

The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget Fiscal Year 2024

Montgomery County

The Maryland-National Capital Park and Planning
Commission

www.mncppc.org

Proposed Annual Budget
Fiscal Year 2024

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Jeff Zyontz, Vice-Chairman of the Commission

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Gavin Cohen, Secretary-Treasurer
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Director of Planning

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For the Fiscal Year Beginning

July 01, 2022

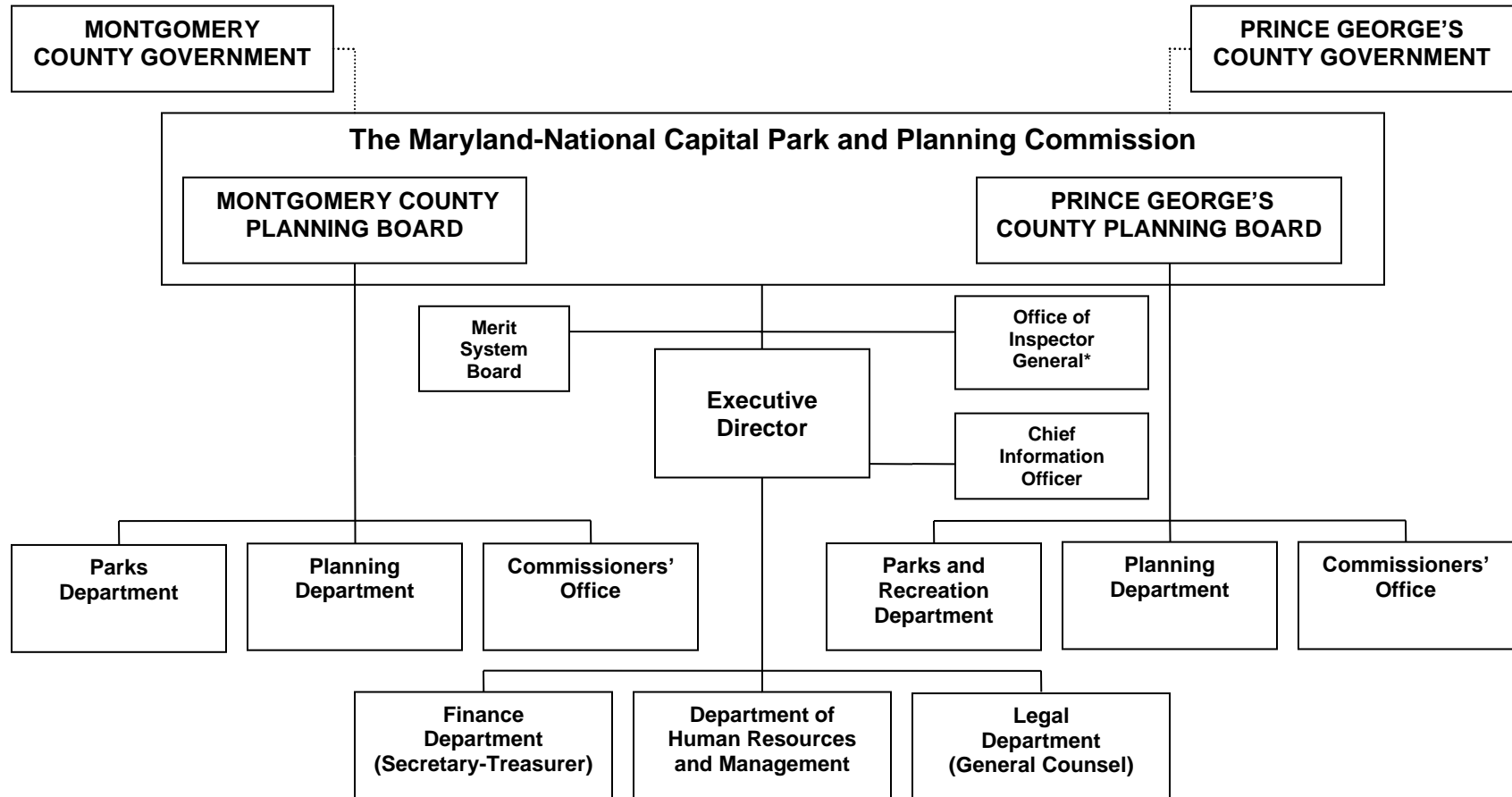
Christopher P. Morill

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, 2022. 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 2024
Montgomery County**

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January 15, 2023

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

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

Dear Mr. Elrich and Mr. Glass:

The Montgomery County Planning Board is pleased to transmit the FY24 proposed budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County in compliance with §18-104 of the Land Use Article of the Annotated Code of Maryland. 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 of 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, Maryland Sustainable Growth Award from the Maryland Office of Planning for the Complete Street Design Guide, and a NAIOP award for our Wheaton Headquarters. In 2022, the Planning Department received the American Planning Association, National Capital Area Chapter's Leadership in Planning Award for Community Outreach and Engagement for equitable engagement for the Thrive Montgomery 2050 plan.

The FY24 Proposed Budget includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels. The FY24 proposed budget includes increases related to personnel costs, necessary planning studies, critical equipment investments, programmatic, legislative, maintenance, and essential service needs.



The FY24 proposed tax-supported operating budget is \$179.2 million. This is \$15.0 million more than the FY23 adopted budget, a 9.1 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 \$207.1 million, an increase of \$16.5 million or 8.6 percent from the FY23 adopted budget.

**Summary of FY24 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY23 Adjusted Adopted	FY24 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 37,497,076	\$ 42,678,487	\$ 5,181,411	13.8%
Park (2)	124,446,478	134,266,824	9,820,346	7.9%
ALA Debt	2,197,763	2,211,100	13,337	0.6%
Subtotal Tax Supported	164,141,317	179,156,411	15,015,094	9.1%
Enterprise	10,613,078	10,833,205	220,127	2.1%
Property Management	1,737,800	1,757,600	19,800	1.1%
Special Revenue	7,330,040	7,940,988	610,948	8.3%
Park Debt	6,862,019	7,455,062	593,043	8.6%
Total Montgomery	\$ 190,684,254	\$ 207,143,266	\$ 16,459,012	8.6%

(1) Includes transfer to Special Revenue Fund

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

The FY24 proposed budget will require tax rate increases in the real and personal property tax rates for both the Administration Fund and the Park Fund in order to provide sufficient revenues.

Costs continue to grow at a higher rate than the tax base. National Pollutant Discharge Elimination System (NPDES), 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 95 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 9.3 percent.



**Summary of FY24 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>
FY23 Adopted Budget	\$ 161,943,554	
<i>FY24 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
Compensation Annualization	478,552	
Health Insurance	2,215,612	
Retirement	1,087,317	
OPEB	(216,306)	
Employee Compensation Marker	6,859,816	
Reclassification Marker	-	
Minimum Wage Marker	(17,705)	
Salary Lapse	(1,542,649)	
Subtotal Major Personnel Changes	8,864,637	5.5%
<u>Major Non-Personnel Cost Changes</u>		
Transfer to Debt Service	593,043	
Transfer to Development Review	-	
One Time Reductions	(640,000)	
Park- NPDES	241,183	
OBI (non-NPDES)	461,407	
Operating Major Known Commitments	2,287,496	
Subtotal Major NonPersonnel Changes	2,943,129	1.8%
<u>Critical Needs and Program Enhancements</u>		
Commissioners' Office	151,267	
Planning	1,153,469	
Parks	1,184,068	
DHRM	300,961	
Finance	191,622	
Legal	68,076	
Inspector General	-	
Corporate IT	144,528	
Subtotal Critical Needs and Program Enhancements	3,193,991	2.0%
	15,001,757	9.3%
Total Changes	15,001,757	9.3%
TOTAL FY24 Proposed Budget	\$ 176,945,311	9.3%



OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission’s proposed FY24 budget includes increases for major known commitments, investments in key operational areas, and seeks to maintain service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY24:

- Medical Insurance and Benefit Costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the current actuarial study;
- Full funding of pension contribution as determined by the current 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 \$9.9 million, mostly due to the increased employee compensation marker, pension and health insurance costs.

**FY24 Proposed Budget
 Summary of Changes in Major Personnel Costs
 Montgomery County Administration Fund and Park Fund**

	FY23 Adjusted Adopted	FY24 Proposed	\$ Change	% Change
OPEB				
OPEB PayGo & Prefunding	\$ 8,573,900	\$ 8,357,594	\$ (216,306)	-2.5%
Pension (ERS)				
Pension (ERS)	10,260,955	11,348,272	1,087,317	10.6%
Health and Benefits(1)				
Employee Health Benefits	16,845,570	19,061,182	2,215,612	13.2%
Subtotal Personnel Costs	<u>\$ 35,680,425</u>	<u>\$ 38,767,048</u>	<u>\$ 3,086,623</u>	<u>8.7%</u>
Employee Compensation				
Marker for Changes to Employee Comp.		6,859,816	6,859,816	-
Marker for Possible Reclassifications	1,314,645	1,314,645	-	0.0%
Marker for Minimum Wage Increase	17,705	-	(17,705)	-100.0%
Total Major Personnel Costs			<u>\$ 9,928,734</u>	

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

The compensation marker represents the largest cost increase, followed by the increased cost for health insurance.



The net change for total OPEB costs is a \$216,000 decrease or 2.5 percent less than the FY23 adopted budget. Total OPEB funding is \$8.4 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension costs are increasing by 10.6 percent in FY24. This represents an increased cost of \$1.1 million over the FY23 adopted budget. Health insurance and benefit costs are projected to increase by 13.2 percent in FY24, or \$2.2 million over the FY23 adopted budget.

Employee compensation includes a compensation adjustment marker of \$6.9 million in the General Fund. The Commission will be in a wage and benefit re-opener with the Municipal and County Government Employees Organization (MCGEO) and full contract negotiations with 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 (\$1.3 million).

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

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$3.2 million to address critical maintenance, equipment, and essential service needs. Each department’s budget sections provide detailed information on how this increased investment is proposed to be used. The following is a summary of the requests by department.

Fund	Department	Critical Needs and Program Enhancements
Administration	Planning	\$ 1,153,469
Administration	Commissioners' Office	151,267
Administration	DHRM	300,961
Administration	Legal	68,076
Administration	Finance	191,622
Administration	Inspector General	-
Administration	Corporate IT	144,528
Park	Parks	1,184,068
Total		\$ 3,193,991



Summary of FY24 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY24 proposed budget to the FY23 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.

M-NCPPC				
Summary of FY24 Proposed Budget General Fund Accounts				
By Fund by Department (excludes reserves)				
	FY23			
	Adjusted	FY24	\$	%
	Adopted	Proposed	Change	Change
Montgomery				
Administration Fund				
Commissioners' Office	\$ 1,165,381	\$ 1,386,299	\$ 220,918	19.0%
Planning Department Operating	22,998,401	24,776,915	1,778,514	7.7%
CAS Departments	9,982,355	11,436,331	1,453,976	14.6%
Transfer to Development Review	500,000	500,000	-	0.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	2,700,939	4,428,942	1,728,003	64.0%
Subtotal Admin Fund	37,497,076	42,678,487	5,181,411	13.8%
Park Fund				
Park Department Operating	109,353,499	114,114,058	4,760,559	4.4%
Transfer to Debt Service	6,572,019	7,165,062	593,043	9.0%
Transfer to Capital Projects	450,000	450,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	7,670,960	12,137,704	4,466,744	58.2%
Subtotal Park Operating	124,446,478	134,266,824	9,820,346	7.9%
Montgomery Operating Subtotal	161,943,554	176,945,311	15,001,757	9.3%
Property Management	1,737,800	1,757,600	19,800	1.1%
Montgomery General Fund Total	\$ 163,681,354	\$ 178,702,911	\$ 15,021,557	9.2%

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

PROGRAM HIGHLIGHTS

We are committed to an FY24 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 FY24 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. The Parks, Recreation and Open Space (PROS) Master Plan guides future development and management of the park system. This plan gets updated every five years, and the department recently completed the 2022 PROS update. This plan focuses on the key purposes of parks as encouraging physical activity, facilitating social interaction, and protecting the environment.

The Department's FY24 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 FY24 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;
- Expanding Park activation;
- Improving customer service;
- Maintaining and improving existing equipment, facilities and services; and
- Improving Social equity.

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 FY24 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 FY24 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

One-Time funding requests:

- Randolph Road Corridor Study
- Germantown Employment Corridor Check In
- Thrive Montgomery 2050 Implementation Metrics
- Curbside Management Project
- The Great Seneca Plan – Urban Design Guidelines and Streetscape Standards
- Burial Sites Context Survey
- Regional Travel Demand Model and Transportation Network Database Management Tools
- Redlining Segregation Mapping Project

On-going funding requests:

- Americans with Disabilities Compliance
- Funding a previously frozen position and adding four new positions to enhance programs in Adequate Public Facilities, Forest Conservation, Downcounty Planning, Transportation Data Management, and Visual Media and Imaging.

Central Administrative Services (CAS)

For FY24, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- For the Department of Human Resources and Management – seven new career positions are proposed:
 - In the Human Resources Division
 - Three recruiters
 - One HR specialist for the Labor and Employee Relations team
 - In the Corporate Policy and Management Division
 - One Supplier Diversity specialist
 - One Performance Management analyst
 - In the Risk Management Office (funded by the ISF)
 - One Occupational Safety and Health specialist



- For the Finance Department – in addition to unfreezing two existing positions, one new Corporate Applications analyst is proposed
- For the Legal Department:
 - One new Senior Compliance Counsel position
- For the Corporate IT Division of the Office of the CIO:
 - One Web Systems specialist position
 - One Cyber Security specialist position

Commissioners’ Office

The role of the Commissioners’ Office staff is to support the Chair and Planning Board Commissioners 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 FY24 Proposed Budget for the Commissioners’ Office includes:

- Increased funding for staff and Planning Board Commissioner training;
- A new Public Affairs Specialist position; and
- Funding for a summer seasonal intern.

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 FY24 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 FY24 Proposed Budget reflects a total tax rate for property tax supported funds of 8.92 cents real property and 22.31 cents personal property. The breakdown by fund is:

- Administration Fund: 2.19 cents real and 5.48 cents personal, an increase of 0.29 and 0.73, respectively;
- Park Fund: 6.63 cents real and 16.58 cents personal, an increase of 0.51 and 1.28, 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 FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ADOPTED FY19	ADOPTED FY20	ADOPTED FY21	ADOPTED FY22	ADOPTED FY23	PROPOSED FY24
Administration Fund											
Real	1.80	1.70	1.80	1.70	1.72	1.56	1.70	1.76	1.74	1.90	2.19
Personal	4.50	4.25	4.50	4.25	4.30	3.90	4.25	4.40	4.35	4.75	5.48
Park Fund											
Real	5.30	5.60	5.52	5.48	5.54	5.30	5.60	6.00	5.56	6.12	6.63
Personal	13.25	14.00	13.80	13.70	13.85	13.25	14.00	15.00	13.90	16.58	16.58
Advance Land Acquisition Fund											
Real	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Personal	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)											
Real	7.20	7.40	7.42	7.28	7.36	6.96	7.40	7.86	7.40	8.12	8.92
Personal	18.00	18.50	18.55	18.20	18.40	17.40	18.50	19.65	18.50	21.58	22.31

CONCLUSION

The Proposed FY24 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.

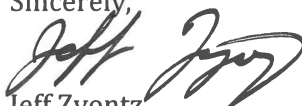
Sincerely,

 Jeff Zyontz
 Chair



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One Commission Mission

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

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

Strategic Focus

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



Montgomery County Overview - Budget Guide

BUDGET GUIDE

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

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

BUDGET STRUCTURE AND CONTENT

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

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

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

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

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

Background and Policies provide the following information:

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

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY24 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.

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



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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 2023 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 FY23 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 2024 are included:

- Commission Summary of FY24 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY22 and Budgeted Use of Fund Balance/Net Position for FY23 and FY24;
- Montgomery County FY24 Proposed Budget Summary - Fund Summary by Department and by Division;
- Montgomery County FY24 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$213,934,213;
- Montgomery County FY24 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$212,208,266;
- Montgomery County FY24 Proposed Budget Expenditure Summary by Major Object;
- Montgomery County FY24 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$212,208,266;
- 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 FY15 Actual to FY24 Proposed;
- Montgomery County Ending Fund Balance General Fund Accounts FY15 Actual to FY24 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Montgomery County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Property Management Subfund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position;
- Montgomery County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;



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- 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



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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 FY24 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



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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



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initiative, or at the request of the Commission, and only after receipt of recommendations from the County Executive and public hearings.

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

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 expense limitation but requires that increasing expenses are offset by increasing revenues. For example, if increased participation in ice rinks generates more revenue, additional maintenance expenses 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.

