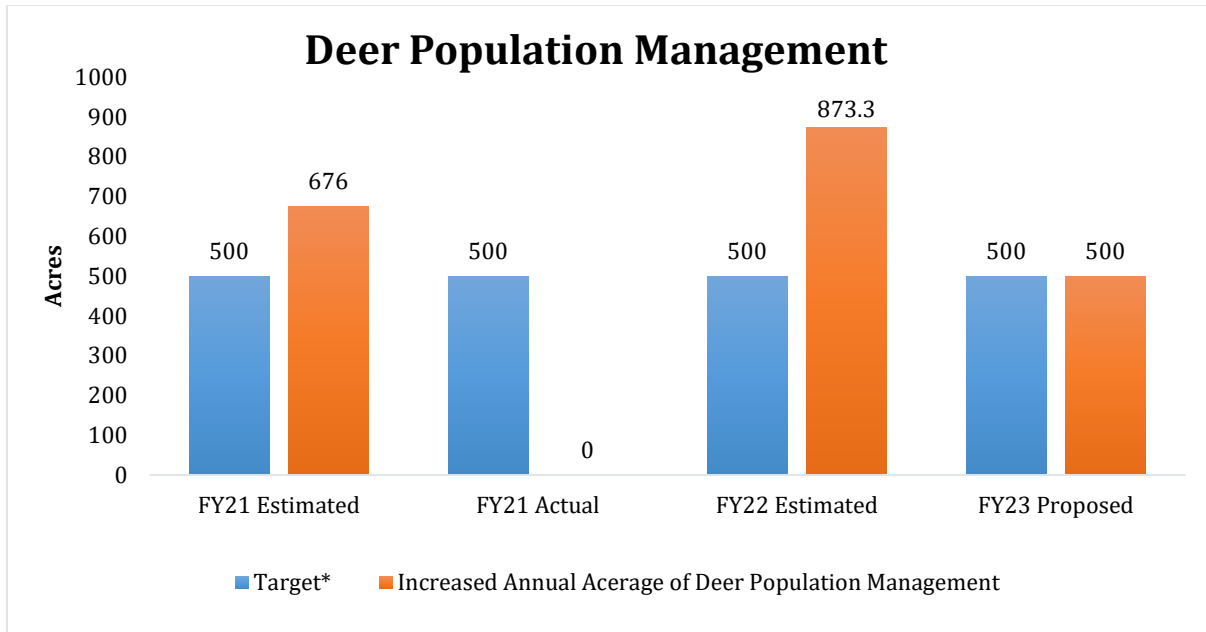
The Department’s goal is to make parks, facilities, and/or amenities ADA-accessible to all individuals in accordance with the Final Transition Plan (dated August 2016) as submitted to and accepted by the U.S. Department of Justice.



## 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.

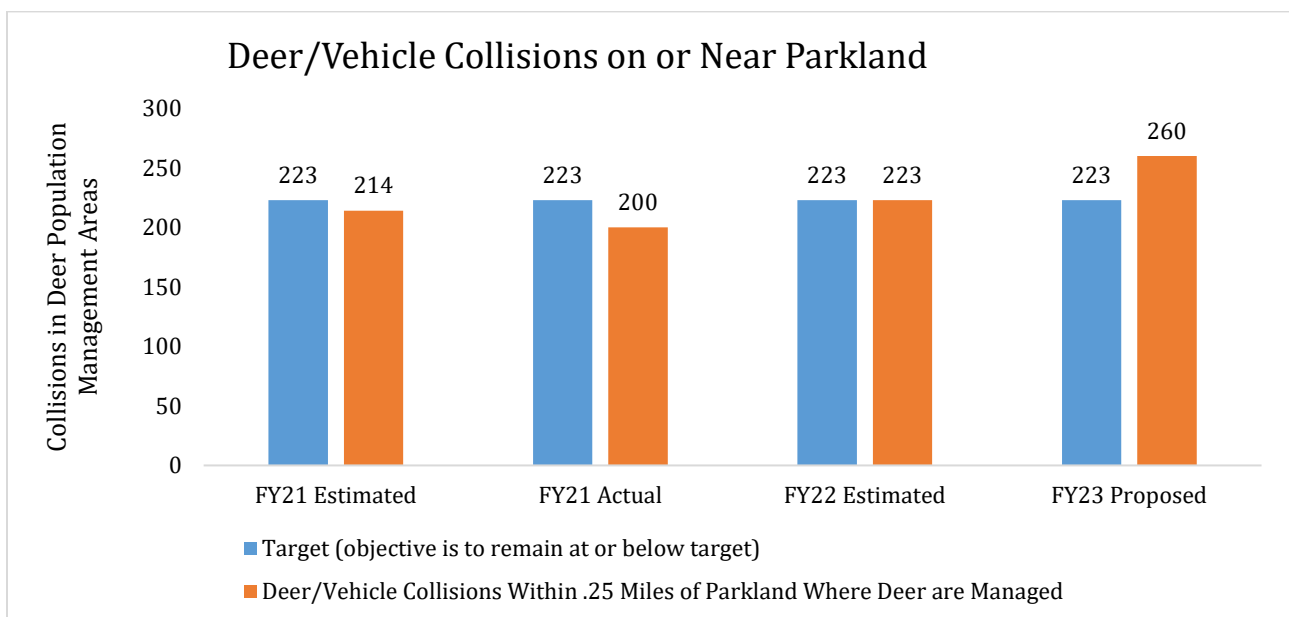




\*Target represents an annual average over a 5-year period. Some years may exceed this average, while other years might fall short of target.

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.

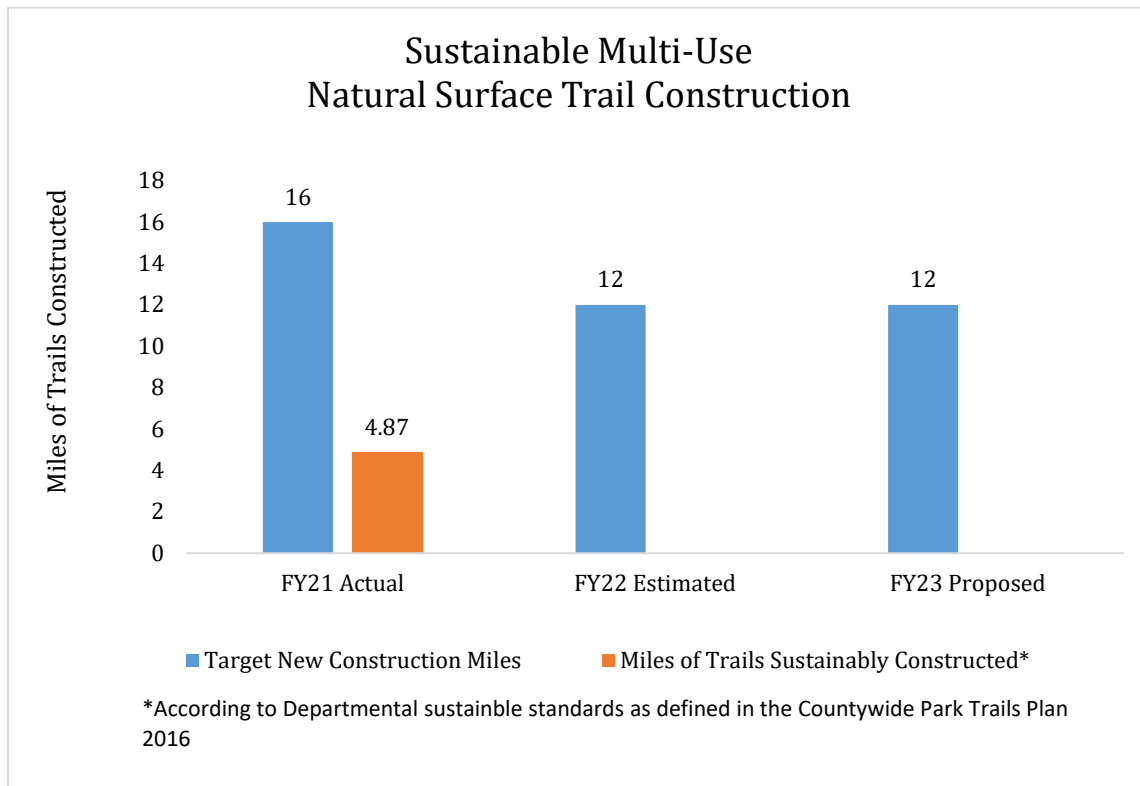


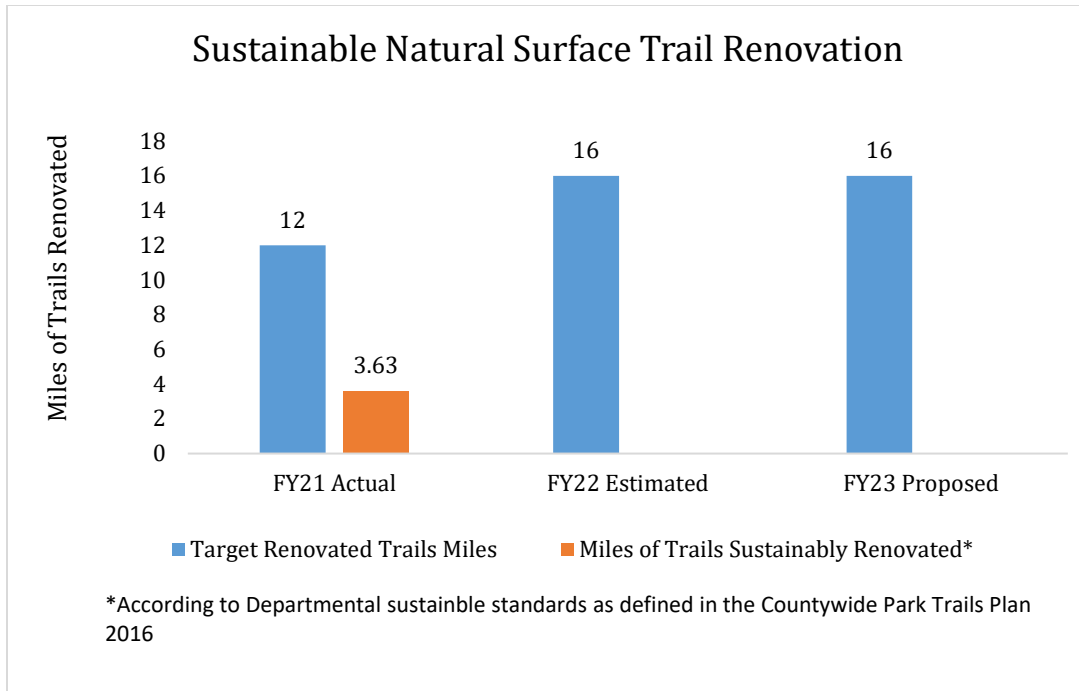
# Montgomery County Department of Parks

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 FY21 were unmet due to circumstances relating to the COVID-19 pandemic, which forced a staffing reduction. Additionally, some of the staff who usually assigned to assist with Natural Surface Trails construction and renovation were reassigned to pandemic response activities.



**SUMMARY OF DEPARTMENT BUDGET**

**MONTGOMERY COUNTY  
DEPARTMENT OF PARKS  
PROPOSED BUDGET FISCAL YEAR 2023**

	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
<b>Expenditures by Division/Function:</b>			
Office of the Director	\$ 1,543,410	\$ 1,540,485	-0.2%
Public Affairs & Community Partnerships	3,601,652	3,120,462	-13.4%
Management Services	3,052,519	3,154,392	3.3%
Information Technology & Innovation	2,756,903	3,004,760	9.0%
Park Planning & Stewardship	6,766,978	7,003,958	3.5%
Park Development	3,996,466	4,163,071	4.2%
Park Police	16,163,311	16,980,209	5.1%
Horticulture, Forestry & Environmental Education	11,025,877	12,104,267	9.8%
Facilities Management	13,671,542	14,117,296	3.3%
Northern Parks	11,290,469	11,723,267	3.8%
Southern Parks	15,577,746	16,305,701	4.7%
Support Services	13,345,321	14,530,008	8.9%
Non-Departmental	6,906,803	10,269,683	48.7%
Grants	400,000	400,000	0.0%
Transfer to CIP	450,000	450,000	0.0%
Transfer to Debt Service Fund	6,330,058	7,202,008	13.8%
Total Expenditures - Park Fund	<u>\$ 116,879,055</u>	<u>\$ 126,069,567</u>	<u>7.9%</u>
Property Management	1,657,600	1,737,800	4.8%
Special Revenue Funds	3,098,536	3,177,489	2.5%
Enterprise Funds	10,965,938	10,613,078	-3.2%
Total Department of Parks	<u>\$ 132,601,129</u>	<u>\$ 141,597,934</u>	<u>6.8%</u>

**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

The Department of Parks total FY23 proposed budget request is \$141,597,934 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 \$126,069,567 and includes grants, non-departmental, and debt service. This represents an increase of \$9,190,512 or 7.9% over the FY22 adopted budget. This increase is summarized as follows:

Compensation Adjustments (salary, benefits)	\$4,667,726
Known Operating Commitments	1,418,206
Program Enhancements	1,204,223
Water Quality Protection Fund	231,941
Debt Service on General Obligation Bonds	871,950
OPEB (PayGo and Pre-Funding)	<u>796,466</u>
<b>Total</b>	<b>\$9,190,512</b>



**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 FY23, Montgomery Parks is requesting \$198,996 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 \$96,147 for Water Quality Protection Fund projects. In addition, this OBI request includes two (2) new career positions and 0.6 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 FY23, the Department is requesting an increase of \$231,941, bringing the total to \$3,897,355 for NPDES activities.

The funding includes \$99,888 for the Native Plant Program for a full-time career position plus supplies. In addition, OBI cost of \$96,147 including one full-time career position and 0.6 seasonal WYs is included for bioretention and other stormwater amenities added at Black Hill Regional Park Picnic Area, Colesville Local Park, Dale Drive Neighborhood Park, Glenmont Greenway Urban Park, Hillwood Manor Neighborhood Park, Maplewood-Alta Vista Local Park, Nolte Local Park, Rock Creek Regional Park, and Sundown Road Local Park. The NPDES request also includes \$35,906 for the merit impact of compensation increases from FY22.

**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 \$467,803 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms, \$15,723 for decreases in telecommunications costs and utilities, as well as \$273,939 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 \$685,300 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 increasing by \$175,538 while the Park Fund transfer to the Risk Management Internal Service Fund is decreasing by \$216,900. There is also a reduction of \$54,600 for removal of one-time funding from prior fiscal years.

**Program Enhancements Addressing Deficiencies and Emerging Trends**

The FY23 Proposed Budget includes \$1,204,223 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:

- Funding for Supplies & Materials to add amenities and improve safety for hard surface trails. This funding will be used for signs, mile markers, and paint to improve non-slip surfaces on bridges;



# Montgomery County

## Department of Parks

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- Funding for Supplies & Materials plus 2.0 seasonal workyears for a trails equity engagement program;
- Supplies and Materials funding to improve the quality of athletic fields through increased aerification, seeding, and fertilization;
- Funding for Other Services & Charges to enhance IT disaster recovery and data protection by purchasing immutable Cloud storage;
- Other Services & Charges funding for network analytics and orchestration through the purchase of a Cisco Digital Network Center;
- Funding for Other Services & Charges for infrastructure funding for preventive maintenance including court maintenance to extend the overall life of tennis and basketball courts by repairing cracks, replacing color coating, and performing other needed repairs;
- Adding one (1) full-time career position and 1.0 WY for a horticulturist supporting the Community Gardens program;
- Adding one (1) full-time career position and 1.0 WY for a visitor services specialist for the nature centers;
- Funding for one (1) full-time career position and 1.0 WY to add a Cultural Resources Stewardship Equity program for development of cultural context and interpretation of underrepresented groups in the county's history;
- Adding four (4) full-time career Park Police positions and 4.0 WY to add an Northern Region Community Service Team; and
- Funding for Commission-wide information technology initiatives.

### Salary Lapse

The Department is maintaining the same lapse rate at 7.5% in FY23 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	FY20 Actual	FY21 Actual	FY22 Estimated	FY23 Proposed
<b>ATHLETIC FIELDS</b> 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.						
<b>Aerating</b> Using mechanical means, aerate athletic fields.	Regional / Recreational Parks	8x Per Year	3x Per Year	3x Per Year	4x Per Year	4x Per Year
	Local Parks	3x Per Year	1x Per Year	1x Per Year	2x Per Year	2x Per Year
<b>Over-seeding</b> Using mechanical means, over- seed athletic fields.	Regional / Recreational Parks	4x Per Year	2x Per Year	1.5x Per Year	2x Per Year	2x Per Year
	Local Parks	2x Per Year	1x Per Year	1.5x Per Year	1x Per Year	1x Per Year
<b>Nutrient Management</b> Application of nutrients for plant sustainability based on soil sample results. *if funded	Regional / Recreational Parks	5x Per Year	2x Per Year	2x Per Year	2x Per Year or	2x Per Year or
	Local Parks	4x Per Year	1x Per Year	1x Per Year	1x Per Year	1x Per Year
<b>Diamond Fields, Infield Maintenance</b> Dragging, leveling, and lining infield, maintenance of plates, bases, and pitcher's mound where appropriate. *COVID- 19 IMPACT	Regional / Recreational Parks	Daily	Daily (Jul- Jan) *Weekly	Daily	Daily	Daily
	Local Parks	Weekly	Weekly (Jul-Jan) *BI- Weekly	Weekly	Weekly	Weekly
<b>Rectangle Fields,</b> Lining of rectangle fields *When permitted play	Regional / Recreational Parks	Weekly	Weekly	BI- Weekly	Weekly	Weekly
	Local Parks	Weekly	*2x Per Month	*2x Per Month	1.5 x Per Month	2x Per Month





# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY20 Actual	FY21 Actual	FY22 Estimated	FY23 Proposed
<b>TURF MAINTENANCE</b> Turf grass within the park system shall be mowed, trimmed, seeded, and/or replaced based upon the necessary level of maintenance for the turf type, park, and season of the year. All turf areas within the park system shall be aesthetically pleasing and appropriate for each park setting. The permitting season is 34 weeks long.						
<b>Mowing</b>  Maintain turf in a horticulturally sound manner and recommended mowing height for the cultivar in place. Trim around fixed amenities, edge walkways and blow chipping.	Local Parks	34 cuts per season	1 per 10 to 14 days	1 per 10 days	1 per seven days	1 per seven days
	Urban Parks	34 cuts per season	1 per 10 to 14 days	1 per 10 days	1 per seven to ten days	1 per seven to ten days
	Local Park Athletic	34 cuts per season	32 cuts per season	33 cuts per season	34 cuts per season	34 cuts per season
	Regional / Recreational Parks <b>Managed Turf</b>	34 cuts per season	32 cuts per season	31 cuts per season	34 cuts per season	34 cuts per season
	Regional / Recreational Parks <b>Athletic Fields</b>	68 cuts per season	63 cuts per season	42 cuts per season	68 cuts per season	68 cuts per season
<b>PLAYGROUNDS</b> 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.						
<b>Playground Inspections</b>  Inspect playground facilities in compliance with Consumer Product Safety Council guidelines, to include inspection for head entrapment potential, checking of wood, protrusion of bolts or other sharp objects, proper depth of surfacing, and overall condition of equipment. Request repairs or replace as appropriate based on results of inspection.	All Park Categories	12x Per Year	12x Per Year	12x Per Year	12x Per Year	12x Per Year
<b>Playground Surfacing</b>  Playgrounds with Wood Carpet Fiber Surfacing will be hand tilled to keep playground weed free without the use of pesticides. Active service season is March – November (9 months).	All Park Categories	18x Per Year	2 X per month	1.3 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	FY20 Actual	FY21 Actual	FY22 Estimated	FY23 Proposed
<b>LANDSCAPE MAINTENANCE</b> Flower beds and park entrance areas which form landscaped areas will be kept attractive, weed-free, trash-free, and insect-free, and aesthetically pleasing.						
<b>Landscape Maintenance</b>  Pruning, mulching, replacement of plant material, seasonal rotation of plants, Integrated Pest Management (IPM), and tree planting.	Urban Parks	Weekly	Weekly	Weekly	Weekly	Weekly
	Park Office Buildings	4x Per Year	4x Per Year	3.5x Per Year	4x Per Year	4x Per Year
	Local Parks	2x Per Year	1x Per Year	2x Per Year	2x Per Year	2x Per Year
	Regional / Recreational Parks	3x Per Year	2x Per Year	2x Per Year	2x Per Year	2x Per Year
<b>TRAILS</b> 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.						
<b>Trails Inspections and Maintenance</b>  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)
<b>COURTS</b> To include tennis, basketball, volleyball, and multi-use courts						
<b>Courts Inspections</b>  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



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY20 Actual	FY21 Actual	FY22 Estimated	FY23 Proposed
<b>STORMWATER MANAGEMENT</b> All storm water management assets shall be inspected, maintained, and free of trash and debris to comply with U.S. Environmental Protection Agency (NPDES) regulations and Montgomery County Department of Environmental Protection (DEP) guidelines.						
<b>All Stormwater Facilities</b> Keep all stormwater management assets free of trash and debris.	All Park Categories	Monthly	Monthly	8x Per Year	Monthly	Monthly
<b>All Stormwater Facilities</b> 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
<b>Bioretention Site/Rain Garden Inspections and Maintenance</b> Remove weeds and other undesirable vegetation. Remove debris and trash.	All Park Categories	Monthly	6x Per Year	5x Per Year	6x Per Year	6x Per Year
<b>Sand Filter Inspections and Maintenance</b> Inspect for standing water, clogging of surface aggregate. Remove grass, algae, leaves, and sediment.	All Park Categories	6x Per Year	6x Per Year	5x Per Year	6x Per Year	6x Per Year
<b>Infiltration Practices-Gravel or Sod Surface</b> 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	6x Per Year	5x Per Year	6x Per Year	6x Per Year
<b>Wet and Dry Ponds</b> 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



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY20 Actual	FY21 Actual	FY22 Estimated	FY23 Proposed
<b>Oil Grit Separators</b> Inspect once per year or after any known spills have occurred.	All Park Categories	1 X per year minim.	1 X per year	1 X per year	1 X per year	1 X per year
<b>TREES</b> To provide healthy, sustainable trees in our parks.						
<b>Annual Tree Inspections:</b> 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	23% of parks	62% of parks	85% of parks	85% of parks
<b>Service Requests for Tree Crew:</b> Complete all service requests for tree work in the same fiscal year they were requested	All Park Areas	95% of requests	76% of requests	69% of requests	75% of requests	75% of requests
<b>Tree Emergency Requests:</b> 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
<b>Green Waste Recycling</b> 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	3	3	3	3
<b>TRASH AND RECYCLING REMOVAL</b> 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.						



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY20 Actual	FY21 Actual	FY22 Estimated	FY23 Proposed
<b>Trash Removal:</b>  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	<b>In Season</b>					
	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
	PABs	As Permitted	As Permitted	if permitted, 1x Per Day	As Permitted	As Permitted
	Shelters	Daily	*As needed	Daily	Daily	Daily
	Parkways	Daily	Daily	Daily	Daily	Daily
	<b>Off Season</b>					
	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
	PABs	As Permitted	5x Per week	if permitted, 1x Per Day	As Permitted	As Permitted
	Shelters	As Permitted	2x 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
<b>CUSTODIAL</b>						
All park activity buildings (PABs), regional/recreational restrooms and park office buildings shall be cleaned weekly.						
<b>PABs:</b>  Clean once per rental.  <b>Regional/Recreational Restrooms:</b>  Clean seven days per week.  <b>Office &amp; Other Park Buildings:</b>  Clean Daily	<b>In Season</b>					
	Park Activity Buildings	1x Per rental	1x Per rental	1x Per rental	1x Per rental	1x Per rental
	Regional Restrooms	Daily	Daily	4x per Week	Daily	Daily
	Recreational Restrooms	Daily	Daily	4x per Week	Daily	Daily
	Office Buildings	Daily	3x Per week	3x Per week	5x Per week	5x Per week
	<b>Off Season</b>					
	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	3x Per week	2x Per week	5x Per week	5x Per week



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY20 Actual	FY21 Actual	FY22 Estimated	FY23 Proposed
<b>FLEET MAINTENANCE</b> To assure available, reliable, and safe equipment and vehicles for staff.						
<b>On-Road Vehicle Uptime</b> Repair vehicles in a timely manner to keep vehicles available to staff		94.7%	95%	95%	95%	95%
<b>Vehicle Preventive Maintenance</b> Performed annually or at 5,000 miles.		75% Done on time	59%	62%	60%	60%
<b>Service Requests:</b> Completed projects costing under \$3,000. Avg. annual service work orders generated = 3,200.		85% of requests	94% of requests	95% of requests	94% of requests	94% of requests
<b>TRADES/CONSTRUCTION</b> To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.						
<b>*C.I.P. Projects:</b> Completed projects costing \$25,000 or more Average annual C.I.P. projects requested =40.		90% of Projects	n/a	24 or 60%	32 or 80%	32 or 80%
<b>Major Maintenance:</b> Completed projects costing \$3,000 or more Average annual major maintenance projects requested = 215.		90% of Projects	56% of Projects	104 or 49%	120 or 56%	120 or 56%
<b>Service Requests:</b> Completed services costing under \$3,000 Avg. annual services requested = **3,800.		85% of Requests	101% of requests	2,567 or 68%	3,100 or 82%	3,100 or 82%
<b>Preventive Maintenance:</b> 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	740 or 24%	1,200 or 38%	1,800 or 57%

\*C.I.P. 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 FY23 is \$5,380,703. The following chart is a listing of Contractual Services by fund.

<b>Division</b>	<b>Section</b>	<b>Description</b>	<b>FY22 Adopted</b>	<b>FY23 Proposed</b>
<b><i>Park Fund</i></b>				
<b>Director of Parks</b>	Director's Office	Various depositions and legal services	500	500
<b>Facilities Management</b>	Trades Units	Emergency design and architectural/engineering services	4,747	4,747
<b>Horticulture, Forestry and Environmental Education</b>	Arboriculture	Tree Contract	298,762	298,762
<b>Horticulture, Forestry and Environmental Education</b>	Arboriculture	Emergency tree removal	5,800	5,800
<b>Horticulture, Forestry and Environmental Education</b>	Arboriculture	Licensing agreements - Treekeeper and Arbordrone software	4,300	4,300
<b>Horticulture, Forestry and Environmental Education</b>	Arboriculture	Tree Contract - Emerald Ash Borer impact	400,000	400,000
<b>Horticulture, Forestry and Environmental Education/Park Planning &amp; Stewardship/Public Affairs &amp; Community Partnerships</b>	Nature Centers/Activating Parks/Cultural Resources	Licensing agreements	2,493	2,493
<b>Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police</b>	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	91,791	95,869
<b>Information Technology &amp; Innovation</b>	Technology	Telephone Support/Maintenance contracts (decrease due transition to TEAMS)	82,360	20,000
<b>Information Technology &amp; Innovation</b>	Technology	WAN/LAN and CISCO Smartnet Emergencies	205,600	288,500
<b>Information Technology &amp; Innovation</b>	Technology	Help Desk Support	165,000	165,000
<b>Information Technology &amp; Innovation</b>	Technology	Hardware Maintenance for Servers	193,857	193,857



**Montgomery County  
Department of Parks**

<b>Information Technology &amp; Innovation</b>	Technology	Software Maintenance for Fleet Management System	42,204	70,704
<b>Information Technology &amp; Innovation</b>	Technology	UPS Preventive Maint.	10,000	10,000
<b>Information Technology &amp; Innovation</b>	Technology	Data backup and replication software license and technical support	21,836	21,836
<b>Information Technology &amp; Innovation</b>	Technology	Telecommunications support/contract review/pricing analysis	4,644	6,000
<b>Information Technology &amp; Innovation</b>	Technology	CRM and SharePoint Support	28,000	28,000
<b>Management Services</b>	Smart Parks	Enterprise Asset Management Maintenance and Webhosting	162,760	193,822
<b>Northern Parks</b>	Little Bennett	Bermuda Turf Field Maintenance	43,647	30,647
<b>Northern Parks</b>	Stormwater Management	Stormwater management	87,634	116,673
<b>Northern Parks/Southern Parks</b>	Various	Artificial Turf testing	39,976	41,476
<b>Park Planning &amp; Stewardship</b>	Cultural Resources	Architectural services for historic properties	77,500	40,000
<b>Park Planning &amp; Stewardship</b>	Cultural Resources	Interpretive program	46,063	46,063
<b>Park Planning &amp; Stewardship</b>	Natural Resources Stewardship	Deer population control/Professional Trapping Service	131,200	133,504
<b>Park Planning &amp; Stewardship</b>	Resource Analysis	Ground water/methane monitoring	40,285	40,285
<b>Park Planning &amp; Stewardship/Northern Parks</b>	Natural Resources Stewardship/Northern Parks/Southern Parks	Non-native plant control	239,548	243,645
<b>Park Police</b>	Admin	Maintenance Agreements	205,046	211,041
<b>Park Police</b>	Special Operations, Patrol, Administration	LOEBR/Hearing Boards	10,000	10,000
<b>Public Affairs &amp; Community Partnerships</b>	Public Information and Marketing	Graphic design and web maintenance services	131,522	131,522
<b>Public Affairs &amp; Community Partnerships</b>	Public Information and Marketing	Media management software	10,000	10,000





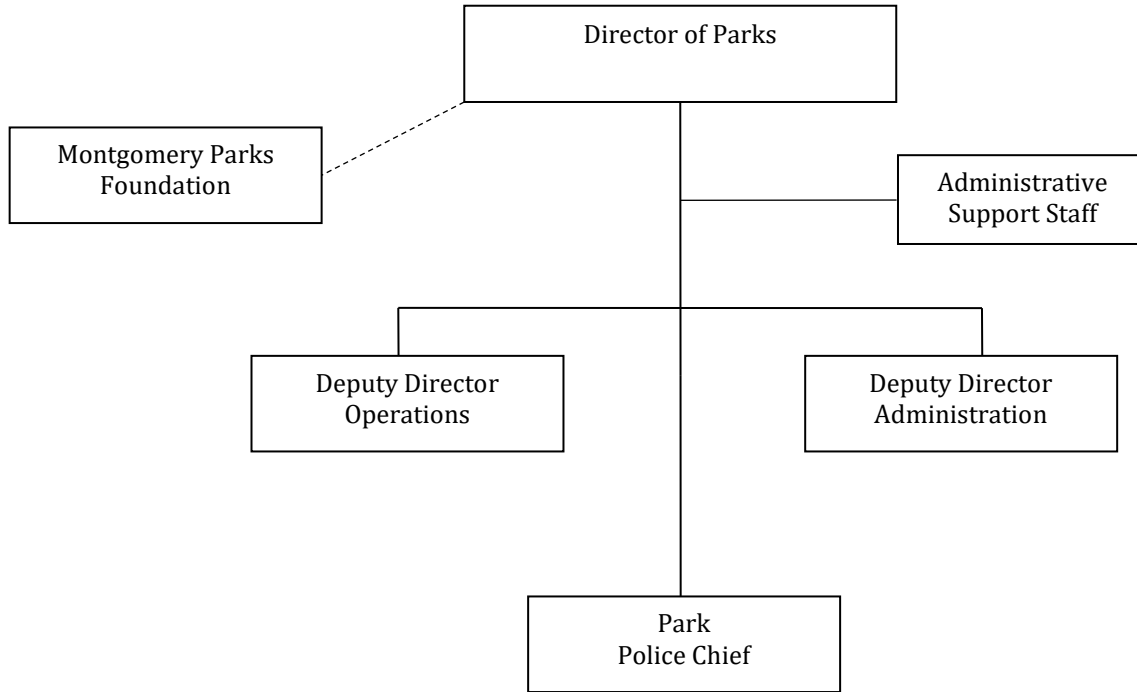
**Montgomery County  
Department of Parks**

<b>Public Affairs &amp; Community Partnerships</b>	Volunteer Services	Continued development of the Web-based Training Initiative for Volunteers	26,000	26,000
<b>Public Affairs &amp; Community Partnerships</b>	Volunteer Services	Data base for volunteer services	22,101	22,101
<b>Southern Parks</b>	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	16,100	16,100
<b>Support Services</b>	Support Services	Consolidated registration support	106,856	108,500
<b>Support Services</b>	Support Services	Sign Language Interpretation and Translation Services	15,000	15,000
<b>Support Services</b>	Support Services	Maintenance for Audio-Visual System for Wheaton HQ Auditorium	12,500	12,500
<b>Support Services</b>	Support Services	Legal Services	20,000	50,000
<b>Support Services</b>	Support Services	Rental fees - portable toilets	269,380	299,380
		<b>Total - Park Fund</b>	<b>\$3,275,012</b>	<b>\$3,414,627</b>
<b><u>Property Management subfund</u></b>				
<b>Facilities Management</b>	Property Management	Legal Services	5,000	5,000
		<b>Total - Property Management subfund</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b><u>Special Revenue Fund</u></b>				
<b>Southern Region</b>	Athletic Fields*	MCPS Ballfield maintenance for designated Elementary and Middle Schools	1,814,588	1,961,076
		<b>Special Revenue Fund</b>	<b>\$1,814,588</b>	<b>\$1,961,076</b>
		<b>Total Contract Services - All Funds</b>	<b>\$5,094,600</b>	<b>\$5,380,703</b>

\* This amount represents only the vendor cost.



ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Director of Parks

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### 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 received a donation to provide administrative and financial support for the installation of a new sculpture in Brookside Gardens' Maple Terrace.
- The Foundation assisted the Department of Parks in securing \$1,625,000 in funding through State bond bills during the 2021 legislative session.
- The Foundation obtained a \$50,000 grant to assist in the construction of a Living Classroom at Black Hill Regional Park.
- The Foundation funded the installation of an eco-totem at Ourisman Plaza off the Capital Crescent Trail. This eco-totem will provide the department with data on pedestrian and bike usage of this stretch of trail.
- The Foundation facilitated the funding necessary to purchase an additional K-9 police dog for Park Police and to provide four ballistic vests for the K-9's.
- The Foundation obtained a grant in support of Program Access to install a Communication Board at South Germantown Recreational Park. This hands-on interactive device creates a more inclusive and equitable play environment.
- The Foundation facilitated funding to combat non-native invasive plants at Ayrlawn Park.
- The Foundation worked with a local community group to raise funding to install two interpretive signs at Ayrlawn Park.
- The Foundation secured funding to install a beautiful viewing structure at Brookside Gardens' Gude Garden.



# Montgomery County

## Department of Parks – Director of Parks

- In collaboration with Brookside Gardens, the Foundation facilitated the funding and installation of a donor-funded sundial in Brookside Gardens Rose Garden.
- Secured the “Keep Maryland Beautiful” grant of \$4,539 to support Volunteer Services.
- The Foundation secured \$45,000 in memorial benches that were placed throughout the parks to enhance patron legacies.
- Secured a \$9,308 grant from the Christopher and Dana Reeve Foundation for the purchase of eight ADA picnic tables that were installed at Seneca Landing Special Park.
- Thanks to a generous Board match, the Foundation provided \$50,000 for the installation of a new picnic shelter at Josiah Henson Museum & Park.
- The Foundation received \$96,509 from Green Mountain Energy Sun Club to assist in the construction of the Living classroom at Black Hill Regional Park.
- Brookside Gardens planted the first tree from the funds provided by a Foundation-facilitated, donor-funded Tree Trust.

### BUDGET AT A GLANCE

#### Summary of Division Budget

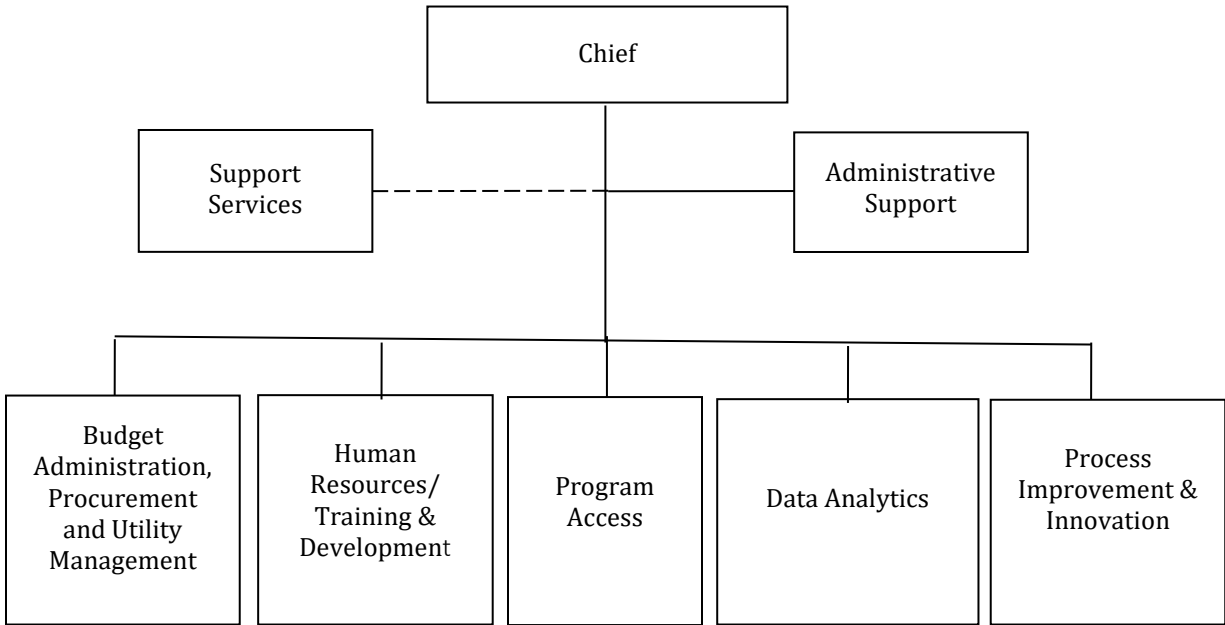
	<b>FY22</b>	<b>FY23</b>	<b>%</b>
	<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
	<b><u>Adopted</u></b>		
<b>Budget</b>			
Expenditures	\$1,543,410	\$1,540,485	-0.2%
<b>Staffing</b>			
Funded Career Positions	5.00	5.00	0.0%
Funded Term Positions	5.00	5.00	0.0%
Funded Workyears	11.30	11.20	-0.9%

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Transfers \$1,000 of Personnel funding for overtime to Other Services & Charges.



**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Management Services

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### 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 coordination of services support by providing reasonable modifications for participants registered in Department programs. This unit fosters outreach and community engagement by participating in meetings and community fairs; and develops and implements inclusive and adaptive special events, awareness activities and programs for the community.



# Montgomery County

## Department of Parks – Management Services

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### 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

- Integrated the Human Capital Module (HCM) of the Enterprise Resource Planning (ERP) system with the EAM to reduce redundancy in updating employee data thereby reducing user errors and improving data integrity.
- Integrated the EnergyCAP utility management software with the EAM as recommended by the Energy Audit Committee to provide one system of record for buildings and meters and to improve energy cost analysis.
- Implemented Single Sign-on for the EAM to improve security and ease-of-use by allowing EAM users to log on using authentication of their network password, eliminating the need for multiple passwords.
- Conducted a review of the Department’s custodial services delivery processes, creating a framework for determining cleaning protocols and frequency based on the usage, type, and size of the facility, coupled with anticipated occupancy at any given time. A situational framework was also established to help determine whether custodial services for a particular facility are most efficient and effective when provided by in-house staff or an outside contractor. Following guidance included within the framework will ensure the efficient and effective delivery of custodial services.
- Partnered with Lyft ride share company to develop a process that allows preapproved staff to request rides through a Lyft Business App that will be billed to an administrator’s purchase card, rather than requiring the rider to request reimbursement. The goal of the program is to provide an alternative method of transportation to driving a Commission-owned vehicle, saving staff time, and allowing staff to conduct business while being driven to a destination, while over



## Montgomery County Department of Parks – Management Services

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time providing an opportunity to decrease the Department's fleet. The program's dashboard provides for checks and balances to ensure that rides requested are business appropriate. Reporting and data will be evaluated to determine efficiencies.

- Conducted a review of the Department's heavy equipment with the goal of cross-Department equipment sharing, reduction of underutilized or duplicative equipment, greening the heavy equipment fleet, increased training and safety for operators, and a reduction in maintenance costs due to improperly operated or maintained equipment. The review resulted in more streamlined processes for reviewing and approving heavy equipment purchases, an operator training program, accountability by division for equipment damage, a reservation system to allow for sharing of equipment, standardized equipment requirements, and a reduced carbon footprint.
- The Program Access Office developed and installed interactive communication boards at five playgrounds throughout the Department. The hands-on device promotes a more inclusive and equitable play environment for park visitors with autism, people who are non-verbal, and individuals with various developmental disabilities. The boards can also facilitate communication between individuals who speak different languages. Communication boards will become an integral feature in future playgrounds and amenities throughout the Park system.
- Program Access launched a very popular walking program entitled "Montgomery Explorers" inviting the 50 and better population of all fitness levels and abilities to enjoy organized walks throughout the county, promoting mental and physical wellness. Over 200 participants have registered, with 40-45 walkers who hike throughout the county on a weekly basis clocking in over 15,000 miles since the program's inception.
- The Program Access Team pivoted training programs to a virtual environment for educational sessions for career and seasonal staff. The team trained close to 250 employees in disability related training programs.
- Increased the efficiency and effectiveness of the Human Resources Management process by continuing to evolve 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 vacancies. Progress metrics were developed and monitored for proactive actions.
- Provided recruitment, selection and hiring foundational program training to 230+ identified departmental hiring managers and interview panelists to support the department's efforts to improve the recruitment, selection and hiring process. Training modules included job descriptions and job advertisements, applicant selection, behavioral based interviewing, and onboarding of new employees. This program enhances our effectiveness from advertising open positions to targeted and qualified groups, to strategically selecting qualified candidates and interviewing for a history of proficiency, to relevant and informative onboarding of newly hired individuals to ensure continued success and retention.





# Montgomery County

## Department of Parks – Management Services

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- Onboarded a Talent Acquisition Partner position that included developing and implementing creative and effective talent acquisition strategies, programs, and activities. This position also coordinates with our Divisions to initiate effective strategies and methods for talent acquisition to fill underrepresented or hard-to-fill positions. This expertise and initiative are important now and, in the future, as we experience increasing vacancies due to retirements.
- Utilized a Data Analytics Dashboard of demographic information on our current employees and applicants for our positions to identify targeted underrepresented groups within our workforce and their geographic locations within the County to develop outreach strategies for recruitment efforts. These efforts will increase the diversity of our workforce and help develop our talent acquisition programs to be more inclusive.
- Successfully established funded Internships for five trades interns, and five collegiate interns in targeted units such as Marketing and Public Affairs that have been historically underrepresented by diverse populations.

### BUDGET AT A GLANCE

#### Summary of Division Budget

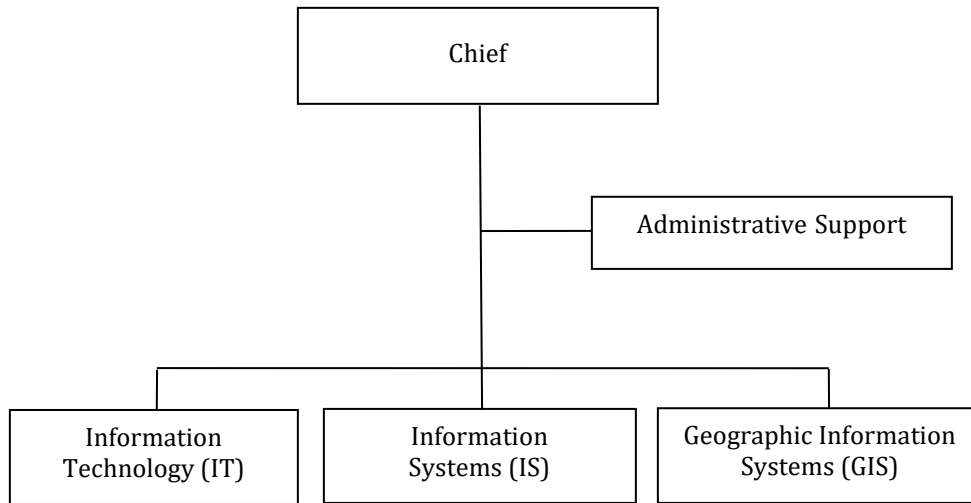
		<b>FY22</b>	<b>FY23</b>	<b>%</b>
		<u><b>Adjusted</b></u>	<u><b>Proposed</b></u>	<u><b>Change</b></u>
		<u><b>Adopted</b></u>		
<b>Budget</b>				
	Expenditures	\$3,052,519	\$3,154,392	3.3%
<b>Staffing</b>				
	Funded Career Positions	21.00	21.00	0.0%
	Funded Term Positions	1.00	1.00	0.0%
	Funded Workyears	23.30	23.30	0.0%

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increases seasonal funding by \$4,094 to support the minimum wage and merit increases implemented in FY22.
- Increases Supplies & Materials by \$4,341 for Program Access to accommodate the growing need for programs and services and to continue to expand events and outreach.
- Increases Other Services & Charges by \$25,000 to expand services offered under the existing license to support integrations with other applications. Adds \$3,000 for contractual increase to the base EAM system licenses and maintenance.



ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Information Technology and Innovation

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### 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 and 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

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### 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

- Implemented visitor management system, access control system, and elevator system at Wheaton HQ to provide secured access to targeted floors in this multi-tenant building, including improved control of intrusion, fire, and panic alarms. Implemented a state-of-the-art networking technology, “Passive Optical Network” (PON) in our new Wheaton HQ which improved our network’s speed and reliability. Implemented a data center solution at the Wheaton HQ that integrates computing, networking, and storage resources to increase efficiency and enable centralized management.
- Our Cyber Security Team is continuing to strengthen cyber and network security for the Montgomery Parks and Planning Departments through identification, prioritization, and remediation of vulnerability. The Team also strengthened sign-on authentication for secured access to online resources.
- Completed implementation of the cloud-based telephony solution on the Microsoft Teams platform for 800+ users in both departments. This integration of telephony into Microsoft’s latest collaborative platform provides streamlined communications and operational efficiencies. Implemented a provisioning server to centralize deployment and management of all Teams phones.



# Montgomery County

## Department of Parks – Information Technology and Innovation

- Developed the Equity Focus Area (EFA) analytic model and created a public EFA website to explain how it works and what it means. Future planning projects and reviews are mandated to be evaluated by this model going forward.
- Upgraded the County’s main GIS portal ‘mcatlas.org’ to include additional map making capabilities, additional data layers, and data mining capabilities. This website is heavily relied upon by county agency staff and the public.
- Developed a new Parks EPS regulatory and planning evaluation web tool to assist Parks staff to support master plans and regulatory proposal reviews. This tool maps out areas that are poorly served and quantifies how many park amenities are required to bring those areas up to at least average.
- Expanded the Active Directory-based emergency management system to include additional HR related features such as our Employee Awards tracking system, the Telework policy tracking system, and our Vital Link text messaging system to support all MNCPPC and outside agency staff at Wheaton Headquarters.
- Upgraded the ePlans system for both Parks and Planning to use the new workflow engine. This upgrade improves our ability to rectify problems encountered during certain plan reviews in a timely manner.
- 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.
- Continued momentum to improve our wide area network with increased bandwidth and redundancy with the County’s FiberNet for high-speed connectivity among facilities and County agencies improving productivity and cost effectiveness.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	<b>FY22</b>	<b>FY23</b>	<b>%</b>
	<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>			
Expenditures	\$2,756,903	\$3,004,760	9.0%
<b>Staffing</b>			
Funded Career Positions	12.00	12.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	11.30	11.20	-0.9%



**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

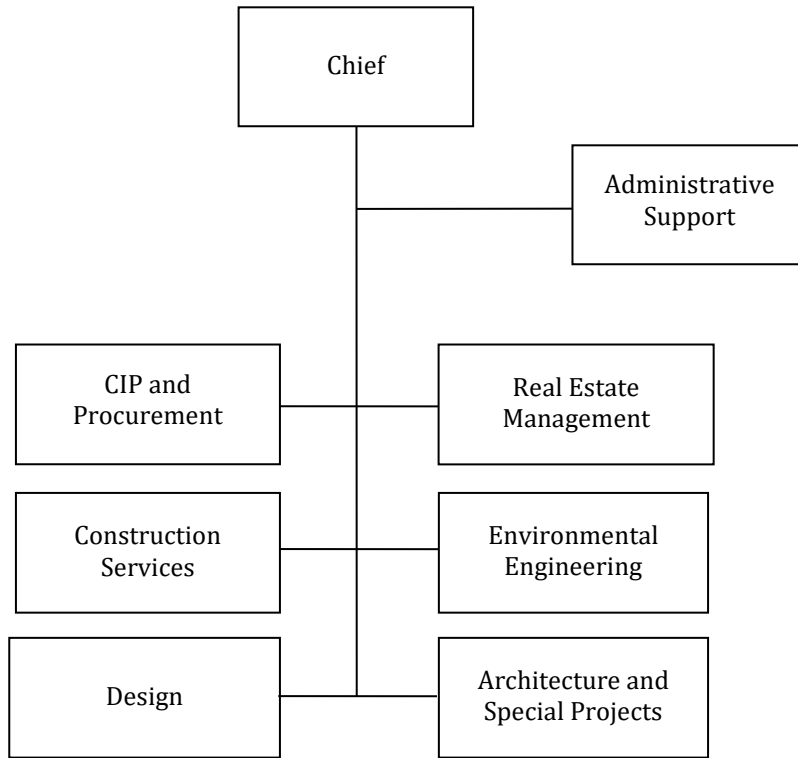
- Increases Supplies & Materials by \$5,630 for computer supplies.
- Increases Other Services and Charges by \$83,500 for increased cost of Cisco Smartnet support for Cisco networking components, \$5,100 for increased maintenance cost for Kronos time clocks, and \$28,500 to add hosting cost for upgraded fleet management system.
- Increases Other Services and Charges by \$75,000 for enhanced disaster recovery services by adding Immutable Cloud Storage and \$37,500 for a Network Analytics and Orchestration system to further automate our network services.



# Montgomery County Department of Parks - Park Development

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## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks - Park Development

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### 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 525 acres of parkland.
- Completed Park Refresher projects at Edith Throckmorton Neighborhood Park.
- Began construction for renovations to Silver Spring Intermediate Local Park and Hillandale Local Park. Completed construction for new parks at Gene Lynch Urban Park and Piedmont Woods Local Park.
- Completed urban park activation improvements at Flower Avenue Urban Park and Acorn Urban Park.
- Completed facility plan for Columbia Local Park and initiated detailed design for Park Refresher projects at Long Branch-Wayne Local Park and Caroline Freeland Urban Park. Initiated design for mini-refreshers at Strathmore Local Park, Long Branch-





# Montgomery County

## Department of Parks - Park Development

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Garland Local Park, and Norwood Local Park. Initiated design for three bridge replacements and environmental restoration at Long Branch Stream Valley Park.

- Completed mini-refresher for Sundown Road Local Park and Sligo-Dennis Local Park and playground renovations for Damascus Recreational Park and Colt Terrace Neighborhood 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, Ridge Road Recreational Park, Black Hills Regional Park, Wheaton Regional Park, Rock Creek Regional Park, and South Germantown Recreational Park, and the first standalone soccer court at Sundown Local Park, the archery range at Rock Creek Regional Park, and the first fully accessible community garden at Nolte Local Park.
- Completed restroom renovation in Shorefield area of Wheaton Regional Park and Meadowside Nature Center Exhibit and Interior Renovation. Completed interior and exterior renovations at three Park Activity Buildings.
- Completed construction of stream restoration at Stoneybrook Tributary of Rock Creek. Completed construction of stream restoration and bridge replacement at Windham Lane tributary of Sligo Creek. Completed construction of stream restoration on main stem of Paint Branch near U.S. Food and Drug Administration facilities.

### BUDGET AT A GLANCE

#### Summary of Division Budget

		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
	Expenditures	\$3,996,466	\$4,163,071	4.2%
<b>Staffing</b>				
	Funded Career Positions	49.00	51.00	4.1%
	Funded Term Positions	-	-	-
	Funded Workyears	25.00	25.50	2.0%

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Includes two (2) full-time career positions and 2.0 WYs for an Engineer and a Landscape Architectural Project Manager to work on the Powerline Trail Project. These positions were approved by the Montgomery County Planning Board after the beginning of FY22 to work on the PEPCO powerline project. The Engineer will create in-house engineering designs, perform field engineering, oversee consultant engineers, and obtain regulatory permits for the paved Powerline Trail and other similar large complex projects. The Landscape Architectural Project Manager will create in-house concept plans, conduct layout and grading studies to ensure functionality and ADA compliance, collect field data and verify alignments, oversee consultant



## Montgomery County Department of Parks - Park Development

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designers, handle interagency coordination, and manage project scheduling for the paved Powerline Trail and various other CIP projects. These position costs will be offset by CIP chargebacks, thereby having a net zero cost impact to the operating budget.

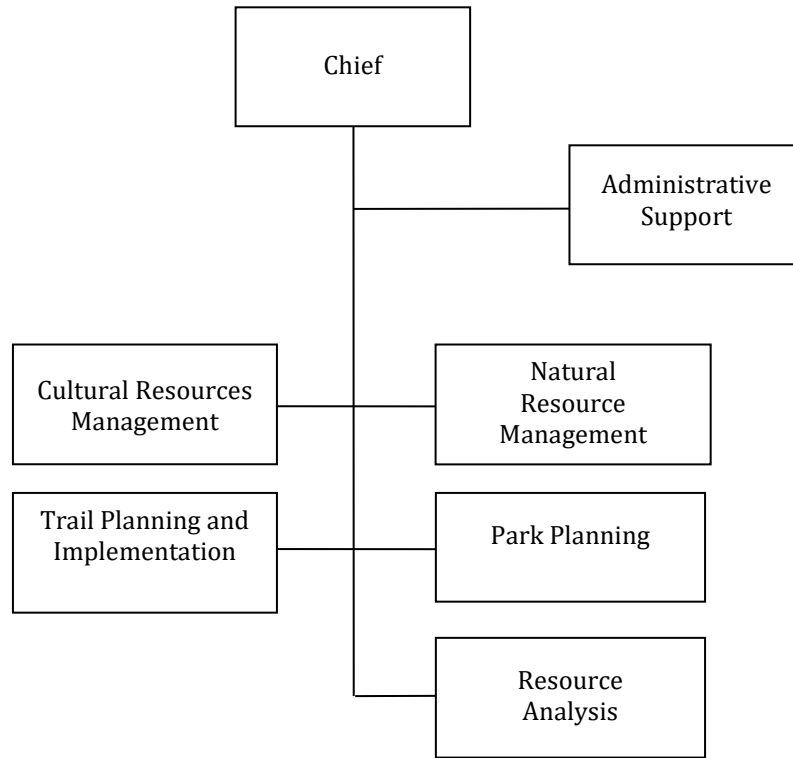
- Increases CIP chargebacks by \$172,568.
- Increases salary lapse by 0.1 WY based on historical trend.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks - Park Planning and Stewardship

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### 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, suitability studies, 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

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### 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

- Expanded deer population management into five new parcels of parkland, comprising 802 acres, for an annual total commitment of 60 park parcels across more than 21,000 acres.
- Trained and certified 100 new Weed Warrior Volunteers, who will contribute more than 5,000 hours annually to combat non-native invasive plants.
- Collected aquatic resources data at 27 stream biological monitoring locations in support of the Wheaton Regional Park Master Plan update, Best Natural Area evaluation, and ongoing assessment of long-term trend, restoration, and Planning Department priorities. Utilized geospatial tools to incorporate data collection on created and naturally occurring ephemeral wetlands to expand the inventory and management of watershed health on M-NCPPC Parkland.
- 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) and NPDES Industrial Site permits. The annual Stormwater Pollution Prevention Training, which satisfies personnel training requirements for both permits, was tailored this year to meet the challenges presented by the Covid-19 pandemic. Instead of typical in-person training. The training was pre-recorded and distributed, along with associated resources, to nearly 400 staff members via LinkedIn Learning. By making the training and associated resources available online and accessible at any time, it was attended and completed by more staff members than in past years.
- Continued review of the I-495 and I-270 Managed Lanes Study which is part of MDOT SHA's Traffic Relief Plan. Through participation in the NEPA process, significant progress was made towards parkland impact avoidance, minimization, and mitigation measures. As the project continues to move forward towards the Final Environmental Impact Statement and Record of Decision, Parks will ensure the project has the least possible impact on parkland and includes a robust parkland mitigation package.
- Continued review and oversight of WSSC Consent Decree projects impacting Sligo Creek, Paint Branch, Little Falls, Northwest Branch, Rock Creek, and Watts Branch. Continued response to emergency WSSC pipe (both sanitary sewer and water) issues on parkland to ensure the protection and restoration of park resources.



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

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- The natural surface trail team implemented several large projects including the Fairland Bike Park and the Bucklodge Conservation Park and Black Hill Regional Park trail connection. Additional natural surface trail projects include work in South Germantown Bike Park, Little Bennett Regional Park and Long Branch Stream Valley Park. The trail planning team also began the planning and design for the paved Powerline Trail between Cabin John Regional Park and Muddy Branch Stream Valley. Additional Trail Planning will commence in Hawlings River Stream Valley Park, Bennett Creek Conservation Park and will also include a selection study for an Accessible Sensory Trail.
- The Josiah Henson Museum & Park served as the host for MD Office of Tourism’s kickoff site for the International Underground Railroad Month (Sept) and held a free, inaugural Community Day Celebration with over 400 in attendance for historic reenactments, music, and refreshments.
- Worked with the Historic Preservation Office in the Montgomery County Planning Department on a County Council request to review all public amenities including parks, trails and streets that were named after Confederates, resulting in the renaming of the J.E.B. Stuart Trail in Woodstock Equestrian Park and started a research database to include names of all known slaveholders and enslaved people.
- Began an interpretive initiative to tell “Untold Stories” as part a larger Parks effort to reach out to traditionally under-represented and unacknowledged communities in Montgomery County; this endeavor will begin with outdoor, interpretive signage but expand to a larger web presence and online and in-person public programs.
- Continued to provide public programming and online educational resources throughout the pandemic, as well as restarted in-person programs with assistance from returning volunteers at each of the historic sites: Oakley Cabin, Kingsley Schoolhouse, Woodlawn Manor Cultural Park and the Josiah Henson Museum, and welcoming back volunteers in the Archaeology program.
- The draft recommendations for the Wheaton Regional Park Master Plan were presented to the community on September 9, 2021, and the staff draft plan will be presented to the Planning Board in early 2022.
- Various emerging facilities suitability studies were completed including dog park, skate park, community garden and soccer courts. The first purpose-built soccer court was constructed in October 2021, and Edgewood Local Park community garden is in the design stage.



# Montgomery County

## Department of Parks - Park Planning and Stewardship

### BUDGET AT A GLANCE

#### Summary of Division Budget

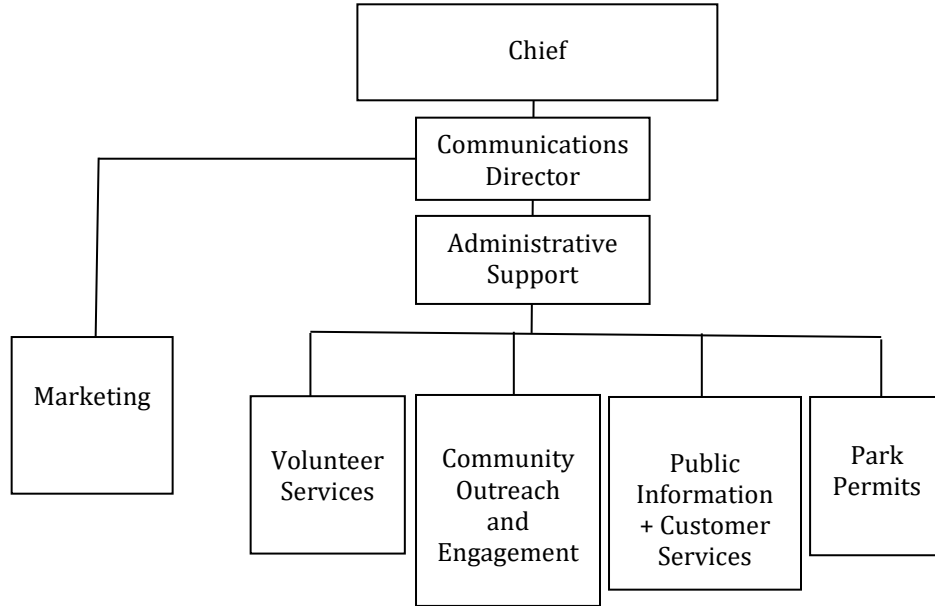
		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>	Expenditures	\$6,766,978	\$7,003,958	3.5%
<b>Staffing</b>	Funded Career Positions	51.00	54.00	5.9%
	Funded Term Positions	-	-	-
	Funded Workyears	54.20	56.70	4.6%

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Includes two (2) full-time career positions and 2.0 WYs for natural surface trail crew positions that were approved by the Montgomery County Planning Board after the beginning of FY22 to build new natural surface trails, to maintain current trails, and to better position the trails team to assist with the planning for the Powerline trail project. These positions are 100% dedicated to CIP, so the cost of these positions is offset by an increase in the CIP chargeback total resulting in a net zero cost impact for these positions.
- Includes one (1) full-time career position and one (1.0) WY for to add a Cultural Resources Stewardship Equity Program. There are numerous parks, trails, and cemeteries within Parks that have no historical facility to rehabilitate or interpret, yet there are rich and powerful stories of African American, Asian, Hispanic, and Latino communities, and Native Americans and new immigrant communities that have yet to be told and properly interpreted. This position will fill an immediate need for development of cultural context and interpretation of underrepresented groups in the county's history.
- Includes 2.0 seasonal WYs plus \$55,000 of Supplies & Materials funding to create a Trails Equity Engagement Program. This program will expand event offerings that spark park activation and integrate use of our extensive trails network.
- Increases Seasonal funding by \$9,327 to support the minimum wage and merit increases implemented in FY22.
- Increases Overtime funding by \$1,938 for staff working at open facilities on the Juneteenth holiday approved effective FY22.
- Increases Supplies & Materials by \$4,295 for inflationary increases
- Increases Other Services & Charges by \$5,880 for licensing fees for trail Eco-Counters and decreases the total by \$37,500 to remove prior year funding for one-time expenses.
- Increases Capital Improvement Program (CIP) chargebacks by \$114,923 and 2.3 WY.
- Increases salary lapse by 0.2 WY.



ORGANIZATIONAL STRUCTURE





# Montgomery County

## Department of Parks - Public Affairs and Community Partnerships

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### OVERVIEW

The Public Affairs and Community Partnership Division supports external communications, community outreach, volunteer management, and the permitting of park amenities.

The **Community Outreach & Engagement** section provides management, consultation, and coordination of public outreach strategies and responses, special event planning, related marketing and advertising, and media and public relations.

The **Marketing** section provides marketing and advertising; publication/signage design and development, photography and videography, 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 for public correspondence, customer feedback, and public information. Functions include researching and responding to public inquiries via phone lines, email, and the Montgomery Parks website. The Customer Relationship Management tool tracks and coordinates responses and various projects.

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, and traditional volunteers. The office serves as a key liaison between Montgomery Parks staff and a variety of volunteer and community-based groups such as friends' groups, watershed groups, non-profit organizations, and volunteer groups. The section is responsible for fulfilling the water quality public involvement and participation requirement under the Department's NPDES (National Pollution Discharge Elimination System) MS4 permit.

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; evaluating and coordinating third party event requests; coordinating calendars and managing conflicting use among Departmental divisions and activities; assessing and developing related fee schedules, processes, policies; and managing cost recovery and transfer of recovered fees to affected divisions.

### MISSION

To increase the Montgomery Parks' brand and usage of the 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.

### PROGRAMS AND SERVICES PROVIDED

- Friends Group Development and Coordination
- Park Facility Rentals/Permits
- Advocacy Coordination
- Public Outreach
- Marketing and Advertising
- Graphic Design and Publications
- Customer Service and Public Response
- Public and Media Relations



# Montgomery County

## Department of Parks - Public Affairs and Community Partnerships

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### ACCOMPLISHMENTS

- The PICS office served as frontline for patrons by providing real-time information and updates regarding facilities operational changes and closures throughout the COVID-19 pandemic.
- The PICS and Permits office added a live chat feature via the website as an additional means for our patrons to contact us. The real-time service allows the office to better track and document concerns and questions and to provide a quick response to customers.
- Marketing is in the process of updating Montgomery Parks’ regional map brochures. The project will update 10 brochures that will highlight the features of the park and redesign the maps. Additionally, large-scale versions of the maps will be in the park kiosks. The updated brochures will be distributed to the public at our parks, facilities, Maryland Tourism Centers, and other external partner locations. This project will set the new design standard for print collateral, map illustration, and signage for our trails, parks, and other facilities.
- Marketing implemented a new online tool to improve ADA best practices and enhance SEO (Search Engine Optimization) for the Montgomery Parks website. The tool audits the site and reports accessibility issues, SEO improvements as well as misspellings, broken links, and other issues impacting the performance of the website.
- The Public Relations and Outreach Team launched the public engagement campaign for the 2022 Parks, Recreation and Open Space (PROS) Master Plan. Outreach included engaging with the public in a variety of ways including online, mailed, intercept surveys at 21 sites across the county, and conducted focus groups. The public was kept informed with media releases, email outreach, and through our social media channels. Additionally, PROS collateral and advertising was published in English, Spanish, and Chinese.