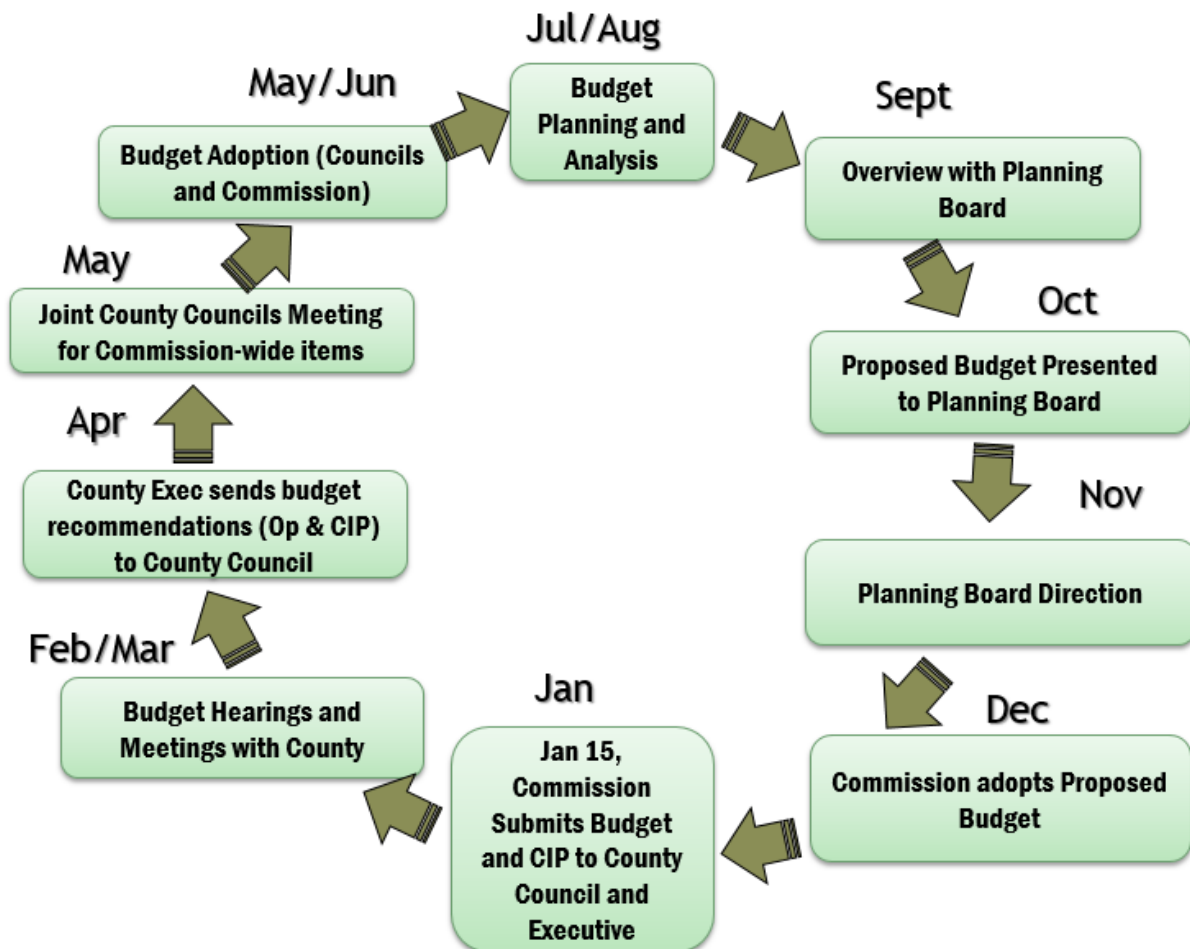


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The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.

Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2022
• Budget Overview with Planning Board	September to November 2022
• Staff Develops Budget	September to November 2022
• Planning Board Work Sessions	September to December 2022
• Commission Approves Proposed Budget	December 21, 2022
• Staff Produce Proposed Budget Book	December 2022 to January 2023
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2023
• County Executive Makes Recommendations	January 15 to March 1, 2023
• County Council Holds Public Hearings	April 2023
• County Council Reviews Budget	April 2023
• County Councils Meet Jointly	May 2023
• County Councils Adopt Budget	By June 1, 2023
• Commission Adopts Budget Resolution	June 21, 2023



Montgomery County

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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 2.01 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 192 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 eleven members, four of whom are elected by all voters in the county (at large). The remaining seven Council members are each elected from one of seven Councilmanic districts.

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

THE RESIDENTS WE SERVE

With an estimated population of 1,054,827 as of July 1, 2021, 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 57.8 percent of the population; 20.1 percent of residents are Hispanic or Latino; 20.4 percent



Montgomery County Overview – Background

are black or African American; 16.0 percent are Asian; and 42.2 percent are non-Hispanic white. About 32.2 percent are foreign born, compared to the state of Maryland which shows about 15.4 percent. According to the United States Census Bureau, of the population above age 5, over 41.5 percent speak a language other than English at home. This is substantially greater than it is statewide (19.5 percent).

Over the past four decades, the median age of the county's population has matured from 30 in 1970 to 39.4 in 2020 with the maturing of baby boomers and improving life expectancy of the U.S. population. About 22.9 percent of the population is under 18 years old and another 16.6 percent is age 65 or older. Student enrollment in public grades K-12 was 160,554 during the 2022-2023 school year. In Montgomery County, one of the most highly educated counties in the nation, 59.8 percent of adults age 25 and over have at least a bachelor's degree. Only 8.8 percent did not graduate from high school.

Based on the Census Bureau, the 2021 median household income was \$117,345 compared to the state median household income of \$91,431. The median value of owner-occupied housing units between 2017 and 2021 in Montgomery County was \$508,600 compared to the state median of \$338,500.

CUSTOMER DEFINITION AND FOCUS

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

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

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

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



Montgomery County Overview – Background

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 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.



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Overview – Background

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

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 FY24, 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 policy 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



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Overview – Policies

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

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

INVESTMENT POLICY

The Commission 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

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

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

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

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission’s FY24 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 FY24 assessable base (both real and personal) projected to grow by 1.34 percent next year. The remaining 5 percent of General Fund revenues are projected to increase by 7.9 percent in FY24 due primarily to increased program charges, rental/concession fees and Water Quality Protection funds from the County.

Property Tax Revenue and Tax Rates

To provide sufficient revenues, the FY24 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 FY23 Adopted Budget.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$16.4 million or 10.6 percent in FY24 to \$171.0 million.

The FY24 Proposed Budget reflects a total tax rate for property tax supported funds of 8.92 cents real property and 22.31 cents personal property. The breakdown by fund is:

- Administration Fund: 2.19 cents real and 5.48 cents personal, an increase of 0.29 and 0.73, respectively;
- Park Fund: 6.63 cents real and 16.58 cents personal, an increase of 0.51 and 1.28, 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. Continuing to show recovery 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 \$3.7 million in FY24, a 10.7 percent increase from the FY23 budget.

The Planning Board continues to review the Commission’s fee schedules with the objective of generating fee revenue to lessen the burden on taxpayers, while maintaining programs that are



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affordable and desirable. FY24 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. In past years, bank fees have been netted against interest revenue. They are now being shown separately as an expenditure.

Total General Fund interest income for FY24 is proposed at \$20,000, a slight increase over the FY23 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 FY24 Proposed Budget includes \$449,505 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 \$4,138,538. This is a total increase of 6.1 percent from FY23. 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 FY24, total Enterprise Fund revenues are proposed at \$12.6 million and expenses at \$10.8 million. Not only does the Enterprise Fund budget no longer depend on a subsidy from the Park Fund, but fund balance is also being accumulated for future capital projects.

EXPENDITURES

The Commission is putting forth a budget for FY24 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 FY24:

- Medical Insurance and Benefit Costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the current actuarial study;
- Full funding of pension contribution as determined by the current 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 \$9.9 million, mostly due to increased employee compensation markers and health and benefit costs.



Montgomery County Overview – Budget Issues

Exhibit 1

**FY24 Proposed Budget
Summary of Changes in Major Personnel Costs
Montgomery County Administration Fund and Park Fund**

	FY23 Adjusted Adopted	FY24 Proposed	\$ Change	% Change
OPEB				
OPEB PayGo & Prefunding	\$ 8,573,900	\$ 8,357,594	\$ (216,306)	-2.5%
Pension (ERS)				
Pension (ERS)	10,260,955	11,348,272	1,087,317	10.6%
Health and Benefits(1)				
Employee Health Benefits	16,845,570	19,061,182	2,215,612	13.2%
Subtotal Personnel Costs	<u>\$ 35,680,425</u>	<u>\$ 38,767,048</u>	<u>\$ 3,086,623</u>	<u>8.7%</u>
Employee Compensation				
Marker for Changes to Employee Comp.		6,859,816	6,859,816	-
Marker for Possible Reclassifications	1,314,645	1,314,645	-	0.0%
Marker for Minimum Wage Increase	17,705	-	(17,705)	-100.0%
Total Major Personnel Costs			<u>\$ 9,928,734</u>	

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

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

OPEB

OPEB costs for FY24 have been determined by the actuary. The net change for total OPEB costs is a \$216,000 decrease or 2.5 percent less than the FY23 adopted budget.

Total OPEB funding is \$8.4 million. At this level of funding, we continue to be essentially at full funding of the annual determined contribution.

Pension (ERS)

As determined by the actuary, pension costs are increasing by 10.6 percent in FY24. This represents an increased cost of \$1.1 million over the FY23 adopted budget.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 13.2 percent in FY24, for an increased cost of \$2.2 million over the FY23 adopted budget.

Employee Compensation

The Commission's FY24 budget includes a compensation adjustment marker of \$6.9 million in the General Fund. The Commission will be in a wage and benefit re-opener with the Municipal and County Government Employees Organization (MCGEO) and in full contract negotiations with the



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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 (\$1.3 million).

Total expenditures for tax supported funds in the FY24 Proposed Budget (excluding reserves) are \$179.2 million, a 9.1 percent increase over FY23. The total FY24 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 \$207.1 million, 8.6 percent higher than the FY23 budget. Exhibit 2 provides a comparative total funds summary.

Exhibit 2

Summary of FY24 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)

	FY23			
	Adjusted Adopted	FY24 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 37,497,076	\$ 42,678,487	\$ 5,181,411	13.8%
Park (2)	124,446,478	134,266,824	9,820,346	7.9%
ALA Debt	2,197,763	2,211,100	13,337	0.6%
Subtotal Tax Supported	164,141,317	179,156,411	15,015,094	9.1%
Enterprise	10,613,078	10,833,205	220,127	2.1%
Property Management	1,737,800	1,757,600	19,800	1.1%
Special Revenue	7,330,040	7,940,988	610,948	8.3%
Park Debt	6,862,019	7,455,062	593,043	8.6%
Total Montgomery	\$ 190,684,254	\$ 207,143,266	\$ 16,459,012	8.6%

(1) Includes transfer to Special Revenue Fund

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

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

One of the primary objectives in the FY24 proposed budget is to meet core public service needs in the present and future. Included in the funding levels of the Administration Fund and the Park Fund is a funding request of \$3.2 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 the quality and playability of ballfields; to maintain and improve existing equipment, facilities and services; to improve customer service; to expand park activation; and to improve social equity. In the Planning Department, new initiatives include various planning studies and analyses; and additional staff to accomplish these. For the Commissioners’ Office, funding is included for staff and Planning Board training; for a new Public Affairs position; and a summer seasonal intern. For Human Resources and Management, it is seven additional positions – to assist in recruitment, labor relations, performance management, risk management and our supplier diversity program; for Finance, it is one new position and funding for two frozen positions to assist in corporate applications and departmental management; for the Legal Department, one new Senior Compliance Counsel; and for the Corporate IT Division of the Office of the CIO, two positions addressing web systems and cyber security. Each department’s budget section provides detailed information on



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how this increased investment will be used. Below is a summary of the investment by department.

Fund	Department	Critical Needs and Program Enhancements	
Administration	Planning	\$	1,153,469
Administration	Commissioners' Office		151,267
Administration	DHRM		300,961
Administration	Legal		68,076
Administration	Finance		191,622
Administration	Inspector General		-
Administration	Corporate IT		144,528
Park	Parks		1,184,068
Total		\$	3,193,991

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 FY22, the Commission had \$2.3 million in fund balance in the Administration Fund and \$5.1 million in fund balance in the Park Fund. Based on current estimates, which reflect the budgeted use of a portion of these balances in FY23, \$1.8 million in the Administration Fund and \$4.3 million in the Park Fund is expected going into FY24. 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 FY24 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 FY24 are projected to be \$600,117 in the Administration Fund and \$1,433,426 in the Park Fund (not including \$489,353 in the Property Management subfund).

DEBT

Debt Service in the Park Fund is proposed to be \$7.2 million in FY24. Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$123,600, in FY24, as part of the continuing debt service repayment. Tax rates for the ALA debt service fund are proposed without change from the FY23 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, 2022 is estimated at \$1.91 billion. This represents the excess of anticipated tax revenue from the mandatory 9 cents personal property and



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3.6 cents real property tax available during the next 30 years over the debt service on the \$69.4 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 again funded in FY22 and FY23 is requested to continue in FY24.



FY24 Proposed Budget
Fiscal and Budget Summary Schedules



COMMISSION SUMMARY
Summary of Changes in Actual Fund Balance/Net Position for FY22 and Budgeted Use of Fund Balance/Net Position for FY23 and FY24

	Prince George's County			Montgomery County			Total Commission		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed
Governmental Funds:									
Administration Fund	11,006,216	(1,429,816)	(1,361,941)	(2,189,037)	(1,637,670)	(1,221,882)	8,817,179	(3,067,486)	(2,583,823)
Park Fund	(5,065,898)	(70,500,476)	1,151,746	(9,662,031)	(4,152,562)	(2,905,985)	(14,727,929)	(74,653,038)	(1,754,239)
Recreation Fund	2,764,650	(68,556,323)	(2,163,501)	-	-	-	2,764,650	(68,556,323)	(2,163,501)
General Funds Total	8,704,968	(140,486,615)	(2,373,696)	(11,851,068)	(5,790,232)	(4,127,867)	(3,146,100)	(146,276,847)	(6,501,563)
ALA Debt Service Fund	10	-	-	(2,124)	-	-	(2,114)	-	-
Tax Supported Funds Total	8,704,978	(140,486,615)	(2,373,696)	(11,853,192)	(5,790,232)	(4,127,867)	(3,148,214)	(146,276,847)	(6,501,563)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(3,685)	-	(200,000)	(3,685)	-	(200,000)
Capital Projects Fund	45,955,288	-	-	(2,735,166)	-	-	43,220,122	-	-
Special Revenue Funds	808,523	(64,500)	(64,500)	885,503	(1,222,984)	(1,129,725)	1,694,026	(1,287,484)	(1,194,225)
Governmental Funds Total	55,468,789	(140,551,115)	(2,438,196)	(13,706,540)	(7,013,216)	(5,457,592)	41,762,249	(147,564,331)	(7,895,788)
Proprietary Funds:									
Enterprise Fund	(2,930,107)	-	(345,204)	3,257,072	1,930,608	1,725,947	326,965	1,930,608	1,380,743
Risk Management Fund	1,813,083	(1,037,267)	(1,420,120)	751,768	(474,566)	(605,820)	2,564,851	(1,511,833)	(2,025,940)
Capital Equipment Fund	(509,366)	(1,205)	79,335	967,980	(2,548,314)	(2,265,422)	458,614	(2,549,519)	(2,186,087)
Wheaton Headquarters Bldg Fund	-	-	-	(4,372,823)	-	-	(4,372,823)	-	-
CIO Fund	27,817	-	(24,119)	25,081	-	(19,099)	52,898	-	(43,218)
Comm-wide IT Initiatives Fund	1,063,000	-	-	1,103,927	(45,220)	-	2,166,927	(45,220)	-
Largo Headquarters Bldg Fund	(375,272)	75,000,000	-	-	-	-	(375,272)	75,000,000	-
Executive Office Building Fund*	-	-	-	-	-	-	661,888	(103,936)	(89,307)
Group Insurance Fund *	-	-	-	-	-	-	347,358	(1,453,000)	(16,000)
Internal Service Funds Total	2,019,262	73,961,528	(1,364,904)	(1,524,067)	(3,068,100)	(2,890,341)	1,504,441	69,336,492	(4,360,552)
Proprietary Funds Total	(910,845)	73,961,528	(1,710,108)	1,733,005	(1,137,492)	(1,164,394)	1,831,406	71,267,100	(2,979,809)
Private Purpose Trust Funds:									
ALA Revolving Fund	(2,380)	(305,007)	(302,637)	(8,725,021)	(1,673,730)	(3,729,882)	(8,727,401)	(1,978,737)	(4,032,519)
GRAND TOTAL	54,555,564	(66,894,594)	(4,450,941)	(20,698,556)	(9,824,438)	(10,351,868)	34,866,254	(78,275,968)	(14,908,116)

* 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 FY22 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 FY24 PROPOSED BUDGET SUMMARY
FUND SUMMARY BY DEPARTMENT AND BY DIVISION**

	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO Internal Service Fund	Commission-wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Internal Service Fund	Total
Sources:															
Property Taxes	\$ 41,900,300	\$ 126,897,300	\$ -	\$ -	\$ 2,211,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,008,700
Intergovernmental	599,505	4,638,538	-	200,000	-	-	28,617,000	2,390,463	-	-	-	-	-	1,688,833	38,134,339
Sales	1,200	45,648	-	-	-	-	-	103,300	776,150	-	-	-	-	-	926,298
Charges for Services	211,000	2,717,803	-	-	-	-	-	3,119,000	7,154,258	2,954,600	1,808,663	2,746,207	535,666	1,248,270	22,495,467
Rentals and Concessions	-	785,650	1,556,600	-	-	-	-	129,900	3,784,128	-	-	-	-	-	6,256,278
Interest	10,000	10,000	1,000	-	-	1,000	10,000	6,000	15,000	8,000	-	-	-	-	61,000
Miscellaneous	-	55,500	-	-	-	2,087,500	1,500,000	562,600	829,616	-	-	-	-	-	5,035,216
Total Revenues	42,722,005	135,150,439	1,557,600	200,000	2,211,100	2,088,500	30,127,000	6,311,263	12,559,152	2,962,600	1,808,663	2,746,207	535,666	2,937,103	243,917,298
Transfers In	-	10,000	-	7,165,062	-	-	450,000	500,000	-	-	-	-	-	-	8,125,062
Bond Proceeds	-	-	-	90,000	-	-	8,000,000	-	-	-	-	-	-	-	8,090,000
Use of Fund Balance/Net Assets	1,221,882	2,905,985	200,000	-	-	3,729,882	-	1,129,725	-	605,820	2,265,422	19,099	-	-	12,077,815
Total Available Funds	\$ 43,943,887	\$ 138,066,424	\$ 1,757,600	\$ 7,455,062	\$ 2,211,100	\$ 5,818,382	\$ 38,577,000	\$ 7,940,988	\$ 12,559,152	\$ 3,568,420	\$ 4,074,085	\$ 2,765,306	\$ 535,666	\$ 2,937,103	\$ 272,210,175
Uses:															
Commissioners' Office	\$ 1,386,299	-	-	-	-	-	-	-	-	-	-	-	-	-	1,386,299
Planning Department:															
Office of The Planning Director	1,709,422	-	-	-	-	-	-	-	-	-	-	-	-	-	1,709,422
Management Services	1,260,553	-	-	-	-	-	-	-	-	-	-	-	-	-	1,260,553
Communications Division	1,879,465	-	-	-	-	-	-	-	-	-	-	-	-	-	1,879,465
Countywide Planning & Policy	3,921,013	-	-	-	-	-	-	-	-	-	-	-	-	-	3,921,013
Downcounty Planning	1,806,441	-	-	-	-	-	-	-	-	-	-	-	-	-	1,806,441
Midcounty Planning	2,384,801	-	-	-	-	-	-	-	-	-	-	-	-	-	2,384,801
Upcounty Planning	2,356,690	-	-	-	-	-	-	-	-	-	-	-	-	-	2,356,690
Intake & Regulatory Coordination	1,113,768	-	-	-	-	-	-	-	-	-	-	-	-	-	1,113,768
Information Technology and Innovation	4,515,039	-	-	-	-	-	-	-	-	-	-	-	-	-	4,515,039
Research and Strategic Projects	1,236,304	-	-	-	-	-	-	-	-	-	-	-	-	-	1,236,304
Support Services	2,593,419	-	-	-	-	-	-	-	-	-	-	-	-	-	2,593,419
Grants	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	-	4,342,398	-	-	-	-	-	-	4,342,398
Planning Operations Total	24,926,915	-	-	-	-	-	-	4,342,398	-	-	-	-	-	-	29,269,313
Central Administrative Services (CAS):															
Dept. of Human Resources and Mgmt.	3,519,690	-	-	-	-	-	-	-	-	-	-	-	-	-	3,519,690
Department of Finance	2,866,765	-	-	-	-	-	-	-	-	-	-	-	-	-	2,866,765
Legal Department	1,720,898	-	-	-	-	-	-	-	-	-	-	-	-	-	1,720,898
Merit System Board	84,249	-	-	-	-	-	-	-	-	-	-	-	-	-	84,249
Office of Inspector General	540,361	-	-	-	-	-	-	-	-	-	-	-	-	-	540,361
Corporate IT	1,975,369	-	-	-	-	-	-	-	-	-	-	-	-	-	1,975,369
Support Services	728,999	-	-	-	-	-	-	-	-	-	-	-	-	-	728,999
CAS Total	11,436,331	-	-	-	-	-	-	-	-	-	-	-	-	-	11,436,331



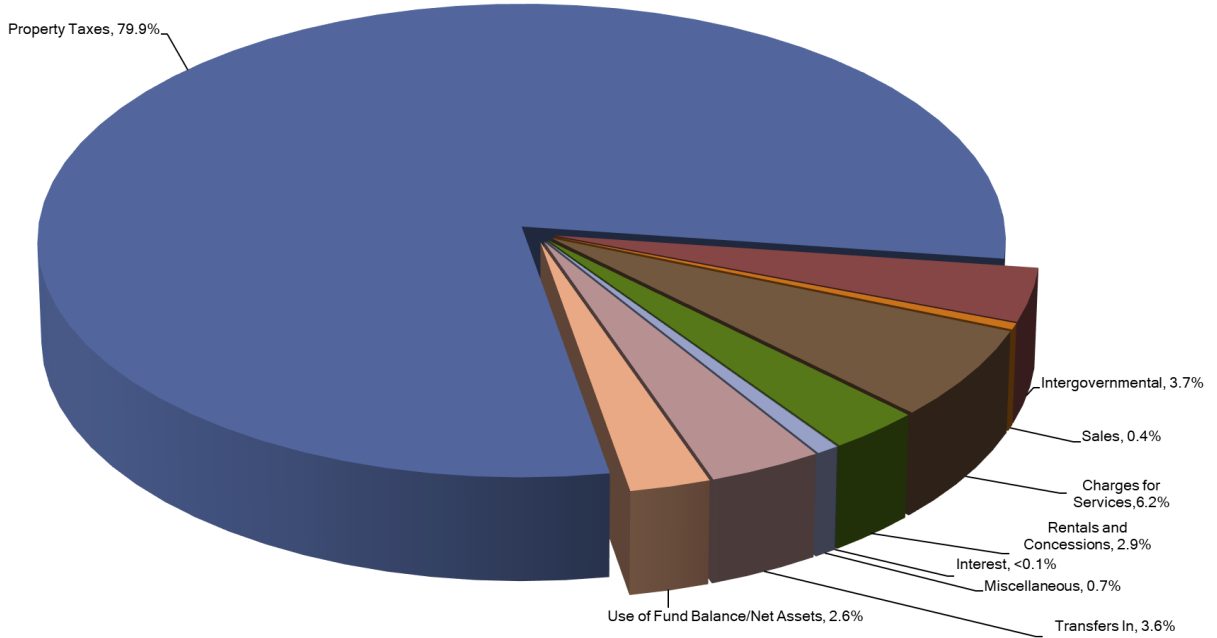
**MONTGOMERY COUNTY FY24 PROPOSED BUDGET SUMMARY
FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd**

	Administration Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO Internal Service Fund	Commission-wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Internal Service Fund	Total
Park Department Operating Divisions:														
Office of the Director	-	1,615,686	-	-	-	-	-	-	-	-	-	-	-	1,615,686
Public Affairs & Community Partnerships	-	3,501,049	-	-	-	-	-	-	-	-	-	-	-	3,501,049
Management Services	-	3,412,202	-	-	-	-	-	-	-	-	-	-	-	3,412,202
Information Technology & Innovation	-	3,868,998	-	-	-	-	-	-	-	-	-	-	-	3,868,998
Park Planning & Stewardship	-	7,693,485	-	-	-	-	-	-	-	-	-	-	-	7,693,485
Park Development	-	4,228,143	-	-	-	-	-	-	-	-	-	-	-	4,228,143
Park Police	-	18,647,767	-	-	-	-	-	-	-	-	-	-	-	18,647,767
Horticulture, Forestry & Environmental Education	-	13,467,040	-	-	-	-	-	-	-	-	-	-	-	13,467,040
Facilities Management	-	14,277,755	-	-	-	-	-	-	-	-	-	-	-	14,277,755
Northern Parks	-	12,241,233	-	-	-	-	-	-	-	-	-	-	-	12,241,233
Southern Parks	-	17,300,193	-	-	-	-	-	-	-	-	-	-	-	17,300,193
Support Services	-	13,860,507	-	-	-	-	-	-	-	-	-	-	-	13,860,507
Special Revenue Operations	-	-	-	-	-	-	3,598,590	-	-	-	-	-	-	3,598,590
Grants	-	400,000	-	-	-	-	-	-	-	-	-	-	-	400,000
Property Management	-	-	1,757,600	-	-	-	-	-	-	-	-	-	-	1,757,600
Enterprise Operations	-	-	-	-	-	-	-	10,833,205	-	-	-	-	-	10,833,205
Total Park Department Operations	-	114,514,058	1,757,600	-	-	-	3,598,590	10,833,205	-	-	-	-	-	130,703,453
NonDepartmental	4,428,942	12,137,704	-	-	-	-	-	-	-	-	-	-	-	16,566,646
Debt Service	-	-	7,455,062	123,600	-	-	-	-	-	-	-	-	-	7,578,662
Capital Projects	-	-	-	-	-	38,567,000	-	-	-	-	-	-	-	38,567,000
Transfer to Debt Service	-	7,165,062	-	-	-	-	-	-	-	-	-	-	-	7,165,062
Advanced Land Acquisition	-	-	-	2,087,500	5,818,382	-	-	-	-	-	-	-	-	7,905,882
Risk Management Operating	-	-	-	-	-	-	-	-	3,568,420	-	-	-	-	3,568,420
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	4,074,085	-	-	-	4,074,085
CIO Internal Service Fund	-	-	-	-	-	-	-	-	-	-	2,765,306	-	-	2,765,306
Commission-wide IT Initiatives Internal Service Fund	-	-	-	-	-	-	-	-	-	-	-	535,666	-	535,666
Wheaton Headquarters Building	-	-	-	-	-	-	-	-	-	-	-	-	2,937,103	2,937,103
Transfers Out	500,000	450,000	-	-	-	10,000	-	-	-	-	-	-	-	960,000
Total Uses	\$ 42,678,487	\$ 134,266,824	\$ 1,757,600	\$ 7,455,062	\$ 2,211,100	\$ 5,818,382	\$ 38,577,000	\$ 7,940,988	\$ 10,833,205	\$ 3,568,420	\$ 4,074,085	\$ 2,765,306	\$ 535,666	\$ 265,419,228
Designated Expenditure Reserve @ 3%	1,265,400	3,799,600	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	5,065,000
Total Required Funds	\$ 43,943,887	\$ 138,066,424	\$ 1,757,600	\$ 7,455,062	\$ 2,211,100	\$ 5,818,382	\$ 38,577,000	\$ 7,940,988	\$ 10,833,205	\$ 3,568,420	\$ 4,074,085	\$ 2,765,306	\$ 535,666	\$ 270,484,228
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,725,947	\$ -	\$ -	\$ -	\$ -	\$ 1,725,947
Total Funded Career/Term Positions	234.57	827.00	4.00	-	-	-	-	36.00	4.00	-	3.50	-	-	1,109.07
Total Funded Workyears	201.27	787.40	5.80	-	-	-	-	43.40	121.70	4.00	3.50	-	-	1,167.07

Montgomery County Overview – Fiscal and Budget Summary Schedules

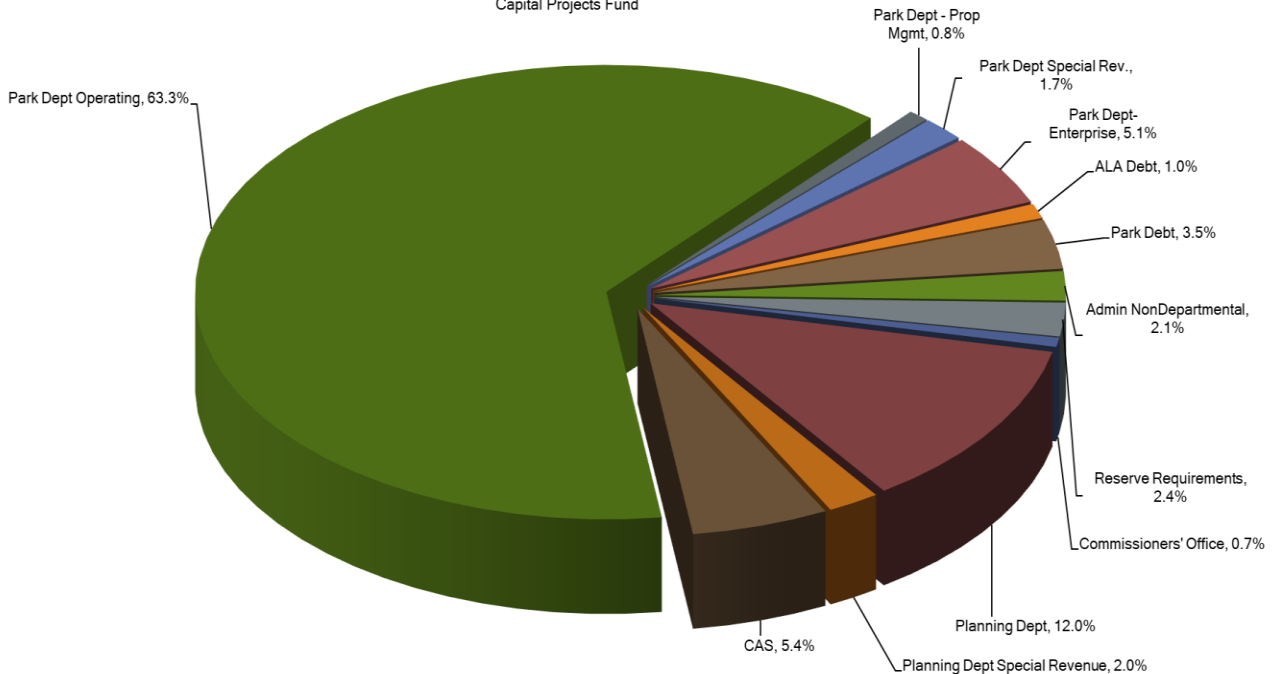
Montgomery County FY24 Proposed Budget
Revenue Sources (Percent of Total by Type)
Operating Funds Total \$213,934,213

Excludes Internal Service Funds, ALARF, and
Capital Projects Fund



Montgomery County FY24 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$212,208,266