### BUDGET AT A GLANCE

#### Summary of Division Budget

		FY22	FY23	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
<b>Budget</b>				
	Expenditures	\$3,601,652	\$3,120,462	-13.4%
<b>Staffing</b>				
	Funded Career Positions	25.00	21.00	-16.0%
	Funded Term Positions	1.00	1.00	-
	Funded Workyears	26.40	21.90	-17.0%



# Montgomery County

## Department of Parks - Public Affairs and Community Partnerships

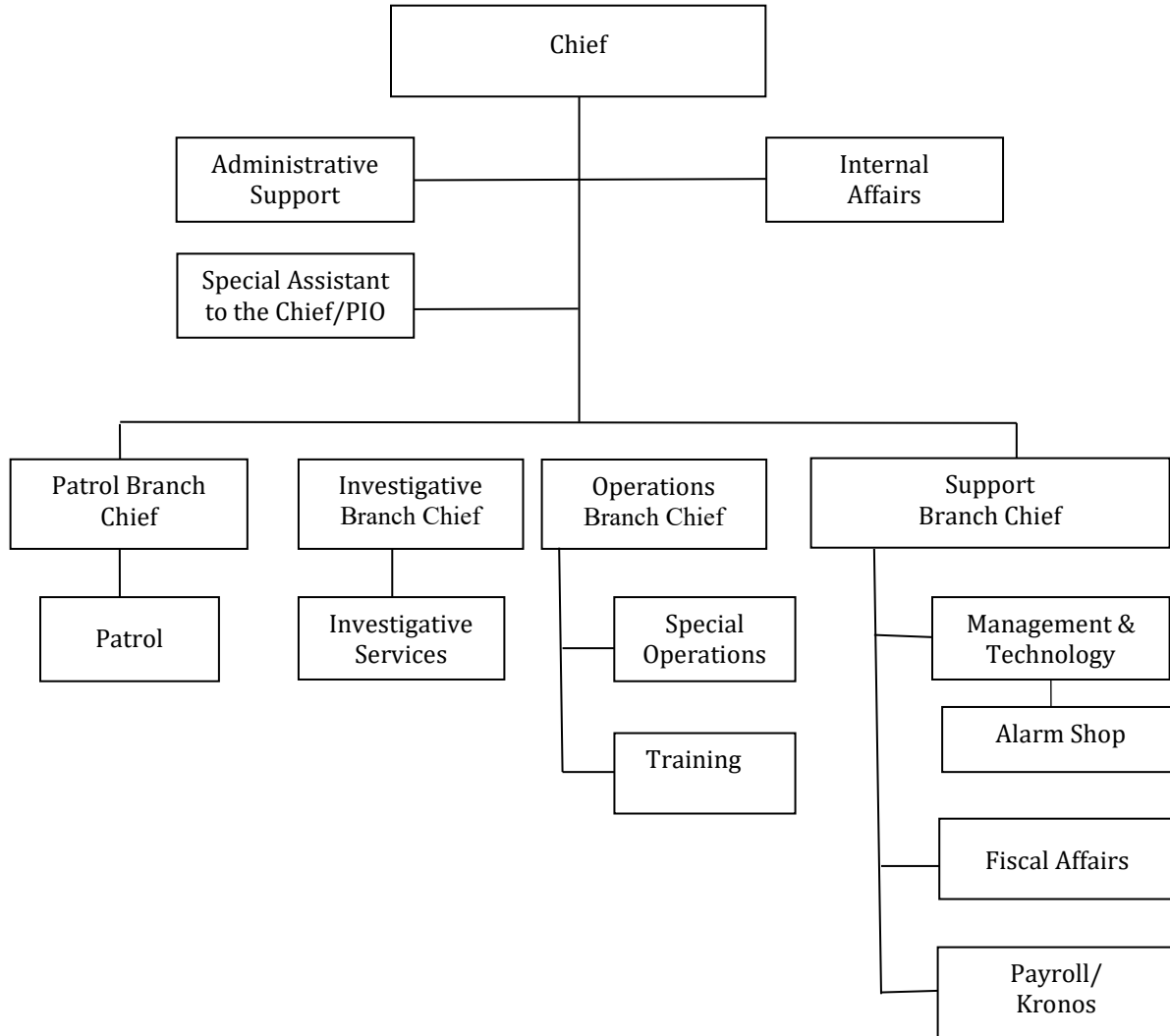
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### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Transfers the Activating Urban Parks unit and associated cost (including four full-time positions plus 1.0 seasonal workyears) from the Public Affairs and Community Partnership Division to the Horticulture, Forestry and Environmental Education Division. This transition was initiated in FY22, but the associated budget transfer was deferred until FY23. The transfer also includes \$137,720 in Supplies & Materials funding plus \$5,000 in Other Services & Charges.
- Increases seasonal funding by \$18,376 for additional administrative and customer support needs and for the minimum wage and merit increases implemented in FY22.
- Increases Other Services & Charges by \$30,000 for maintenance support for the departmental website.
- Increases revenue for Recreation/User fees for permitted ballfields based on trend and on planned increase in fees to offset higher cost of staffing and field maintenance. Reduces revenue for rentals at Park Activity Buildings based on adjusted scheduling allowing fewer rentals per day to accommodate increased sanitizing and cleaning (due to Covid) between rentals.



ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Park Police

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### 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 39 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

- Expanded our Peer Support capabilities and employee wellness initiatives.
- The Montgomery County branch of the Park Police joined a select group of law enforcement agencies across the nation chosen to participate in the evidence based Active Bystandership for Law Enforcement (ABLE) Project created by Georgetown Law's Innovative Policing Program and global law firm Sheppard Mullin LLP to provide practical tools specific to peer intervention.



## Montgomery County Department of Parks – Park Police

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- Continue to employ the de-escalation program Integrating Communication, Assessment, and Tactics (ICAT).
- Sponsored several Park Police Officers to attend the “Train the Trainer” course of the nationally recognized *Fair and Impartial Policing*® curriculum.
- Convened a diverse group of community representatives to inform our cultural competency training plans. We ultimately contracted a Doctor of Education/Social Scientist from the University of Maryland to train staff on recognizing, addressing, and minimizing the impact of implicit biases to facilitate productive and high-quality interactions for all parties.
- Developed a community survey to regularly assess our service delivery effectiveness and make necessary improvements when warranted. Returns shared by those who have interacted with Park Police members rated Park Police as either *good* or *excellent* 90% in the categories of Helpful, Knowledgeable, and Fairness; with the vast majority noted as *excellent*. As it relates to safety, 85% of the respondents feel secure within our Park system.
- Enhanced our Search and Rescue Program to include the addition of a certified Search Manager, four canines (three bloodhounds and one German shorthair pointer), unmanned aircraft systems (drones), horse mounted patrol, all-terrain vehicles, and the recently acquired search response vehicle with specialty equipment to function as a command post for complex missions. The team has since handled dozens of events (Consultations, K9 Response, Deployments, etc.) including positive finds, investigations, and/or joint initiatives with allied agencies.
- While utilizing several modes of transportation, we proactively increased our trail checks by 79% from 4,740 to 8,478 over the course of 2020. Park Police subsequently realized the following crime decreases: 69% decrease in robberies; 8% decrease in thefts; 64% decrease in indecent exposures; and 26% decrease in simple assaults.
- Led the development of a Safety in the Parks Committee supported by the Montgomery Parks Director. This collaborative work involves various operational Divisions within Montgomery Parks including staff from Information Technology and Innovation, Park Planning and Stewardship, Facilities Management, Public Affairs and Community Partnerships, and Park Development. Each group represents complimentary expertise to bring about modern-day upgrades in the interest of public safety.
- Several internal systems have been deployed, such as a virtual roll call program, and a Frontline Training System which are designed to provide a much better platform for information sharing.



**Montgomery County  
Department of Parks – Park Police**

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY22</b>	<b>FY23</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>		<b><u>Adopted</u></b>		
	Expenditures	\$16,163,311	\$16,980,209	5.1%
<b>Staffing</b>				
	Funded Career Positions	122.00	126.00	3.3%
	Funded Term Positions	-	-	-
	Funded Workyears	118.00	122.00	3.4%

**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

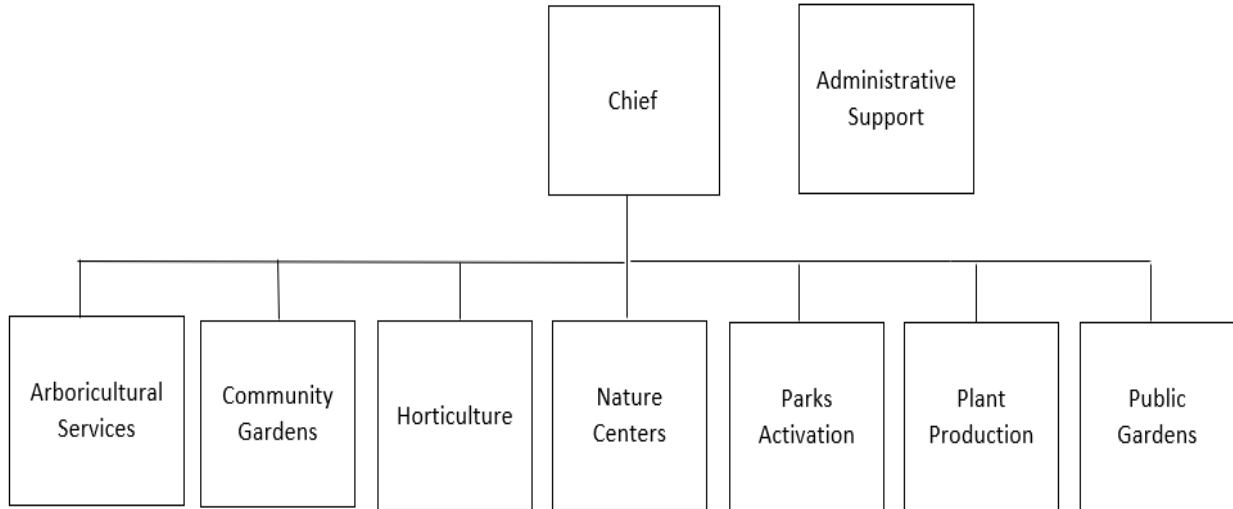
- Includes four (4) new police officer positions including one sergeant and three (3) officer positions to enhance safety for patron visitation experiences. These additional positions will enable the realignment of the current complement of police officers to provide better coverage throughout the county.
- Increases Overtime funding by \$13,483 for staff working at open facilities on the Juneteenth holiday approved effective FY22 and by \$37,122 for impact of approved compensation increases.
- Increases Supplies & Materials by \$25,000 for security alarm upgrades and adds \$84,000 for uniforms, equipment, and vehicle upfitting for the four new positions.
- Increases Other Services & Charges by \$30,000 for costs associated with mandated police reform law changes, \$9,600 for cellular increases for additional devices, \$12,400 for contractual increases for various maintenance and software licenses, and \$20,000 for fire alarm testing.



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

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**ORGANIZATIONAL STRUCTURE**





# Montgomery County

## Department of Parks – Horticulture, Forestry and Environmental Education

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### OVERVIEW

The Horticulture, Forestry and Environmental Education Division preserves and maintains the natural and cultural resources of park lands and facilities; ensures a safe environment for park patrons; encourages the use of parks; and enhances the natural beauty of parks. Through programming, events, interpretation, training, and consultation, the Division provides opportunities for residents to engage in lifelong learning, inspires their understanding and appreciation of the natural world, encourages healthy habits to increase mental and physical well-being, and fosters meaningful community connections. Divisional staff contribute to park operations through expert plant care and maintenance, environmental stewardship, cultural and natural history, horticulture, arboriculture, 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, in alphabetical order:

**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. Through engaging interpretive exhibits, programs, and events, the nature centers inspire and foster an understanding of human and natural systems and facilitate environmental literacy and aim to enrich people’s lives and bring communities together through transformative and unforgettable experiences, meaningful connections, and an appreciation for nature.

**Parks Activation** provides opportunities for Montgomery County residents and visitors to use parks through a wide variety of programming including festivals, events, and recreational opportunities. The Parks Activation section fosters a sense of community while highlighting the park system throughout the county and through partnerships with like-minded organizations, producing signature, regional, and community- based events and programming.



# Montgomery County

## Department of Parks – Horticulture, Forestry and Environmental Education

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**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 over 37,000 acres of parkland and 421 parks.

**Public Gardens** are responsible for the maintenance, programming, interpretation and development of Brookside and McCrillis Gardens and the Lanman Annex. Through beautifully designed gardens, diverse learning opportunities, and an engaging staff, the Gardens motivate visitors to act in their own lives and landscapes to appreciate and care for the plants around them.

### MISSION

To support the acquisition, conservation, stewardship, development, maintenance, and management of Montgomery County Parks and to educate and inspire park patrons about plants, nature, and the environment.

### PROGRAMS AND SERVICES PROVIDED

- Wellness Programs
- Operation, maintenance, and programming of five nature centers
- 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
- 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, and Pollinators 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 including a native plant program, container reforestation program and large tree moving program
- 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
- Operations, maintenance, and programming at two public gardens: Brookside Gardens in Wheaton and McCrillis Gardens in Bethesda



# Montgomery County

## Department of Parks – Horticulture, Forestry and Environmental Education

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### ACCOMPLISHMENTS

- Overall attendance at Brookside Garden has increased by 40% since the beginning of the COVID-19 pandemic in March 2020. Based on data gathered by counters at each entrance, estimated annual attendance at Brookside Gardens is now more *than 1 million visitors per year*.
- Locust Grove Nature Center launched Nature on Wheels (NOW), a mobile natural science field station that will enable us to expand our reach into the community. The field station will focus on community science, community service, and career exploration. Our goal is to use the Equity Focus Area project data to identify gaps in nature programming and in access to nature within marginalized populations of the county and to deploy the NOW to these areas to get to know these communities better, develop relationships, and offer programs.
- Staff at the Nature Centers continue to develop meaningful relationships with our diverse community through equity-based programming and work towards building a workforce that better reflects the population of our community.
- Meadowside increased its Spanish language programs by 5% as part of its goal to provide programming that is approachable, welcoming, and comfortable to our Hispanic Community.
- Black Hill continued its 7th year with the afterschool nature program at the Boys and Girls Club of Germantown.
- Staff participated in Spanish language radio and TV spots, and in Maryland Emancipation Day Celebrations and Latino Conservation Week programs.
- In partnership with Montgomery Parks' Program Access Office (Inclusion Services), the Nature Centers are now providing barrier-free programs that are specifically designed for people with developmental, intellectual, or physical disabilities.
- In the past year, Brookside Gardens received five significant gifts totaling more than \$725,000. The gifts, from long-time visitors, volunteers, and donors, are funding the following projects: the sculptural "Berosus" sundial in the Rose Garden; the elegant "Mantle II" sculpture in the Maple Terrace; on-going renovations to the Gude Garden, including a work session with a Japanese garden consultant, bank stabilization and continued landscape plantings; the establishment of a Tree Trust to replace trees throughout the Garden; and a significant gift towards the implementation of the Brookside Gardens Master Plan to renovate the Formal Gardens that will supplement the approved Capital Improvement Program (CIP) budget.
- Continuing with our food recovery and reducing food waste priority, six out of twelve community gardens contributed over 1,478 pounds of food, which is almost triple what was donated in 2020. The program works with the volunteer liaisons to hold harvest parties in the gardens where gardeners can donate excess produce, which often includes culturally appropriate foods like bitter or winter melon. Gardeners donate leafy greens, herbs, flowers, tomatoes, peppers, and so much more.
- The Arboriculture Section held their first Urban Wood Sale in November 2021 where excess lumber produced from the sawmill was made available for sale to the public. More than 400 people attended the sale, with gross proceeds of over \$20,000.



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

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- Brookside Gardens partnered with the Montgomery County chapter of Drag Queen Story Hour, a national non-profit organization and WAM & Fam, a local organization that supports families with pre-school children to offer a monthly reading. Attendance is 130-160 people per session, which is approximately an 80 percent increase from our previous story time programs.
- The Arboriculture section partnered with Casey Trees, Washington D.C., to present the tenth annual Urban Tree Summit in September 2021. This year’s conference had both virtual presentations and field sessions throughout the month of September focused on the health and welfare of trees in our increasingly developed landscapes.
- The Native Plant Program (NPP) at the Pope Farm Nursery continues to grow at a rapid pace despite a reduction in its volunteer base due to COVID-19. The NPP program estimates it will release nearly 61,000 native plants in FY22 to be used in storm water management and bioretention areas throughout Montgomery Parks.
- The Pope Farm Nursery’s in-ground tree program continues to reduce its use of Glyphosate in its nursery production by using alternative modes of chemistry. Row cover crops are used in the nursery tree rows to reduce herbicide usage.
- Brookside Gardens rolled out its new Strolls for Well-Being program to the public in September 2021 after a successful pilot program this past spring. Though most registrants paid a fee to participate, the Gardens reserved numerous spots, free of charge, for referrals directly from County therapists who serve communities of color. The evidence-based program promotes emotional healing through focused time spent in nature. After the program concludes in November, survey results will be compiled to determine its success in reducing feelings of sadness, hopelessness, fear, and loneliness, in addition to increased feelings of happiness and joy.

**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY22</b>	<b>FY23</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$11,025,877	\$12,104,267	9.8%
<b>Staffing</b>				
	Funded Career Positions	89.00	96.00	7.9%
	Funded Term Positions	-	-	-
	Funded Workyears	92.60	99.00	6.9%



# Montgomery County

## Department of Parks – Horticulture, Forestry and Environmental Education

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### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

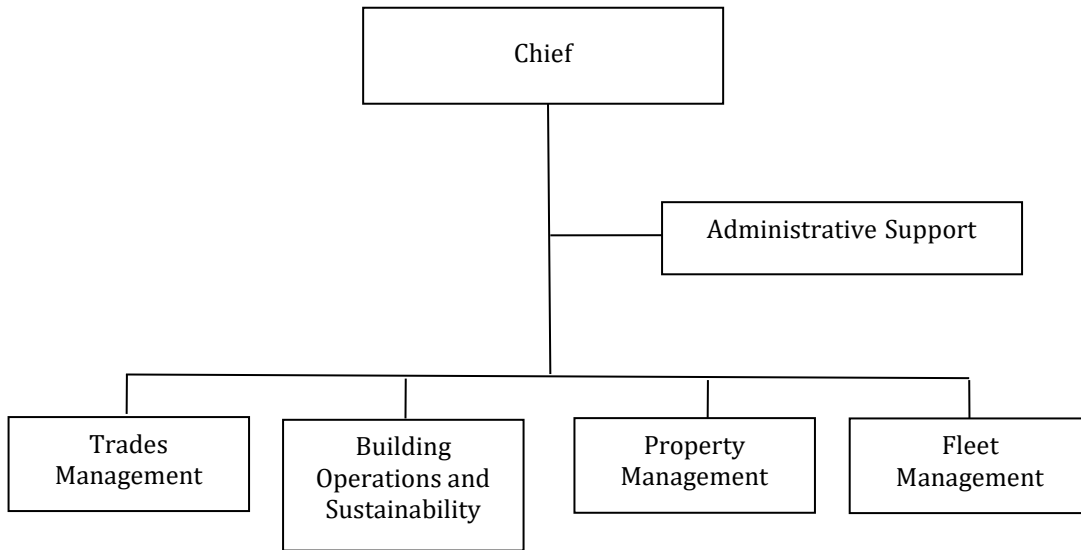
- Includes one (1) full-time career position and one (1.0) WY for a horticulturist position supporting the Community Garden Program. Duties for this new position will include program expansion/maintenance, coordination with volunteer and seasonal support staff, food recovery/food waste, education, equity in services, addressing food insecurity in the county, internal and external partnerships, and ADA/accessibility.
- Includes one (1) part-time career position and one (0.5) WY for a visitor services specialist for the nature centers. This part-time position will primarily provide support for the Locust Grove Nature Center, Maydale Nature Classroom, and the Nature on Wheels (NOW) program. This position will be offset by a reduction of \$18,000 of seasonal funding and 0.5 WY, a reduction of \$19,368 in Supplies & Materials cost, and a reduction of \$9,100 in Other Services & Charges cost resulting in a net zero cost impact for this position.
- Includes one (1) full-time career position and one (1.0) WY to monitor and coordinate the Native Plant Program (NPP). Adding another full-time staff member will enable the NPP to have more time to collect seeds for increased plant production, thereby virtually eliminating the potential need for supplementing projects by purchasing finished plant material from outside vendors, ultimately saving departmental costs. Critical program duties that would be handled by this position include propagation, plant health/integrated pest management (IPM) tasks, data management of plant inventory, and coordination of duties handled by seasonal staff and the 16-20 volunteers that help support this program. This position request is proposed to be reimbursed through the Water Quality Protection Fund also includes \$10,000 for supplies.
- Transfers the Activating Urban Parks unit and associated cost (including four full-time positions plus 1.0 seasonal workyears) from the Public Affairs and Community Partnership Division to the Horticulture, Forestry and Environmental Education Division. This transition was initiated in FY22, but the associated budget transfer was deferred until FY23. The transfer also includes \$137,720 in Supplies & Materials funding plus \$5,000 in Other Services & Charges.
- Increases seasonal funding by \$46,630 to support the minimum wage and merit increases implemented in FY22.
- Increases Overtime funding by \$1,166 for staff working at open facilities on the Juneteenth holiday approved effective FY22.
- Increases Supplies & Materials by \$15,897 for inflationary increases, \$2,000 for supplies to refresh the mews for the raptors at Meadowside Nature Center, and \$696 for OBI for Long Branch Stream Valley Park and for Olney Family Neighborhood Park.
- Increases Other Services & Charges by \$16,100 for increased maintenance cost of cleaning the permeable paving at Brookside Gardens, an additional \$8,000 for maintenance and repair of the irrigation system at Brookside Gardens, \$7,000 for pest control services to treat yellow jacket and wasp nests at nature centers and to control rodents at community gardens, \$3,000 for fence replacement costs at community gardens, \$4,000 for veterinary services for exhibit animals at nature centers, and \$20,131 for additional contracted custodial services for the nature centers to meet updated departmental cleaning and disinfecting guidelines.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Facilities Management

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### OVERVIEW

The Facilities Management division (FM) provides for the care and maintenance of the Department’s physical assets: facilities, pavement, fleet, playground construction 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 Capital Improvement Program (CIP) performing capital construction activities throughout Montgomery Parks. FM provides routine and planned services, 24 hour/365-day emergency response after hours and weekends and provides critical support during extreme weather events.

FM strives to achieve a balance between the upkeep of aging facilities and new construction by integrating a number of CIP and major maintenance (MM) projects into the daily work program each year. FM utilizes the Enterprise Asset Management System (EAM) for processing work requests and tracking projects. As of mid FY22, 25 of the 32 projected CIP projects and 105 of the 110 projected MM projects are complete or underway. Some projects remain on hold pending schedule and funding availability. For FY22, the division is projected to complete approximately 3,100 projected work requests (unplanned work under \$3,000). For FY22, 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 derived and 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.

**Trades Management** provides support for forecasting, planning, construction, renovation, maintenance, and repairs for the department’s facilities and parks. This group’s work program also includes CIP and Major Maintenance projects.

**Building Operations and Sustainability** provides oversight for building operations and provides for inventory, inspection, and condition assessment for department facilities, while ensuring timely completion of preventive maintenance tasks. This unit integrates principles of sustainability and climate change mitigation into Park operations, including energy and water conservation and efficiency, decarbonization, and implementation of renewable energy projects.

**Properties and Administration** provides oversight of the department’s leased properties and the Property Management Fund budget, contract project management, and demolition. The leased properties are supported by the maintenance efforts of in-house FM staff who also provide 24/7-365 response if needed.

**Fleet Management** provides vehicle acquisition, centralized maintenance and repair for all motorized equipment plus oversight of fueling stations across the Department.



# Montgomery County

## Department of Parks – Facilities Management

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### MISSION

To build, maintain, and protect facilities (bricks and mortar), which provide the residents and visitors of Montgomery County with a safe park experience.

### 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
- Property Management Services

### ACCOMPLISHMENTS

- Sustained operations of Montgomery Parks facilities and infrastructure during the unprecedented COVID-19 Pandemic.
- Completed ADA improvements including:
  - Blueberry Hill Local Park– new ADA sidewalk connecting Park amenities.
  - Renovated interior Kemp Mill Local Park Activity Building with ADA Restroom; and
  - Meadowside Nature Center renovation with new Exhibit Area and ADA Restroom.
- Completed the following renovations:
  - Parklawn Local Park culvert replacement.
  - Installation of the Parks’ second vaulted restroom (sustainable, no utilities).
  - Wheaton Ice Arena entrance and interior areas.
  - Leland Neighborhood Park tennis court renovation and color coating.
  - Upper Long Branch tennis court renovation and color coating; and
  - Long Branch-Wayne Local Park tennis court renovation and color coating.
- Completed construction of the new Maintenance Yard for the Athletic Field Team at Northwest Branch Park.
- Conducted drinking water outlets testing for presence of lead throughout departmental facilities.
- Provided primary operations support for special events including Burtonsville Day, Friendship Day, Half Marathon in the Parks, MRPA Heavy Equipment Show, Thanksgiving Day Parade, and multiple park activation programs.
- Staff electricians completed a major lighting retrofit at South Germantown Recreational Park, replacing 62 high pressure sodium light fixtures with LED technology. This upgrade will provide for a 90% reduction in power for the site and was partially funded through a rebate from the EmpowerMD program.





# Montgomery County

## Department of Parks – Facilities Management

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- In FY21, the Montgomery County Recycling and Resource Management Division recognized and awarded Montgomery Parks as a business with an outstanding recycling and waste reduction program. In 2020 Montgomery Parks had a total waste diversion rate of 83% which far surpassed the 70% goal set by Montgomery County Government.
- Oversaw installation of a new Diesel Exhaust Fluid (DEF) dispenser. The dispenser is programmed to accept our vehicle unit numbers and record mileage.
- Provided specifications, bid and purchase of over \$1.8 million of vehicles replacements. Successfully took delivery of 23 replacement vehicles and sold the replaced vehicles at auction.

### BUDGET AT A GLANCE

#### Summary of Division Budget

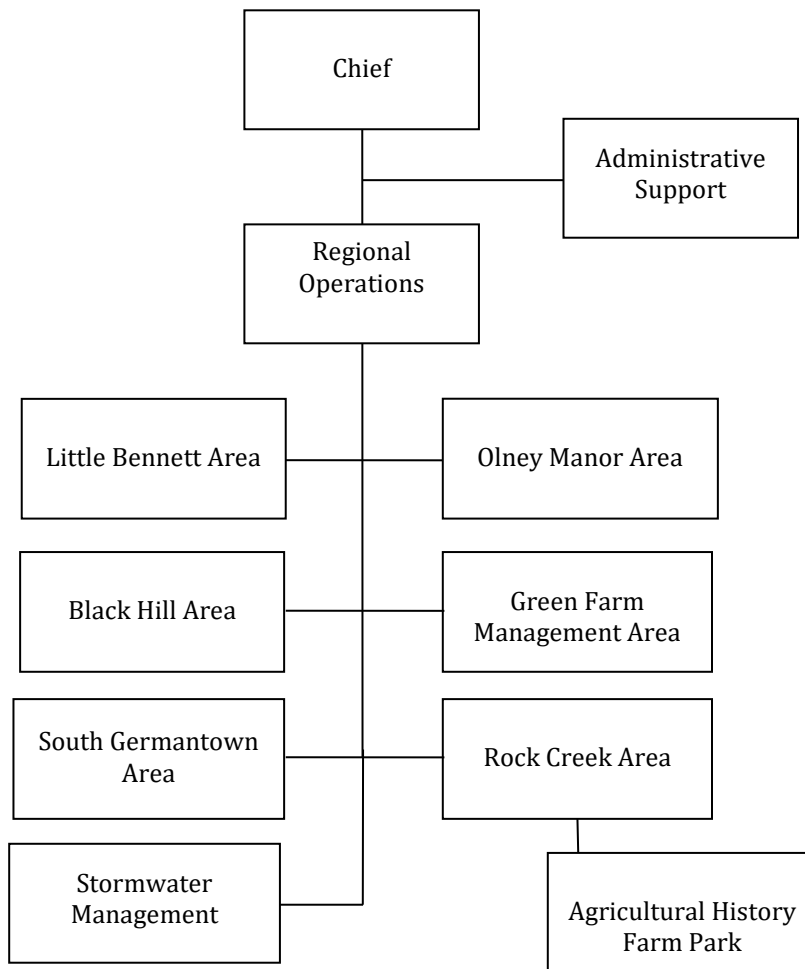
		<b>FY22</b>	<b>FY23</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
	Expenditures	\$13,671,542	\$14,117,296	3.3%
<b>Staffing</b>				
	Funded Career Positions	118.00	118.00	0.0%
	Funded Term Positions	-	-	-
	Funded Workyears	104.50	103.60	-0.9%

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increases seasonal funding by \$5,331 to support the minimum wage and merit increases implemented in FY22.
- Increases Overtime funding by \$1,166 for staff supporting open facilities on the Juneteenth holiday approved effective FY22.
- Increases Supplies & Materials by \$38,574 for inflationary increases and \$50,000 to purchase signs, mile markers and non-slip surface paint to improve the trail user experience and safety on hard surface trails.
- Includes \$140 in Other Services & Charges for OBI for Avenel Local Park ballfield irrigation.
- Increases Other Services & Charges by \$19,893 for various contractual increases, \$3,000 for custodial services, \$2,000 for employee training, \$50,000 for maintenance of ballfield light fixtures at multiple parks due to warranty expiration and \$100,000 for infrastructure repairs and renovations including sports court resurfacing and color coating.



ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks - Northern Parks

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### 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 supports several large events sponsored by Montgomery Parks or its Partners.