Excludes Internal Service Funds, ALARF, and
Capital Projects Fund





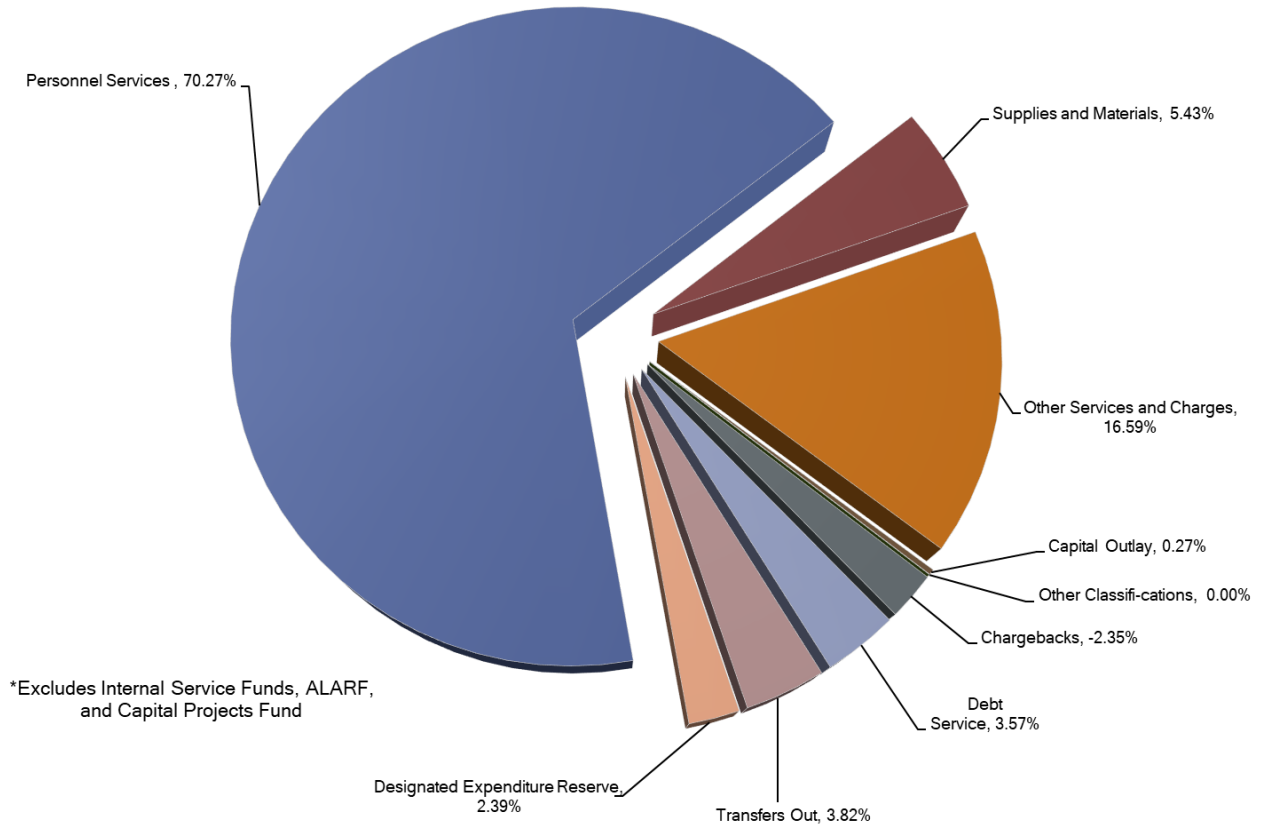
**MONTGOMERY COUNTY FY24 PROPOSED BUDGET
EXPENDITURE SUMMARY BY MAJOR OBJECT**

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classifications	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:										
General Funds:										
Administration Fund										
Commissioners' Office	\$ 1,045,382	\$ 25,800	\$ 51,900	\$ -	\$ -	\$ 263,217	\$ -	\$ -	\$ -	\$ 1,386,299
Planning Department	22,465,004	497,890	5,290,864	-	-	(3,326,843)	-	-	-	24,926,915
DHRM	3,275,726	32,357	515,632	-	-	(304,025)	-	-	-	3,519,690
Department of Finance	3,092,615	30,174	266,499	-	-	(522,523)	-	-	-	2,866,765
Legal Department	2,404,955	27,720	274,396	-	-	(986,173)	-	-	-	1,720,898
Merit System Board	67,949	1,000	15,300	-	-	-	-	-	-	84,249
Office of Inspector General	473,304	2,596	64,461	-	-	-	-	-	-	540,361
Corporate IT	1,573,852	76,300	947,806	-	-	(622,589)	-	-	-	1,975,369
CAS Support Services	8,360	16,720	703,919	-	-	-	-	-	-	728,999
Non-Departmental	4,425,742	-	3,200	-	-	-	-	500,000	-	4,928,942
Budgetary Reserve	-	-	-	-	-	-	-	-	1,265,400	1,265,400
Administration Fund Total	38,832,889	710,557	8,133,977	-	-	(5,498,936)	-	500,000	1,265,400	43,943,887
Park Fund										
Parks Department	101,733,381	9,202,748	19,780,669	577,292	-	(4,642,328)	-	7,615,062	3,799,600	138,066,424
Park Fund Total	101,733,381	9,202,748	19,780,669	577,292	-	(4,642,328)	-	7,615,062	3,799,600	138,066,424
General Funds Total	140,566,270	9,913,305	27,914,646	577,292	-	(10,141,264)	-	8,115,062	5,065,000	182,010,311
ALA Debt Service Fund										
Tax Supported Funds Total	140,566,270	9,913,305	30,002,146	577,292	-	(10,141,264)	123,600	8,115,062	5,065,000	184,221,411
Park Debt Service Fund										
Property Management Fund	-	-	-	-	-	-	7,455,062	-	-	7,455,062
Property Management Fund										
Parks Department	545,322	191,183	867,795	-	-	153,300	-	-	-	1,757,600
Property Management Fund Total	545,322	191,183	867,795	-	-	153,300	-	-	-	1,757,600
Capital Projects Fund										
Special Revenue Funds	-	-	-	38,567,000	-	-	-	10,000	-	38,577,000
Special Revenue Funds										
Planning Department	-	30,000	620,000	-	-	3,692,398	-	-	-	4,342,398
Parks Department	897,469	637,212	1,571,372	-	-	492,537	-	-	-	3,598,590
Special Revenue Funds Total	897,469	667,212	2,191,372	-	-	4,184,935	-	-	-	7,940,988
Governmental Funds Total	142,009,061	10,771,700	33,061,313	39,144,292	-	(5,803,029)	7,578,662	8,125,062	5,065,000	239,952,061
Proprietary Funds:										
Enterprise Funds										
Parks Department										
Enterprise Funds Total	7,107,561	760,680	2,148,345	-	-	816,619	-	-	-	10,833,205
Internal Service Funds:										
Risk Management Fund										
Capital Equipment Internal Service Fund	-	-	-	2,832,000	-	66,502	1,175,583	-	-	4,074,085
CIO Internal Service Fund	675,860	21,656	2,067,790	-	-	-	-	-	-	2,765,306
Commission-wide IT Initiatives Fund	-	-	535,666	-	-	-	-	-	-	535,666
Wheaton Headquarters Building Fund	-	100,000	2,625,103	-	-	212,000	-	-	-	2,937,103
Internal Service Funds Total	1,378,293	157,656	7,684,043	2,832,000	-	653,005	1,175,583	-	-	13,880,580
Proprietary Funds Total	8,485,854	918,336	9,832,388	2,832,000	-	1,469,624	1,175,583	-	-	24,713,785
Private Purpose Trust Funds:										
ALA Revolving Fund										
Private Purpose Trust Funds Total	-	-	-	5,818,382	-	-	-	-	-	5,818,382
GRAND TOTAL	\$ 150,494,915	\$ 11,690,036	\$ 42,893,701	\$ 47,794,674	\$ -	\$ (4,333,405)	\$ 8,754,245	\$ 8,125,062	\$ 5,065,000	\$ 270,484,228

* Park Fund transfers out includes the transfers to Capital Projects Fund (Pay-Go) (\$450K) and to Debt Service (\$7.2M).

Montgomery County Overview - Fiscal and Budget Summary Schedules

Montgomery County FY24 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$212,208,266



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2024

Part I. Administration Fund

	FY 23 Adopted	FY 23 Adjusted Adopted	FY 24 Proposed	% Change
Commissioners' Office	1,138,750	1,165,381	1,386,299	19.0%
Planning Department				
Planning Director's Office	1,609,662	1,663,320	1,709,422	2.8%
Management Services	1,156,547	1,196,519	1,260,553	5.4%
Communications Division	1,664,049	1,703,527	1,879,465	10.3%
Countywide Planning & Policy	3,136,696	3,229,998	3,921,013	21.4%
Downcounty Planning	1,632,168	1,699,616	1,806,441	6.3%
Midcounty Planning	2,192,994	2,273,807	2,384,801	4.9%
Upcounty Planning	2,171,837	2,252,858	2,356,690	4.6%
Intake & Regulatory Coordination	1,086,582	1,151,253	1,113,768	-3.3%
Center for Research & Information Systems	-	-	-	-
Information Technology and Innovation	4,017,249	4,085,530	4,515,039	10.5%
Research and Strategic Projects	1,132,012	1,161,451	1,236,304	6.4%
Support Services	2,580,522	2,580,522	2,593,419	0.5%
Subtotal Planning	22,380,318	22,998,401	24,776,915	7.7%
Central Administrative Services				
Department of Human Resources and Management	2,781,205	2,859,249	3,519,690	23.1%
Department of Finance	2,451,664	2,538,075	2,866,765	13.0%
Legal Department	1,648,250	1,718,594	1,720,898	0.1%
Merit System Board	83,888	86,273	84,249	-2.3%
Office of Inspector General	435,610	447,986	540,361	20.6%
Corporate IT	1,627,109	1,666,050	1,975,369	18.6%
Support Services	666,128	666,128	728,999	9.4%
Subtotal Central Administrative Services	9,693,854	9,982,355	11,436,331	14.6%
Non-Departmental	3,634,774	2,700,939	4,428,942	64.0%
Total Expenditures	36,847,696	36,847,076	42,028,487	14.1%

Part II. Park Fund

	FY 23 Adopted	FY 23 Adjusted Adopted	FY 24 Proposed	% Change
Director of Parks	1,540,485	1,601,740	1,615,686	0.9%
Public Affairs & Community Partnerships	3,120,462	3,195,298	3,501,049	9.6%
Management Services	3,154,392	3,242,043	3,412,202	5.2%
Information Technology & Innovation	3,435,865	3,493,231	3,868,998	10.8%
Park Planning and Stewardship	7,003,958	7,208,095	7,693,485	6.7%
Park Development	4,163,071	4,379,697	4,228,143	-3.5%
Park Police	16,980,209	17,444,354	18,647,767	6.9%
Horticulture, Forestry & Environmental Education	12,104,267	12,436,376	13,467,040	8.3%
Facilities Management	14,117,296	14,440,264	14,277,755	-1.1%
Northern Parks	11,723,267	12,018,653	12,241,233	1.9%
Southern Parks	16,405,701	16,887,945	17,300,193	2.4%
Support Services	13,005,803	13,005,803	13,860,507	6.6%
Subtotal Park Operations	106,754,776	109,353,499	114,114,058	4.4%
Non-Departmental	10,269,683	7,670,960	12,137,704	58.2%
Debt Service	6,572,019	6,572,019	7,165,062	9.0%
Total Expenditures	123,596,478	123,596,478	133,416,824	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 2024

Part III. Grants

	FY 23 Adopted	FY 23 Adjusted Adopted	FY 24 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%
Total Expenditures	550,000	550,000	550,000	0.0%

Part IV. Self Supporting Funds

	FY 23 Adopted	FY 23 Adjusted Adopted	FY 24 Proposed	% Change
Enterprise Fund	10,613,078	10,613,078	10,833,205	2.1%
Property Management	1,737,800	1,737,800	1,757,600	1.1%
Total Expenditures	12,350,878	12,350,878	12,590,805	1.9%

Part V. Advance Land Acquisition Debt Service Fund

	FY 23 Adopted	FY 23 Adjusted Adopted	FY 24 Proposed	% Change
Debt Service	132,550	132,550	123,600	-6.8%
Total Expenditures	132,550	132,550	123,600	-6.8%

Part VI. Internal Service Funds

	FY 23 Adopted	FY 23 Adjusted Adopted	FY 24 Proposed	% Change
Risk Management Fund	3,433,966	3,433,966	3,568,420	3.9%
Capital Equipment Fund	3,813,114	3,813,114	4,074,085	6.8%
CIO Fund	2,467,564	2,467,564	2,765,306	12.1%
CWIT Fund	646,301	646,301	535,666	-17.1%
Wheaton Headquarters Building	2,937,103	2,937,103	2,937,103	0.0%
Total Expenditures	13,298,048	13,298,048	13,880,580	4.4%

Part VII. Special Revenue Funds

	FY 23 Adopted	FY 23 Adjusted Adopted	FY 24 Proposed	% Change
Park Activities	3,177,489	3,177,489	3,598,590	13.3%
Planning Activities	4,152,551	4,152,551	4,342,398	4.6%
Total Expenditures	7,330,040	7,330,040	7,940,988	8.3%

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



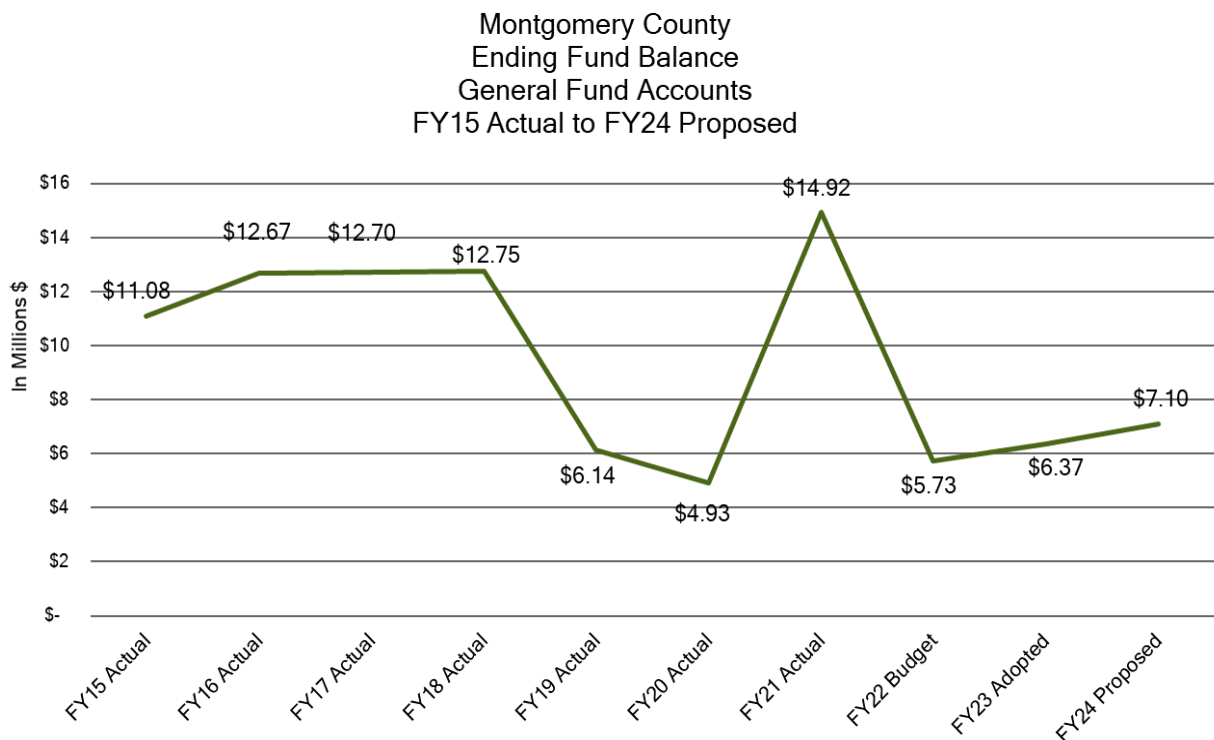
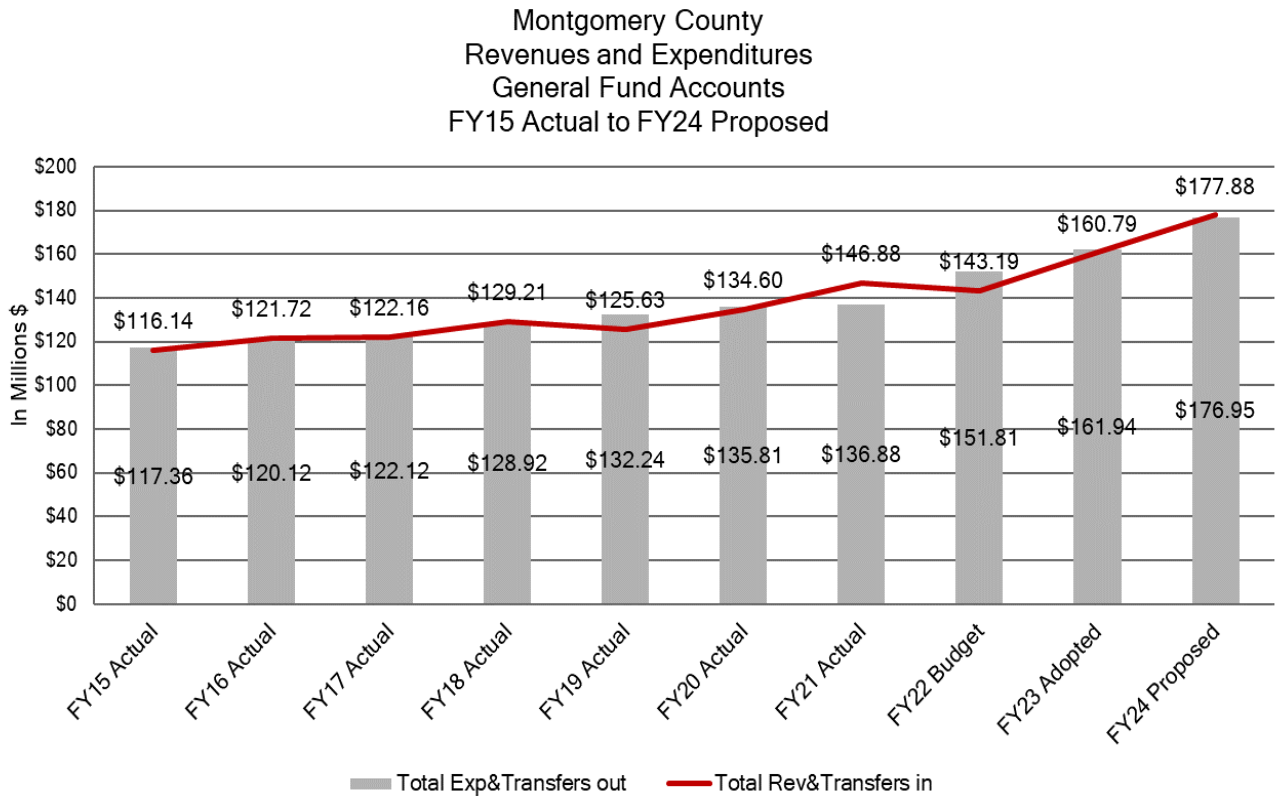


MONTGOMERY COUNTY GOVERNMENTAL FUNDS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	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 23	FY 24	FY 23	FY 24	FY 23	FY 24	FY 23	FY 24	FY 23	FY 24	FY 23	FY 24	FY 23	FY 24	%
	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Change
Revenues:															
Property Taxes	\$ 152,361,604	\$ 168,797,600	\$ 2,197,763	\$ 2,211,100	\$ 154,559,367	\$ 171,008,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,559,367	\$ 171,008,700	10.6%
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	2,033,260	2,390,463	2,033,260	2,390,463	17.6%
State	550,000	550,000	-	-	550,000	550,000	-	-	25,861,000	12,458,000	-	-	26,411,000	13,008,000	-50.7%
County - Other	100,000	100,000	-	-	100,000	100,000	200,000	200,000	20,249,000	16,159,000	-	-	20,549,000	16,459,000	-19.9%
County - Water Quality Protection	4,325,455	4,588,043	-	-	4,325,455	4,588,043	-	-	-	-	-	-	4,325,455	4,588,043	6.1%
Sales	14,450	46,848	-	-	14,450	46,848	-	-	-	-	115,773	103,300	130,223	150,148	15.3%
Charges for Services	2,790,213	2,928,803	-	-	2,790,213	2,928,803	-	-	-	-	2,995,313	3,119,000	5,785,526	6,047,803	4.5%
Rentals and Concessions	563,700	785,650	-	-	563,700	785,650	-	-	-	-	133,903	129,900	697,603	915,550	31.2%
Interest	15,000	20,000	-	-	15,000	20,000	-	-	10,000	10,000	3,400	6,000	28,400	36,000	26.8%
Miscellaneous	55,500	55,500	-	-	55,500	55,500	-	-	2,250,000	1,500,000	325,407	562,600	2,630,907	2,118,100	-19.5%
Total Revenues	160,775,922	177,872,444	2,197,763	2,211,100	162,973,685	180,083,544	200,000	200,000	48,370,000	30,127,000	5,607,056	6,311,263	217,150,741	216,721,807	-0.2%
Expenditures by Major Object:															
Personnel Services	128,269,180	140,566,270	-	-	128,269,180	140,566,270	-	-	-	-	669,077	897,469	128,938,257	141,463,739	9.7%
Supplies and Materials	9,495,866	9,913,305	-	-	9,495,866	9,913,305	-	-	-	-	374,795	667,212	9,870,661	10,580,517	7.2%
Other Services and Charges	25,876,623	27,914,646	2,065,213	2,087,500	27,941,836	30,002,146	-	-	-	-	2,401,886	2,191,372	30,343,722	32,193,518	6.1%
Debt Service	-	-	132,550	123,600	132,550	123,600	6,862,019	7,455,062	-	-	-	-	6,994,569	7,578,662	8.4%
Capital Outlay	503,669	577,292	-	-	503,669	577,292	-	-	56,810,000	38,567,000	31,500	-	57,345,169	39,144,292	-31.7%
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Chargebacks	(9,723,803)	(10,141,264)	-	-	(9,723,803)	(10,141,264)	-	-	-	-	3,852,782	4,184,935	(5,871,021)	(5,956,329)	1.5%
Total Expenditures	154,421,535	168,830,249	2,197,763	2,211,100	156,619,298	171,041,349	6,862,019	7,455,062	56,810,000	38,567,000	7,330,040	7,940,988	227,621,357	225,004,399	-1.1%
Excess of Revenues over Expenditures	6,354,387	9,042,195	-	-	6,354,387	9,042,195	(6,662,019)	(7,255,062)	(8,440,000)	(8,440,000)	(1,722,984)	(1,629,725)	(10,470,616)	(8,282,592)	-20.9%
Other Financing Sources (Uses):															
Bond Proceeds	-	-	-	-	-	-	90,000	90,000	8,000,000	8,000,000	-	-	8,090,000	8,090,000	0.0%
Transfers In															
Park Fund	-	-	-	-	-	-	6,572,019	7,165,062	450,000	450,000	-	-	7,022,019	7,615,062	8.4%
Capital Projects Fund	10,000	10,000	-	-	10,000	10,000	-	-	-	-	-	-	10,000	10,000	0.0%
Enterprise Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administration Fund	-	-	-	-	-	-	-	-	-	-	500,000	500,000	500,000	500,000	0.0%
Total Transfers In	10,000	10,000	-	-	10,000	10,000	6,572,019	7,165,062	450,000	450,000	500,000	500,000	7,532,019	8,125,062	7.9%
Transfers (Out) To:															
Park Fund	-	-	-	-	-	-	-	-	(10,000)	(10,000)	-	-	(10,000)	(10,000)	0.0%
Special Revenue Fund	(500,000)	(500,000)	-	-	(500,000)	(500,000)	-	-	-	-	-	-	(500,000)	(500,000)	0.0%
Capital Projects Fund	(450,000)	(450,000)	-	-	(450,000)	(450,000)	-	-	-	-	-	-	(450,000)	(450,000)	0.0%
Debt Service Fund	(6,572,019)	(7,165,062)	-	-	(6,572,019)	(7,165,062)	-	-	-	-	-	-	(6,572,019)	(7,165,062)	9.0%
Total Transfers (Out)	(7,522,019)	(8,115,062)	-	-	(7,522,019)	(8,115,062)	-	-	(10,000)	(10,000)	-	-	(7,532,019)	(8,125,062)	7.9%
Total Other Financing Sources (Uses)	(7,512,019)	(8,105,062)	-	-	(7,512,019)	(8,105,062)	6,662,019	7,255,062	8,440,000	8,440,000	500,000	500,000	8,090,000	8,090,000	0.0%
Total Uses	161,943,554	176,945,311	2,197,763	2,211,100	164,141,317	179,156,411	6,862,019	7,455,062	56,820,000	38,577,000	7,330,040	7,940,988	235,153,376	233,129,461	-0.9%
Excess of Sources over (under) Total Uses	(1,157,632)	937,133	-	-	(1,157,632)	937,133	-	-	-	-	(1,222,984)	(1,129,725)	(2,380,616)	(192,592)	-91.9%
Designated Expenditure Reserve @ 3%	4,632,600	5,065,000	-	-	4,632,600	5,065,000	-	-	-	-	-	-	4,632,600	5,065,000	9.3%
Total Required Funds	166,576,154	182,010,311	2,197,763	2,211,100	168,773,917	184,221,411	6,862,019	7,455,062	56,820,000	38,577,000	7,330,040	7,940,988	239,785,976	238,194,461	-0.7%
Excess of Sources over (under) Total Funds Required	(5,790,232)	(4,127,867)	-	-	(5,790,232)	(4,127,867)	-	-	-	-	(1,222,984)	(1,129,725)	(7,013,216)	(5,257,592)	-25.0%
Fund Balance - Beginning	7,532,081	6,161,410	-	-	7,532,081	6,161,410	-	-	16,452,586	13,717,420	3,753,313	4,664,243	27,737,980	24,543,073	-11.5%
Fund Balance - Ending	\$ 6,374,449	\$ 7,098,543	\$ -	\$ -	\$ 6,374,449	\$ 7,098,543	\$ -	\$ -	\$ 16,452,586	\$ 13,717,420	\$ 2,530,329	\$ 3,534,518	\$ 25,357,364	\$ 24,350,481	-4.0%
Classification of Ending Fund Balance:															
Designated Expenditure Reserve	4,632,600	5,065,000	not applicable	not applicable	4,632,600	5,065,000	not applicable	not applicable	not applicable	not applicable	1,099,506	1,191,148	5,732,106	6,256,148	9.1%
Undesignated Fund Balance	1,741,849	2,033,543	-	-	1,741,849	2,033,543	-	-	16,452,586	13,717,420	1,430,823	2,343,370	19,625,258	18,094,333	-7.8%
Total Ending Fund Balance	\$ 6,374,449	\$ 7,098,543	\$ -	\$ -	\$ 6,374,449	\$ 7,098,543	\$ -	\$ -	\$ 16,452,586	\$ 13,717,420	\$ 2,530,329	\$ 3,534,518	\$ 25,357,364	\$ 24,350,481	-4.0%

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





**CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2024**

**Montgomery County
Overview – Fiscal and Budget Summary Schedules**

	Montgomery County				Prince George's County				Combined Department Total		
	FY 23 Adjusted Adopted	FY 24 Proposed	% Change	% Allocation*	FY 23 Adjusted Adopted	FY 24 Proposed	% Change	% Allocation*	FY 23 Adjusted Adopted	FY 24 Proposed	% Change
DHRM	\$	\$			\$	\$			\$	\$	
Personnel Services	2,745,838	3,275,726	19.3%	40.7%	4,102,773	4,772,763	16.3%	59.3%	6,848,611	8,048,489	17.5%
Supplies and Materials	29,474	32,357	9.8%	40.7%	44,027	47,143	7.1%	59.3%	73,501	79,500	8.2%
Other Services and Charges	393,975	515,632	30.9%	42.2%	539,249	707,306	31.2%	57.8%	933,224	1,222,938	31.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,169,287	3,823,715	20.6%	40.9%	4,686,049	5,527,212	18.0%	59.1%	7,855,336	9,350,927	19.0%
Chargebacks	(310,038)	(304,025)	-1.9%	28.5%	(751,168)	(762,367)	1.5%	71.5%	(1,061,206)	(1,066,392)	0.5%
Total	2,859,249	3,519,690	23.1%	42.5%	3,934,881	4,764,845	21.1%	57.5%	6,794,130	8,284,535	21.9%
Department of Finance											
Personnel Services	2,759,777	3,092,615	12.1%	42.8%	3,707,582	4,133,313	11.5%	57.2%	6,467,359	7,225,928	11.7%
Supplies and Materials	25,894	30,174	16.5%	42.8%	34,606	40,326	16.5%	57.2%	60,500	70,500	16.5%
Other Services and Charges	273,404	266,499	-2.5%	45.2%	330,590	323,279	-2.2%	54.8%	603,994	589,778	-2.4%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,059,075	3,389,288	10.8%	43.0%	4,072,778	4,496,918	10.4%	57.0%	7,131,853	7,886,206	10.6%
Chargebacks	(521,000)	(522,523)	0.3%	35.8%	(932,600)	(935,378)	0.3%	64.2%	(1,453,600)	(1,457,901)	0.3%
Total	2,538,075	2,866,765	13.0%	44.6%	3,140,178	3,561,540	13.4%	55.4%	5,678,253	6,428,305	13.2%
Legal Department											
Personnel Services	2,442,877	2,404,955	-1.6%	49.6%	2,260,825	2,443,743	8.1%	50.4%	4,703,702	4,848,698	3.1%
Supplies and Materials	16,873	27,720	64.3%	50.4%	16,147	27,280	68.9%	49.6%	33,020	55,000	66.6%
Other Services and Charges	233,270	274,396	17.6%	50.7%	226,274	267,353	18.2%	49.3%	459,544	541,749	17.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,693,020	2,707,071	0.5%	49.7%	2,503,246	2,738,376	9.4%	50.3%	5,196,266	5,445,447	4.8%
Chargebacks	(974,426)	(986,173)	1.2%	49.7%	(924,885)	(996,307)	7.7%	50.3%	(1,899,311)	(1,982,480)	4.4%
Total	1,718,594	1,720,898	0.1%	49.7%	1,578,361	1,742,069	10.4%	50.3%	3,296,955	3,462,967	5.0%
Merit System Board											
Personnel Services	69,223	67,949	-1.8%	50.0%	69,223	67,949	-1.8%	50.0%	138,446	135,898	-1.8%
Supplies and Materials	900	1,000	11.1%	50.0%	900	1,000	11.1%	50.0%	1,800	2,000	11.1%
Other Services and Charges	16,150	15,300	-5.3%	50.0%	16,150	15,300	-5.3%	50.0%	32,300	30,600	-5.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	86,273	84,249	-2.3%	50.0%	86,273	84,249	-2.3%	50.0%	172,546	168,498	-2.3%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
Total	86,273	84,249	-2.3%	50.0%	86,273	84,249	-2.3%	50.0%	172,546	168,498	-2.3%



-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2024

	Montgomery County				Prince George's County				Combined Department Total		
	FY 23 Adjusted Adopted	FY 24 Proposed	% Change	% Allocation*	FY 23 Adjusted Adopted	FY 24 Proposed	% Change	% Allocation*	FY 23 Adjusted Adopted	FY 24 Proposed	% Change
Office of Inspector General											
Personnel Services	385,975	473,304	22.6%	37.6%	711,939	785,645	10.4%	62.4%	1,097,914	1,258,949	14.7%
Supplies and Materials	2,597	2,596	0.0%	40.9%	3,752	3,753	0.0%	59.1%	6,349	6,349	0.0%
Other Services and Charges	59,414	64,461	8.5%	42.8%	81,528	86,241	5.8%	57.2%	140,942	150,702	6.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	447,986	540,361	20.6%	38.2%	797,219	875,639	9.8%	61.8%	1,245,205	1,416,000	13.7%
Chargebacks	-	-	-	0.0%	(149,686)	(155,679)	4.0%	100.0%	(149,686)	(155,679)	4.0%
Total	447,986	540,361	20.6%	42.9%	647,533	719,960	11.2%	57.1%	1,095,519	1,260,321	15.0%
Corporate IT											
Personnel Services	1,389,721	1,573,852	13.2%	50.0%	1,389,720	1,573,852	13.2%	50.0%	2,779,441	3,147,704	13.2%
Supplies and Materials	55,300	76,300	38.0%	50.0%	55,300	76,300	38.0%	50.0%	110,600	152,600	38.0%
Other Services and Charges	815,367	947,806	16.2%	50.1%	818,308	943,805	15.3%	49.9%	1,633,675	1,891,611	15.8%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,260,388	2,597,958	14.9%	50.0%	2,263,328	2,593,957	14.6%	50.0%	4,523,716	5,191,915	14.8%
Chargebacks	(594,338)	(622,589)	4.8%	36.3%	(1,030,856)	(1,092,732)	6.0%	63.7%	(1,625,194)	(1,715,321)	5.5%
Total	1,666,050	1,975,369	18.6%	56.8%	1,232,472	1,501,225	21.8%	43.2%	2,898,522	3,476,594	19.9%
CAS Support Services											
Personnel Services	4,400	8,360	90.0%	44.0%	5,600	10,640	90.0%	56.0%	10,000	19,000	90.0%
Supplies and Materials	15,400	16,720	8.6%	44.0%	19,600	21,280	8.6%	56.0%	35,000	38,000	8.6%
Other Services and Charges	646,328	703,919	8.9%	44.2%	816,733	889,352	8.9%	55.8%	1,463,061	1,593,271	8.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	666,128	728,999	9.4%	44.2%	841,933	921,272	9.4%	55.8%	1,508,061	1,650,271	9.4%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
Total	666,128	728,999	9.4%	44.2%	841,933	921,272	9.4%	55.8%	1,508,061	1,650,271	9.4%
Total Central Administrative Services											
Personnel Services	9,797,811	10,896,761	11.2%	44.1%	12,247,662	13,787,905	12.6%	55.9%	22,045,473	24,684,666	12.0%
Supplies and Materials	146,438	186,867	27.6%	46.3%	174,332	217,082	24.5%	53.7%	320,770	403,949	25.9%
Other Services and Charges	2,437,908	2,788,013	14.4%	46.3%	2,828,832	3,232,636	14.3%	53.7%	5,266,740	6,020,649	14.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	12,382,157	13,871,641	12.0%	44.6%	15,250,826	17,237,623	13.0%	55.4%	27,632,983	31,109,264	12.6%
Chargebacks	(2,399,802)	(2,435,310)	1.5%	38.2%	(3,789,195)	(3,942,463)	4.0%	61.8%	(6,188,997)	(6,377,773)	3.1%
Total	\$ 9,982,355	\$ 11,436,331	14.6%	46.2%	\$ 11,461,631	\$ 13,295,160	16.0%	53.8%	\$ 21,443,986	\$ 24,731,491	15.3%