### 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 (HFEE) with maintenance of grounds and completion of special projects at three nature center facilities.
- Provided support for the various departmental park activation programs.
- 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 and reforestation area management, maintenance of grounds and landscapes at Cultural Resource Section program locations, as well as trail inspections and routine maintenance.
- Worked with Park Planning and Stewardship and Facilities Management Divisions to increase pickleball opportunities in the Northern Parks area.
- Inspection and maintenance for over 420 stormwater management facilities including dry and wet ponds, bioretention areas, sand filters, swales, and trenches.
- Used pesticide alternatives to control weeds in high use areas such as playgrounds, athletic fields, walkways, parking lots, and manicured landscapes.
- Successful continuity of operations for parks and facilities in a manner that was safe for staff and park visitors during the COVID-19 pandemic.
- Acquired battery powered equipment to outfit a local park trim crew in the Olney Manor Management Area.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$11,290,469	\$11,723,267	3.8%
<b>Staffing</b>			
Funded Career Positions	122.00	122.00	0.0%
Funded Term Positions	-	-	-
Funded Workyears	125.20	126.70	1.2%



# Montgomery County

## Department of Parks - Northern Parks

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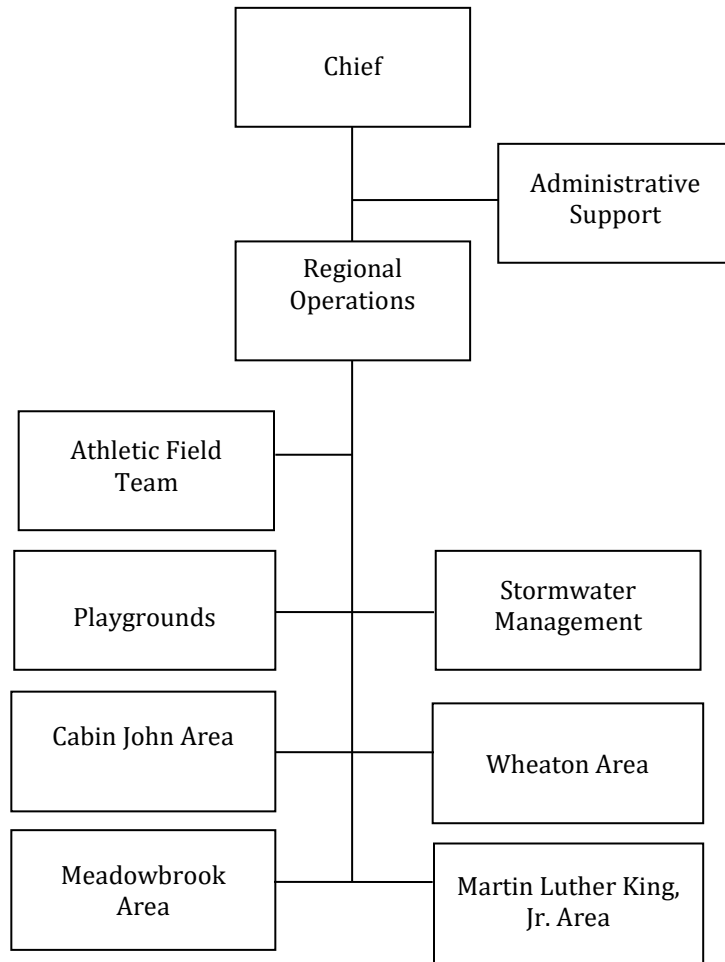
### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increases Seasonal funding by \$28,157 to support the minimum wage and merit increases implemented in FY22.
- Increases Overtime funding by \$1,880 for staff providing support on the Juneteenth holiday approved effective FY22.
- Adds \$25,000 to Supplies & Materials for minor equipment purchases to continue to transition to electric equipment.
- Increases Supplies & Materials by \$15,000 for playground replacement equipment.
- Increases Supplies & Materials by \$18,962 and Capital Outlay by \$6,949 for inflationary increases.
- Decreases Supplies & Materials by \$13,000 and Capital Outlay by \$4,300 for removal of one-time funded costs from the FY22 budget.
- Increases Other Services & Charges by \$5,000 for replacement of natural alternative turf “soil” top dressing infill for the synthetic turf field at Laytonia Recreational Park.
- Transfers \$13,130 to Other Services & Charges from Supplies & Materials to increase funding for maintenance and repair services.
- Transfers \$17,000 from Other Services & Charges to seasonal to support program needs for stormwater management.
- Increases Other Services & Charges by \$5,813 for contractual increases.
- Adds funding of \$19,771 for OBI for projects being completed at Black Hill Regional Park Picnic Area, Olney Family Local Park, Rock Creek Regional Park Archery Range and Sundown Local Park. Of that total, \$9,249 is for stormwater management projects that are proposed to be reimbursed using Water Quality Protection funding.
- Includes decreased salary lapse of 0.6 WY based on historical trend.



# Montgomery County Department of Parks - Southern Parks

## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks - Southern Parks

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### 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, three nature centers, two equestrian centers, 177 playgrounds, 93 basketball pads, 87 tennis pads, and 5 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 3<sup>rd</sup> 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

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### ACCOMPLISHMENTS

- The Athletic Field Team has continued its efforts to provide high quality athletic fields to our communities. One of our recent efforts was at Ken Gar Local Park, which is in a highly populated, social equity area along one of our most popular trails. The youth soccer field was constructed in collaboration with MTA Purple Line Construction and Montgomery Parks with a park improvement and wetland mitigation project. The field was established with Iron Cutter Bermuda grass. This project was completed in September 2021 and was re-opened for community use with much excitement as it provided improved recreation in lower Montgomery County.
- Oakview Elementary School was a full rectangle renovation performed in a densely populated social equity area in Silver Spring. This project was completed using a contractor managed by the Athletic Field Team. The field was stripped of weeds and vegetation. Multiple forms of aerification were performed to alleviate compaction. Premium topsoil and amendments were incorporated into the soil profile to improve the nutrient holding capacity, and the field was regraded to promote positive drainage and increase playability. The field was sodded with a new variety of Bermuda grass called "Iron Cutter" to increase the wear tolerance of the field. A nutrient management plan was designed to promote the healthy growth of the Bermuda grass and increase sustainability. The project was completed by the installation of new portable goals with Safe Soccer anchor systems for the site.
- Southern Parks assisted with the park beautification/renovation of Josiah Henson Museum opening by doing a big landscape job and cleaning up several areas in a two-week window before the grand opening of the Museum to the public. They helped bring in plants, remove trees and debris, installed trash cans, oversaw contractors and other minor items. In collaboration with several divisions, the opening was a success, and many kudos were received from the State of Maryland and other leadership.
- 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. The team also replaced numerous old and rotten borders and addressed drainage issues within the playgrounds of the southern region. The team did a complete dig out of the Adventure Playground in Cabin John Regional Park, removed the old, engineered wood fiber (EWF) and replaced it with new EWF and added a new drainage system. The team also replaced numerous playground components due to weathering or damage throughout the region.
- The Southern Parks weed eradication team completed over 125 work orders to remove weeds from playgrounds and to trim back foliage encroaching into the playgrounds.
- Meadowbrook maintenance yard staff completed the Long Branch-Garland Neighborhood Park basketball court renovation and installed erosion control materials at Ellsworth Local Park in the dog park area. The team also performed intensive in-house training with staff that reviewed basic ground maintenance, equipment, and trash truck operations.





# Montgomery County

## Department of Parks - Southern Parks

### BUDGET AT A GLANCE

#### Summary of Division Budget

	<u>FY22</u> <u>Adjusted</u> <u>Adopted</u>	<u>FY23</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
<b>Budget</b>			
Expenditures	\$15,577,746	\$16,305,701	4.7%
<b>Staffing</b>			
Funded Career Positions	164.00	167.00	1.8%
Funded Term Positions	-	-	-
Funded Workyears	170.50	173.10	1.5%

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increases Seasonal funding by \$36,160 to support the minimum wage and merit increases implemented in FY22.
- Increases Overtime funding by \$5,137 for staff providing support on the Juneteenth holiday approved effective FY22.
- Includes one (1) full-time career position for an athletic field inspector monitoring and doing quality checks for the contracted ballfield services for the Montgomery County Public School ballfields. This position cost will be transferred to the Special Revenue Fund via a chargeback making the Park Fund cost net zero.
- Includes one (1) full-time career and (1) WY; \$4,821 for Supplies and Materials; and \$3,200 for Other Services & Charges for OBI for Avenel Local Park Ballfield Irrigation and Glenmont Greenway.
- Includes one (1) full-time career and (1) WY, 0.3 seasonal WY and \$7,050 for Supplies and Materials for OBI for Colesville Local Park, Dale Drive Neighborhood Park, Glenmont Greenway, Hillwood Manor Neighborhood Park, Maplewood-Alta Vista Local Park, and Nolte Local Park. This funding is requested using Water Quality Protection Funds (WQPF).
- Increases supplies funding of \$100,000 to continue to improve the quality of athletic fields through increased aerification, seeding, and fertilization through the Athletic Fields Nutrient Management and Turf Improvement Program.
- Adds \$25,000 to Supplies & Materials for minor equipment purchases to continue to transition to electric equipment.
- Increases Supplies & Materials by \$33,558 and Capital Outlay by \$7,809 for inflationary increases.
- Increases Other Services & Charges by \$9,800 for replacement of natural alternative turf “soil” top dressing infill for the synthetic turf field at Blair High School.



# 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

		FY22 <u>Adjusted</u> <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
	Expenditures	\$13,345,321	\$14,530,008	8.9%
<b>Staffing</b>				
	Funded Career Positions	-	-	-
	Funded Term Positions	-	-	-
	Funded Workyears	4.50	5.00	11.1%

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreases personnel services cost by \$17,500 for unemployment insurance payments and for payment of the employer’s share of insurance premiums for staff on long-term disability.
- Decreases Supplies & Materials funding for fuel for fleet vehicles and equipment by \$38,045 and by \$15,000 for propane utility cost.
- Decreases Other Services & Charges by \$32,613 for utilities and telecommunications funding.
- Increases Other Services & Charges by \$10,820 for OBI for Avenel Local Park for utility cost from adding irrigation.
- Increases Other Services & Charges by \$30,000 for portable toilet rentals, by \$37,000 for software licenses, by \$30,000 for legal services, \$8,000 for background checks, and by \$32,816 for miscellaneous other services.
- Decreases Risk Management charges by \$216,900.
- Increases internal service funds debt service by \$685,300 for the repayment of financed capital equipment.
- Increases internal service funds by \$602,150 for Commission-wide IT services and for the Office of the CIO. That total includes \$71,890 in new initiatives.
- Increases chargebacks from CAS by \$48,797 and to the Enterprise Fund by \$23,634. The increase for the Enterprise chargeback includes partial funding of \$20,687 (25%) for a new systems analyst position included in the Enterprise Fund providing departmental support for the ActiveMONTGOMERY system.



# Montgomery County

## Department of Parks – Property Management

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### 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 150 legal agreements ranging from: residential and commercial property leases for use of Park property including houses, office space, agriculture, day care, parking lots, equestrian, telecommunications, athletic fields, and special use permits.

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 newly acquired commercial buildings, athletic fields, and inter-agency 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 FY23, Property Management projects an increase in lease revenue due to additional acquisitions of commercial buildings and larger houses coming into the portfolio as rentals. Currently, two additional larger homes are added and two new commercial buildings, which increase the rental revenue. Property Management's long-standing best-practices are assisting with strong performance even during these unprecedented COVID-19 Pandemic times.

### MISSION

To provide lease administration and property management services for a diverse portfolio of rental property including commercial buildings, residences, equestrian facilities, agriculture, telecommunications, athletic fields, special use permits; 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

- Sustained the Property Management operations during the COVID-19 Pandemic without significant impacts to building occupancy or revenue collection.
- Demolished candidate structures: 4 large outbuildings and 5 residential houses.
- Performed water quality testing of various drinking outlets for lead and bacteria, including leased commercial and residential units.
- Provided department with preparation of legal agreements involving installation of Photovoltaic Solar Energy Generation Equipment and Facilities for Meadowbrook Stables and Maryland Soccerplex and for use of athletic fields by third parties (White Oak Community Center Soccer Field, Povich Field).



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

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- Provided renovation of newly acquired larger homes for use as interim residential rentals (Crest Park, Darby House).

**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY22</b>	<b>FY23</b>	<b>%</b>
		<u><b>Adjusted</b></u>		
		<u><b>Adopted</b></u>	<u><b>Proposed</b></u>	<u><b>Change</b></u>
<b>Budget</b>				
	Expenditures	\$1,657,600	\$1,737,800	4.8%
<b>Staffing</b>				
	Funded Career Positions	4.00	4.00	-
	Funded Term Positions	-	-	-
	Funded Workyears	5.80	5.80	-

**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

- Increases revenue by \$80,200. The Department continues to experience increases due to increasing rental rates and fluctuations in the type, size, use and cost of Park rental inventory. Decreased staffing levels during the Pandemic have caused a longer turnover period for vacant units; however, increased rental revenue is currently covering these interim losses.
- Increases Personnel cost by \$9,408 for the compensation marker and increased benefits costs.
- Increases Other Services & Charges by \$73,592 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	FY22	FY23	%
	<u>Adjusted</u> <u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
OPEB Prefunding	\$ 2,087,103	\$ 2,885,182	38.2%
OPEB PayGo	3,830,835	3,829,222	0.0%
Marker for Changes to Employee Comp.	662,133	2,812,187	324.7%
Marker for Possible Reclasifications	289,743	659,335	127.6%
Marker for Minimum Wage Impact for Seasonal	9,336	-	-100.0%
Other Personnel	27,653	83,757	202.9%
Transfer to Capital Projects Fund	450,000	450,000	0.0%
Transfer to Debt Service Fund	6,330,058	7,202,008	13.8%
Operating Expenditure Reserve @ 3%	<u>3,303,000</u>	<u>3,552,500</u>	<u>7.6%</u>
<b>Total Expenditures</b>	<b>\$ 16,989,861</b>	<b>\$ 21,474,191</b>	<b>26.4%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increases OPEB Pre-funding and OPEB PayGo by \$796,466 per the latest actuarial study.
- Includes compensation funding for wage adjustments and reclassifications for Park Fund of \$3,533,322 (subject to negotiations). Also includes \$21,957 budgeted for a benefits marker for seasonal employees.
- Increases the debt service transfer by \$871,950.



# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
<b>Office of the Director</b>					
Personnel Services	1,199,071	1,459,187	1,481,994	1,478,787	-0.2%
Supplies and Materials	261	2,498	2,498	2,548	2.0%
Other Services and Charges	16,813	58,918	58,918	59,150	0.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,216,145</b>	<b>1,520,603</b>	<b>1,543,410</b>	<b>1,540,485</b>	<b>-0.2%</b>
<b>Public Affairs &amp; Community Partnerships</b>					
Personnel Services	2,537,789	2,827,721	2,857,537	2,486,966	-13.0%
Supplies and Materials	141,648	198,292	198,292	61,783	-68.8%
Other Services and Charges	486,142	632,823	632,823	658,713	4.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(87,000)	(87,000)	(87,000)	(87,000)	0.0%
<b>Total</b>	<b>3,078,579</b>	<b>3,571,836</b>	<b>3,601,652</b>	<b>3,120,462</b>	<b>-13.4%</b>
<b>Management Services</b>					
Personnel Services	2,486,508	2,793,152	2,829,015	2,897,937	2.4%
Supplies and Materials	11,864	22,032	22,032	26,873	22.0%
Other Services and Charges	176,762	201,472	201,472	229,582	14.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(14,920)	-	-	-	-
<b>Total</b>	<b>2,660,214</b>	<b>3,016,656</b>	<b>3,052,519</b>	<b>3,154,392</b>	<b>3.3%</b>
<b>Information Technology &amp; Innovation</b>					
Personnel Services	1,235,819	1,473,886	1,489,614	1,500,264	0.7%
Supplies and Materials	206,477	281,475	281,475	287,105	2.0%
Other Services and Charges	986,460	1,051,314	1,051,314	1,285,491	22.3%
Capital Outlay	141,625	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(65,500)	(65,500)	(65,500)	(68,100)	4.0%
<b>Total</b>	<b>2,504,881</b>	<b>2,741,175</b>	<b>2,756,903</b>	<b>3,004,760</b>	<b>9.0%</b>
<b>Park Planning &amp; Stewardship</b>					
Personnel Services	5,723,397	6,055,298	6,140,005	6,457,973	5.2%
Supplies and Materials	230,303	214,763	214,763	279,058	29.9%
Other Services and Charges	589,255	680,210	680,210	649,850	-4.5%
Capital Outlay	26,401	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(275,509)	(268,000)	(268,000)	(382,923)	42.9%
<b>Total</b>	<b>6,293,847</b>	<b>6,682,271</b>	<b>6,766,978</b>	<b>7,003,958</b>	<b>3.5%</b>



# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
<b>Park Development</b>					
Personnel Services	5,954,019	6,210,534	6,298,957	6,637,805	5.4%
Supplies and Materials	27,458	20,000	20,000	21,000	5.0%
Other Services and Charges	250,683	84,778	84,778	84,103	-0.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,395,506)	(2,407,269)	(2,407,269)	(2,579,837)	7.2%
<b>Total</b>	<b>3,836,654</b>	<b>3,908,043</b>	<b>3,996,466</b>	<b>4,163,071</b>	<b>4.2%</b>
<b>Park Police</b>					
Personnel Services	14,336,921	14,949,626	15,126,215	15,779,006	4.3%
Supplies and Materials	701,866	780,833	780,833	885,450	13.4%
Other Services and Charges	391,708	448,263	448,263	520,753	16.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(200,289)	(192,000)	(192,000)	(205,000)	6.8%
<b>Total</b>	<b>15,230,206</b>	<b>15,986,722</b>	<b>16,163,311</b>	<b>16,980,209</b>	<b>5.1%</b>
<b>Horticulture, Forestry &amp; Environmental Education</b>					
Personnel Services	8,865,072	9,264,259	9,395,332	10,252,688	9.1%
Supplies and Materials	275,901	657,135	657,135	806,080	22.7%
Other Services and Charges	1,138,891	1,097,910	1,097,910	1,169,999	6.6%
Capital Outlay	168,337	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(147,980)	(124,500)	(124,500)	(124,500)	0.0%
<b>Total</b>	<b>10,300,221</b>	<b>10,894,804</b>	<b>11,025,877</b>	<b>12,104,267</b>	<b>9.8%</b>
<b>Facilities Management</b>					
Personnel Services	10,133,267	11,262,844	11,411,230	11,592,177	1.6%
Supplies and Materials	1,685,801	1,928,661	1,928,661	2,017,235	4.6%
Other Services and Charges	1,312,101	1,342,151	1,342,151	1,517,184	13.0%
Capital Outlay	338,418	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,022,653)	(1,010,500)	(1,010,500)	(1,009,300)	-0.1%
<b>Total</b>	<b>12,446,934</b>	<b>13,523,156</b>	<b>13,671,542</b>	<b>14,117,296</b>	<b>3.3%</b>
<b>Northern Parks</b>					
Personnel Services	8,368,533	9,494,434	9,608,055	9,988,316	4.0%
Supplies and Materials	827,745	948,090	948,090	997,735	5.2%
Other Services and Charges	307,749	537,500	537,500	546,443	1.7%
Capital Outlay	609,611	231,624	231,624	225,573	-2.6%
Other Classifications	-	-	-	-	-
Chargebacks	(34,800)	(34,800)	(34,800)	(34,800)	0.0%
<b>Total</b>	<b>10,078,838</b>	<b>11,176,848</b>	<b>11,290,469</b>	<b>11,723,267</b>	<b>3.8%</b>
<b>Southern Parks</b>					
Personnel Services	11,675,687	13,272,590	13,431,575	14,047,325	4.6%
Supplies and Materials	1,363,587	1,677,922	1,677,922	1,855,352	10.6%
Other Services and Charges	420,514	537,427	537,427	562,155	4.6%
Capital Outlay	702,281	260,287	260,287	278,096	6.8%
Other Classifications	-	-	-	-	-
Chargebacks	(256,286)	(329,465)	(329,465)	(437,227)	32.7%
<b>Total</b>	<b>13,905,783</b>	<b>15,418,761</b>	<b>15,577,746</b>	<b>16,305,701</b>	<b>4.7%</b>



# Montgomery County Department of Parks – Summary of Division Budgets

## MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adopted	FY 22 Adjusted Adopted	FY 23 Proposed	% Change
<b>Support Services</b>					
Personnel Services	188,527	424,600	424,600	407,648	-4.0%
Supplies and Materials	1,142,211	1,622,052	1,622,052	1,564,687	-3.5%
Other Services and Charges	10,156,595	10,407,741	10,407,741	11,594,314	11.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	1,020,511	890,928	890,928	963,359	8.1%
<b>Total</b>	<b>12,507,844</b>	<b>13,345,321</b>	<b>13,345,321</b>	<b>14,530,008</b>	<b>8.9%</b>
<b>Non-Departmental</b>					
Personnel Services	5,932,071	7,912,801	6,906,803	10,269,683	48.7%
Salary Adjustment Marker	-	1,579,152	573,154	2,812,187	390.7%
Other Personnel Costs	-	415,711	415,711	743,092	78.8%
OPEB PreFunding	2,345,581	2,087,103	2,087,103	2,885,182	38.2%
OPEB Paygo	3,586,490	3,830,835	3,830,835	3,829,222	0.0%
Supplies and Materials	(71,770)	-	-	-	-
Other Services and Charges	(64,298)	-	-	-	-
Capital Outlay	(11,762)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>5,784,241</b>	<b>7,912,801</b>	<b>6,906,803</b>	<b>10,269,683</b>	<b>48.7%</b>
<b>Grants</b>					
Personnel Services	9,859	-	-	-	-
Supplies and Materials	55,480	-	-	-	-
Other Services and Charges	55,479	400,000	400,000	400,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	17,276	-	-	-	-
<b>Total</b>	<b>138,094</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>0.0%</b>
<b>Other Financing Uses/Transfers Out</b>					
Capital Projects Funds	350,000	450,000	450,000	450,000	0.0%
Debt Service Fund	5,935,523	6,330,058	6,330,058	7,202,008	13.8%
<b>Total</b>	<b>6,285,523</b>	<b>6,780,058</b>	<b>6,780,058</b>	<b>7,652,008</b>	<b>12.9%</b>
<b>Budgetary Reserve @ 3%</b>	<b>2,999,500</b>	<b>3,303,000</b>	<b>3,303,000</b>	<b>3,552,500</b>	<b>7.6%</b>
<b>Fund Total</b>	<b>109,267,504</b>	<b>120,182,055</b>	<b>120,182,055</b>	<b>129,622,067</b>	<b>7.9%</b>
<b>Total Park Fund</b>					
Personnel Services	78,646,540	87,400,932	87,400,932	93,796,575	7.3%
Supplies and Materials	6,598,832	8,353,753	8,353,753	8,804,906	5.4%
Other Services and Charges	16,224,854	17,480,507	17,480,507	19,277,737	10.3%
Capital Outlay	1,974,911	491,911	491,911	503,669	2.4%
Other Classifications	-	-	-	-	-
Chargebacks	(3,462,656)	(3,628,106)	(3,628,106)	(3,965,328)	9.3%
<b>Subtotal Park Fund</b>	<b>99,982,481</b>	<b>110,098,997</b>	<b>110,098,997</b>	<b>118,417,559</b>	<b>7.6%</b>
Transfers Out	6,285,523	6,780,058	6,780,058	7,652,008	12.9%
Budgetary Reserve	2,999,500	3,303,000	3,303,000	3,552,500	7.6%
<b>Total Park Fund</b>	<b>109,267,504</b>	<b>120,182,055</b>	<b>120,182,055</b>	<b>129,622,067</b>	<b>7.9%</b>





# Montgomery County

## Department of Parks – Summary of Positions and Workyears

### MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FUND</b>						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	6.00	6.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>6.00</b>	<b>6.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
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		-		-		(0.10)
<b>Subtotal Director of Parks</b>	<b>11.00</b>	<b>12.30</b>	<b>10.00</b>	<b>11.30</b>	<b>10.00</b>	<b>11.20</b>
<u>PUBLIC AFFAIRS &amp; COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	25.00	25.00	25.00	25.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>21.00</b>	<b>21.00</b>
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent		3.50		3.50		2.50
Chargebacks		(0.90)		(0.90)		(0.80)
Less Lapse		(2.00)		(2.20)		(1.80)
<b>Subtotal Public Affairs &amp; Comm. Partner.</b>	<b>25.00</b>	<b>25.60</b>	<b>26.00</b>	<b>26.40</b>	<b>22.00</b>	<b>21.90</b>
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	19.00	19.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>19.00</b>	<b>19.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent		0.50		1.60		1.60
Chargebacks		-		-		-
Less Lapse		(0.20)		(0.30)		(0.30)
<b>Subtotal Management Services</b>	<b>19.00</b>	<b>19.30</b>	<b>22.00</b>	<b>23.30</b>	<b>22.00</b>	<b>23.30</b>
<u>INFORMATION TECHNOLOGY &amp; INNOVATION</u>						
Full-Time Career	12.00	12.00	12.00	12.00	12.00	12.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(0.60)		(0.60)		(0.60)
Less Lapse		(0.10)		(0.10)		(0.20)
<b>Subtotal Information Technology &amp; Innovation</b>	<b>12.00</b>	<b>11.30</b>	<b>12.00</b>	<b>11.30</b>	<b>12.00</b>	<b>11.20</b>
<u>PARK PLANNING AND STEWARDSHIP</u>						
Full-Time Career	51.00	51.00	51.00	51.00	54.00	54.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>	<b>54.00</b>	<b>54.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		8.70		8.70		10.70
Chargebacks		(1.70)		(1.70)		(4.00)
Less Lapse		(3.70)		(3.80)		(4.00)
<b>Subtotal Planning and Stewardship</b>	<b>51.00</b>	<b>54.30</b>	<b>51.00</b>	<b>54.20</b>	<b>54.00</b>	<b>56.70</b>



# Montgomery County

## Department of Parks – Summary of Positions and Workyears

### MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>PARK DEVELOPMENT</u></b>						
Full-Time Career	50.00	50.00	48.00	48.00	50.00	50.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
<b>Career Total</b>	<b>51.00</b>	<b>50.90</b>	<b>49.00</b>	<b>48.90</b>	<b>51.00</b>	<b>50.90</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(19.40)		(20.10)		(21.50)
Less Lapse		(3.90)		(3.80)		(3.90)
<b>Subtotal Park Development</b>	<b>51.00</b>	<b>27.60</b>	<b>49.00</b>	<b>25.00</b>	<b>51.00</b>	<b>25.50</b>
<b><u>PARK POLICE</u></b>						
Full-Time Career	119.00	119.00	122.00	122.00	126.00	126.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>119.00</b>	<b>119.00</b>	<b>122.00</b>	<b>122.00</b>	<b>126.00</b>	<b>126.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		5.60		5.60		5.60
Chargebacks		(2.00)		(2.00)		(2.00)
Less Lapse		(8.00)		(7.60)		(7.60)
<b>Subtotal Park Police</b>	<b>119.00</b>	<b>114.60</b>	<b>122.00</b>	<b>118.00</b>	<b>126.00</b>	<b>122.00</b>
<b><u>HORTICULTURE, FORESTRY &amp; ENVIRONMENTAL ED</u></b>						
Full-Time Career	89.00	89.00	89.00	89.00	95.00	95.00
Part-Time Career	-	-	-	-	1.00	0.50
<b>Career Total</b>	<b>89.00</b>	<b>89.00</b>	<b>89.00</b>	<b>89.00</b>	<b>96.00</b>	<b>95.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		11.30		11.30		11.80
Chargebacks		(1.40)		(1.40)		(1.30)
Less Lapse		(6.30)		(6.30)		(7.00)
<b>Subtotal Hort., Forestry &amp; Enviro. Ed.</b>	<b>89.00</b>	<b>92.60</b>	<b>89.00</b>	<b>92.60</b>	<b>96.00</b>	<b>99.00</b>
<b><u>FACILITIES MANAGEMENT</u></b>						
Full-Time Career	118.00	118.00	118.00	118.00	118.00	118.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		5.80		5.80
Chargebacks		(8.90)		(8.90)		(10.00)
Less Lapse		(9.60)		(10.40)		(10.20)
<b>Subtotal Facilities Management</b>	<b>118.00</b>	<b>103.50</b>	<b>118.00</b>	<b>104.50</b>	<b>118.00</b>	<b>103.60</b>
<b><u>NORTHERN PARKS</u></b>						
Full-Time Career	118.00	118.00	122.00	122.00	122.00	122.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>118.00</b>	<b>118.00</b>	<b>122.00</b>	<b>122.00</b>	<b>122.00</b>	<b>122.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		18.10		16.10		16.90
Chargebacks		(0.50)		(0.50)		(0.40)
Less Lapse		(11.40)		(12.40)		(11.80)
<b>Subtotal Northern Parks</b>	<b>118.00</b>	<b>124.20</b>	<b>122.00</b>	<b>125.20</b>	<b>122.00</b>	<b>126.70</b>



# Montgomery County

## Department of Parks – Summary of Positions and Workyears

### MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

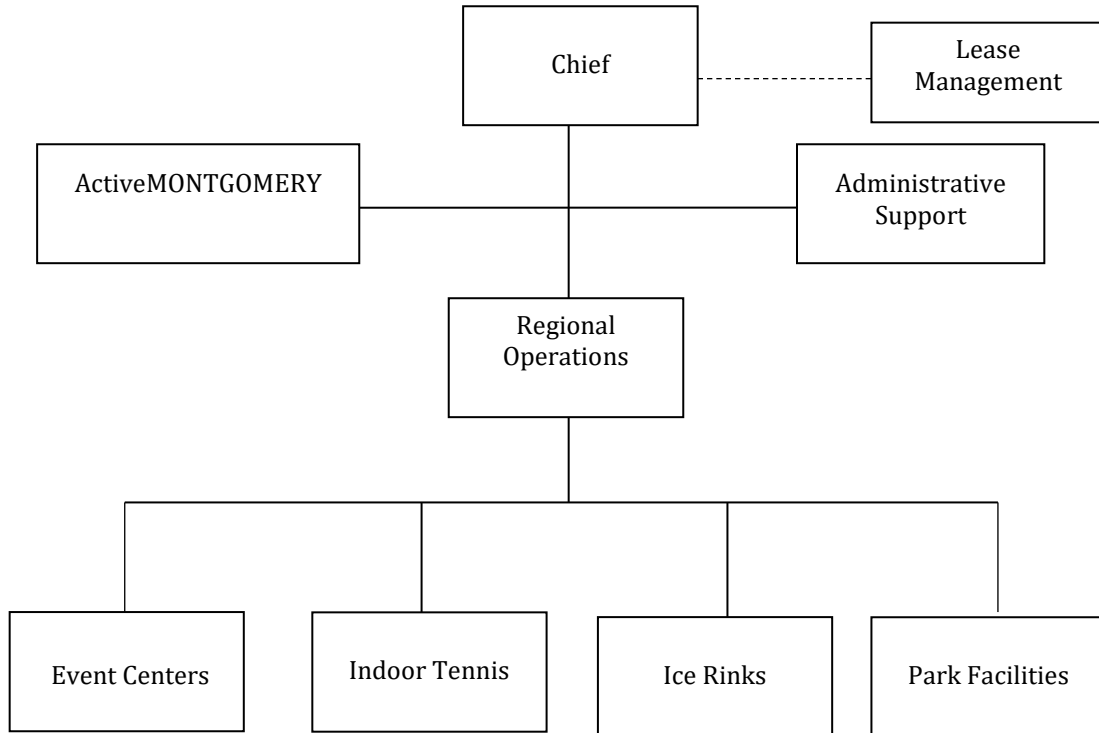
	FY 21 Budget		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>SOUTHERN PARKS</b>						
Full-Time Career	161.00	161.00	164.00	164.00	167.00	167.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>161.00</b>	<b>161.00</b>	<b>164.00</b>	<b>164.00</b>	<b>167.00</b>	<b>167.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		25.30		24.30		24.60
Chargebacks		(2.40)		(3.10)		(4.50)
Less Lapse		(14.00)		(14.70)		(14.00)
<b>Subtotal Southern Parks</b>	<b>161.00</b>	<b>169.90</b>	<b>164.00</b>	<b>170.50</b>	<b>167.00</b>	<b>173.10</b>
<b>SUPPORT SERVICES</b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		1.00		1.00
Chargebacks		3.50		3.50		4.00
Less Lapse		-		-		-
<b>Subtotal Support Services</b>	<b>-</b>	<b>3.50</b>	<b>-</b>	<b>4.50</b>	<b>-</b>	<b>5.00</b>
<b>TOTAL PARK FUND POSITIONS/WORKYEARS</b>						
Full-Time Career	768.00	768.00	777.00	777.00	791.00	791.00
Part-Time Career	1.00	0.90	1.00	0.90	2.00	1.40
<b>Career Total</b>	<b>769.00</b>	<b>768.90</b>	<b>778.00</b>	<b>777.90</b>	<b>793.00</b>	<b>792.40</b>
Term Contract	5.00	4.80	7.00	6.80	7.00	6.80
Seasonal/Intermittent		78.50		79.40		82.00
Chargebacks		(34.30)		(35.70)		(41.10)
Less Lapse		(59.20)		(61.60)		(60.90)
<b>Grand Total Park Fund</b>	<b>774.00</b>	<b>758.70</b>	<b>785.00</b>	<b>766.80</b>	<b>800.00</b>	<b>779.20</b>



# Montgomery County Department of Parks - Enterprise Operations Summary

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## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Enterprise Operations Summary

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### 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 continued impact of closures and attendance restrictions due to COVID-19, gross revenues in FY21 reached \$6,867,197. Reductions to expenditures in Personnel, Supplies, and Services enabled Enterprise to meet budget goals.
- Implemented changes to ActiveMontgomery to accommodate online ticket purchases and timed entry.
- Continued to re-open facilities per the County Executive Order with CDC and Health Department safety measures in place for staff and customers.
- Purchased hardware and began staff training for go-live 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 FUND - SUMMARY BY PROGRAMS Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues and Transfers In:</b>					
Golf Courses	\$ 79,422	\$ 75,000	\$ 380,824	\$ 100,000	33.3%
Ice Rinks	2,592,976	5,380,700	4,565,086	5,341,150	-0.7%
Indoor Tennis	1,264,813	2,214,244	1,871,149	2,026,665	-8.5%
Event Centers	194,450	565,100	505,732	565,395	0.1%
Park Facilities	2,732,594	4,353,011	4,019,174	4,510,476	3.6%
Administration	2,942	-	-	-	-
<b>Total Revenues</b>	<b>6,867,197</b>	<b>12,588,055</b>	<b>11,341,965</b>	<b>12,543,686</b>	<b>-0.4%</b>
<b>Expenses and Transfers Out:</b>					
Golf Courses	107,836	-	-	-	-
Ice Rinks	3,404,578	4,501,958	4,109,752	4,653,446	3.4%
Indoor Tennis	1,281,606	1,726,133	1,530,954	1,630,066	-5.6%
Event Centers	353,490	701,513	521,839	662,933	-5.5%
Park Facilities	2,738,945	4,036,334	3,314,015	3,666,633	-9.2%
Administration	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ 7,886,455</b>	<b>\$ 10,965,938</b>	<b>\$ 9,476,560</b>	<b>\$ 10,613,078</b>	<b>-3.2%</b>
<b>Change in Net Position</b>	<b>\$ (1,019,258)</b>	<b>\$ 1,622,117</b>	<b>\$ 1,865,405</b>	<b>\$ 1,930,608</b>	<b>19.0%</b>
<b>Total Net Position - Beginning</b>	<b>26,277,557</b>	<b>26,445,262</b>	<b>25,258,299</b>	<b>27,123,704</b>	<b>2.6%</b>
<b>Total Net Position - Ending</b>	<b>\$ 25,258,299</b>	<b>\$ 28,067,379</b>	<b>\$ 27,123,704</b>	<b>\$ 29,054,312</b>	<b>3.5%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- The Enterprise Fund Balance Policy directs the 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 FY23 proposed fund balance will be above the reserve requirement.
- Despite a decrease of \$285,000 in the interest revenue, the overall revenue is only declining by \$44,369. The interest revenue decrease is partially offset by increases in charges for services, rental, and miscellaneous revenue. These revenue increases include planned minor fee increases to offset the increased cost of the minimum wage increase for seasonal staff and the impact of inflationary increases on supplies and services.



# Montgomery County

## Department of Parks – Golf Courses

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### 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 ninth time in thirteen years and paid \$380,824 to the Enterprise Fund in FY22. 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 \$380,824 from MCRA in FY22, which was 10% percent of net proceeds from Little Bennett, Northwest and Needwood Golf Courses that exceeded the \$5,100,000 revenue threshold for FY22.



# Montgomery County Department of Parks – Golf Courses

## SUMMARY OF FY23 PROPOSED BUDGET

### MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	79,422	75,000	380,824	100,000	33.3%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>79,422</b>	<b>75,000</b>	<b>380,824</b>	<b>100,000</b>	<b>33.3%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	(5,951)	-	-	-	-
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Depreciation & Amortization Expense	113,787	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>107,836</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain (Loss)</b>	<b>\$ (28,414)</b>	<b>\$ 75,000</b>	<b>\$ 380,824</b>	<b>\$ 100,000</b>	<b>33.3%</b>

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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>GOLF COURSES</b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Golf Courses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increases revenue based on historical trend.





# Montgomery County

## Department of Parks - Enterprise Operations – Ice Rinks

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### 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

- Enrolled 4,863 participants in a multi-week group lesson series, 3,564 participants in clinics for basic skills, hockey, and figure skating, and 992 children in summer camps.
- Successfully implemented online reservations for public and specialty skate sessions at both Ice Rinks.
- Completed Wheaton Ice Arena entrance and interior renovation project and installation of a new compressor at Wheaton Ice Arena.
- Contracted with CMC Neptune for the broadcast of licensed music at both rinks.
- Requested a mechanical/engineering evaluation on the Wheaton Ice Arena Refrigeration System.



# Montgomery County

## Department of Parks - Enterprise Operations – Ice Rinks

### SUMMARY OF FY23 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ 23,107	\$ -	\$ -	-	-
Sales	103,625	470,400	320,200	454,400	-3.4%
Charges for Services	1,737,921	3,088,200	2,750,700	3,065,200	-0.7%
Rentals and Concessions	728,323	1,818,600	1,494,183	1,821,550	0.2%
Miscellaneous	-	-	3	-	-
Interest	-	3,500	-	-	-100.0%
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	<u>2,592,976</u>	<u>5,380,700</u>	<u>4,565,086</u>	<u>5,341,150</u>	<u>-0.7%</u>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	1,384,012	2,008,983	1,831,655	2,137,669	6.4%
Goods for Resale	70,742	264,200	157,350	238,700	-9.7%
Supplies and Materials	40,863	118,700	102,190	121,900	2.7%
Other Services and Charges	969,294	1,354,418	1,254,515	1,318,165	-2.7%
Depreciation & Amortization Expense	209,474	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	(8,000)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	738,193	755,657	764,042	837,012	10.8%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>3,404,578</u>	<u>4,501,958</u>	<u>4,109,752</u>	<u>4,653,446</u>	<u>3.4%</u>
Gain (Loss)	\$ <u>(811,602)</u>	\$ <u>878,742</u>	\$ <u>455,334</u>	\$ <u>687,704</u>	<u>-21.7%</u>

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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ICE RINKS</b>						
Full-Time Career	11.00	11.00	11.00	11.00	11.00	11.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	28.50	-	28.50	-	29.90
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Ice Rinks</b>	<u>11.00</u>	<u>39.50</u>	<u>11.00</u>	<u>39.50</u>	<u>11.00</u>	<u>40.90</u>



# Montgomery County

## Department of Parks - Enterprise Operations – Ice Rinks

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### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Decreases the FY23 proposed revenue by \$39,550. This total includes a decrease of \$16,000 for sales based on supply chain impacts and a decrease of \$23,000 for camp revenue.
- Increases personnel costs by \$128,686 for the compensation marker and higher seasonal cost due to the increased minimum wage.
- Decreases the Goods for Resale by \$25,500 based on reduced merchandise sale estimates and projected use of existing inventory.
- Increases Supplies & Materials cost by \$3,200 from minor increases in operational expenses.
- Decreases Other Services & Charges by \$36,253 due to lower transaction fees for credit card transactions due to the acquisition of Recreation Management Software and subsequent change in processor.
- Increases chargebacks by \$81,351 for the ice rinks share of the divisional allocation.



# Montgomery County

## Department of Parks - Enterprise Operations – Indoor Tennis

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### 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.

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

- Hosted the summer 2021 “We Play Wheelchair Tennis” Tournament at Wheaton Indoor Tennis.
- Facility improvements were completed which included LED light installations, exterior pressure washing of tennis bubble and building, as well as interior painting.
- In the summer of FY21-22, held 18 summer camps with 630 participants in attendance.



# Montgomery County

## Department of Parks - Enterprise Operations – Indoor Tennis

### SUMMARY OF FY23 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS

##### Summary of Revenues and Expenses

##### PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ 58,743	\$ -	\$ -	-	-
Sales	4,224	5,100	5,600	6,400	25.5%
Charges for Services	1,024,289	1,879,900	1,664,500	1,811,500	-3.6%
Rentals and Concessions	171,518	195,944	194,694	201,956	3.1%
Miscellaneous	-	-	-	-	-
Interest	6,039	133,300	6,355	6,809	-94.9%
Other	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>1,264,813</b>	<b>2,214,244</b>	<b>1,871,149</b>	<b>2,026,665</b>	<b>-8.5%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	515,577	858,570	732,777	815,617	-5.0%
Goods for Resale	2,733	3,200	3,200	3,900	21.9%
Supplies and Materials	14,652	36,100	31,010	22,250	-38.4%
Other Services and Charges	267,287	385,571	316,391	332,474	-13.8%
Depreciation & Amortization Expense	48,898	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	432,459	442,692	447,576	455,825	3.0%
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>1,281,606</b>	<b>1,726,133</b>	<b>1,530,954</b>	<b>1,630,066</b>	<b>-5.6%</b>
<b>Gain (Loss)</b>	<b>\$ (16,793)</b>	<b>\$ 488,111</b>	<b>\$ 340,195</b>	<b>\$ 396,599</b>	<b>-18.7%</b>

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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>INDOOR TENNIS</b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	15.50	-	15.50	-	14.00
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Indoor Tennis</b>	<b>4.00</b>	<b>19.50</b>	<b>4.00</b>	<b>19.50</b>	<b>4.00</b>	<b>18.00</b>



**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

- Decreases revenue by \$187,579 based on lower projections for group lessons, contracts, and indoor seasonal time based on lingering concerns by patrons of returning to indoor play as infection rates from the pandemic continue to be high.
- Decreases personnel cost by \$42,953 due to the reduced benefits costs for current staff complement.
- Decreases Supplies & Materials by \$13,850 attributable to removal of various one-time costs funded in FY22.
- Savings of \$53,097 in Other Services & Charges due to lower telecommunications and utility costs and from a reduction in transaction fees for credit card transactions due to the acquisition of Recreation Management Software and subsequent change in processor.
- Increases chargebacks by \$13,133 for the tennis facilities share of the divisional allocation.



# Montgomery County

## Department of Parks - Enterprise Operations – Event Centers

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### 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

- Facility upgrades include installation of a new heat pump and repairs to overhead ductwork and elevator at Rockwood Manor, and screening the wood floor in Seneca Lodge.
- The Event Centers hosted over 60 events in FY21 with a total attendance of 4,414 including all events, overnights, and tour appointments. (This number was impacted by COVID-19 restrictions).
- As of fall 2021, the Event Centers have 92 rentals scheduled at Seneca Lodge and 82 rentals scheduled at Rockwood Manor.



# Montgomery County

## Department of Parks - Enterprise Operations – Event Centers

### SUMMARY OF FY23 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS

##### Summary of Revenues and Expenses

##### PROPOSED BUDGET FISCAL YEAR 2023

	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ 59,924	\$ -	\$ -	-	-
Sales	98	-	200	200	-
Charges for Services	2,950	-	350	-	-
Rentals and Concessions	131,305	560,000	505,000	565,000	0.9%
Miscellaneous	-	-	-	-	-
Interest	173	5,100	182	195	-96.2%
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>194,450</b>	<b>565,100</b>	<b>505,732</b>	<b>565,395</b>	<b>0.1%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	177,887	455,091	296,351	444,044	-2.4%
Goods for Resale	-	5,000	1,000	2,000	-60.0%
Supplies and Materials	13,780	48,725	23,634	18,225	-62.6%
Other Services and Charges	80,475	116,045	123,360	115,361	-0.6%
Depreciation & Amortization Expense	6,468	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	74,880	76,652	77,494	83,303	8.7%
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>353,490</b>	<b>701,513</b>	<b>521,839</b>	<b>662,933</b>	<b>-5.5%</b>
<b>Gain (Loss)</b>	<b>\$ (159,040)</b>	<b>\$ (136,413)</b>	<b>\$ (16,107)</b>	<b>\$ (97,538)</b>	<b>-28.5%</b>

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

	FY 21		FY 22		FY 23	
	Actual		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>EVENT CENTERS</b>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.10	-	3.90	-	3.80
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Event Centers</b>	<b>3.00</b>	<b>7.10</b>	<b>3.00</b>	<b>6.90</b>	<b>3.00</b>	<b>6.80</b>





**Montgomery County**  
**Department of Parks - Enterprise Operations – Event Centers**

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**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

- Decreases revenue by \$295 for interest revenue.
- Decreases personnel cost by \$11,047 due to the reduced benefits costs for the current staff complement.
- Decreases Supplies & Materials by \$33,500 cost due to removal of various one-time costs for upgrades and repairs funded in FY22.



# Montgomery County

## Department of Parks- Enterprise Operations- Park Facilities

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### 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

- FY21 revenue at Black Hill Boats, Little Bennett Campground, and South Germantown Driving Range exceeded prior year revenue totals.
- Generated new revenue sources at the campground with a Haunted Trail and at Brookside Gardens by partnering with local artists to offer their work on consignment.
- Re-opened the Splash Park/Mini-Golf in FY22 (after being closed in FY21 due to the pandemic) and sold 6,000 Splash Pad and 1,400 Mini-Golf admissions.
- South Germantown Driving Range conducted golf and archery classes, golf clinics, and camps at increased capacity.



## Montgomery County Department of Parks- Enterprise Operations- Park Facilities

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- Launched online ticket sales at miniature train and carousel facilities which led to a shorter wait time and increased guest satisfaction.
- The Brookside Gardens Rental Program adapted to the County's COVID-19 related gathering size limits by retooling event offerings in a more intimate style. Many brides chose to take advantage of the associated fee reductions to host a smaller ceremony or a fabulous photo shoot outside in the beautiful gardens, rather than having a larger indoor event.
- Increased facility rentals at Wheaton Sports Pavilion including many new renters in FY22.



# Montgomery County

## Department of Parks - Enterprise Operations - Park Facilities

### SUMMARY OF FY23 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ 30,754	\$ -	\$ -	-	-
Sales	226,369	410,200	346,400	409,750	-0.1%
Charges for Services	1,907,399	2,048,780	2,036,381	2,288,694	11.7%
Rentals and Concessions	560,981	962,470	828,364	1,003,540	4.3%
Miscellaneous	-	773,461	800,566	800,496	3.5%
Interest	7,091	158,100	7,463	7,996	-94.9%
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>2,732,594</b>	<b>4,353,011</b>	<b>4,019,174</b>	<b>4,510,476</b>	<b>3.6%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	1,276,984	1,712,529	1,583,382	1,752,816	2.4%
Goods for Resale	118,393	197,200	160,870	190,160	-3.6%
Supplies and Materials	84,605	252,000	190,322	240,206	-4.7%
Other Services and Charges	256,284	464,529	358,997	379,519	-18.3%
Depreciation & Amortization Expense	101,250	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	(17,203)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	918,632	1,010,076	1,020,444	1,103,932	9.3%
Transfers Out	-	400,000	-	-	-100.0%
<b>Total Oper. Exp and Other Uses</b>	<b>2,738,945</b>	<b>4,036,334</b>	<b>3,314,015</b>	<b>3,666,633</b>	<b>-9.2%</b>
<b>Gain (Loss)</b>	<b>\$ (6,351)</b>	<b>\$ 316,677</b>	<b>\$ 705,159</b>	<b>\$ 843,843</b>	<b>166.5%</b>

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

	FY 21 Actual		FY 22 Adopted		FY 23 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FACILITIES</b>						
Full-Time Career	6.00	6.00	6.00	6.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		32.90		32.60		31.60
Chargebacks		0.70		0.70		0.70
Less Lapse		-		-		-
<b>Subtotal Park Facilities</b>	<b>7.00</b>	<b>40.60</b>	<b>7.00</b>	<b>40.30</b>	<b>7.00</b>	<b>39.30</b>



# Montgomery County

## Department of Parks - Enterprise Operations - Park Facilities

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### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

- Increases revenue by \$157,465 mainly from restoration of events at Brookside Gardens that had been cancelled or scaled back in FY22 due to the Covid-19 pandemic.
- Increases personnel cost by \$40,287 for the compensation marker and higher seasonal cost due to the increased minimum wage.
- Savings of \$11,794 in Supplies & Materials due to removal of various one-time costs.
- Savings in Other Services & Charges of \$85,010 includes a reduction in custodial services cost as a portion of the cost of Brookside Gardens was transferred to the Park Fund, reduced printing and advertising costs as marketing materials continue to transition to digital formats, plus a small reduction in transaction fees for credit card transactions due to the acquisition of Recreation Management Software and subsequent change in processor.
- Increases chargebacks by \$93,856 for the park facilities share of the divisional allocation.



## **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
- ActiveMONTGOMERY Administration
- Concession Lease Management
- Marketing and Promotion

## **ACCOMPLISHMENTS**

- Requested a fee increase to achieve an appropriate balance between fees and public service.
- Despite the impact of the pandemic, the division operated all facilities in a fiscally responsible manner.
- Realigned existing staffing to implement an Enterprise Coordinator position who assists the Division with oversight of security systems, janitorial contracts and supplies, fleet management, pest control services, preventative maintenance contracts, divisional trainings and training initiatives, coordination of ADA compliance plans, and other special projects such as major maintenance and capital improvements.



# Montgomery County

## Department of Parks – Enterprise Operations - Administration

### SUMMARY OF FY23 PROPOSED BUDGET

**MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION**  
**Summary of Revenues and Expenses**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ 2,942	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	<u>2,942</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	1,673,913	1,706,078	1,730,371	1,956,146	14.7%
Goods for Resale	-	-	-	-	-
Supplies and Materials	1,979	38,750	30,070	30,000	-22.6%
Other Services and Charges	82,339	81,686	90,550	83,680	2.4%
Depreciation & Amortization Expense	7,422	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	398,511	388,863	388,863	337,746	-13.1%
Indirect Charges (Admin Chargeback)	(2,164,164)	(2,215,377)	(2,239,854)	(2,407,572)	8.7%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Gain (Loss)	\$ <u>2,942</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	<u>-</u>

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

	Actual		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION</b>						
Full-Time Career	13.00	13.00	13.00	13.00	14.00	14.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	2.10	-	2.10	-	2.10
Less Lapse	-	-	-	-	-	-
<b>Subtotal Administration</b>	<b>13.00</b>	<b>15.10</b>	<b>13.00</b>	<b>15.10</b>	<b>14.00</b>	<b>16.10</b>



**HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET**

- Includes one (1) full-time career position and one (1.0) WY for to add a systems analyst position providing support for the ActiveMONTGOMERY registration system. The cost of this position is shared with the Park Fund (25% of the cost) with the cost being reflected in the Park Fund as part of the Enterprise chargeback.
- Increases personnel cost by \$140,294 due to changes in compensation costs from the current personnel complement plus increases from the compensation markers.





# Montgomery County

## Department of Parks – Capital Improvement Program

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### 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 37,100 acres of parkland and 421 parks maintained by the Commission. The proposed FY23-28 CIP includes \$52,778,000 for land acquisition and \$212,288,000 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 FY23 CAPITAL BUDGET

The major highlights of the FY23 Capital Budget include:

- Complete design of Ovid Hazen Wells Recreational Park
- Continued construction of Hillandale Local Park and the North Branch Trail
- Design Blair High School track and field renovations and irrigation at Northwest Branch Recreational Park
- Design and construction of the Sustainable Education Every Day (SEED) Classroom at Black Hill Regional Park
- Design and construction of Dog Park and parking lot renovations at Norwood Local Park
- Design for park refresher projects at Caroline Freeland Urban Park, Carool Knolls Local Park, Strathmore Local Park
- Design for the renovation of the Adventure Playground at South Germantown Recreational Park
- Playground renovations at Centerway Local Park, Olney Family Neighborhood Park, Sligo Creek Stream Valley Park (near Kennebec)
- Facility Planning for renovations and upgrades along the capital Crescent Trail
- Design for trail and bridge renovations at Long Branch Stream Valley Park, Long Branch-Wayne Local Park



# Montgomery County

## Department of Parks – Capital Improvement Program

- Continued Construction of stream restoration projects for Stoneybrook and Grosvenor tributaries to Rock Creek. Complete design for stream restoration projects for Clearspring Tributary and Glenallan Tributary
- Countywide Ballfield Renovations and upgrades for athletic fields
- Countywide Vision Zero trail intersection safety improvements
- Countywide playground and court renovations
- Countywide ADA improvements and infrastructure renovations

### 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	FY23 OBI Expenditures	FY23 Career Workyears	FY23 Seasonal Workyears
<b>CIP PROJECTS</b>			
Avenel Local Park Ballfield Irrigation	74,901	0.8	0.0
Black Hill Regional Park Picnic Area	1,115	0.0	0.0
Glenmont Greenway Urban Park	15,266	0.2	0.0
Long Branch Stream Valley Park	1,015	0.0	0.0
Olney Family Neighborhood Park	3,247	0.0	0.0
Rock Creek Regional Park - Archery Range	7,240	0.0	0.0
Sundown Road Local Park	65	0.0	0.0
<b>SUB-TOTAL</b>	<b>\$102,849</b>	<b>1.0</b>	<b>0.0</b>
<b>CIP - WQPF PROJECTS</b>			
Black Hill Regional Park Picnic Area	3,181	0.0	0.1
Colesville Local Park - Stormwater Mgmt.	19,783	0.2	0.1
Dale Drive Neighborhood Park - Stormwater Mgmt.	8,481	0.1	0.0
Glenmont Greenway Urban Park	3,574	0.1	0.0
Hillwood Manor Neighborhood Park - Stormwater Mgmt.	15,494	0.2	0.0
Maplewood-Alta Vista Local Park - Stormwater Mgmt.	19,783	0.2	0.1
Nolte Local Park - Stormwater Mgmt.	19,783	0.2	0.1
Rock Creek Regional Park - Archery Range	3,131	0.0	0.1
Sundown Road Local Park	2,937	0.0	0.1
<b>SUB-TOTAL</b>	<b>\$96,147</b>	<b>1.0</b>	<b>0.6</b>
<b>TOTAL</b>	<b>\$198,996</b>	<b>2.0</b>	<b>0.6</b>



## Montgomery County Department of Parks – Capital Improvement Program

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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 FY23-28 Capital Improvements Program - Expenditure Schedule, FY23 Department Submission (\$000)

	Total	Thru FY21	Est FY22	6 Yr. Total	FY23	FY24	FY25	FY26	FY27	FY28	Beyond 6 Yrs	FY23 Approp.
<b>Acquisition</b>												
P767828 Acquisition: Local Parks *	9,869	7,165	2,704	0	0	0	0	0	0	0	0	0
P988798 Acquisition: Non-Local Parks *	22,105	9,812	12,293	0	0	0	0	0	0	0	0	0
P727007 ALARF: M-NCPPC	23,798	16,798	1,000	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	0
P087202 Bethesda Park Impact Payment	18,000	7,050	7,950	3,000	3,000	0	0	0	0	0	0	3,000
P018710 Legacy Open Space	100,000	77,209	4,769	13,378	2,020	2,050	1,974	2,641	2,452	2,241	4,644	2,020
P827204 Legacy Urban Space	150,000	0	7,875	21,000	3,500	3,500	3,500	3,500	3,500	3,500	121,125	3,500
P872201 Mid-County Park Benefit Payments	3,900	0	2,500	1,000	500	500	0	0	0	0	0	500
P872301 Park Acquisitions	8,400	0	0	8,400	1,400	1,400	1,400	1,400	1,400	1,400	0	1,400
<b>Acquisition Subtotal:</b>	<b>335,172</b>	<b>118,034</b>	<b>38,591</b>	<b>52,778</b>	<b>11,420</b>	<b>8,450</b>	<b>7,874</b>	<b>8,541</b>	<b>8,352</b>	<b>8,141</b>	<b>125,769</b>	<b>10,420</b>
<b>Development</b>												
P128701 ADA Compliance: Local Parks	10,267	3,387	2,150	4,730	880	800	800	750	750	750	0	880
P128702 ADA Compliance: Non-Local Parks	12,748	5,119	1,629	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	1,000
P008720 Ballfield Initiatives	24,022	6,301	3,921	13,800	2,300	2,300	2,300	2,300	2,300	2,300	0	2,300
P872101 Black Hill Regional Park: SEED Classroom	650	0	500	150	0	0	0	0	0	0	0	0
P872105 Blair HS Field Renovations and Lights	2,900	0	1,400	1,500	1,500	0	0	0	0	0	0	1,500
P078702 Brookside Gardens Master Plan Implementation	11,911	10,265	296	1,450	950	500	0	0	0	0	0	1,450
P977748 Cost Sharing: Local Parks	1,001	476	75	450	75	75	75	75	75	75	0	75
P761682 Cost Sharing: Non-Local Parks	656	306	50	300	50	50	50	50	50	50	0	50
P138701 Elm Street Urban Park *	1,613	211	460	0	0	0	0	0	0	0	942	0
P988710 Energy Conservation - Local Parks	1,347	366	261	700	100	100	125	125	125	125	0	100
P988711 Energy Conservation - Non-Local Parks	1,620	281	139	1,200	200	200	200	200	200	200	0	200
P998773 Enterprise Facilities' Improvements	38,477	8,665	6,997	3,215	0	0	750	2,465	0	0	20,000	0
P098702 Evans Parkway Neighborhood Park *	3,651	3,651	0	0	0	0	0	0	0	0	0	0
P957775 Facility Planning: Local Parks	5,129	1,965	764	2,400	400	400	400	400	400	400	0	400
P958776 Facility Planning: Non-Local Parks	4,508	1,355	953	2,200	500	500	300	300	300	300	0	500
P078704 Germantown Town Center Urban Park *	7,808	7,597	209	0	0	0	0	0	0	0	0	0
P871742 Greenbriar Local Park *	4,407	4,395	12	0	0	0	0	0	0	0	0	0
P078704 Hillandale Local Park *	5,700	1,053	4,147	500	500	0	0	0	0	0	0	0
P871562 Josiah Henson Historic Park *	7,712	6,924	788	0	0	0	0	0	0	0	0	0
P138702 Kemp Mill Urban Park *	5,810	9	5,801	0	0	0	0	0	0	0	0	0
P038703 Laytonia Recreational Park *	12,579	12,099	480	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
P871747 M-NCPPC Affordability Reconciliation *	0	0	0	0	0	0	0	0	0	0	0	0
P988799 Minor New Construction - Local Parks	6,779	1,760	1,769	2,950	450	500	500	500	500	500	0	450
P988763 Minor New Construction - Non-Local Parks	9,485	2,719	1,306	5,400	900	900	900	900	900	900	0	900
P871541 North Branch Trail	4,672	761	2,959	952	952	0	0	0	0	0	0	0
P078706 Northwest Branch Recreational Park *	4,904	4,301	3	0	0	0	0	0	0	0	0	0
P118704 Owd Hazen Wells Recreational Park	4,950	183	167	750	0	0	0	250	250	250	3,850	0
P871745 Park Refreshers	8,200	278	1,600	6,324	2,500	2,550	1,274	0	0	0	0	0
P871902 Park Refreshers	43,060	2,592	12,913	27,555	4,570	4,271	4,395	4,920	4,799	4,600	0	4,570
P967754 Planned Lifecycle Asset Replacement: Local Parks	51,111	17,335	9,862	23,914	4,075	4,075	4,040	4,040	3,811	3,873	0	4,075
P968765 Planned Lifecycle Asset Replacement: NL Parks	58,722	11,927	10,415	36,380	5,830	6,330	6,430	5,930	5,930	5,930	0	5,830
P078701 Pollution Prevention and Repairs to Ponds & Lakes	15,339	5,288	2,850	7,200	1,200	1,200	1,200	1,200	1,200	1,200	0	1,200
P872202 Power Line Trail	10,000	0	800	9,200	3,350	3,700	2,150	0	0	0	0	0
P808464 Restoration Of Historic Structures	7,026	1,946	1,540	3,540	500	500	635	635	635	635	0	500
P118702 Rock Creek Maintenance Facility *	9,655	9,628	27	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	2,194	106	3,118	195	786	1,780	357	0	0	0	981
P058755 Small Grant/Donor-Assisted Capital Improvements	12,368	2,865	2,921	6,600	1,100	1,100	1,100	1,100	1,100	1,100	0	1,100
P818571 Stream Protection: SVP	13,549	3,317	4,632	5,700	950	950	950	950	950	950	0	950
P768673 Trails: Hard Surface Design & Construction	7,508	2,813	1,195	3,500	500	550	550	600	650	650	0	500
P888754 Trails: Hard Surface Renovation	11,266	2,775	2,411	6,100	900	950	1,000	1,050	1,100	1,100	0	900
P858710 Trails: Natural Surface & Resource-based Recreation	6,488	2,337	1,151	3,000	500	500	500	500	500	500	0	500
P871540 Urban Park Elements	7,059	721	1,829	4,500	750	750	750	750	750	750	0	750
P871905 Vision Zero	4,800	317	1,483	3,000	500	500	500	500	500	500	0	500
P118703 Warner Circle Special Park	6,177	975	250	0	0	0	0	0	0	0	4,952	0
P871904 Wheaton Regional Park Improvements	14,010	0	0	14,010	350	2,200	2,000	3,460	3,000	3,000	0	2,550
P138705 Woodside Urban Park *	885	797	88	0	0	0	0	0	0	0	0	0
<b>Development Subtotal:</b>	<b>509,584</b>	<b>165,180</b>	<b>87,555</b>	<b>212,288</b>	<b>38,677</b>	<b>38,237</b>	<b>36,654</b>	<b>35,307</b>	<b>31,775</b>	<b>31,638</b>	<b>44,261</b>	<b>34,711</b>
<b>M-NCPPC Total:</b>	<b>844,756</b>	<b>283,214</b>	<b>126,446</b>	<b>265,066</b>	<b>50,097</b>	<b>46,687</b>	<b>44,528</b>	<b>43,848</b>	<b>40,127</b>	<b>39,779</b>	<b>170,030</b>	<b>46,131</b>

# 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 FY23 PROPOSED BUDGET

**MONTGOMERY COUNTY CAPITAL PROJECTS FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	3,205,497	11,334,000	11,334,000	7,820,000	-31.0%
State (Other)	455,274	13,075,000	13,075,000	900,000	-93.1%
County	10,282,961	15,334,000	15,334,000	23,211,000	51.4%
Interest	7,816	25,000	25,000	10,000	-60.0%
Contributions	110,000	4,701,000	4,701,000	4,750,000	1.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>14,061,548</u>	<u>44,469,000</u>	<u>44,469,000</u>	<u>36,691,000</u>	<u>-17.5%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	18,298,354	45,719,000	45,719,000	45,131,000	-1.3%
Park Acquisition	2,250,750	14,353,000	14,353,000	10,420,000	-27.4%
Park Development	16,047,604	31,366,000	31,366,000	34,711,000	10.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>18,298,354</u>	<u>45,719,000</u>	<u>45,719,000</u>	<u>45,131,000</u>	<u>-1.3%</u>
Excess of Revenues over Expenditures	<u>(4,236,806)</u>	<u>(1,250,000)</u>	<u>(1,250,000)</u>	<u>(8,440,000)</u>	<u>575.2%</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	-	425,000	425,000	8,000,000	1782.4%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	400,000	400,000	-	-100.0%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>350,000</u>	<u>850,000</u>	<u>850,000</u>	<u>450,000</u>	<u>-47.1%</u>
Transfers Out					
Transfer to Park Fund	<u>(7,816)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(10,000)</u>	<u>-60.0%</u>
Total Transfers Out	<u>(7,816)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(10,000)</u>	<u>-60.0%</u>
Total Other Financing Sources (Uses)	<u>342,184</u>	<u>1,250,000</u>	<u>1,250,000</u>	<u>8,440,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(3,894,622)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>20,347,208</u>	<u>20,347,208</u>	<u>16,452,586</u>	<u>16,452,586</u>	<u>-19.1%</u>
Fund Balance, Ending	<u>\$ 16,452,586</u>	<u>\$ 20,347,208</u>	<u>\$ 16,452,586</u>	<u>\$ 16,452,586</u>	<u>-19.1%</u>



## **Other Funds**

**OTHER FUNDS**

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# Montgomery County Special Revenue Funds

## SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue fund is Development Review (Planning Department). The FY23 proposed revenue budget is \$6,107,056 and is 3% higher compared to the FY22 adopted budget. FY23 expenditures are proposed at \$7,330,040, representing a 3.9% increase from the FY22 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues and Other Sources:</b>					
Planning Department:					
Traffic Mitigation Program	\$ -	\$ 20,000	\$ 5,000	\$ 11,000	-45.0%
Historic Preservation-County Non-Dept	72	-	-	-	-
GIS Data Sales	-	-	-	-	-
Environmental/Forest Conserv. Penalties	14,278	25,800	25,100	30,100	16.7%
Development Review	2,712,079	3,035,800	3,001,000	3,001,700	-1.1%
Forest Conservation	164,440	163,400	176,600	200,600	22.8%
Subtotal Planning:	2,890,869	3,245,000	3,207,700	3,243,400	0.0%
Parks Department:					
Historic Renovations- Property Mngmt.	70,007	100	5	5	-95.0%
Park Police- Drug Enforcement	36	800	15	5	-99.4%
Park Police- Federally Forfeited Prop.	28	500	28	28	-94.4%
Interagency Agreements	1,756,961	1,984,523	2,147,964	2,106,530	6.1%
Park Cultural Resources	7,980	124,700	57,220	155,220	24.5%
Special Events	14,412	174,200	91,532	143,035	-17.9%
Nature Programs and Facilities	120,206	293,020	132,723	353,576	20.7%
Special Donations and Programs	58,157	108,950	78,060	105,257	-3.4%
Subtotal Parks:	2,027,787	2,686,793	2,507,547	2,863,656	6.6%
Total Revenues and Other Sources	4,918,656	5,931,793	5,715,247	6,107,056	3.0%
<b>Expenditures and Other Uses:</b>					
Planning Department:					
Traffic Mitigation Program	-	14,000	5,000	5,000	-64.3%
Historic Preservation-County Non-Dept	-	-	1,395	-	-
GIS Data Sales	-	-	-	-	-
Environmental/Forest Conserv. Penalties	45,220	44,000	44,000	60,000	36.4%
Development Review	3,652,040	3,425,583	3,425,583	3,517,551	2.7%
Forest Conservation	302,742	470,000	470,000	570,000	21.3%
Subtotal Planning:	4,000,002	3,953,583	3,945,978	4,152,551	5.0%
Parks Department:					
Historic Renovations- Property Mngmt.	-	-	-	70,000	-
Park Police- Drug Enforcement	-	10,000	48,000	2,300	-77.0%
Park Police- Federally Forfeited Prop.	-	20,000	-	50,345	151.7%
Interagency Agreements	1,634,198	2,216,846	2,263,676	2,316,437	4.5%
Park Cultural Resources	29,198	203,826	70,676	160,228	-21.4%
Special Events	23,025	176,646	120,046	131,024	-25.8%
Nature Programs and Facilities	123,269	340,065	251,555	297,563	-12.5%
Special Donations and Programs	123,965	131,153	105,453	149,592	14.1%
Subtotal Parks:	1,933,655	3,098,536	2,859,406	3,177,489	2.5%
Total Expenditures and Other Uses	5,933,657	7,052,119	6,805,384	7,330,040	3.9%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(1,015,001)	(1,120,326)	(1,090,137)	(1,222,984)	9.2%
Fund Balance - Beginning	5,858,450	3,860,949	4,843,450	3,753,313	-2.8%
Fund Balance - Ending	\$ 4,843,449	\$ 2,740,623	\$ 3,753,313	\$ 2,530,329	-7.7%





# Montgomery County Special Revenue Funds – Traffic Mitigation Program

## OVERVIEW

The **Traffic Mitigation Fund** 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 FY23 PROPOSED BUDGET

<b>MONTGOMERY COUNTY SPECIAL REVENUE FUNDS TRAFFIC MITIGATION PROGRAM Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023</b>					
	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	20,000	5,000	11,000	-45.0%
Total Revenues	-	20,000	5,000	11,000	-45.0%
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	14,000	5,000	5,000	-64.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	14,000	5,000	5,000	-64.3%
Excess of Revenues over Expenditures	-	6,000	-	6,000	0.0%
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
<b>Financing Sources over (under) Expenditures and Other Financing Uses</b>					
	-	6,000	-	6,000	0.0%
Fund Balance - Beginning	(5,938)	(5,938)	(5,938)	(5,938)	0.0%
Fund Balance - Ending	\$ (5,938)	\$ 62	\$ (5,938)	\$ 62	0.0%



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

## OVERVIEW

The **Historic Preservation Fund** 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 in FY15. The Historic Preservation Special Revenue Fund remained in place as a source of funding for grant projects and sale of publications. Beginning in FY21, Historic Preservation grants are tracked through the Commission’s grant tracking software in the operating budget. The proceeds from the sale of publications will also be recorded in the operating budget. The remaining fund balance will be used to scan Historic Preservation files for archive purposes and will be closed at the end of FY22.