* % 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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Property Taxes	\$ 31,698,307	\$ 36,176,506	\$ 36,176,506	\$ 41,900,300	15.8%
Intergovernmental -					
Federal	961	-	-	-	-
State	25,000	150,000	150,000	150,000	0.0%
County - Other	-	-	-	-	-
County - Water Quality Protection	442,766	428,100	428,100	449,505	5.0%
Sales	2,619	1,200	1,200	1,200	0.0%
Charges for Services	352,763	203,500	203,500	211,000	3.7%
Rentals and Concessions	-	-	-	-	-
Interest	(78,593)	10,000	10,000	10,000	0.0%
Miscellaneous	865	-	-	-	-
Total Revenues	32,444,688	36,969,306	36,969,306	42,722,005	15.6%
Expenditures by Major Object:					
Personnel Services	29,595,889	34,041,500	34,041,500	38,832,889	14.1%
Supplies and Materials	790,957	590,960	590,960	710,557	20.2%
Other Services and Charges	7,684,114	7,691,986	7,691,986	8,133,977	5.7%
Capital Outlay	129,648	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(5,279,483)	(5,327,370)	(5,327,370)	(5,498,936)	3.2%
Total Expenditures	32,921,125	36,997,076	36,997,076	42,178,487	14.0%
Excess of Revenues over (under) Expenditures	(476,437)	(27,770)	(27,770)	543,518	-2057.2%
Other Financing Sources (Uses):					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	(225,000)	-	-	-	-
Special Revenue Fund	(500,000)	(500,000)	(500,000)	(500,000)	0.0%
Total Transfers (Out)	(725,000)	(500,000)	(500,000)	(500,000)	0.0%
Total Other Financing Sources (Uses)	(725,000)	(500,000)	(500,000)	(500,000)	0.0%
Total Uses	33,646,125	37,497,076	37,497,076	42,678,487	13.8%
Excess of Sources over (under) Total Uses	(1,201,437)	(527,770)	(527,770)	43,518	-108.2%
Designated Expenditure Reserve @ 3%	987,600	1,109,900	1,109,900	1,265,400	14.0%
Total Required Funds	\$ 34,633,725	\$ 38,606,976	\$ 38,606,976	\$ 43,943,887	13.8%
Excess of Sources over (under) Total Funds Required	\$ (2,189,037)	\$ (1,637,670)	\$ (1,637,670)	\$ (1,221,882)	-25.4%
Fund Balance - Beginning	3,551,206	1,833,208	2,349,769	1,821,999	-0.6%
Fund Balance - Ending	\$ 2,349,769	\$ 1,305,438	\$ 1,821,999	\$ 1,865,517	42.9%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	987,600	1,109,900	1,109,900	1,265,400	14.0%
Undesignated Fund Balance	1,362,169	195,538	712,099	600,117	206.9%
Total Ending Fund Balance	\$ 2,349,769	\$ 1,305,438	\$ 1,821,999	\$ 1,865,517	42.9%

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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Property Taxes	\$ 101,285,886	\$ 116,185,098	\$ 116,185,098	\$ 126,897,300	9.2%
Intergovernmental:					
Federal	104,355	-	-	-	-
State	38,706	400,000	400,000	400,000	0.0%
County - Other	100,000	100,000	100,000	100,000	0.0%
County - Water Quality Protection	3,665,414	3,897,355	3,897,355	4,138,538	6.2%
Local	-	-	-	-	-
Sales	31,039	13,250	13,250	45,648	244.5%
Charges for Services	2,791,387	2,586,713	2,586,713	2,717,803	5.1%
Rentals and Concessions	632,260	563,700	563,700	785,650	39.4%
Interest	(151,489)	5,000	5,000	10,000	100.0%
Miscellaneous	53,259	55,500	55,500	55,500	0.0%
Total Revenues	108,550,817	123,806,616	123,806,616	135,150,439	9.2%
Expenditures by Major Object:					
Personnel Services	79,328,946	94,227,680	94,227,680	101,733,381	8.0%
Supplies and Materials	8,715,583	8,904,906	8,904,906	9,202,748	3.3%
Other Services and Charges	20,446,450	18,184,637	18,184,637	19,780,669	8.8%
Capital Outlay	4,010,973	503,669	503,669	577,292	14.6%
Other Classifications	-	-	-	-	-
Chargebacks	(3,807,660)	(4,396,433)	(4,396,433)	(4,642,328)	5.6%
Total Expenditures	108,694,292	117,424,459	117,424,459	126,651,762	7.9%
Excess of Revenues over (under) Expenditures	(143,475)	6,382,157	6,382,157	8,498,677	33.2%
Other Financing Sources (Uses):					
Transfers In					
Capital Projects Funds	802	10,000	10,000	10,000	0.0%
Capital Equipment Fund	-	-	-	-	-
Administration Fund	225,000	-	-	-	-
Total Transfers In	225,802	10,000	10,000	10,000	0.0%
Transfers (Out)					
Capital Projects Funds	(450,000)	(450,000)	(450,000)	(450,000)	0.0%
Debt Service Fund	(6,033,558)	(6,572,019)	(6,572,019)	(7,165,062)	9.0%
Total Transfers (Out)	(6,483,558)	(7,022,019)	(7,022,019)	(7,615,062)	8.4%
Total Other Financing Sources (Uses)	(6,257,756)	(7,012,019)	(7,012,019)	(7,605,062)	8.5%
Total Uses	115,177,850	124,446,478	124,446,478	134,266,824	7.9%
Excess of Sources over (under) Total Uses	(6,401,231)	(629,862)	(629,862)	893,615	-241.9%
Designated Expenditure Reserve @ 3%	3,260,800	3,522,700	3,522,700	3,799,600	7.9%
Total Required Funds	\$ 118,438,650	\$ 127,969,178	\$ 127,969,178	\$ 138,066,424	7.9%
Excess of Sources over (under) Total Funds Required	\$ (9,662,031)	\$ (4,152,562)	\$ (4,152,562)	\$ (2,905,985)	-30.0%
Fund Balance - Beginning	11,370,504	5,698,873	4,969,273	4,339,411	-23.9%
Fund Balance - Ending	\$ 4,969,273	\$ 5,069,011	\$ 4,339,411	\$ 5,233,026	3.2%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	3,260,800	3,522,700	3,522,700	3,799,600	7.9%
Undesignated Fund Balance	1,708,473	1,546,311	816,711	1,433,426	-7.3%
Total Ending Fund Balance	\$ 4,969,273	\$ 5,069,011	\$ 4,339,411	\$ 5,233,026	3.2%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PROPERTY MANAGEMENT SUBFUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ 911	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,737,876	1,736,800	1,736,800	1,556,600	-10.4%
Interest	(12,183)	1,000	1,000	1,000	0.0%
Miscellaneous	12,515	-	-	-	-
Total Revenues	<u>1,739,119</u>	<u>1,737,800</u>	<u>1,737,800</u>	<u>1,557,600</u>	<u>-10.4%</u>
Expenditures by Major Object:					
Personnel Services	382,117	520,579	520,579	545,322	4.8%
Supplies and Materials	102,774	191,183	191,183	191,183	0.0%
Other Services and Charges	1,006,313	871,238	871,238	867,795	-0.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	157,600	154,800	154,800	153,300	-1.0%
Total Expenditures	<u>1,648,804</u>	<u>1,737,800</u>	<u>1,737,800</u>	<u>1,757,600</u>	<u>1.1%</u>
Excess of Revenues over Expenditures	<u>90,315</u>	<u>-</u>	<u>-</u>	<u>(200,000)</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Transfer to Special Revenue Fund	(94,000)	-	-	-	-
Use of Fund Balance	(94,000)	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>(94,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (3,685)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (200,000)</u>	<u>-</u>
Fund Balance - Beginning	<u>693,038</u>	<u>693,038</u>	<u>689,353</u>	<u>689,353</u>	<u>-0.5%</u>
Fund Balance - Ending	<u>\$ 689,353</u>	<u>\$ 693,038</u>	<u>\$ 689,353</u>	<u>\$ 489,353</u>	<u>-29.4%</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Property Taxes	\$ 2,109,635	\$ 2,197,763	\$ 2,197,763	\$ 2,211,100	0.6%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,109,635</u>	<u>2,197,763</u>	<u>2,197,763</u>	<u>2,211,100</u>	<u>0.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,978,209	2,065,213	2,075,839	2,087,500	1.1%
Debt Service:	133,550	132,550	132,550	123,600	-6.8%
Debt Service Principal	125,000	125,000	125,000	120,000	-4.0%
Debt Service Interest	8,550	6,050	6,050	3,600	-40.5%
Debt Service Fees	-	1,500	1,500	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>2,111,759</u>	<u>2,197,763</u>	<u>2,208,389</u>	<u>2,211,100</u>	<u>0.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(2,124)</u>	<u>-</u>	<u>(10,626)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(2,124)</u>	<u>-</u>	<u>(10,626)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	12,750	-	10,626	-	-
Fund Balance, Ending	<u>\$ 10,626</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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	(15)	1,000	1,000	1,000	0.0%
Miscellaneous (Contributions)	1,978,209	2,065,213	2,075,839	2,087,500	1.1%
Total Revenues	<u>1,978,194</u>	<u>2,066,213</u>	<u>2,076,839</u>	<u>2,088,500</u>	<u>1.1%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	10,703,215	3,739,943	-	5,818,382	55.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>10,703,215</u>	<u>3,739,943</u>	<u>-</u>	<u>5,818,382</u>	<u>55.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(8,725,021)</u>	<u>(1,673,730)</u>	<u>2,076,839</u>	<u>(3,729,882)</u>	<u>122.8%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(8,725,021)</u>	<u>(1,673,730)</u>	<u>2,076,839</u>	<u>(3,729,882)</u>	<u>122.8%</u>
Total Net Position - Beginning	10,378,064	1,673,730	1,653,043	3,729,882	122.8%
Total Net Position - Ending	<u>\$ 1,653,043</u>	<u>\$ -</u>	<u>\$ 3,729,882</u>	<u>\$ -</u>	<u>-</u>



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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	200,000	200,000	200,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	6,033,558	6,862,019	6,862,019	7,455,062	8.6%
Debt Service Principal	4,360,000	4,620,000	4,620,000	4,965,154	7.5%
Debt Service Interest	1,673,558	2,002,019	2,002,019	2,264,908	13.1%
Debt Service Fees	-	240,000	240,000	225,000	-6.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>6,033,558</u>	<u>6,862,019</u>	<u>6,862,019</u>	<u>7,455,062</u>	<u>8.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(6,033,558)</u>	<u>(6,662,019)</u>	<u>(6,662,019)</u>	<u>(7,255,062)</u>	<u>8.9%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	90,000	90,000	90,000	0.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	<u>6,033,558</u>	<u>6,572,019</u>	<u>6,572,019</u>	<u>7,165,062</u>	<u>9.0%</u>
Total Transfers In	<u>6,033,558</u>	<u>6,572,019</u>	<u>6,572,019</u>	<u>7,165,062</u>	<u>9.0%</u>
Transfer to CIP	<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>6,033,558</u>	<u>6,662,019</u>	<u>6,662,019</u>	<u>7,255,062</u>	<u>8.9%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CAPITAL PROJECTS FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	5,432,870	13,073,000	13,073,000	9,158,000	-29.9%
State (Other)	341,379	12,788,000	12,788,000	3,300,000	-74.2%
County	10,489,929	20,249,000	20,249,000	16,159,000	-20.2%
Interest	(802)	10,000	10,000	10,000	0.0%
Contributions	6,353,777	2,250,000	2,250,000	1,500,000	-33.3%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>22,617,153</u>	<u>48,370,000</u>	<u>48,370,000</u>	<u>30,127,000</u>	<u>-37.7%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	25,803,121	56,810,000	56,810,000	38,567,000	-32.1%
Park Acquisition	5,809,780	9,600,000	9,600,000	6,350,000	-33.9%
Park Development	19,993,341	47,210,000	47,210,000	32,217,000	-31.8%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>25,803,121</u>	<u>56,810,000</u>	<u>56,810,000</u>	<u>38,567,000</u>	<u>-32.1%</u>
Excess of Revenues over Expenditures	<u>(3,185,968)</u>	<u>(8,440,000)</u>	<u>(8,440,000)</u>	<u>(8,440,000)</u>	<u>0.0%</u>
Other Financing Sources (Uses):					
Bond Proceeds	-	8,000,000	8,000,000	8,000,000	0.0%
Transfers In					
Transfer from Park Fund (Pay-Go)	450,000	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	-	-	-	-
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>0.0%</u>
Transfers Out					
Transfer to Park Fund	802	(10,000)	(10,000)	(10,000)	0.0%
Total Transfers Out	<u>802</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>450,802</u>	<u>8,440,000</u>	<u>8,440,000</u>	<u>8,440,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(2,735,166)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	16,452,586	16,452,586	13,717,420	13,717,420	-16.6%
Fund Balance, Ending	<u>\$ 13,717,420</u>	<u>\$ 16,452,586</u>	<u>\$ 13,717,420</u>	<u>\$ 13,717,420</u>	<u>-16.6%</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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Intergovernmental	\$ 2,113,314	\$ 2,033,260	\$ 2,072,930	\$ 2,390,463	17.6%
Sales	123,134	115,773	110,700	103,300	-10.8%
Charges for Services	3,510,709	2,995,313	2,827,200	3,119,000	4.1%
Rentals and Concessions	93,563	133,903	100,500	129,900	-3.0%
Interest	(60,196)	3,400	3,193	6,000	76.5%
Miscellaneous	617,295	325,407	583,040	562,600	72.9%
Total Revenues	6,397,819	5,607,056	5,697,563	6,311,263	12.6%
Expenditures by Major Object					
Personnel Services	396,895	669,077	654,487	897,469	34.1%
Supplies and Materials	284,739	374,795	307,096	667,212	78.0%
Other Services and Charges	1,725,143	2,401,886	2,437,908	2,191,372	-8.8%
Capital Outlay	48,423	31,500	10,000	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	3,651,116	3,852,782	3,852,782	4,184,935	8.6%
Total Expenditures	6,106,316	7,330,040	7,262,273	7,940,988	8.3%
Excess of Revenues over Expenditures	291,503	(1,722,984)	(1,564,710)	(1,629,725)	-5.4%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	500,000	500,000	500,000	500,000	0.0%
Property Management Fund	94,000	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	594,000	500,000	500,000	500,000	0.0%
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	594,000	500,000	500,000	500,000	0.0%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	885,503	(1,222,984)	(1,064,710)	(1,129,725)	-7.6%
Fund Balance - Beginning	4,843,450	3,753,313	5,728,953	4,664,243	24.3%
Fund Balance - Ending	\$ 5,728,953	\$ 2,530,329	\$ 4,664,243	\$ 3,534,518	39.7%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	915,947	1,099,506	1,089,341	1,191,148	8.3%
Undesignated Fund Balance	4,813,006	1,430,823	3,574,902	2,343,370	63.8%
Total Ending Fund Balance	\$ 5,728,953	\$ 2,530,329	\$ 4,664,243	\$ 3,534,518	39.7%

Commission policy requires a designated expenditure reserve of 15 percent of budgeted expenditures.



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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ 842	\$ -	\$ -	\$ -	-
Sales	589,719	870,750	759,300	776,150	-10.9%
Charges for Services	7,196,344	7,165,394	6,920,492	7,154,258	-0.2%
Rentals and Concessions	4,069,040	3,692,046	3,742,802	3,784,128	2.5%
Miscellaneous	803,247	800,496	839,297	829,616	3.6%
Total Operating Revenues	12,659,192	12,528,686	12,261,891	12,544,152	0.1%
Operating Expenses:					
Personnel Services	5,627,781	6,675,187	6,351,341	7,107,561	6.5%
Goods for Resale	288,220	434,760	326,960	355,560	-18.2%
Supplies and Materials	291,286	432,581	473,573	405,120	-6.3%
Other Services and Charges	2,073,358	2,229,199	2,274,061	2,148,345	-3.6%
Depreciation & Amortization Expense	446,841	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	458,563	841,351	543,040	531,814	-36.8%
Indirect Charges (Admin Chargeback)	1	-	299,713	284,805	-
Total Operating Expenses	9,186,050	10,613,078	10,268,688	10,833,205	2.1%
Operating Income (Loss)	3,473,142	1,915,608	1,993,203	1,710,947	-10.7%
Nonoperating Revenue (Expenses):					
Interest Income	(173,850)	15,000	15,000	15,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	(42,220)	-	-	-	-
Total Nonoperating Revenues (Expenses)	(216,070)	15,000	15,000	15,000	0.0%
Income (Loss) Before Operating Transfers	3,257,072	1,930,608	2,008,203	1,725,947	-10.6%
Operating Transfers In (Out):					
Transfer in - Park Fund	-	-	-	-	-
Transfer - Other	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfer Out - Capital Projects Funds	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	3,257,072	1,930,608	2,008,203	1,725,947	-10.6%
Total Net Position - Beginning	25,258,299	27,123,704	28,515,370	30,523,572	12.5%
Total Net Position - Ending	\$ 28,515,371	\$ 29,054,312	\$ 30,523,572	\$ 32,249,519	11.0%

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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges for Services:					
Parks	3,386,100	2,919,200	2,919,200	2,895,800	-0.8%
Planning	27,600	15,700	15,700	34,600	120.4%
CAS	11,500	13,400	13,400	24,200	80.6%
Enterprise	10,000	3,100	3,100	-	-100.0%
Miscellaneous (Claim Recoveries, etc.)	324,560	-	-	-	-
Total Operating Revenues	3,759,760	2,951,400	2,951,400	2,954,600	0.1%
Operating Expenses:					
Personnel Services	494,840	566,324	566,324	702,433	24.0%
Supplies and Materials	641	35,250	35,250	36,000	2.1%
Other Services and Charges:					
Insurance Claims:					
Parks	1,399,695	1,711,800	1,711,800	1,671,800	-2.3%
Planning	73,258	28,400	28,400	28,900	1.8%
CAS	65,531	8,400	8,400	11,500	36.9%
Enterprise	(5,399)	1,600	1,600	300	-81.3%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	543,958	703,940	703,940	742,984	5.5%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	350,398	378,252	378,252	374,503	-1.0%
Total Operating Expenses	2,922,922	3,433,966	3,433,966	3,568,420	3.9%
Operating Income (Loss)	836,838	(482,566)	(482,566)	(613,820)	27.2%
Nonoperating Revenue (Expenses):					
Interest Income	(85,070)	8,000	8,000	8,000	0.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	(85,070)	8,000	8,000	8,000	0.0%
Income (Loss) Before Operating Transfers	751,768	(474,566)	(474,566)	(605,820)	27.7%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	751,768	(474,566)	(474,566)	(605,820)	27.7%
Total Net Position - Beginning	5,982,778	5,832,566	6,734,546	6,259,980	7.3%
Total Net Position - Ending	\$ 6,734,546	\$ 5,358,000	\$ 6,259,980	\$ 5,654,160	5.5%
Designated Position	3,628,313	1,458,686	1,470,799	1,120,492	-23.2%
Unrestricted Position	3,106,233	3,899,314	4,789,181	4,533,668	16.3%
Total Net Position, June 30	\$ 6,734,546	\$ 5,358,000	\$ 6,259,980	\$ 5,654,160	5.5%

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

Parks	\$ 422,472	\$ 572,100	\$ 572,100	\$ 605,200	5.8%
Planning	7,042	9,500	9,500	10,500	10.5%
CAS	3,463	500	500	4,200	740.0%
Enterprise	346	2,800	2,800	100	-96.4%
Total	\$ 433,323	\$ 584,900	\$ 584,900	\$ 620,000	6.0%

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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges to Departments					
Planning	144,400	-	-	-	-
Parks	3,535,200	1,122,300	1,122,300	1,713,663	52.7%
Corporate IT	166,250	142,500	142,500	95,000	-33.3%
Miscellaneous (Sale of Equipment, etc.)	192,726	-	-	-	-
Total Operating Revenues	<u>4,038,576</u>	<u>1,264,800</u>	<u>1,264,800</u>	<u>1,808,663</u>	<u>43.0%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	16,018	-	-	-	-
Other Services and Charges:	27,634	-	-	-	-
Debt Service:					
Debt Service Principal	-	1,321,000	1,321,000	1,020,000	-22.8%
Debt Service Interest	70,000	210,400	210,400	155,583	-26.1%
Depreciation & Amortization Expense	2,917,518	-	-	-	-
Capital Outlay	-	2,225,000	2,225,000	2,832,000	27.3%
Other Classifications	-	-	-	-	-
Chargebacks	50,186	56,714	56,714	66,502	17.3%
Total Operating Expenses	<u>3,081,356</u>	<u>3,813,114</u>	<u>3,813,114</u>	<u>4,074,085</u>	<u>6.8%</u>
Operating Income (Loss)	<u>957,220</u>	<u>(2,548,314)</u>	<u>(2,548,314)</u>	<u>(2,265,422)</u>	<u>-11.1%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	48,300	-	-	-	-
Interest Income	(28,057)	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(9,483)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>10,760</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>967,980</u>	<u>(2,548,314)</u>	<u>(2,548,314)</u>	<u>(2,265,422)</u>	<u>-11.1%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	967,980	(2,548,314)	(2,548,314)	(2,265,422)	-11.1%
Total Net Position - Beginning	<u>10,346,344</u>	<u>10,096,508</u>	<u>11,314,324</u>	<u>8,766,010</u>	<u>-13.2%</u>
Total Net Position - Ending	<u>\$ 11,314,324</u>	<u>\$ 7,548,194</u>	<u>\$ 8,766,010</u>	<u>\$ 6,500,588</u>	<u>-13.9%</u>

Note: Future Financing Plans

Capital equipment financed for Planning	\$ -	\$ -	\$ -	\$ -
Capital equipment financed for Parks		2,100,000	2,100,000	2,832,000
Capital equipment financed for Corporate IT		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 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Montgomery County	1,383,052	1,688,833	1,688,833	1,688,833	0.0%
Charges for Services (Office Space Rental):					
MC Planning	509,740	624,135	624,135	624,135	0.0%
MC Parks	509,740	624,135	624,135	624,135	0.0%
Rental Revenues	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Operating Revenues	<u>2,402,532</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	19,453	-	-	-	-
Supplies and Materials	111,502	100,000	100,000	100,000	0.0%
Other Services and Charges	1,993,719	2,637,103	2,637,103	2,625,103	-0.5%
Depreciation & Amortization Expense	4,454,248	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	192,000	200,000	200,000	212,000	6.0%
Total Operating Expenses	<u>6,770,922</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>0.0%</u>
Operating Income (Loss)	<u>(4,368,390)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	<u>(4,433)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Nonoperating Revenue (Expenses):	<u>(4,433)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(4,372,823)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Capital Contribution:	<u>(4,372,823)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Contributions	-	-	-	-	-
Change in Net Position	(4,372,823)	-	-	-	-
Total Net Position - Beginning	<u>131,487,330</u>	<u>131,487,330</u>	<u>127,114,507</u>	<u>127,114,507</u>	<u>-3.3%</u>
Total Net Position - Ending	<u>\$ 127,114,507</u>	<u>\$ 131,487,330</u>	<u>\$ 127,114,507</u>	<u>\$ 127,114,507</u>	<u>-3.3%</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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	-	-	-	-	-
Charges to Departments/Funds:					
DHRM	12,620	49,825	49,825	63,245	26.9%
CIO	-	3,356	3,356	4,626	37.8%
Finance	11,899	47,770	47,770	58,604	22.7%
Legal	8,654	23,497	23,497	29,770	26.7%
Inspector General	901	5,805	5,805	7,377	27.1%
Corporate IT	10,817	142,980	142,980	147,485	3.2%
Parks	591,352	1,706,135	1,706,135	1,943,816	13.9%
Planning	90,145	488,196	488,196	491,284	0.6%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	726,388	2,467,564	2,467,564	2,746,207	11.3%
Operating Expenses:					
Personnel Services	559,730	609,978	609,978	675,860	10.8%
Supplies and Materials	4,720	21,435	21,435	21,656	1.0%
Other Services and Charges:	117,421	1,836,151	1,836,151	2,067,790	12.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	681,871	2,467,564	2,467,564	2,765,306	12.1%
Operating Income (Loss)	44,517	-	-	(19,099)	-
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	(19,436)	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	(19,436)	-	-	-	-
Income (Loss) Before Operating Transfers	25,081	-	-	(19,099)	-
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	25,081	-	-	(19,099)	-
Total Net Position - Beginning	(274,621)	(271,429)	(249,540)	(249,540)	-8.1%
Total Net Position - Ending	\$(249,540)	\$(271,429)	\$(249,540)	\$(268,639)	-1.0%

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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds;	\$	\$	\$	\$	
DHRM	312,950	41,355	41,355	22,758	-45.0%
CIO	3,993	351	351	436	24.2%
Finance	355,017	43,793	43,793	26,054	-40.5%
Legal	15,431	9,200	9,200	10,972	19.3%
Inspector General	6,246	3,371	3,371	6,456	91.5%
Corporate IT	228,365	11,650	11,650	9,874	-15.2%
Parks	1,032,255	427,268	427,268	395,086	-7.5%
Planning	747,888	64,093	64,093	64,030	-0.1%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	2,702,145	601,081	601,081	535,666	-10.9%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	(1,179)	-	-	-	-
Other Services and Charges:	1,564,829	646,301	646,301	535,666	-17.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	34,568	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	1,598,218	646,301	646,301	535,666	-17.1%
Operating Income (Loss)	1,103,927	(45,220)	(45,220)	-	-100.0%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	-	-	-	-	-
Income (Loss) Before Operating Transfers	1,103,927	(45,220)	(45,220)	-	-100.0%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,103,927	(45,220)	(45,220)	-	-100.0%
Total Net Position - Beginning	1,553,063	1,573,291	2,656,990	2,611,770	66.0%
Total Net Position - Ending	\$ 2,656,990	\$ 1,528,071	\$ 2,611,770	\$ 2,611,770	70.9%

Note: Future Financing Plans

Capital equipment financed for IT Initiatives \$ 1,642,800 \$ 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 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	131,225	-	-	-	-
Retirement System	113,027	117,548	117,548	123,917	5.4%
Chief Information Office	62,030	64,511	64,511	37,143	-42.4%
Risk Management	57,000	59,280	59,280	65,717	10.9%
Group Insurance	67,952	70,670	70,670	80,428	13.8%
CAS Departments	1,124,846	1,150,314	1,150,314	1,213,611	5.5%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,556,080	1,462,323	1,462,323	1,520,816	4.0%
Operating Expenses:					
Personnel Services	246,851	258,176	258,176	266,683	3.3%
Supplies and Materials	24,536	64,000	64,000	66,500	3.9%
Other Services and Charges:	412,281	1,044,300	1,044,300	1,071,120	2.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	59,663	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	110,426	113,783	113,783	119,820	5.3%
Total Operating Expenses	853,757	1,570,259	1,570,259	1,614,123	2.8%
Operating Income (Loss)	702,323	(107,936)	(107,936)	(93,307)	-13.6%
Nonoperating Revenue (Expenses):					
Interest Income	(40,435)	4,000	4,000	4,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	(40,435)	4,000	4,000	4,000	0.0%
Income (Loss) Before Operating Transfers	661,888	(103,936)	(103,936)	(89,307)	-14.1%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	661,888	(103,936)	(103,936)	(89,307)	-14.1%
Total Net Position - Beginning	5,846,070	5,800,945	6,507,958	6,404,022	10.4%
Total Net Position - Ending	\$ 6,507,958	\$ 5,697,009	\$ 6,404,022	\$ 6,314,715	10.8%

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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 3,054,903	\$ 2,500,000	\$ 2,500,000	\$ 3,000,000	20.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	13,003,620	13,621,900	13,621,900	16,000,000	17.5%
Employer Contributions/Premiums	44,590,893	54,074,732	54,074,732	60,000,000	11.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>60,649,416</u>	<u>70,196,632</u>	<u>70,196,632</u>	<u>79,000,000</u>	<u>12.5%</u>
Operating Expenses:					
Personnel Services	838,708	835,983	835,983	909,621	8.8%
Supplies and Materials	22,592	53,000	53,000	62,500	17.9%
Other Services and Charges:					
Professional Services	3,269,202	698,870	698,870	967,328	38.4%
Insurance Claims and Fees	47,839,959	59,571,841	59,571,841	68,528,863	15.0%
Insurance Premiums	7,753,840	10,000,000	10,000,000	8,200,000	-18.0%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	402,939	499,938	499,938	357,688	-28.5%
Total Operating Expenses	<u>60,127,240</u>	<u>71,659,632</u>	<u>71,659,632</u>	<u>79,026,000</u>	<u>10.3%</u>
Operating Income (Loss)	<u>522,176</u>	<u>(1,463,000)</u>	<u>(1,463,000)</u>	<u>(26,000)</u>	<u>-98.2%</u>
Non-operating Revenue (Expenses):					
Interest Income	<u>(174,818)</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0.0%</u>
Total Non-operating Revenue (Expenses)	<u>(174,818)</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>347,358</u>	<u>(1,453,000)</u>	<u>(1,453,000)</u>	<u>(16,000)</u>	<u>-98.9%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	347,358	(1,453,000)	(1,453,000)	(16,000)	-98.9%
Total Net Position, Beginning	<u>13,109,513</u>	<u>12,877,334</u>	<u>13,456,871</u>	<u>12,003,871</u>	<u>-6.8%</u>
Total Net Position, Ending	<u>13,456,871</u>	<u>11,424,334</u>	<u>12,003,871</u>	<u>11,987,871</u>	<u>4.9%</u>
Designated Position	5,901,537	7,165,963	7,165,963	7,902,600	10.3%
Unrestricted Position	7,555,334	4,258,371	4,837,908	4,085,271	-4.1%
Total Net Position, June 30	\$ <u>13,456,871</u>	\$ <u>11,424,334</u>	\$ <u>12,003,871</u>	\$ <u>11,987,871</u>	<u>4.9%</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

<u>Tax Rates:</u>		FY 22	FY 23	FY 24	Rate
(Cents per \$100 of assessed value)		Actual	Adopted	Proposed	Change
Administration					
	Real	1.74	1.90	2.19	0.29
	Personal	4.35	4.75	5.48	0.73
Park					
	Real	5.56	6.12	6.63	0.51
	Personal	13.90	15.30	16.58	1.28
Adv. Land Acquisition					
	Real	0.10	0.10	0.10	-
	Personal	0.25	0.25	0.25	-
Total Tax Rates (Cents)					
	Real	<u>7.40</u>	<u>8.12</u>	<u>8.92</u>	<u>0.80</u>
	Personal	<u>18.50</u>	<u>20.30</u>	<u>22.31</u>	<u>2.01</u>

<u>Assessable Base:</u>		FY 22	FY 23	FY 24	%
(in billions \$)		Actual	Adopted	Proposed	Change
Administration Fund*					
	Real	176.145	180.620	183.049	1.34%
	Personal	3.529	4.252	3.668	-13.73%
Park Fund*					
	Real	176.145	180.620	183.049	1.34%
	Personal	3.529	4.252	3.668	-13.73%
Adv. Land Acquisition (Entire County)					
	Real	203.097	208.454	211.253	1.34%
	Personal	4.266	5.042	4.464	-11.46%