## SUMMARY OF FY23 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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	70	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	2	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>72</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	1,395	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>1,395</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues over Expenditures</b>	<u>72</u>	<u>-</u>	<u>(1,395)</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Financing Sources over (under) Expenditures and Other Financing Uses</b>					
	<u>72</u>	<u>-</u>	<u>(1,395)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,323	-	1,395	-	-
<b>Fund Balance - Ending</b>	<u>\$ 1,395</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



# Montgomery County

## Special Revenue Funds: Environmental/Forest Conservation Penalties

### OVERVIEW

The **Environmental/Forest Conservation Penalty Fund** 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 FY23 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	78	800	100	100	-87.5%
Miscellaneous	14,200	25,000	25,000	30,000	20.0%
<b>Total Revenues</b>	<b>14,278</b>	<b>25,800</b>	<b>25,100</b>	<b>30,100</b>	<b>16.7%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	13,140	-	-	-	-
Supplies and Materials	791	9,000	9,000	10,000	11.1%
Other Services and Charges	-	35,000	35,000	50,000	42.9%
Capital Outlay	31,289	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>45,220</b>	<b>44,000</b>	<b>44,000</b>	<b>60,000</b>	<b>36.4%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(30,942)</b>	<b>(18,200)</b>	<b>(18,900)</b>	<b>(29,900)</b>	<b>64.3%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing Sources over (under)</b>					
<b>Expenditures and Other Financing</b>					
<b>Uses</b>	<b>(30,942)</b>	<b>(18,200)</b>	<b>(18,900)</b>	<b>(29,900)</b>	<b>64.3%</b>
Fund Balance - Beginning	137,737	96,037	106,795	87,895	-8.5%
Fund Balance - Ending	\$ 106,795	\$ 77,837	\$ 87,895	\$ 57,995	-25.5%



# Montgomery County

## Special Revenue Funds: Development Review

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### OVERVIEW

The **Development Review Fund** 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.

The FY23 Development Review SRF includes an increase in the chargebacks of \$91,968. This includes an increase of \$13,365 from the Legal Department and a decrease of (-\$16,730) from the Finance Department, and \$95,333 from the Planning Department to cover the FY22 compensation increases.

The Department has traditionally requested a transfer from the Administration Fund into the Development Review 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 performed well in FY18 and FY19 primarily due to the fees collected for various large projects in Commercial Residential zones and development in Bethesda. This performance 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. The fund did not perform well in FY20 and FY21 which depleted some of the gains from FY18 and FY19. To stabilize the fund for the next few years, the FY23 budget continues the \$500,000 transfer that was approved in FY22.



# Montgomery County Special Revenue Funds: Development Review

## SUMMARY OF FY23 PROPOSED BUDGET

### MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	2,710,218	2,500,000	2,500,000	2,500,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	1,861	35,800	1,000	1,700	-95.3%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>2,712,079</b>	<b>2,535,800</b>	<b>2,501,000</b>	<b>2,501,700</b>	<b>-1.3%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	2,039	5,000	5,000	5,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,650,001	3,420,583	3,420,583	3,512,551	2.7%
<b>Total Expenditures</b>	<b>3,652,040</b>	<b>3,425,583</b>	<b>3,425,583</b>	<b>3,517,551</b>	<b>2.7%</b>
<b>Excess of Revenues over Expenditures:</b>	<b>(939,961)</b>	<b>(889,783)</b>	<b>(924,583)</b>	<b>(1,015,851)</b>	<b>14.2%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	500,000	500,000	500,000	0.0%
<b>Total Transfers In</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0.0%</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0.0%</b>
<b>Financing Sources over (under) Expenditures and Other Financing Uses</b>					
	<b>(939,961)</b>	<b>(389,783)</b>	<b>(424,583)</b>	<b>(515,851)</b>	<b>32.3%</b>
Fund Balance - Beginning	3,564,859	2,145,912	2,624,898	2,200,315	2.5%
Fund Balance - Ending	\$ 2,624,898	\$ 1,756,129	\$ 2,200,315	\$ 1,684,464	-4.1%



# Montgomery County

## Special Revenue Funds: Forest Conservation

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### OVERVIEW

The **Forest Conservation Fund** 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 Department of Parks, 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 FY23 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
FOREST CONSERVATION**  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,633	13,400	1,600	600	-95.5%
Miscellaneous	162,807	150,000	175,000	200,000	33.3%
Total Revenues	<u>164,440</u>	<u>163,400</u>	<u>176,600</u>	<u>200,600</u>	<u>22.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	63,909	20,000	20,000	20,000	0.0%
Other Services and Charges	238,833	450,000	450,000	550,000	22.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>302,742</u>	<u>470,000</u>	<u>470,000</u>	<u>570,000</u>	<u>21.3%</u>
Excess of Revenues over Expenditure:	<u>(138,302)</u>	<u>(306,600)</u>	<u>(293,400)</u>	<u>(369,400)</u>	<u>20.5%</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>(138,302)</u>	<u>(306,600)</u>	<u>(293,400)</u>	<u>(369,400)</u>	<u>20.5%</u>
Fund Balance - Beginning	1,094,629	794,728	956,327	662,927	-16.6%
Fund Balance - Ending	<u>\$ 956,327</u>	<u>\$ 488,128</u>	<u>\$ 662,927</u>	<u>\$ 293,527</u>	<u>-39.9%</u>



# Montgomery County

## Special Revenue Funds: Historic Renovations – Property Management

### OVERVIEW

The **Historic Renovations – Property Management Fund** 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 FY23 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	7	100	5	5	-95.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>7</u>	<u>100</u>	<u>5</u>	<u>5</u>	<u>-95.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	70,000	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>70,000</u>	<u>-</u>
<b>Excess of Revenues over Expenditures:</b>	<u>7</u>	<u>100</u>	<u>5</u>	<u>(69,995)</u>	<u>-70095.0%</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Property Management Fund	70,000	-	-	-	-
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<u>70,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>70,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>70,007</u>	<u>100</u>	<u>5</u>	<u>(69,995)</u>	<u>-70095.0%</u>
Fund Balance - Beginning	11,289	11,389	81,296	81,301	613.8%
Fund Balance - Ending	<u>\$ 81,296</u>	<u>\$ 11,489</u>	<u>\$ 81,301</u>	<u>\$ 11,306</u>	<u>-1.6%</u>





# Montgomery County

## Special Revenue Funds: Park Police – Drug Enforcement

### OVERVIEW

The **Park Police Drug Enforcement Fund** was established pursuant to State 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 FY23 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**PARK POLICE - DRUG ENFORCEMENT**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	36	800	15	5	-99.4%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>36</b>	<b>800</b>	<b>15</b>	<b>5</b>	<b>-99.4%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	2,300	-
Other Services and Charges	-	10,000	-	-	-100.0%
Capital Outlay	-	-	48,000	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>10,000</b>	<b>48,000</b>	<b>2,300</b>	<b>-77.0%</b>
<b>Excess of Revenues over Expenditures:</b>	<b>36</b>	<b>(9,200)</b>	<b>(47,985)</b>	<b>(2,295)</b>	<b>-75.1%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing Sources over (under)</b>	<b>36</b>	<b>(9,200)</b>	<b>(47,985)</b>	<b>(2,295)</b>	<b>-75.1%</b>
<b>Expenditures and Other Financing</b>					
<b>Uses</b>	<b>36</b>	<b>(9,200)</b>	<b>(47,985)</b>	<b>(2,295)</b>	<b>-75.1%</b>
<b>Fund Balance - Beginning</b>	<b>50,276</b>	<b>41,076</b>	<b>50,312</b>	<b>2,327</b>	<b>-94.3%</b>
<b>Fund Balance - Ending</b>	<b>\$ 50,312</b>	<b>\$ 31,876</b>	<b>\$ 2,327</b>	<b>\$ 32</b>	<b>-99.9%</b>



# Montgomery County

## Special Revenue Funds: Park Police – Federally Forfeited Property

### OVERVIEW

The **Federal Forfeited Property Fund** 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 FY23 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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	28	500	28	28	-94.4%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>28</b>	<b>500</b>	<b>28</b>	<b>28</b>	<b>-94.4%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	10,000	-	50,345	403.5%
Other Services and Charges	-	10,000	-	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>50,345</b>	<b>151.7%</b>
<b>Excess of Revenues over Expenditures:</b>	<b>28</b>	<b>(19,500)</b>	<b>28</b>	<b>(50,317)</b>	<b>158.0%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing Sources over (under) Expenditures and Other Financing Uses</b>					
	<b>28</b>	<b>(19,500)</b>	<b>28</b>	<b>(50,317)</b>	<b>158.0%</b>
Fund Balance - Beginning	50,261	30,761	50,290	50,318	63.6%
<b>Fund Balance - Ending</b>	<b>\$ 50,290</b>	<b>\$ 11,261</b>	<b>\$ 50,318</b>	<b>\$ 1</b>	<b>-100.0%</b>



# Montgomery County

## Special Revenue Funds: Interagency Agreements

### OVERVIEW

The Special Revenue Fund account for **Interagency Agreements Fund** 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 FY23 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**INTERAGENCY AGREEMENTS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ 1,728,359	\$ 1,942,373	\$ 2,040,523	\$ 2,033,260	4.7%
Sales	13,389	20,000	76,166	40,913	104.6%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	450	2,150	450	450	-79.1%
Miscellaneous	14,763	20,000	30,825	31,907	59.5%
<b>Total Revenues</b>	<b>1,756,961</b>	<b>1,984,523</b>	<b>2,147,964</b>	<b>2,106,530</b>	<b>6.1%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	91,647	155,000	157,180	203,509	31.3%
Supplies and Materials	40,013	63,000	120,000	132,000	109.5%
Other Services and Charges	1,281,952	1,786,256	1,773,906	1,659,976	-7.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	220,586	212,590	212,590	320,952	51.0%
<b>Total Expenditures</b>	<b>1,634,198</b>	<b>2,216,846</b>	<b>2,263,676</b>	<b>2,316,437</b>	<b>4.5%</b>
<b>Excess of Revenues over Expenditures</b>	<b>122,763</b>	<b>(232,323)</b>	<b>(115,712)</b>	<b>(209,907)</b>	<b>-9.6%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing Sources over (under)</b>					
<b>Expenditures and Other Financing</b>					
<b>Uses</b>	<b>122,763</b>	<b>(232,323)</b>	<b>(115,712)</b>	<b>(209,907)</b>	<b>-9.6%</b>
<b>Fund Balance - Beginning</b>	<b>277,935</b>	<b>262,605</b>	<b>400,698</b>	<b>284,986</b>	<b>8.5%</b>
<b>Fund Balance - Ending</b>	<b>\$ 400,698</b>	<b>\$ 30,282</b>	<b>\$ 284,986</b>	<b>\$ 75,079</b>	<b>147.9%</b>



# Montgomery County

## Special Revenue Funds: Park Cultural Resources

### OVERVIEW

The **Park Cultural Resources Fund** 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 FY23 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS PARK CULTURAL RESOURCES					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023					
	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	174	5,700	150	1,200	-78.9%
Charges for Services	4,773	105,000	44,500	132,000	25.7%
Rentals and Concessions	135	7,000	5,500	12,000	71.4%
Interest	45	1,000	20	20	-98.0%
Miscellaneous	2,853	6,000	7,050	10,000	66.7%
<b>Total Revenues</b>	<u>7,980</u>	<u>124,700</u>	<u>57,220</u>	<u>155,220</u>	<u>24.5%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	25,395	135,000	36,100	104,500	-22.6%
Supplies and Materials	1,245	29,500	18,500	28,000	-5.1%
Other Services and Charges	643	36,000	12,700	23,500	-34.7%
Capital Outlay	-	-	50	-	-
Other Classifications	-	-	-	-	-
Chargebacks	1,915	3,326	3,326	4,228	27.1%
<b>Total Expenditures</b>	<u>29,198</u>	<u>203,826</u>	<u>70,676</u>	<u>160,228</u>	<u>-21.4%</u>
<b>Excess of Revenues over Expenditure:</b>	<u>(21,218)</u>	<u>(79,126)</u>	<u>(13,456)</u>	<u>(5,008)</u>	<u>-93.7%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(21,218)</u>	<u>(79,126)</u>	<u>(13,456)</u>	<u>(5,008)</u>	<u>-93.7%</u>
Fund Balance - Beginning	81,572	83,857	60,354	46,898	-44.1%
<b>Fund Balance - Ending</b>	<u>\$ 60,354</u>	<u>\$ 4,731</u>	<u>\$ 46,898</u>	<u>\$ 41,890</u>	<u>785.4%</u>



# Montgomery County Special Revenue Funds: Special Events

## OVERVIEW

The **Special Events Fund** is 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 FY23 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS SPECIAL EVENTS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2023					
	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	11,755	170,000	80,000	130,000	-23.5%
Rentals and Concessions	-	-	8,500	10,000	-
Interest	23	1,200	32	35	-97.1%
Miscellaneous	2,634	3,000	3,000	3,000	0.0%
<b>Total Revenues</b>	<b>14,412</b>	<b>174,200</b>	<b>91,532</b>	<b>143,035</b>	<b>-17.9%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	18,577	140,000	102,000	115,100	-17.8%
Supplies and Materials	-	18,000	3,000	3,000	-83.3%
Other Services and Charges	1,781	14,000	10,400	9,300	-33.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	2,667	4,646	4,646	3,624	-22.0%
<b>Total Expenditures</b>	<b>23,025</b>	<b>176,646</b>	<b>120,046</b>	<b>131,024</b>	<b>-25.8%</b>
<b>Excess of Revenues over Expenditures:</b>	<b>(8,613)</b>	<b>(2,446)</b>	<b>(28,514)</b>	<b>12,011</b>	<b>-591.0%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing Sources over (under) Expenditures and Other Financing Uses</b>					
	<b>(8,613)</b>	<b>(2,446)</b>	<b>(28,514)</b>	<b>12,011</b>	<b>-591.0%</b>
Fund Balance - Beginning	50,772	29,406	42,159	13,645	-53.6%
Fund Balance - Ending	<b>\$ 42,159</b>	<b>\$ 26,960</b>	<b>\$ 13,645</b>	<b>\$ 25,656</b>	<b>-4.8%</b>



# Montgomery County

## Special Revenue Funds: Nature Programs and Facilities

### OVERVIEW

The **Nature Program and Facilities Fund** 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 FY23 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**NATURE PROGRAMS AND FACILITIES**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ 6,507	\$ -	\$ -	\$ -	-
Sales	69,322	16,760	64,473	73,660	339.5%
Charges for Services	36,038	198,461	51,050	233,313	17.6%
Rentals and Concessions	8,104	68,799	17,000	46,403	-32.6%
Interest	235	4,000	200	200	-95.0%
Miscellaneous	-	5,000	-	-	-100.0%
Total Revenues	<u>120,206</u>	<u>293,020</u>	<u>132,723</u>	<u>353,576</u>	<u>20.7%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	67,694	202,500	100,000	193,868	-4.3%
Supplies and Materials	9,127	118,686	36,500	81,500	-31.3%
Other Services and Charges	23,355	11,059	107,235	12,560	13.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	23,093	7,820	7,820	9,635	23.2%
Total Expenditures	<u>123,269</u>	<u>340,065</u>	<u>251,555</u>	<u>297,563</u>	<u>-12.5%</u>
Excess of Revenues over Expenditures	<u>(3,063)</u>	<u>(47,045)</u>	<u>(118,832)</u>	<u>56,013</u>	<u>-219.1%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
<b>Financing Sources over (under)</b>					
Expenditures and Other Financing					
Uses	<u>(3,063)</u>	<u>(47,045)</u>	<u>(118,832)</u>	<u>56,013</u>	<u>-219.1%</u>
Fund Balance - Beginning	396,108	294,026	393,045	274,213	-6.7%
Fund Balance - Ending	<u>\$ 393,045</u>	<u>\$ 246,981</u>	<u>\$ 274,213</u>	<u>\$ 330,226</u>	<u>33.7%</u>



# Montgomery County

## Special Revenue Funds: Special Donations and Programs

### OVERVIEW

The **Special Donations and Programs Fund** 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 FY23 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**SPECIAL DONATIONS AND PROGRAMS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	50,062	69,200	58,000	65,500	-5.3%
Interest	99	250	257	257	2.8%
Miscellaneous	7,996	39,500	19,803	39,500	0.0%
<b>Total Revenues</b>	<b>58,157</b>	<b>108,950</b>	<b>78,060</b>	<b>105,257</b>	<b>-3.4%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	14,869	32,000	52,100	52,100	62.8%
Supplies and Materials	19,710	48,650	29,500	47,650	-2.1%
Other Services and Charges	88,313	19,350	22,000	16,550	-14.5%
Capital Outlay	-	29,300	-	31,500	7.5%
Other Classifications	-	-	-	-	-
Chargebacks	1,073	1,853	1,853	1,792	-3.3%
<b>Total Expenditures</b>	<b>123,965</b>	<b>131,153</b>	<b>105,453</b>	<b>149,592</b>	<b>14.1%</b>
<b>Excess of Revenues over Expenditures:</b>	<b>(65,808)</b>	<b>(22,203)</b>	<b>(27,393)</b>	<b>(44,335)</b>	<b>99.7%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financing Sources over (under) Expenditures and Other Financing Uses</b>					
	<b>(65,808)</b>	<b>(22,203)</b>	<b>(27,393)</b>	<b>(44,335)</b>	<b>99.7%</b>
Fund Balance - Beginning	147,626	77,089	81,818	54,425	-29.4%
Fund Balance - Ending	\$ 81,818	\$ 54,886	\$ 54,425	\$ 10,090	-81.6%



# Montgomery County

## Advance Land Acquisition Funds

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### 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 FY23 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 \$132,550 in FY23. The contribution to the Advance Land Acquisition Revolving Fund is proposed at \$2,060,550.

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 FY23 are \$3,735,280.





# 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 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 2,085,302	\$ 2,125,166	\$ 2,125,166	\$ 2,193,100	3.2%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,085,302</u>	<u>2,125,166</u>	<u>2,125,166</u>	<u>2,193,100</u>	<u>3.2%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,938,246	1,990,116	2,002,866	2,060,550	3.5%
Debt Service:	141,100	135,050	135,050	132,550	-1.9%
Debt Service Principal	130,000	125,000	125,000	125,000	0.0%
Debt Service Interest	11,100	8,550	8,550	6,050	-29.2%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>2,079,346</u>	<u>2,125,166</u>	<u>2,137,916</u>	<u>2,193,100</u>	<u>3.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>5,956</u>	<u>-</u>	<u>(12,750)</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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>5,956</u>	<u>-</u>	<u>(12,750)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>6,794</u>	<u>-</u>	<u>12,750</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 12,750</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 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	%
					Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
<b>Intergovernmental:</b>					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	4,794	100,000	4,000	1,000	-99.0%
Miscellaneous (Contributions)	1,938,246	1,990,116	2,002,866	2,060,550	3.5%
<b>Total Revenues</b>	<u>1,943,040</u>	<u>2,090,116</u>	<u>2,006,866</u>	<u>2,061,550</u>	<u>-1.4%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	12,557,515	10,711,200	3,735,280	-70.3%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>12,557,515</u>	<u>10,711,200</u>	<u>3,735,280</u>	<u>-70.3%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>1,943,040</u>	<u>(10,467,399)</u>	<u>(8,704,334)</u>	<u>(1,673,730)</u>	<u>-84.0%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>1,943,040</u>	<u>(10,467,399)</u>	<u>(8,704,334)</u>	<u>(1,673,730)</u>	<u>-84.0%</u>
<b>Total Net Position - Beginning</b>	<u>8,435,024</u>	<u>10,467,399</u>	<u>10,378,064</u>	<u>1,673,730</u>	<u>-84.0%</u>
<b>Total Net Position - Ending</b>	<u>\$ 10,378,064</u>	<u>\$ -</u>	<u>\$ 1,673,730</u>	<u>\$ -</u>	<u>-</u>



# Montgomery County Park Debt Service Fund

## EXECUTIVE OVERVIEW

The Park Debt Service Fund is used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs. Resources consist of the annual transfer from the Park Fund.

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The FY23 proposed budget includes debt service on an expected \$12.0 million issue in the spring of 2022.

## SUMMARY OF FY23 PROPOSED BUDGET

<b>MONTGOMERY COUNTY PARK DEBT SERVICE FUND</b>					
<b>Summary of Revenues, Expenditures, and Changes in Fund Balance</b>					
<b>PROPOSED BUDGET FISCAL YEAR 2023</b>					
	FY 21	FY 22	FY 22	FY 23	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
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	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>0.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	6,027,724	6,580,058	6,580,058	7,492,008	13.9%
Debt Service Principal	4,200,000	4,560,000	4,560,000	5,220,000	14.5%
Debt Service Interest	1,735,524	1,820,058	1,820,058	2,032,008	11.6%
Debt Service Fees	92,200	200,000	200,000	240,000	20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>6,027,724</b>	<b>6,580,058</b>	<b>6,580,058</b>	<b>7,492,008</b>	<b>13.9%</b>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<b>(6,027,724)</b>	<b>(6,380,058)</b>	<b>(6,380,058)</b>	<b>(7,292,008)</b>	<b>14.3%</b>
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	16,417,170	-	-	-	-
Premiums on Bonds Issued	-	50,000	50,000	90,000	80.0%
Payment to Refunding Bond Escrow Agent	(16,324,969)	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	5,935,523	6,330,058	6,330,058	7,202,008	13.8%
<b>Total Transfers In</b>	<b>5,935,523</b>	<b>6,330,058</b>	<b>6,330,058</b>	<b>7,202,008</b>	<b>13.8%</b>
Transfer to CIP	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>6,027,724</b>	<b>6,380,058</b>	<b>6,380,058</b>	<b>7,292,008</b>	<b>14.3%</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	-	-	-	-	-



# Montgomery County Debt Service Requirements for FY23

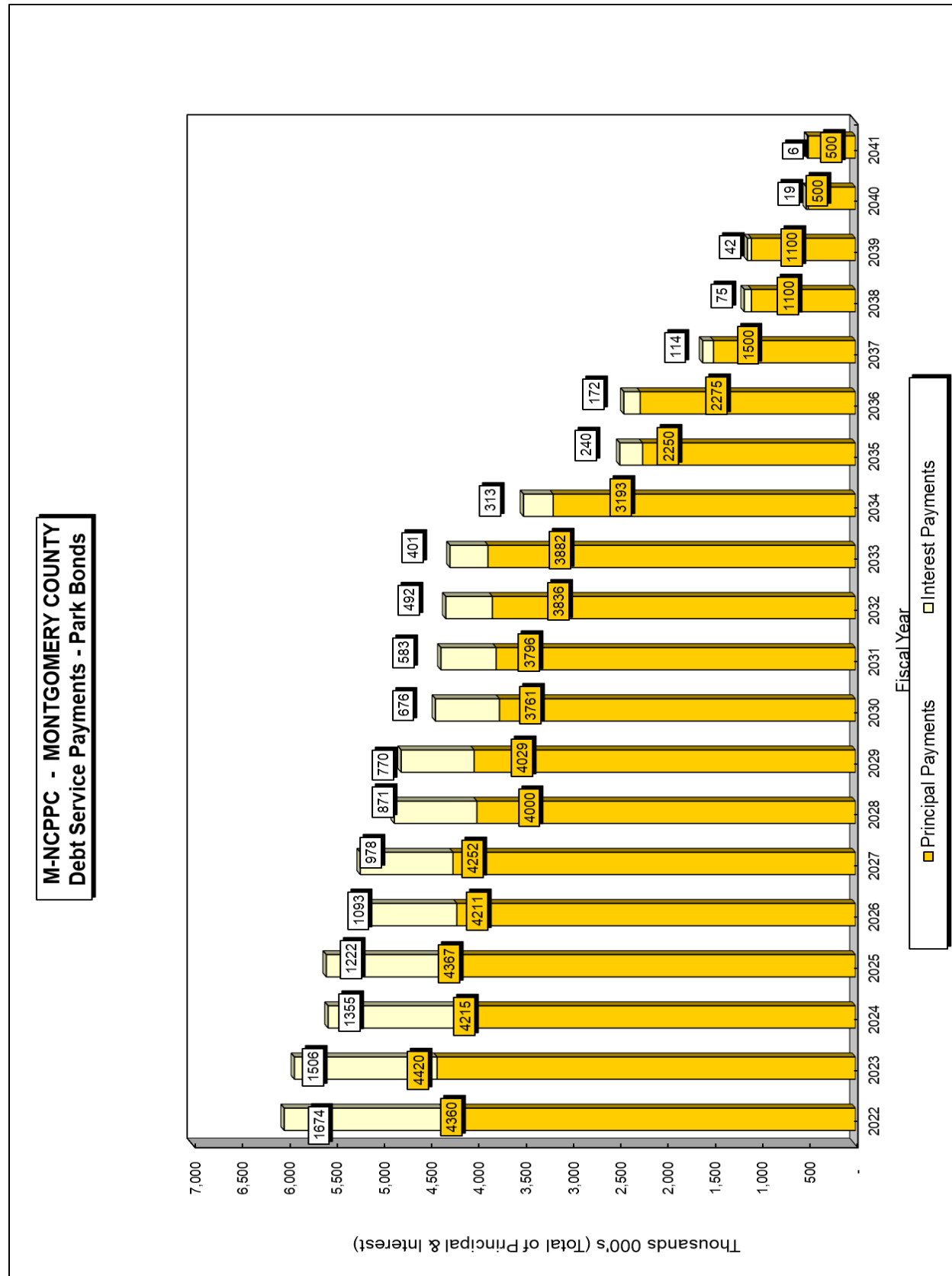
## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

### MONTGOMERY COUNTY DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2023

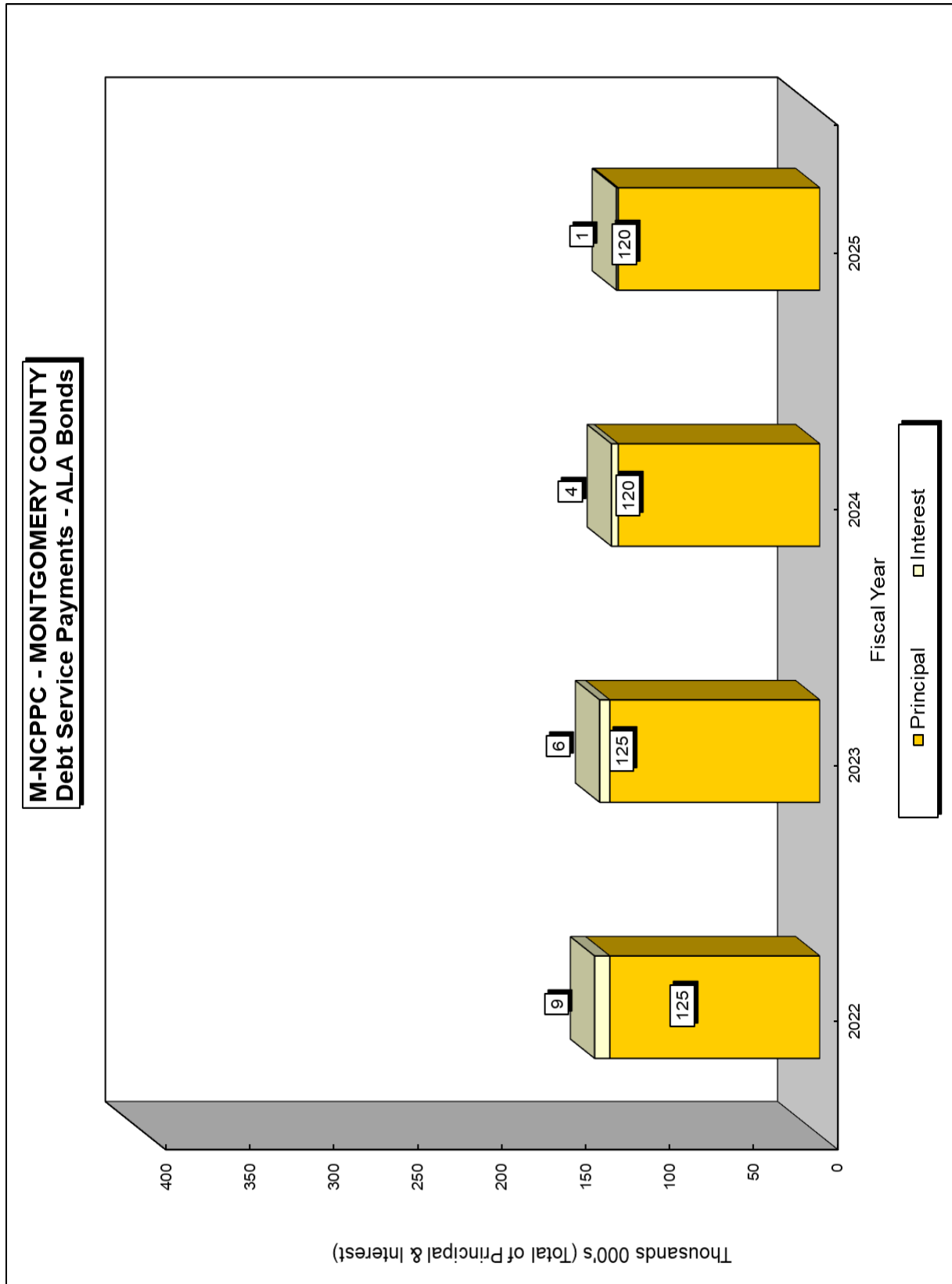
Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/22	FY 2023 Payments		
						Principal	Interest	Total
MC 2012-A Park Acquisition and Development Refunding Bond	2.8695%	03/21/12	12/30/32	12,505,000	965,000	19,300	984,300	-
MC 2012-B Park Acquisition and Development	3.5622%	03/21/12	06/30/33	3,000,000	140,000	2,800	142,800	-
MC 2014-A Park Acquisition and Development	2.8633%	06/17/14	12/01/23	14,000,000	660,000	13,200	673,200	-
MC 2016- A Park Acquisition and Development	2.2959%	04/14/16	11/01/35	12,000,000	9,180,000	246,457	786,457	8,640,000
MC 2016- B Park Acquisition and Development	1.5876%	04/14/16	11/01/28	6,120,000	4,125,000	121,800	736,800	3,510,000
MC 2017-A Park Acquisition and Development	2.6886%	05/04/17	11/01/36	8,000,000	6,000,000	202,000	602,000	5,600,000
MC 2018-A Park Acquisition and Development	3.1590%	10/04/18	11/01/38	12,000,000	10,200,000	426,750	1,026,750	9,600,000
MC 2020-A Park Acquisition and Development	2.4900%	06/01/20	11/01/40	10,000,000	9,500,000	230,325	730,325	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	70,984	70,984	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	27,068	27,068	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- \$12.0M Spring 2022				12,000,000	600,000	526,500	1,126,500	11,400,000
				<u>106,042,170</u>	<u>5,020,000</u>	<u>2,032,008</u>	<u>7,062,008</u>	<u>64,167,170</u>
Issuance Costs (includes underwriters disc.)							240,000	-
Total Park Fund Debt Service							<u>7,292,008</u>	<u>64,167,170</u>



# 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

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### MISSION AND OVERVIEW

This Fund supports a vigorous Commission-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 a comprehensive safety training program, coordination of COOP plans and public health concerns, 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 Commission 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.

### FY22 WORK PROGRAM ACCOMPLISHMENTS

**COVID-19 Response:** The team continued implementing the agency's COVID-19 response. This was done through the development of robust safety protocols and internal operating procedures, coordinated review of all suspected cases to mitigate exposure, case monitoring, and effective tracking of suspected and confirmed positive cases.

**Loss Mitigation:** Implemented and monitored loss mitigation efforts such as risk assessments, protocols, safety programs, insurance, and loss transfer.

**Claims Management:** Conducted regular audits of workers' compensation and liability claims 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

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### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

By far, workers' compensation claims that occur in the departments are the main cost driver for the Risk Management budget, followed by liability claims. 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.

The total FY23 Proposed Budget is \$6,922,900, which is a 7.8% decrease from FY22. This is due to a decrease in workers' compensation claims in the departments. To offset the total expense to each county, unrestricted fund balance and interest income have been applied against the expenses. After the application of fund balance, the decrease from FY22 is 6.4% to Montgomery and 8.8% to Prince George's. 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 60.7% (or \$3,052,400) of the total and reflects a 6.7% decrease from FY22 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 21.9% (or \$1,098,867) of the Fund's budget and reflects an 11.8% increase over FY22. 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 7 career positions (3.5 to each county) and 7.8 workyears (3.9 to each county).

This includes one additional position requested for FY23. This Risk Management Specialist position would centralize Commission-wide COOP, ensure that it is regularly reviewed and updated, conduct desktop training, address emergency responses with each department, and coordinate the practical application between the agency and both county governments in all emergencies. Additionally, this position would provide additional coverage/backup for safety specialists on routine Risk Management work program activities.

**External Administrative Expenses:** This category is 17.4% (or \$877,500) of the Fund's budget and reflects a 6% increase over FY22. These expenses are fees paid to MCSIP for claims adjudication, commercial insurance, and actuarial services.



# Montgomery County Risk Management Internal Service Fund

## FY23 WORK PROGRAM PRIORITIES

- Continue to monitor and actively manage emerging and ongoing public health issues such as the COVID-19 pandemic response, including implementing federal, state and local guidance, and developing agency-wide safety protocols. This includes providing Personal Protective Equipment (PPE) supplies to our Park Police and ensuring access to these supplies.
- Oversee the development and implementation of an agency-wide web-based Continuity of Operations Plans (COOP) template, coordinate COOP activities with county COOP functions, and conduct regular desktop training exercises.
- Develop more on-line Safety and Health Training programs to ensure compliance with workplace safety policies and reduce injuries, accidents and costs of claims.
- Continue comprehensive facility inspections to provide safe spaces for employees and visitors. Conduct regular audits of losses and accidents to identify areas of focus, coordinate return to work strategies, and proper claim reserves.
- Perform 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 for the agency.

## BUDGET AT A GLANCE

		<b>FY22 <u>Adjusted</u> <u>Adopted</u></b>	<b>FY23 <u>Proposed</u></b>	<b>% <u>Change</u></b>	<b>% <u>Allocated</u>*</b>
<b>Montgomery County Budget</b>					
<b>Budget</b>	Expenditures	\$3,503,012	\$3,433,966	-2.0%	40.6%
<b>Staffing</b>	Funded Career Positions	3.00	3.50	16.7%	50.0%
	Funded Workyears	3.40	3.90	14.7%	50.0%
<b>Prince George's County Budget</b>					
<b>Budget</b>	Expenditures	\$5,081,313	\$5,028,767	-1.0%	59.4%
<b>Staffing</b>	Funded Career Positions	3.00	3.50	16.7%	50.0%
	Funded Workyears	3.40	3.90	14.7%	50.0%
<b>Combined Department Total Budget</b>					
<b>Budget</b>	Expenditures	\$8,584,325	\$8,462,733	-1.4%	100.0%
<b>Staffing</b>	Funded Career Positions	6.00	7.00	16.7%	100.0%
	Funded Workyears	6.80	7.80	14.7%	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 FY23 PROPOSED BUDGET

### MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ 7,656	\$ -	\$ -	-	-
Charges for Services:					
Parks	3,024,700	3,104,700	3,104,700	2,919,200	-6.0%
Planning	35,100	27,300	27,300	15,700	-42.5%
CAS	7,200	11,400	11,400	13,400	17.5%
Enterprise	13,300	9,900	9,900	3,100	-68.7%
Miscellaneous (Claim Recoveries, etc.)	216,868	-	-	-	-
<b>Total Operating Revenues</b>	<b>3,304,824</b>	<b>3,153,300</b>	<b>3,153,300</b>	<b>2,951,400</b>	<b>-6.4%</b>
<b>Operating Expenses:</b>					
Personnel Services	410,965	480,374	480,374	566,324	17.9%
Supplies and Materials	28,167	35,000	35,000	35,250	0.7%
Other Services and Charges:					
Insurance Claims:					
Parks	1,153,248	1,938,600	1,938,600	1,711,800	-11.7%
Planning	106,765	16,300	16,300	28,400	74.2%
CAS	20,648	7,900	7,900	8,400	6.3%
Enterprise	(4,365)	5,900	5,900	1,600	-72.9%
Insurance Reimbursement	91,399	-	-	-	-
Misc., Professional services, etc.	-	669,040	669,040	703,940	5.2%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	315,783	350,398	350,398	378,252	7.9%
<b>Total Operating Expenses</b>	<b>2,122,610</b>	<b>3,503,512</b>	<b>3,503,512</b>	<b>3,433,966</b>	<b>-2.0%</b>
<b>Operating Income (Loss)</b>	<b>1,182,214</b>	<b>(350,212)</b>	<b>(350,212)</b>	<b>(482,566)</b>	<b>37.8%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	6,941	200,000	200,000	8,000	-96.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>6,941</b>	<b>200,000</b>	<b>200,000</b>	<b>8,000</b>	<b>-96.0%</b>
<b>Income (Loss) Before Operating Transfers:</b>	<b>1,189,155</b>	<b>(150,212)</b>	<b>(150,212)</b>	<b>(474,566)</b>	<b>215.9%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	1,241,908	-	-	-	-
Transfer (Out)	(1,241,908)	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>1,189,155</b>	<b>(150,212)</b>	<b>(150,212)</b>	<b>(474,566)</b>	<b>215.9%</b>
<b>Total Net Position - Beginning</b>	<b>4,793,623</b>	<b>4,602,199</b>	<b>5,982,778</b>	<b>5,832,566</b>	<b>26.7%</b>
<b>Total Net Position - Ending</b>	<b>\$ 5,982,778</b>	<b>\$ 4,451,987</b>	<b>\$ 5,832,566</b>	<b>\$ 5,358,000</b>	<b>20.4%</b>
<b>Designated Position</b>	<b>3,141,017</b>	<b>4,054,229</b>	<b>4,032,441</b>	<b>4,276,315</b>	<b>5.5%</b>
<b>Unrestricted Position</b>	<b>2,841,761</b>	<b>397,758</b>	<b>1,800,125</b>	<b>1,081,685</b>	<b>171.9%</b>
<b>Total Net Position, June 30</b>	<b>\$ 5,982,778</b>	<b>\$ 4,451,987</b>	<b>\$ 5,832,566</b>	<b>\$ 5,358,000</b>	<b>20.4%</b>

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

Parks	\$ 512,100	\$ 543,300	\$ 543,300	\$ 543,300	0.0%
Planning	5,400	4,600	4,600	4,600	0.0%
CAS	1,100	2,200	2,200	2,200	0.0%
Enterprise	2,000	1,700	1,700	1,700	0.0%
<b>Total</b>	<b>\$ 520,600</b>	<b>\$ 551,800</b>	<b>\$ 551,800</b>	<b>\$ 551,800</b>	<b>0.0%</b>

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



# Montgomery County Capital Equipment Internal Service Fund

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## 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 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 FY23 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 FY23, the Commission is not proposing any new purchases for the Montgomery Department of Planning.

For FY23, the Commission is proposing new purchases of \$2,100,000 for the Montgomery Department of Parks, consisting of:

- \$95,000 for Information Technology (IT) upgrades including enhancements to several conference rooms to add TEAMS video conferencing capabilities.
- \$80,000 for an IT upgrade for Nimble data storage for disaster recovery at Wheaton HQ. Nimble storage leverages flash drive storage technology and predictive analytics for managing IT.
- \$10,000 for EAM for IT needs for hardware/software upgrades.
- \$219,000 for equipment for new positions requested in the FY23 operating budget.
- \$1,696,000 for replacement of older vehicles and equipment that have exceeded their useful life cycle.

For FY23, 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, for servers for a middleware solution to streamline application development.



# Montgomery County Capital Equipment Internal Service Fund

## SUMMARY OF FY23 PROPOSED BUDGET

### MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ 12,113	\$ -	\$ -	\$ -	-
Charges to Departments					
Planning	288,800	-	-	-	-
Parks	2,681,100	1,530,100	1,530,100	2,215,400	44.8%
Corporate IT	161,500	166,250	166,250	142,500	-14.3%
Miscellaneous (Sale of Equipment, etc.)	133,724	-	-	-	-
Total Operating Revenues	<u>3,277,237</u>	<u>1,696,350</u>	<u>1,696,350</u>	<u>2,357,900</u>	<u>39.0%</u>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	126,279	-	-	-	-
Other Services and Charges:	127,069	-	-	-	-
Debt Service:					
Debt Service Principal	-	925,100	925,100	1,321,000	42.8%
Debt Service Interest	100,000	159,000	159,000	210,400	32.3%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	3,024,509	1,925,000	1,925,000	2,225,000	15.6%
Other Classifications	-	-	-	-	-
Chargebacks	54,472	50,186	50,186	56,714	13.0%
Total Operating Expenses	<u>3,432,329</u>	<u>3,059,286</u>	<u>3,059,286</u>	<u>3,813,114</u>	<u>24.6%</u>
Operating Income (Loss)	<u>(155,092)</u>	<u>(1,362,936)</u>	<u>(1,362,936)</u>	<u>(1,455,214)</u>	<u>6.8%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	48,300	-	-	-	-
Interest Income	2,616	20,000	20,000	-	-100.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>50,916</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>	<u>-100.0%</u>
Income (Loss) Before Operating Transfers	<u>(104,176)</u>	<u>(1,342,936)</u>	<u>(1,342,936)</u>	<u>(1,455,214)</u>	<u>8.4%</u>
<b>Operating Transfers In (Out):</b>					
Transfer in	1,105,033	-	-	-	-
Transfer (Out)	(542,838)	-	-	-	-
Net Operating Transfer	<u>562,195</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	458,019	(1,342,936)	(1,342,936)	(1,455,214)	8.4%
Total Net Position - Beginning	<u>9,888,325</u>	<u>9,898,749</u>	<u>10,346,344</u>	<u>9,003,408</u>	<u>-9.0%</u>
Total Net Position - Ending	<u>\$ 10,346,344</u>	<u>\$ 8,555,813</u>	<u>\$ 9,003,408</u>	<u>\$ 7,548,194</u>	<u>-11.8%</u>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for Planning	\$ -	\$ -	\$ -	\$ -	
Capital equipment financed for Parks		1,800,000	1,800,000	2,100,000	
Capital equipment financed for Corporate IT		125,000	125,000	125,000	

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



# Montgomery County

## Wheaton Headquarters Building Internal Service Fund

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### 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 Department of Parks and Montgomery Planning Departments from three office facilities into one new joint headquarters. In this fourteen-floor, 308,020 square foot building, the Commission utilizes 133,969 sq. ft. or 42.5% of the building. The remainder of the building houses several Montgomery County departments and agencies plus some planned retail space on the first floor and a proposed childcare facility on the 3<sup>rd</sup> 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, a separate accounting structure within the Enterprise fund was created. The Wheaton Headquarters Building Enterprise 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.

The “rental” charges for the respective organizations are based on the budgeted or estimated costs at the beginning of each fiscal year. These charges are then reconciled at the end of each fiscal year against the actual incurred expenses. If there is a deficiency, that balance is then paid by the Commission and the County in the next fiscal year or as a one-time payment. If there is a surplus amount, then the excess funds are added to a Capital Reserve Fund for the building. That annual reserve amount is capped at \$50,000 for the County and at \$37,000 per year for the Commission. Surplus funds exceeding this designated reserve amount are then refunded to the respective organizations at year-end or applied to the next fiscal year’s “rental” payment.

### HIGHLIGHTS OF FY23 PROPOSED BUDGET

For FY23, the Wheaton HQ budget is \$2,937,103.

- **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 FY23 is \$100,000. 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 FY23 is \$2,637,103. Included in this cost is contractual services for a management services company that handles daily building support including project management, building engineering, custodial, 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.



# Montgomery County

## Wheaton Headquarters Building Internal Service Fund

- **Chargebacks:** The chargeback cost of \$200,000 is for salaries, uniform allowance, and equipment for two Park Police positions.

### SUMMARY OF FY23 PROPOSED BUDGET

#### WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$	\$	\$	\$	
Montgomery County	744,575	1,654,477	1,653,179	1,688,833	2.1%
<b>Charges for Services (Office Space Rental):</b>					
MC Planning	277,229	624,059	610,960	624,135	0.0%
MC Parks	277,918	624,059	610,960	624,135	0.0%
Rental Revenues	-	-	-	-	-
Miscellaneous	25,000	-	-	-	-
Total Operating Revenues	<u>1,324,722</u>	<u>2,902,595</u>	<u>2,875,099</u>	<u>2,937,103</u>	<u>1.2%</u>
<b>Operating Expenses:</b>					
Personnel Services	199,540	-	12,000	-	-
Supplies and Materials	74,386	70,000	100,000	100,000	42.9%
Other Services and Charges	1,050,282	2,640,595	2,571,099	2,637,103	-0.1%
Depreciation & Amortization Expense	2,227,124	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	-	192,000	192,000	200,000	4.2%
Total Operating Expenses	<u>3,551,332</u>	<u>2,902,595</u>	<u>2,875,099</u>	<u>2,937,103</u>	<u>1.2%</u>
Operating Income (Loss)	<u>(2,226,610)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	143	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>143</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(2,226,467)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Capital Contribution:	<u>(2,226,467)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Contributions	133,597,606	-	-	-	-
Change in Net Position	131,371,139	-	-	-	-
Total Net Position - Beginning	116,191	116,191	131,487,330	131,487,330	113064.8%
Total Net Position - Ending	<u>\$ 131,487,330</u>	<u>\$ 116,191</u>	<u>\$ 131,487,330</u>	<u>\$ 131,487,330</u>	<u>113064.8%</u>

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



# Montgomery County

## Commission-wide CIO & IT Initiatives Internal Service Funds

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### EXECUTIVE OVERVIEW

The Chief Information Officer (CIO) is responsible for agency-wide IT systems strategic planning to meet business needs in collaboration with departments. The CIO also functions as the Commission's Chief Technology Security Officer. The CIO makes recommendations to ensure adherence to best practices, appropriate resource allocation, and exceptional customer service while recognizing the uniqueness of each operating department's programs.

The Program Management Office (PMO) is a division of the Office of the CIO and is responsible for planning, coordinating, and delivering Commission-wide IT projects in a complex IT environment. Together, the CIO and PMO strive to advance maximum flexibility and provide cost-effective innovative solutions that position the agency to capitalize on IT investments.

The CIO Internal Service Fund (ISF) budget supports the operations of the Office of the CIO and PMO.

The Commission-wide IT (CWIT) ISF budget is developed in coordination with the Information Technology (IT) Council to properly advance agency-wide programs and systems. Continual evaluation of and updates to these systems are critical to ensure the security of the agency's assets, greater efficiency of systems which enhance employee productivity, and effective continuation of operations for the agency to continue function during times of crisis.

### FY22 PROGRAM ACCOMPLISHMENTS

Continuous progress has been made during FY22 to advance the agency's IT infrastructure, systems and security.

#### **Seasonal Payroll Automation (SPA)**

This project provided significant enhancements to the way the agency pays and schedules nearly 6,000 seasonal employees. New functionality fully automates the entire process by enabling managers to electronically develop and manage schedules, access the information through a mobile app, and ensure policy compliance.

#### **Enterprise Content Management (ECM)**

This project evaluated the data and content needs of the entire organization. A requirement and needs analysis report was developed incorporating the unique needs, current usage and projected usage of each department. This information is essential to future agency-wide IT strategic planning and needs development.

#### **Digital Transformation Platform**

With over 200 paper-based processes essential to the day-to-day operations of the agency and the transition to telework, an automated system of digitizing our inadequate and obsolete processes was critical to continuing operations. This project was launched to address this immediate need. To date, we have successfully transformed many of these paper-based forms to secure, fillable and routable electronic documents. In addition to this, a centralized repository for digitized forms has been developed to house these records. The project is expected continue digitizing forms over the next 12 months.





# Montgomery County

## Commission-wide CIO & IT Initiatives Internal Service Funds

### External Website Redesign

Redesign of the agency’s public facing websites, with a focus on ease of use and ADA accessibility, will begin in FY22.

### Security Improvements

Continuous progress has been made in the advancement of Enterprise IT Systems capabilities in the face of increased information technology security threats/breaches as well as increased demand for employees to work remotely. IT Security Policies and Standard Operating Procedures continued to be updated and advanced. Governance initiatives, managed by the CIO/Information Security Officer, were implemented to ensure compliance with the National Security Standards and include security improvements to Microsoft 365, a cybersecurity assessment, and security awareness training for all active network users.

### Collaborations with the Inspector General

The OCIO worked closely with the Inspector General to review our information technology environment, the policies that govern it, identify gaps, and make recommendations. Our focus is to ensure that the integrity and confidentiality of Commission data is protected under all circumstances.

## HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

### Chief Information Officer Internal Service Fund

The FY23 proposed budget is \$5,892,274 and funds the Office of the CIO operations and agency-wide licenses and subscriptions.

### Base Budget Request

The proposed budget for the Office of the CIO is \$1,660,898 and includes an increase of \$135,427 (or 8.9%) over FY22 adopted levels. This increase can be attributed to changes in compensation and the need for expert consulting in the areas of cybersecurity and digitization where there has been a spike in consulting costs due to increased global demand for such expertise. No new initiatives are proposed for FY23, other than the share of new initiatives proposed in CWIT. The cost distribution to each county is:

- Montgomery County – \$734,040
- Prince George’s County – \$926,858

### Licenses and Subscriptions

The proposed budget for licenses and subscriptions is \$4,199,919 and includes an increase of 29% due to changes in ongoing license rates. Beginning in FY23, licenses and subscriptions previously budgeted in CWIT are proposed to be shifted to the CIO budget. License and subscription costs are ongoing and separate from project costs that are finite. This move will provide more distinction between the two types of expenses. The overall proposed change to both budgets is:

	<b>FY22 Adjusted Adopted</b>	<b>FY23 Proposed</b>	<b>% Change</b>	<b>% Allocated</b>
CIO	1,525,471	5,892,274	4,366,803	286.3%
CWIT	4,455,916	1,593,266	-2,862,650	-64.2%



# Montgomery County Commission-wide CIO & IT Initiatives Internal Service Funds

Ongoing software license fees include:

- Microsoft licenses
- Kronos Cloud services
- Infor ERP
- Adobe Cloud licenses
- Website Hosting
- Website ADA scanning and monitoring
- End user IT security training
- ERP managed services
- NEOGOV recruitment and onboarding
- ServiceNow Corporate IT service desk
- Data loss prevention solution
- Microsoft Azure
- Microsoft 365 backup
- Enterprise content management

The CIO is proposing one new license in FY23 totaling \$31,460 for Kronos Advanced Scheduler. This license only impacts the Prince George's Recreation Fund.

The cost distribution for licenses and subscriptions to each county is:

- Montgomery County – \$1,733,524
- Prince George's County – \$2,497,852

## BUDGET AT A GLANCE

	<b>FY22 Adjusted Adopted</b>	<b>FY23 Proposed</b>	<b>% Change</b>	<b>% Allocated*</b>
<b><i>Montgomery County Budget</i></b>				
Expenditures	\$723,196	\$2,467,564	241.2%	44.2%
<b>Staffing</b>				
Funded Career Positions	3.5	3.5	0.8%	50.0%
Funded Workyears	3.5	3.5	0.8%	50.0%
<b><i>Prince George's County Budget</i></b>				
Expenditures	\$802,275	\$3,424,710	326.9%	44.2%
<b>Staffing</b>				
Funded Career Positions	3.5	3.5	-0.80%	50.00%
Funded Workyears	3.5	3.5	-0.80%	50.00%
<b><i>Combined Department Total Budget</i></b>				
Expenditures	\$1,525,471	\$5,892,274	286.3%	100.00%
<b>Staffing</b>				
Funded Career Positions	7	7	0.00%	100.00%
Funded Workyears	7	7	0.00%	100.00%

\*Percent allocated is the amount of the department's budget funded by each county.



# Montgomery County Commission-wide CIO & IT Initiatives Internal Service Funds

## SUMMARY OF FY23 PROPOSED BUDGET

### MONTGOMERY COUNTY COMMISSION-WIDE CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	59,406	-	-	-	-
Charges to Departments/Funds:					
DHRM	14,707	12,620	12,620	49,825	294.8%
CIO	-	-	-	3,356	-
Finance	13,867	11,899	11,899	47,770	301.5%
Legal	10,085	8,654	8,654	23,497	171.5%
Inspector General	1,050	901	901	5,805	544.3%
Corporate IT	12,606	10,817	10,817	142,980	1221.8%
Parks	524,837	591,352	591,352	1,706,135	188.5%
Planning	105,051	90,145	90,145	488,196	441.6%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>741,609</u>	<u>726,388</u>	<u>726,388</u>	<u>2,467,564</u>	<u>239.7%</u>
<b>Operating Expenses:</b>					
Personnel Services	785,599	609,314	609,314	609,978	0.1%
Supplies and Materials	61,307	22,756	22,756	21,435	-5.8%
Other Services and Charges:	96,871	91,126	91,126	1,836,151	1915.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>943,777</u>	<u>723,196</u>	<u>723,196</u>	<u>2,467,564</u>	<u>241.2%</u>
Operating Income (Loss)	<u>(202,168)</u>	<u>3,192</u>	<u>3,192</u>	<u>-</u>	<u>-100.0%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	858	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>858</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(201,310)</u>	<u>3,192</u>	<u>3,192</u>	<u>-</u>	<u>-100.0%</u>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	(201,310)	3,192	3,192	-	-100.0%
Total Net Position - Beginning	(73,311)	(274,621)	(274,621)	(271,429)	-1.2%
Total Net Position - Ending	<u>\$ (274,621)</u>	<u>\$ (271,429)</u>	<u>\$ (271,429)</u>	<u>\$ (271,429)</u>	<u>0.0%</u>

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



# Montgomery County

## Commission-wide CIO & IT Initiatives Internal Service Funds

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### Commission-wide IT Internal Service Fund

The total FY23 request to fund ongoing, new, and financed projects is \$1,593,266. This includes \$360,000 for ongoing projects, \$350,000 for new projects, and \$833,266 for financed projects. Software Licenses and Subscriptions are proposed to move from CWIT to the CIO budget in FY23 and are not reflected in this budget.

### Base Continuing Projects Budget Request

The continuing projects proposed total \$360,000 and include:

- **Security Remediation** – Annual assessments of the agency’s security profile by external security experts are essential in ensuring adequate processes are in place to protect our assets. This funding will be used to conduct the assessment and implement any corrective action recommended by the findings.
- **ERP Enhancements** – The agency is required to comply with various regulations (PII, HIPPA, COBRA, etc.), which are continuously evolving. These funds will address any changing mandates, critical operational needs, and other updates needed to meet requirements identified by our Departments.
- **Kronos Management** – Our timekeeping (Timecard) system is the first step in the process of compensating agency employees for their work. System patching and enhancements are critical to meet evolving business needs and regulatory compliance.

### Financed Continuing Project Budget Requests

The financed projects proposed total \$883,266 and include:

- **Facility Access Control (\$123,266)** – The process of replacing the Alliance facility access system with Lenel is ongoing. The project began in February 2017 and is scheduled to be completed during FY23. The cost distribution to each county is:
  - Montgomery County – \$24,037
  - Prince George’s County – \$99,229
- **ERP Upgrade (\$760,000)** – The ERP system enables the agency to perform several essential operations including payment and procurement processing, accounting and budgeting, HR records and personnel action processing, employee and retiree benefits management, financial and HR reporting, and treasury, investments and debt management. Multi-year funding of \$4,000,000 for this project began in FY22. \$1,000,000 was proposed in FY22. The general established project schedule indicates that to avoid funding the project through one multi-million-dollar contribution in a single fiscal year, it is necessary to continue funding through the internal financing initiated in FY22. The remaining \$3 million is proposed to be financed over the next 5 years, resulting in a bi-county amount of \$760,000 per year from FY23 to FY27. The annual cost distribution to each county is:
  - Montgomery County – \$312,132
  - Prince George’s County – \$447,868



# Montgomery County Commission-wide CIO & IT Initiatives Internal Service Funds

## New Project Budget Requests

The new projects proposed total \$350,000 and include:

- **Learning Management System (LMS) (\$150,000)** – An agency-wide LMS platform will provide a single unified place where a variety of professional training can be offered. The system will efficiently allow common training materials to be shared across the Commission, enable employees to be uniformly trained on important subjects like respectful workplace, diversity and inclusion, and fraud, waste, and abuse. The new platform will also improve the internal instructor and user training experiences and reduce the high cost for the multiple platforms currently used by different parts of the Commission. The cost distribution to each county is:
  - Montgomery County – \$64,350
  - Prince George’s County – \$85,650
  
- **Continuation of Operations Plan (COOP) (\$200,000)** – COOP is the comprehensive plan to ensure continuation of critical business functions should a disruption occur. It includes contingencies for physical, data/intellectual as well as staffing. An updated COOP plan is needed not only to provide immediate disaster recovery from an event but ensure operations can continue throughout an unexpected scenario. Research and experience show that backups are not enough to restore operations after an incident, and insurance cannot protect our data. The Commission Business Impact Analysis and Disaster Recovery Plan will be re-evaluated and updated to incorporate threats from emergency situations and events, such as a global pandemic, that have long reaching impacts to personnel and operations. The cost distribution to each county is:
  - Montgomery County – \$89,000
  - Prince George’s County – \$111,000

## BUDGET AT A GLANCE

	FY22 Adjusted <u>Adopted</u>	FY23 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b><i>Montgomery County Budget</i></b>				
Expenditures	\$1,648,820	\$646,301	-60.8%	40.6%
<b><i>Prince George's County Budget</i></b>				
Expenditures	\$2,807,096	\$946,965	-66.3%	59.4%
<b><i>Combined Department Total Budget</i></b>				
Expenditures	\$4,455,916	\$1,593,266	-64.2%	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 Funds

## SUMMARY OF FY23 PROPOSED BUDGET

### MONTGOMERY COUNTY COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	59,608	53,603	53,603	41,355	-22.8%
CIO	9,420	3,993	3,993	351	-91.2%
Finance	162,103	50,901	50,901	43,793	-14.0%
Legal	4,500	15,431	15,431	9,200	-40.4%
Inspector General	2,960	6,246	6,246	3,371	-46.0%
Corporate IT	134,678	128,654	128,654	11,650	-90.9%
Parks	934,970	939,901	939,901	427,268	-54.5%
Planning	453,290	470,319	470,319	109,313	-76.8%
Miscellaneous (Sale of Equipment, etc.)				-	-
<b>Total Operating Revenues</b>	<b>1,761,529</b>	<b>1,669,048</b>	<b>1,669,048</b>	<b>646,301</b>	<b>-61.3%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	111,866	-	-	-	-
Other Services and Charges:	939,645	1,648,820	1,648,820	646,301	-60.8%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	72,186	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>1,123,697</b>	<b>1,648,820</b>	<b>1,648,820</b>	<b>646,301</b>	<b>-60.8%</b>
<b>Operating Income (Loss)</b>	<b>637,832</b>	<b>20,228</b>	<b>20,228</b>	<b>-</b>	<b>-100.0%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>637,832</b>	<b>20,228</b>	<b>20,228</b>	<b>-</b>	<b>-100.0%</b>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>637,832</b>	<b>20,228</b>	<b>20,228</b>	<b>-</b>	<b>-100.0%</b>
<b>Total Net Position - Beginning</b>	<b>915,231</b>	<b>1,553,063</b>	<b>1,553,063</b>	<b>1,573,291</b>	<b>1.3%</b>
<b>Total Net Position - Ending</b>	<b>\$ 1,553,063</b>	<b>\$ 1,573,291</b>	<b>\$ 1,573,291</b>	<b>\$ 1,573,291</b>	<b>0.0%</b>

Note: Future Financing Plans

Capital equipment financed for IT Initiatives \$ - \$ - \$ - \$ 1,642,800

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



# Montgomery County

## Commission-wide Executive Office Building Internal Service Fund

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### 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 will relocate in FY22. This space will be absorbed by bi-county operations. The Office of the Inspector General will be moving its operations to EOB in FY22. The agency-wide Archives program is located offsite.

### HIGHLIGHTS AND MAJOR CHANGES IN FY23 PROPOSED BUDGET

The FY23 proposed budget is \$1,570,259 and includes an increase of 4.6% (or \$69,054) over FY22 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 \$28.12, which is a 4% increase over the FY22 adopted rate.

Interest: Interest income is projected to decrease by 92.0 % (or \$46,000) compared to FY22.

Fund Balance: Fund balance of \$103,936 will be used to absorb the proposed FY23 budget balance.

#### Expenditures

Personnel Services: This category includes an increase of 0.8% (\$2,041). 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 5.4% (\$58,646) 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 FY22 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 3.0% (\$3,357) for salary and benefit allocations of Department of Human Resources and Management (DHRM) staff time. These allocations have



# Montgomery County

## Commission-wide Executive Office Building Internal Service Fund

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

### FY23 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 manages janitorial services, security, and electronic access systems.

**Roof Resealing:** Complete a resealing of the roof at EOB to mitigate water intrusion into the building.

**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.

### FY23 Staffing

No changes in positions or workyears are proposed.

### Executive Office Building

	<b>FY22 Adjusted Adopted</b>	<b>FY23 Proposed</b>	<b>% Change</b>
<b>Staffing</b>			
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 FY23 PROPOSED BUDGET

**COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2023**

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ 101,583	\$ -	\$ -	\$ -	-
<b>Charges for Services (Office Space Rental):</b>					
PGC Parks and Recreation	126,178	131,225	131,225	-	-100.0%
Retirement System	108,680	113,027	113,027	117,548	4.0%
Chief Information Office	59,644	62,030	62,030	64,511	4.0%
Risk Management	54,808	57,000	57,000	59,280	4.0%
Group Insurance	65,338	67,952	67,952	70,670	4.0%
CAS Departments	937,352	974,846	974,846	1,150,314	18.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,453,583</b>	<b>1,406,080</b>	<b>1,406,080</b>	<b>1,462,323</b>	<b>4.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	211,622	256,135	256,135	258,176	0.8%
Supplies and Materials	162,471	61,000	61,000	64,000	4.9%
Other Services and Charges:	491,288	988,644	988,644	1,044,300	5.6%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	66,886	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	274,449	85,000	85,000	90,000	5.9%
Other Classifications	-	-	-	-	-
Chargebacks	99,427	110,426	110,426	113,783	3.0%
<b>Total Operating Expenses</b>	<b>1,306,143</b>	<b>1,501,205</b>	<b>1,501,205</b>	<b>1,570,259</b>	<b>4.6%</b>
<b>Operating Income (Loss)</b>	<b>147,440</b>	<b>(95,125)</b>	<b>(95,125)</b>	<b>(107,936)</b>	<b>13.5%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	2,914	50,000	50,000	4,000	-92.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>2,914</b>	<b>50,000</b>	<b>50,000</b>	<b>4,000</b>	<b>-92.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>150,354</b>	<b>(45,125)</b>	<b>(45,125)</b>	<b>(103,936)</b>	<b>130.3%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>150,354</b>	<b>(45,125)</b>	<b>(45,125)</b>	<b>(103,936)</b>	<b>130.3%</b>
<b>Total Net Position - Beginning</b>	<b>5,695,716</b>	<b>5,623,144</b>	<b>5,846,070</b>	<b>5,800,945</b>	<b>3.2%</b>
<b>Total Net Position - Ending</b>	<b>\$ 5,846,070</b>	<b>\$ 5,578,019</b>	<b>\$ 5,800,945</b>	<b>\$ 5,697,009</b>	<b>2.1%</b>

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



# Montgomery County

## Commission-wide Group Insurance Internal Service Fund

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### 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 77% of the revenue. Revenue from employee and retiree share of the premiums makes up 19% 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 FY23 PROPOSED BUDGET

The proposed FY23 expenditure budget is \$71.6 million, which reflects a 0.5% increase from FY22 budget levels.

The FY23 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 FY23 Proposed Budget contains a designated reserve of \$7.16 million, which is enough to meet the 10.0% of total operating expenses reserve policy.

### Essential Needs

No essential needs are proposed for FY23.

Staffing	FY22 Adopted	FY23 Proposed	% Change
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 FY23 PROPOSED BUDGET

### COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2023

	FY 21 Actual	FY 22 Adjusted Adopted	FY 22 Estimate	FY 23 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 2,731,635	\$ 2,000,000	\$ 2,000,000	\$ 2,500,000	25.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	9,345,113	14,618,370	14,618,370	13,621,900	-6.8%
Employer Contributions/Premiums	44,559,595	54,271,479	54,271,479	54,074,732	-0.4%
Miscellaneous (Claim Recoveries, etc.)	3,377,351	-	-	-	-
Total Operating Revenues	<u>60,013,694</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>70,196,632</u>	<u>-1.0%</u>
Operating Expenses:					
Personnel Services	1,017,660	791,467	791,467	835,983	5.6%
Supplies and Materials	7,509	50,000	50,000	53,000	6.0%
Other Services and Charges:					
Professional Services	3,515,245	504,018	504,018	698,870	38.7%
Insurance Claims and Fees	45,594,530	60,507,264	60,507,264	59,571,841	-1.5%
Insurance Premiums	7,818,115	9,066,340	9,066,340	10,000,000	10.3%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	343,049	402,939	402,939	499,938	24.1%
Total Operating Expenses	<u>58,296,107</u>	<u>71,322,028</u>	<u>71,322,028</u>	<u>71,659,632</u>	<u>0.5%</u>
Operating Income (Loss)	<u>1,717,587</u>	<u>(432,179)</u>	<u>(432,179)</u>	<u>(1,463,000)</u>	<u>238.5%</u>
Non-operating Revenue (Expenses):					
Interest Income	7,684	200,000	200,000	10,000	-95.0%
Total Non-operating Revenue (Expenses)	<u>7,684</u>	<u>200,000</u>	<u>200,000</u>	<u>10,000</u>	<u>-95.0%</u>
Income (Loss) Before Operating Transfers	<u>1,725,271</u>	<u>(232,179)</u>	<u>(232,179)</u>	<u>(1,453,000)</u>	<u>525.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	(562,194)	-	-	-	-
Net Operating Transfer	<u>(562,194)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	1,163,077	(232,179)	(232,179)	(1,453,000)	525.8%
Total Net Position, Beginning	<u>11,946,436</u>	<u>11,292,049</u>	<u>13,109,513</u>	<u>12,877,334</u>	<u>14.0%</u>
Total Net Position, Ending	<u>13,109,513</u>	<u>11,059,870</u>	<u>12,877,334</u>	<u>11,424,334</u>	<u>3.3%</u>
Designated Position	5,829,611	7,132,203	7,132,203	7,165,963	0.5%
Unrestricted Position	7,279,902	3,927,667	5,745,131	4,258,371	8.4%
Total Net Position, June 30	<u>\$ 13,109,513</u>	<u>\$ 11,059,870</u>	<u>\$ 12,877,334</u>	<u>\$ 11,424,334</u>	<u>3.3%</u>

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



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# Appendices

**APPENDICES**

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# Montgomery County

## Appendices - Glossary

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**Accrual Basis of Accounting**- 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**- 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 detailed description.

**Advance Land Acquisition Revolving Fund (ALARF)**- Source of disbursements for highways, streets, school sites and other public purposes. Originally financed by a Bond Issuance and is serviced through a dedicated property tax. 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**- 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**- Number of approved positions in the Adopted Budget.

**Balanced Budget**- When revenues and other financing sources equal the expenditures, other uses, and required funds in a budget.

**Bonds**- Debt issued for a period of more than one year by governments, municipalities, and companies. Investors purchase the bonds and 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 15 every year and in Montgomery County by November 1 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 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, Legal) and units (Inspector General, Chief Information Officer, 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 enterprise-wide information technology systems, security, and strategic planning.

**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.)



# Montgomery County

## Appendices - Glossary

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**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**- 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**- 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., FY23, the year ending June 30 of the number shown is intended. (June 30, 2023, 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 (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 state and local governments.

**GASB 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 costs 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**- 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. The Commission's General Fund is made up of five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's County Administration Fund, Prince George's County Park Fund, and Prince George's County 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.

**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





# Montgomery County

## Appendices - Glossary

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Building, information systems, and risk management.

**Merit Increase**- An upward increment in an employee's rate of pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

**Modified Accrual Method**- 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.

**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**- Category of expenditure reflecting 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**- Tabulation, calculation, or recording of activity or effort, expressed in a quantitative manner. Examples include 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)**- 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**- Category of expenditure reflecting salaries, wages and fringe benefits.

**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 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.



# Montgomery County

## Appendices - Glossary

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**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-** A designated amount in a budget that cannot be spent without consent of the approving body. Referred to as "Surplus" in an expenditure budget, it is generally held for future year's expenditures. With approval it may be spent for emergencies or other unforeseen purposes. 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-** 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-** Funds used to account for and report on 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 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



# Montgomery County

## Appendices - Glossary

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(SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

**Structural Deficit**- 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 shared by more than one division within a department or by more than one department. These expenses are not appropriately or feasibly allocated to the budgets of departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent.

**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 employment status of 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.



## ACRONYMS

Annual Comprehensive Financial Report	ACFR
Americans with Disabilities Act	ADA
Agricultural Preservation Advisory Board	APAB
Adequate Public Facilities Ordinance	APFO
All-Terrain Vehicle	ATV
Bi-county Transitway	BCT
Building Lot Termination	BLT
Base Realignment and Closure (military)	BRAC
Bus Rapid Transit	BRT
Computer Aided Dispatch	CAD
Commission for Accreditation of Park and Recreation Agencies	CAPRA
Chesapeake Bay Critical Area	CBCA
Central Business District	CBD
Community Based Planning	CBP
Corridor Cities Transitway	CCT
Centers for Disease Control and Prevention	CDC
Capital Improvement Program	CIP
Continuity of Operations	COOP
Crime Prevention Through Environmental Design	CPTED
Commercial-Residential zone	CR
Consolidated Transportation Program	CTP
Development Activity Monitoring System	DAMS
Department of Economic Development	DED
Draft Environmental Impact Statement	DEIS
Department of Housing and Community Affairs	DHCA
Maryland Department of Housing And Community Development	DHCD
Development Information Activity Center	DIAC
Maryland Department of Natural Resources	DNR
Department of Public Works and Transportation	DPWT
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Enterprise Asset Management	EAM
Environmental Protection Agency	EPA
Equity Focus Areas	EFA
Floor Area Ratio	FAR
Governmental Accounting Standards Board	GASB
Government Finance Officers Association	GFOA
Greenhouse Gas	GHG
Growth and Infrastructure Policy	GIP



# Montgomery County Appendices - Acronyms

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Geographic Information System	GIS
Historic Area Work Permit	HAWP
Housing Opportunities Commission	HOC
Historic Preservation Commission	HPC
Inter County Connector	ICC
Interstate Commission on The Potomac River Basin	ICPRB
Integrated Pest Management	IPM
Interagency Technology Policy and Coordination Committee	ITPCC
Local Area Network/Wide Area Network	LAN/WAN
Local Area Transportation Review	LATR
Leadership in Environmental Education Design	LEED
Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Locally Preferred Alignment	LPA
Land Preservation, Parks, and Recreation	LPPR
Mid County Highway	M-83
Montgomery County Department of Economic Development	MCEDC
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department of Housing and Community Affairs	MC DHCA
Montgomery County Department of Transportation	MCDOT
Montgomery County Department of Permitting Services	MCDPS
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Maryland Department of Environment	MDE
Maryland Department of Planning	MDP
Maryland Economic Development Corporation	MEDCO
Minority, Female and Disabled procurement program	MFD
Memorandum of Understanding	MOU
Moderately Priced Dwelling Unit	MPDU
Master Plan of Transportation	MPOT
Montgomery County Soil Conservation District	MSCD
Maryland Transit Administration	MTA
Metropolitan Washington Council of Governments	MWCOG
National Oceanic Atmospheric Administration	NOAA
National Pollutant Discharge Elimination System	NPDES
National Parks Service	NPS
Planning Assistance to Municipalities and Communities	PAMC
Policy Area Mobility Review	PAMR
Prince George's Department of Public Works & Transportation	PG DPWT
Partnership for Action Learning in Sustainability	PALS
Passive Optical Network	PON



# Montgomery County Appendices - Acronyms

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Program Open Space	POS
Parks and Recreation Advisory Board	PRAB
Park, Recreation, and Open Space	PROS
Rural Density Transfer zone	RDT
Regional Economic Development Strategy	REDS
Right of Way	ROW
Research & Technology Center	RTC
State Department of Assessments & Taxation	SDAT
State Highway Administration	SHA
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
Science, Technology, Engineering, the Arts and Mathematics	STEAM
Town Sector zone	T-S
Transportation Action Partnership	TAP
Transferable Development Rights	TDR
Total Maximum Daily Load	TMDL
Transit Oriented Development	TOD
Transportation Policy Area Review	TPAR
United States Army Core of Engineers	USACE
United States Forest Service	USFS
United States Fish & Wildlife Service	USFWS
Washington Area Bicycle Association	WABA
Woodland Conservation Ordinance	WCO
Washington Metropolitan Area Transit Authority	WMATA
Water Quality Protection Funds	WQP
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 (\$)	General Bonded Debt Outstanding (\$)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (\$)	General Bonded Debt Outstanding (\$)	Ratio of Net Bonded Debt to Assessed Value	
2012	1,005,079	\$ 143,754,415	\$ 35,654	0.02 %	\$ 165,916,424	\$ 1,905	0.001 %	\$ 1.90
2013	1,015,172	140,577,467	32,462	0.02	161,877,310	1,665	0.001	1.64
2014	1,024,617	141,899,535	44,616	0.03	163,601,193	1,430	0.001	1.40
2015	1,032,814	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.16
2016	1,038,846	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,046,822	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97
2018	1,048,478	163,053,038	52,924	0.03	188,182,436	885	0.000	0.84
2019	1,050,688	167,427,077	64,917	0.04	193,106,472	750	0.000	0.71
2020	1,062,061	171,202,657	69,749	0.04	197,588,106	620	0.000	0.58
2021	1,069,320	175,812,274	65,965	0.04	203,030,055	490	0.000	0.46

### PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (\$)	General Bonded Debt Outstanding (\$)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (\$)	General Bonded Debt Outstanding (\$)	Ratio of Net Bonded Debt to Assessed Value	
2012	881,138	\$ 79,043,657	\$ 56,363	0.07 %	\$ 84,542,285	\$ -	- %	n.a.
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	-	n.a.
2014	904,430	70,551,045	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	95,038,631	-	-	n.a.
2020	909,612	100,289,916	110,946	0.11	100,289,916	-	-	n.a.
2021	n.a.	99,283,346	84,464	0.09	105,862,549	-	-	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 Revenue Bonds and Notes	Ratios			Advance Land Acquisition General Obligation Bonds(1)		Ratios			
	General Obligation Bonds	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income	Outstanding Debt Per Capita	Total Debt (1)	Percentage Of Personal Income	Outstanding Debt Per Capita			
2012	\$ 34,590	\$ -	\$ 1,064	0.05	%	\$ 35,654	0.05	%	\$ 37,559	0.05	%	\$ 37.37
2013	32,240	-	222	0.04		32,462	0.04		34,127	0.05		33.62
2014	44,616	-	-	0.06		44,616	0.06		46,046	0.06		44.94
2015	41,464	-	-	0.05		41,464	0.05		42,664	0.05		41.31
2016	51,857	-	-	0.06		51,857	0.06		52,932	0.06		50.95
2017	56,953	-	-	0.06		56,953	0.06		57,973	0.06		55.38
2018	52,924	-	-	0.06		52,924	0.06		53,809	0.06		51.32
2019	64,917	-	-	0.07		64,917	0.07		65,667	0.07		62.50
2020	69,749	-	-	0.07		69,749	0.07		70,369	0.07		66.26
2021	65,965	-	-	0.07		65,965	0.07		66,455	0.07		62.15

### PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business- Type Activities Revenue Bonds and Notes	Ratios			Advance Land Acquisition General Obligation Bonds(1)		Ratios			
	General Obligation Bonds	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)	Total Debt (1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)			
2012	\$ 56,363	\$ 120	\$ -	0.15	%	\$ 56,483	0.15	%	\$ 56,483	0.15	%	\$ 64.10
2013	47,086	-	-	0.12		47,086	0.12		47,086	0.12		52.90
2014	67,280	-	-	0.17		67,280	0.17		67,280	0.17		74.39
2015	58,860	-	-	0.14		58,860	0.14		58,860	0.14		64.71
2016	73,329	-	-	0.17		73,329	0.17		73,329	0.17		80.75
2017	64,534	-	-	0.15		64,534	0.15		64,534	0.15		70.70
2018	92,162	-	-	0.21		92,162	0.21		92,162	0.21		101.35
2019	119,227	-	-	0.26		119,227	0.26		119,227	0.26		131.12
2020	110,946	-	-	0.23		110,946	0.23		110,946	0.23		121.97
2021	84,464	-	-	na		84,464	na		84,464	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 2021.

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	2021			2012		
	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	6.24 %	25,000 - 30,000	1	5.85 %
Montgomery County Public Schools	25,000 - 30,000	2	5.11	20,000 - 25,000	2	4.79
Montgomery County Government	10,000 - 15,000	3	2.84	5,000 - 10,000	4	1.60
U.S. Department of Defense	5,000 - 10,000	4	1.70	10,000 - 15,000	3	2.66
Adventist Healthcare	5,000 - 10,000	5	1.70	5,000 - 10,000	6	1.60
Holy Cross Hospital of Silver Spring	2,500 - 5,000	6	0.85	*		-
Marriott International Admin Svcs, Inc.	2,500 - 5,000	7	0.85	5,000 - 10,000	7	1.60
Montgomery Community College	2,500 - 5,000	8	0.85	2,500 - 5,000	10	0.80
Government Employees Insurance Co.	2,500 - 5,000	9	0.85	*		-
U.S. Department of Commerce	2,500 - 5,000	10	0.85	5,000 - 10,000	5	1.60
Lockheed Martin Corporation	**		-	5,000 - 10,000	8	1.60
Giant Food Corporation	**		-	*		-
Verizon	**		-	2,500 - 5,000	9	0.80
Total			21.84 %			22.90 %

#### PRINCE GEORGE'S COUNTY

Employer	2020 (1)			2011		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Joint Base Andrews Naval Air Facility Washington*	18,000	1	3.57 %	**		- %
University System of Maryland (2)	13,000	2	2.58	**		-
NASA/Goddard Space Flight Center *	12,200	3	2.42	**		-
University of Maryland Capital Region Health	4,800	4	0.95	**		-
U.S. Internal Revenue Service *	4,500	5	0.89	**		-
United States Census Bureau *	4,285	6	0.85	**		-
United Parcel Service	3,300	7	0.66	4,220	1	0.90
National Maritime Intelligence-Integration Office**	3,000	8	0.60	**		-
MGM National Harbor	2,400	9	0.48	**		-
Prince George's Community College	1,800	10	0.36	**		-
Giant Food, Inc.	**		-	3,600	2	0.77
Verizon	**		-	2,738	3	0.58
Dimensions Health Corporation	**		-	2,500	4	0.53
Gaylord National Resort and Convention Center	**		-	2,000	5	0.43
Shoppers Food Warehouse	**		-	1,975	6	0.42
Safeway Stores, Inc.	**		-	1,605	7	0.34
Chevy Chase Bank	**		-	1,456	8	0.31
Target	**		-	1,400	9	0.30
Doctor's Community Hospital	**		-	1,300	10	0.28
Total	67,285		13.36 %	22,794		4.85 %

Note:

- (1) In 2021, 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)
2012	1,005,079	\$ 77,350,599	\$ 76,960	540,810	5.1 %	146,497
2013	1,015,172	74,736,876	73,620	543,134	4.9	148,779
2014	1,024,617	76,751,191	74,907	544,271	4.3	151,298
2015	1,032,814	82,460,250	79,840	547,229	3.8	153,852
2016	1,038,846	87,319,432	84,054	544,649	3.3	156,447
2017	1,046,822	90,014,129	85,988	554,112	3.3	159,010
2018	1,048,478	91,903,198	87,654	556,234	3.1	161,545
2019	1,050,688	94,708,400	90,139	565,463	2.9	162,680
2020	1,062,061	98,000,000	92,273	548,398	6.3	165,267
2021	1,069,320	95,200,000	89,029	537,620	5.9	160,564

#### 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)
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	515,140	4.0	132,667
2020	909,612	49,296,368	54,195	503,509	7.9	135,962
2021	n.a.	n. a.	n. a.	n. a.	n.a	n.a.

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

(1) Source: Data for 2012-2021 estimated by the Montgomery County, Department of Finance

(2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2021 is not currently available for Prince George's County)

(3) Source: Data for 2012-2021 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 2012-2021 estimated by the Montgomery County, Department of Finance

(8) Source: Data for 2012-2020 are estimates derived by the Prince George's County Department of Finance from the U.S.

Bureau of the Census. Estimates for 2021 are not available

Data for 2021 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 2021. Prince George's County data for 2020 is an estimate

(10) Source: www.mdreportcard.org, 2020 for Prince George's County. Estimates for 2021 are not available.



# Montgomery County Appendices – Historical Data

## MONTGOMERY COUNTY TAX RATES BY FUND: FY09 THRU FY23

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<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</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 ADOPTED</u>	Real	0.0174	0.0476	0.0080	0.0010	0.0740
	Personal	0.0435	0.1190	0.0200	0.0025	0.1850
<u>FY23 PROPOSED</u>	Real	0.0196	0.0545	0.0080	0.0010	0.0831
	Personal	0.0490	0.1363	0.0200	0.0025	0.2078

NOTE: Rates are per \$100 of assessed valuation



# Montgomery County Appendices – Historical Data

## MONTGOMERY COUNTY REVENUES BY FUND: FY09 THRU FY23

<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>			
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	\$9,281,155	\$4,723,100	\$152,031,530
FY21	\$32,461,489	\$115,919,248	\$2,079,346	\$6,892,400	\$4,918,656	\$162,271,139
FY22 ADOPTED	\$32,916,904	\$111,930,580	\$2,137,916	\$12,588,055	\$5,931,793	\$165,505,248
FY23 PROPOSED	\$38,032,600	\$128,158,918	\$2,193,100	\$12,543,686	\$6,107,056	\$187,035,360

\* Park includes Property Management Fund



# Montgomery County Appendices – Historical Data

## MONTGOMERY COUNTY EXPENDITURES BY FUND: FY09 THRU FY23

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK *</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	\$32,438,578	\$104,935,668	\$2,014,990	\$9,409,636	\$6,334,676	\$155,133,548
FY21	\$30,613,872	\$118,388,870	\$2,079,346	\$7,911,658	\$5,933,657	\$164,927,403
FY22 ADOPTED**	\$35,953,436	\$121,839,655	\$2,125,166	\$10,965,938	\$7,052,119	\$177,936,314
FY23 PROPOSED**	\$39,084,801	\$131,359,867	\$2,193,100	\$10,613,078	\$7,330,040	\$190,580,886

\* Park includes Property Management Fund

\*\* Includes Reserves for Administration & Park Funds



# Montgomery County Appendices – Historical Data

## MONTGOMERY COUNTY WORKYEARS BY FUND: FY09 THRU FY23

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	187.39	764.50	121.80	38.25	1,111.94
FY22 ADOPTED	191.10	772.60	121.30	38.25	1,123.25
FY23 PROPOSED	190.48	785.00	121.10	37.80	1,134.38

\* Park includes Property Management Fund



# Montgomery County Appendices - Pay Schedules

## The Maryland-National Capital Park and Planning Commission General Service Pay Schedule Effective July 11, 2021

<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
<b>10</b>	\$30,192 \$14.5154	\$43,182 \$20.7606	\$56,172 \$27.0058
<b>12</b>	\$33,920 \$16.3077	\$46,997 \$22.5947	\$60,073 \$28.8813
<b>14</b>	\$37,529 \$18.0428	\$51,998 \$24.9990	\$66,466 \$31.9548
<b>16</b>	\$42,112 \$20.2462	\$58,347 \$28.0514	\$74,582 \$35.8567
<b>18</b>	\$47,692 \$22.9288	\$66,078 \$31.7683	\$84,463 \$40.6072
<b>20</b>	\$50,076 \$24.0750	\$69,382 \$33.3567	\$88,688 \$42.6385
<b>22</b>	\$54,066 \$25.9933	\$74,911 \$36.0149	\$95,755 \$46.0361
<b>24</b>	\$56,769 \$27.2928	\$78,654 \$37.8144	\$100,538 \$48.3356
<b>26</b>	\$61,231 \$29.4380	\$84,943 \$40.8380	\$108,654 \$52.2375
<b>28</b>	\$65,328 \$31.4077	\$91,580 \$44.0288	\$117,831 \$56.6495
<b>30</b>	\$71,266 \$34.2625	\$99,908 \$48.0327	\$128,550 \$61.8029
<b>32</b>	\$79,161 \$38.0582	\$109,640 \$52.7115	\$140,118 \$67.3644
<b>34</b>	\$85,345 \$41.0313	\$118,247 \$56.8495	\$151,149 \$72.6678
<b>36</b>	\$94,432 \$45.4000	\$130,839 \$62.9034	\$167,245 \$80.4063
<b>38</b>	\$103,518 \$49.7683	\$143,429 \$68.9563	\$183,339 \$88.1438
<b>40</b>	\$113,869 \$54.7447	\$153,187 \$73.6476	\$192,505 \$92.5505

Approved by the Commission  
September 15, 2021



# Montgomery County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Service/Labor Bargaining Unit Pay Schedule**  
**Effective July 11, 2021**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$26,968 \$12.9654	\$37,366 \$17.9644	\$47,764 \$22.9635	\$49,317 \$23.7101
HL2	\$30,118 \$14.4798	\$43,076 \$20.7096	\$56,034 \$26.9394	\$57,855 \$27.8149
HL3/HL4	\$33,838 \$16.2683	\$46,883 \$22.5399	\$59,929 \$28.8120	\$61,876 \$29.7481
HL5/HL6	\$37,438 \$17.9990	\$51,872 \$24.9385	\$66,306 \$31.8779	\$68,461 \$32.9139
HL7	\$42,010 \$20.1971	\$58,206 \$27.9837	\$74,402 \$35.7702	\$76,820 \$36.9327

**Approved by the Commission**  
**September 15, 2021**





# Montgomery County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Office/Clerical Bargaining Unit Pay Schedule**  
**Effective July 11, 2021**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$27,048 \$13.0038	\$37,476 \$18.0173	\$47,904 \$23.0308	\$49,461 \$23.7793
HC2	\$28,892 \$13.8904	\$40,031 \$19.2457	\$51,169 \$24.6005	\$52,832 \$25.4000
HC3	\$30,206 \$14.5221	\$43,203 \$20.7707	\$56,199 \$27.0188	\$58,026 \$27.8971
HC4	\$33,937 \$16.3159	\$47,019 \$22.6053	\$60,101 \$28.8947	\$62,055 \$29.8341
HC5	\$37,549 \$18.0524	\$52,025 \$25.0120	\$66,502 \$31.9721	\$68,663 \$33.0111
HC6	\$42,133 \$20.2563	\$58,377 \$28.0659	\$74,621 \$35.8755	\$77,047 \$37.0418

**Approved by the Commission**  
**September 15, 2021**



# Montgomery County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Trades Bargaining Unit Pay Schedule  
Effective July 11, 2021**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$28,892 \$13.8904	\$40,031 \$19.2457	\$51,169 \$24.6005	\$52,832 \$25.4000
HT2	\$33,937 \$16.3159	\$47,019 \$22.6053	\$60,101 \$28.8947	\$62,055 \$29.8341
HT3	\$37,549 \$18.0524	\$52,024 \$25.0115	\$66,500 \$31.9712	\$68,661 \$33.0101
HT4	\$42,133 \$20.2563	\$58,377 \$28.0659	\$74,621 \$35.8755	\$77,047 \$37.0418

**Approved by the Commission  
September 15, 2021**



# Montgomery County Appendices – Pay Schedules

## The Maryland-National Capital Park and Planning Commission FOP Park Police

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
P02 (annual)	\$53,501	\$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	\$86,607		
(hourly)	\$25,7216	\$26,6240	\$27,5563	\$28,5207	\$29,5168	\$30,5519	\$31,6202	\$32,7269	\$33,8712	\$35,0596	\$36,2870	\$37,5543	\$38,8692	\$40,2298	\$41,6380		
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	\$90,937	
(hourly)	\$25,7111	\$27,0087	\$27,9553	\$28,9375	\$29,9462	\$30,9909	\$32,0788	\$33,2010	\$34,3654	\$35,5668	\$36,8115	\$38,1019	\$39,4361	\$40,8130	\$42,2413	\$43,7197	
P04 (annual)	\$56,153	\$58,985	\$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	\$95,488	
(hourly)	\$26,9966	\$28,3582	\$29,3538	\$30,3803	\$31,4423	\$32,5438	\$33,6817	\$34,8601	\$36,0822	\$37,3423	\$38,6514	\$40,0048	\$41,4038	\$42,8543	\$44,3553	\$45,9077	
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	\$105,269	\$108,953
(hourly)	\$29,7630	\$31,2683	\$32,3611	\$33,4942	\$34,6649	\$35,8788	\$37,1346	\$38,4361	\$39,7817	\$41,1726	\$42,6149	\$44,1082	\$45,6486	\$47,2466	\$48,9986	\$50,6101	\$52,3813
<b>Rank</b>	<b>ASI 1*</b>	<b>ASI 2**</b>															
	(3.5%)	(3.5%)															
P02 (annual)	\$89,638	\$92,775															
(hourly)	\$43,0952	\$44,6034															
P03 (annual)	\$94,120	\$97,414															
(hourly)	\$45,2500	\$46,8337															
P04 (annual)	\$98,830	\$102,289															
(hourly)	\$47,5144	\$49,1774															
P05 (annual)	\$112,766	\$116,713															
(hourly)	\$54,2144	\$56,1120															

\*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

\*\*ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Approved by the Commission  
June 16, 2021



**Montgomery County  
Appendices – Pay Schedules**

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**Park Police Command Officers  
Effective July 11, 2021**

<u>Title</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Lieutenant [P06]	(annual)	\$72,524	\$100,156	\$127,788
	(hourly)	\$ 34.8673	\$ 48.1519	\$ 61.4365
Captain [P07]	(annual)	\$83,907	\$115,871	\$147,834
	(hourly)	\$40.3399	\$55.7072	\$71.0740
Commander [P09]	(annual)	\$102,501	\$136,082	\$169,663
	(hourly)	\$ 49.2793	\$ 65.4240	\$ 81.5688

**Officer Candidate Pay Scale  
Effective July 11, 2021**

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

**Approved by the Commission  
September 15, 2021**



**Montgomery County  
 Appendices – Pay Schedules**

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**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
 Special Salary Range Pay Schedule for Select Career IT Positions ONLY  
 Effective July 11, 2021**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<b>EGT</b>	\$50,076 \$24.0750	\$69,382 \$33.3567	\$88,688 \$42.6385
<b>EHT</b>	\$56,769 \$27.2928	\$78,654 \$37.8144	\$100,538 \$48.3356
<b>EIT</b>	\$64,290 \$30.9087	\$89,188 \$42.8788	\$114,086 \$54.8490
<b>EJT</b>	\$77,681 \$37.3466	\$108,900 \$52.3558	\$140,118 \$67.3644

<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  
 September 15, 2021**



# Montgomery County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Seasonal/Intermittent Pay Schedule**  
**Effective January 1, 2022**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
PFA I (920) and RC/Instructor I (950)	S1	\$15.0000	\$15.2625	\$15.5250
PFA II (921)	S2	\$15.0000	\$15.2625	\$15.5250
PFA III (922)	S3	\$15.0000	\$15.2625	\$15.5250
PFMA I (930) and RC/Instructor II (951)	S4	\$15.0000	\$15.2625	\$15.5250
PFMA II (931)	S5	\$15.0000	\$15.5000	\$16.0000
PFMA III (932)	S7	\$15.0000	\$15.9000	\$16.8000
Call Center/Help Desk Rep 1 - 936 and RC/Instructor III (9	S8	\$15.0000	\$16.3250	\$17.6500
Not in Use	S10	\$15.0000	\$16.7750	\$18.5500
Intern I, Playground Manager and RC/Instructor IV (953)	S11	\$15.0000	\$17.5250	\$20.0500
Call Center/Help Desk Rep 2 (937)	S12	\$15.0000	\$18.3250	\$21.6500
Intern II, Call Center-Help Desk Rep 3 (938) and RC/Instructor V (954)	S13	\$15.2514	\$19.4455	\$23.6396
Not in Use	S14	\$17.5395	\$22.3632	\$27.1869
Camp Health Supv (941) and RC/Instructor VI (955)	S15	\$20.1711	\$25.7179	\$31.2647

**Approved by the Commission**  
**September 15, 2021**



# Montgomery County Appendices – Pay Schedules

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**The Maryland-National Capital Park and Planning Commission  
Aquatics Seasonal/Intermittent Pay Schedule  
Effective January 1, 2022**

	<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	\$15.00	\$15.00	\$15.00	\$15.00
906 - Shallow Water Lifeguard	AQ3	\$15.00	\$15.00	\$15.00	\$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  
September 15, 2021



# Montgomery County Appendices – Pay Schedules

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**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Specialty Services Pay Schedule**  
**Effective January 1, 2022**

	<b><u>GRADE</u></b>	<b><u>MINIMUM</u></b>	<b><u>MIDPOINT</u></b>	<b><u>MAXIMUM</u></b>
Spec Svcs Instructor 1	SS1	\$15.0000	\$18.5000	\$22.0000
Spec Svcs Instructor 2	SS2	\$15.0000	\$21.0000	\$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

**Approved by the Commission**  
**September 15, 2021**





# Montgomery County Appendices – Pay Schedules

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**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Tennis Instructor Pay Schedule**  
**Effective January 1, 2022**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$15.0000	\$16.0250	\$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**  
**September 15, 2021**