* 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 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	214.83	214.17	215.21	214.66	224.35	224.35
Unfunded Career (Planning Dept)	1.00	-	1.00	-	-	-
Part-Time Career	9.93	5.35	9.93	5.35	9.41	5.68
Career Total	225.76	219.52	226.14	220.01	233.76	230.03
Term Contract	2.00	1.75	1.00	0.75	0.81	0.77
Seasonal/Intermittent		0.20		0.20		0.20
Chargebacks		(22.00)		(22.00)		(22.00)
Less Lapse		(7.62)		(7.73)		(7.73)
TOTAL ADMINISTRATION FUND	227.76	191.85	227.14	191.23	234.57	201.27
PARK FUND						
Full-Time Career	777.00	777.00	795.00	795.00	817.00	817.00
Part-Time Career	1.00	0.90	2.00	1.40	3.00	2.20
Career Total	778.00	777.90	797.00	796.40	820.00	819.20
Term Contract	7.00	6.80	7.00	6.80	7.00	6.80
Seasonal/Intermittent		79.40		82.00		82.10
Chargebacks		(35.70)		(41.10)		(45.70)
Less Lapse		(61.60)		(60.90)		(75.00)
TOTAL PARK FUND	785.00	766.80	804.00	783.20	827.00	787.40
TOTAL TAX SUPPORTED (Admin. and Park)						
Full-Time Career	991.83	991.17	1,010.21	1,009.66	1,041.35	1,041.35
Unfunded Career (Planning Dept)	1.00	-	1.00	-	-	-
Part-Time Career	10.93	6.25	11.93	6.75	12.41	7.88
Career Total	1,003.76	997.42	1,023.14	1,016.41	1,053.76	1,049.23
Term Contract	9.00	8.55	8.00	7.55	7.81	7.57
Seasonal/Intermittent		79.60		82.20		82.30
Chargebacks		(57.70)		(63.10)		(67.70)
Less Lapse		(69.22)		(68.63)		(82.73)
TOTAL TAX SUPPORTED (Admin. and Park)	1,012.76	958.65	1,031.14	974.43	1,061.57	988.67
ENTERPRISE FUND						
Full-Time Career	37.00	37.00	34.00	34.00	35.00	35.00
Part-Time Career	-	-	-	-	-	-
Career Total	37.00	37.00	34.00	34.00	35.00	35.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		80.50		79.30		82.90
Chargebacks		2.80		2.80		2.80
Less Lapse		-		-		-
TOTAL ENTERPRISE FUND	38.00	121.30	35.00	117.10	36.00	121.70
PROPERTY MANAGEMENT FUND						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		1.80		1.80		1.80
Less Lapse		-		-		-
TOTAL PROPERTY MANAGEMENT FUND	4.00	5.80	4.00	5.80	4.00	5.80
SPECIAL REVENUE FUND						
Seasonal/Intermittent		38.25		37.80		43.40
INTERNAL SERVICE FUNDS						
Full-Time Career	6.50	6.90	7.00	7.40	7.50	7.50
Part-Time Career	-	-	-	-	-	-
Career Total	6.50	6.90	7.00	7.40	7.50	7.50
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,039.33	1,039.07	1,055.21	1,055.06	1,087.85	1,087.85
Unfunded Career (Planning Dept)	1.00	-	1.00	-	-	-
Part-Time Career	10.93	6.25	11.93	6.75	12.41	7.88
Career Total	1,051.26	1,045.32	1,068.14	1,061.81	1,100.26	1,095.73
Term Contract	10.00	9.55	9.00	8.55	8.81	8.57
Seasonal/Intermittent		198.35		199.30		208.60
Chargebacks		(53.10)		(58.50)		(63.10)
Less Lapse		(69.22)		(68.63)		(82.73)
GRAND TOTAL	1,061.26	1,130.90	1,077.14	1,142.53	1,109.07	1,167.07



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COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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Montgomery County Commissioners' Office

EXECUTIVE OVERVIEW

Appointed by the Montgomery County Council, the Planning Board consists of one full-time Chair and four Commissioners who meet weekly (or more often, as needed) as the Montgomery County Planning Board. The Board plans for livable communities by developing large - and small - scale plans, providing guidelines for the pattern and pace of future development, preserving historic resources throughout the 323,000-acre county, and developing and managing Montgomery County's more than 37,200 acre nationally recognized park system, including 420 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 Planning 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 Planning Department and Department of Parks.

COMMISSIONERS' OFFICE PROGRAMS AND SERVICES

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. In FY24, the Commissioners' Office will continue to carry out the following responsibilities:

- Coordinate and provide administrative, technical, and public support at Planning Board hearings.
- Develop and manage the Planning Board meeting agenda.
- Post the Planning Board's meeting agenda, approved meeting minutes, and adopted resolutions on the web.
- Receive, acknowledge, and distribute correspondence directed to the Chair and Planning Board members for hearings.
- Assist members of the public in accessing online Planning 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.
- Coordinate Planning Board members meeting schedules and activities.
- Represent the Commission on internal committees related to outreach, diversity, and special events.



Montgomery County Commissioners' Office

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

Achievements by the Commissioners' Office staff in FY22 include the following:

- Staffed 43 Planning Board meetings as clerks/support staff. Due to the COVID-19 pandemic, 32 of these meetings were held virtually until April 2022 when the meetings were held in a hybrid manner - both in person and virtual.
- 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.
- 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, and Hispanic Heritage Month.

FY24 POSITION REQUEST

In FY23, the Commissioners' Office complement showed five part-time positions each with 0.5 workyears. Four of the part-time positions are the four Commissioners. One of the part-time positions was unfunded.

For FY24, the Commissioners' Office is requesting to convert the unfunded part-time position to a full-time position with funding of \$134,267 and one workyear for a Principal Public Affairs Specialist. This position will develop and assist in a strategic communications plan for the Montgomery County Planning Board and Chair's Office, with a focus on equitable, audience-centric communications. This includes educating a variety of audiences – including local decision makers, members of the business community, state, county and municipal government officials, the news media, and the general public – about the work of the Planning Board and M-NCPPC and help encourage collaborative partnerships with those audiences. This position will handle many facets of community relations, news media relations, and public relations activities, including: managing social media accounts; writing and producing news releases, developing and writing web-based and electronic communications products; managing arrangements and support for community meetings, public hearings, special events, and other community outreach activities; providing news media relations support for the Planning Board; handling public inquiries; and providing exemplary customer service. This position will report to the Department Program Manager/Office Administrator and will work in close coordination with the Montgomery Planning Communications Division staff and the Montgomery Parks Public Affairs Office.

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The Montgomery County Commissioners' Office proposes an FY24 Operating Budget of \$1,386,299 an increase of \$220,918 or 19%, from the FY23 adjusted adopted budget.

The proposed FY24 Operating Budget includes the following major categories:

- \$1,045,382 in Personnel Services, an increase of \$188,553 or 22% for:
 - \$47, 286 for increases in benefits, retirement, and annualization of prior year's salary adjustments
 - \$134,267 to convert an unfunded part-time position to a full-time Principal Public



Montgomery County Commissioners' Office

- Affairs Specialist position/workyear
 - \$7,000 for a summer seasonal intern to work with the Commissioners' Office staff on a special project and to provide valuable work experience for the next generation of public servants.
- \$25,800 in Supplies and Materials, an increase of \$1,343, for general inflation costs.
- \$51,900 for Other Services and Charges, an increase of \$11,525, for general inflation costs, a Planning Board retreat, and Board and staff trainings and conferences.
- \$263,217 in Chargebacks, an increase of \$19,497, to Legal for technical writing support.

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Commissioners' Office					
Personnel Services	942,230	856,829	856,829	1,045,382	22.0%
Supplies and Materials	5,534	24,457	24,457	25,800	5.5%
Other Services and Charges	19,646	40,375	40,375	51,900	28.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	243,720	243,720	263,217	8.0%
Total	967,410	1,165,381	1,165,381	1,386,299	19.0%

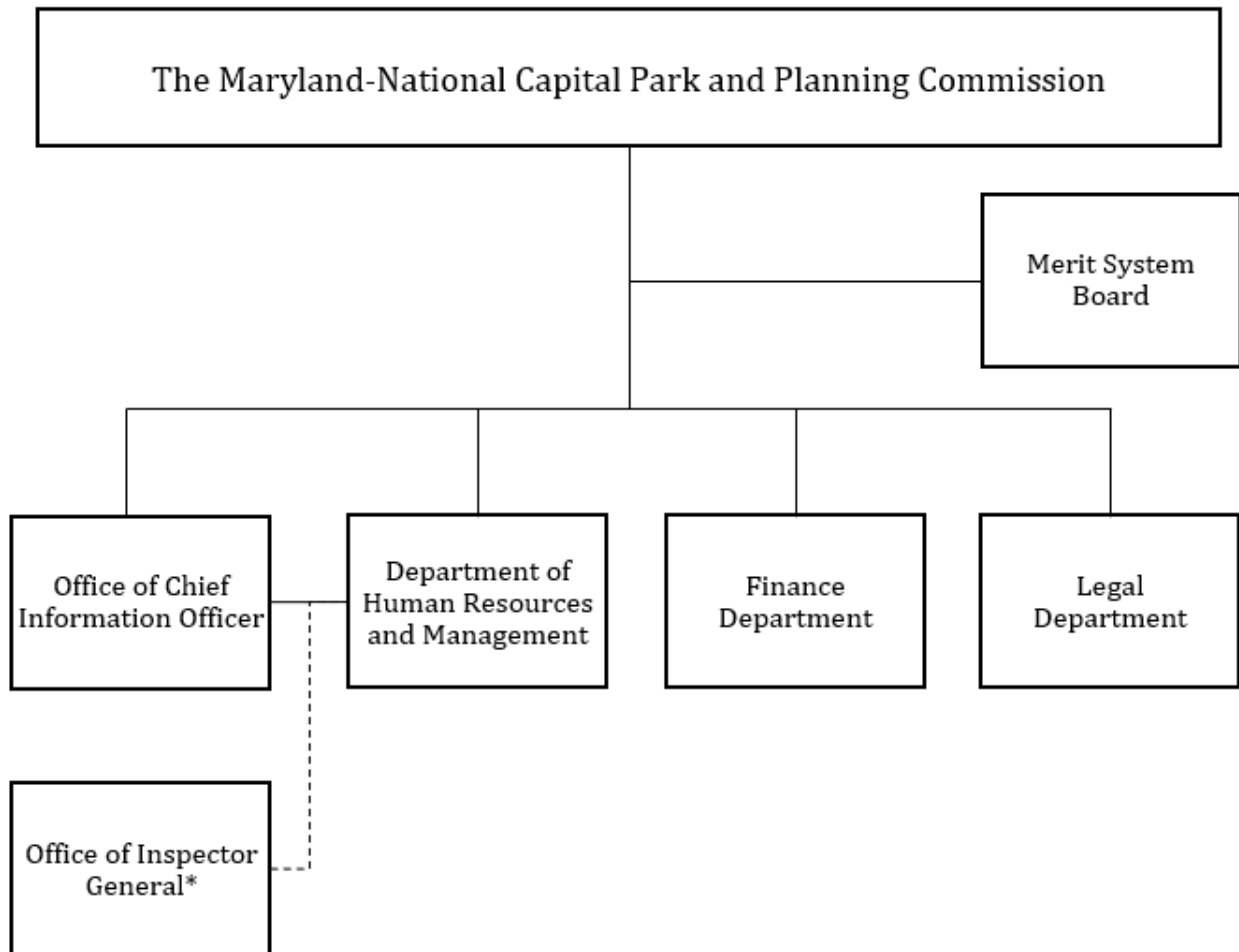
	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
<u>COMMISSIONERS' OFFICE</u>						
Full-Time Career	6.00	6.00	4.00	4.00	5.00	5.00
Part-Time Career	5.00	2.50	5.00	2.50	4.00	2.00
Career Total	11.00	8.50	9.00	6.50	9.00	7.00
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Commissioner's Office	12.00	9.50	9.00	6.50	9.00	7.00



Central Administrative Services Overview

ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



* Office of Inspector General reports to the Audit Committee



Central Administrative Services

Overview

EXECUTIVE OVERVIEW

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

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

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

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 enhance independence, the Office of the Inspector General is overseen by the Audit Committee, while administrative oversight is provided by the Executive Director. The Chief Information Officer (CIO) reports to the Executive Director to enable focus on Enterprise-wide Information Technology (IT) initiatives recommended by the IT Council.

CAS also includes funding for the Merit System Board and CAS Support Services. The budget for the Office of the Chief Information Officer and Commission-wide IT initiatives are shown in the Internal Service Fund section of the FY24 Proposed Budget Document.

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 including the Office of the Executive Director, Corporate Budget, Corporate Policy and Management Operations, and Corporate Human Resources

Department of Finance

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



Central Administrative Services

Overview

Legal Department

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

Office of the Inspector General

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

Office of the Chief Information Officer

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

Merit System Board

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

Support Services

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

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



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY22 Budget	FY23 Budget	FY24 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	46,500	46,500	50,000	7.5%
	Risk Management	DHRM	80,310	87,023	80,069	-8.0%
	Capital Equipment Fund	Finance	31,300	40,700	46,200	13.5%
	Enterprise Funds	Finance	139,100	131,000	108,400	-17.3%
	Park Fund - ERP Operations	Finance	90,133	97,700	100,300	2.7%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Risk Management	Finance	21,800	20,700	16,200	-21.7%
	Spec Rev Fund - Planning	Finance	51,200	39,840	40,260	1.1%
	Spec Rev Fund - Parks	Finance	20,000	25,060	25,740	2.7%
	Capital Equipment Fund	Corporate IT	18,886	16,014	20,302	26.8%
	Enterprise Funds	Corporate IT	84,583	57,400	56,506	-1.6%
	Park Fund - Data Center	Corporate IT	268,613	297,406	317,424	6.7%
	Pension Trust Fund	Corporate IT	69,798	70,845	71,908	1.5%
	Risk Management	Corporate IT	15,461	18,114	18,103	-0.1%
	Spec Rev Fund - Planning	Corporate IT	29,993	20,695	22,109	6.8%
	Spec Rev Fund - Parks	Corporate IT	15,015	16,219	16,917	4.3%
	Admin Fund - Commissioners' Office	Legal	-	243,720	210,378	-13.7%
	Admin Fund - Planning	Legal	92,882	100,312	108,337	8.0%
	Park Fund	Legal	167,962	181,399	195,911	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	218,964	236,480	244,598	3.4%
	Spec Rev Fund - Development Review	Legal	167,051	180,416	194,849	8.0%
	Subtotal Montgomery		1,797,851	2,095,843	2,112,811	0.8%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	22,512	23,508	60,053	155.5%
	Admin Fund - Planning - Recruitment	DHRM	16,731	18,208	18,445	1.3%
	Park Fund - HRIS/CC	DHRM	130,574	122,495	90,387	-26.2%
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	46,500	46,500	50,000	7.5%
	Park Fund - Recruitment	DHRM	55,738	60,660	61,448	1.3%
	Recreation Fund - Recruitment	DHRM	55,738	60,660	61,448	1.3%
	Recreation Fund - HRIS/CC	DHRM	165,291	155,601	166,561	7.0%
	Risk Management	DHRM	80,310	87,023	80,069	-8.0%
	Capital Equipment Fund	Finance	17,200	17,900	14,900	-16.8%
	Enterprise Funds	Finance	180,300	173,200	141,700	-18.2%
	Park Fund - New Positions	Finance	108,000	128,600	164,800	28.1%
	Park Fund - ERP Operations	Finance	140,022	146,400	140,900	-3.8%
	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%
	Recreation Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Recreation Fund - ERP Operations	Finance	81,040	85,800	86,800	1.2%
	Risk Management	Finance	31,300	32,000	24,700	-22.8%
	Special Revenue Funds (multiple)	Finance	91,700	77,700	53,600	-31.0%
	Capital Equipment Fund	Corporate IT	11,604	805	765	-5.0%
	Enterprise Funds	Corporate IT	101,263	104,073	72,009	-30.8%
	Park Fund - Data Center	Corporate IT	644,466	451,638	488,718	8.2%
	Recreation Fund - Data Center	Corporate IT	-	243,927	333,229	36.6%
	Pension Trust Fund	Corporate IT	69,798	70,845	71,908	1.5%
	Risk Management	Corporate IT	22,242	26,332	26,783	1.7%
	Special Revenue Funds (multiple)	Corporate IT	54,185	35,590	-	-100.0%
	Park Fund	Inspector General	145,850	149,686	155,679	4.0%
	Admin Fund - Planning	Legal	298,744	322,644	348,455	8.0%
	Admin Fund - Planning - Atty support	Legal	87,418	84,412	101,965	20.8%
	Park Fund	Legal	210,080	226,886	245,037	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	230,410	248,843	268,751	8.0%
	Subtotal Prince George's		3,367,316	3,470,236	3,597,410	3.7%
Commission-Wide						
	EOB	DHRM	110,426	113,783	119,820	5.3%
	Group Insurance	DHRM	79,952	89,247	78,092	-12.5%
	Group Insurance	Corporate IT	121,987	195,291	198,640	1.7%
	Group Insurance	Finance	201,000	215,400	209,800	-2.6%
	Subtotal Commission-Wide		513,365	613,721	606,352	-1.2%
COMBINED TOTAL						
			5,678,532	6,179,800	6,316,573	2.2%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		1,040,582	1,061,208	1,066,392	0.5%
	Finance		1,426,495	1,454,400	1,396,700	-4.0%
	Corporate IT		1,527,894	1,625,194	1,715,321	5.5%
	Legal		1,537,711	1,889,312	1,982,481	4.9%
	Inspector General		145,850	149,686	155,679	4.0%
TOTAL			5,678,532	6,179,800	6,316,573	2.2%



Central Administrative Services

Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The bi-county proposed FY24 operating budget for Central Administrative Services before chargebacks is \$31,109,264, which is a 12.6% increase over FY23. The budget sustains, at a minimum, the same service level as FY23, 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 FY24 proposed budget is based on the analysis performed in the Fall of 2022.

The FY24 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 44.6% Montgomery County and 55.4% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

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

Investing in an Essential Needs Budget

In FY24, 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.

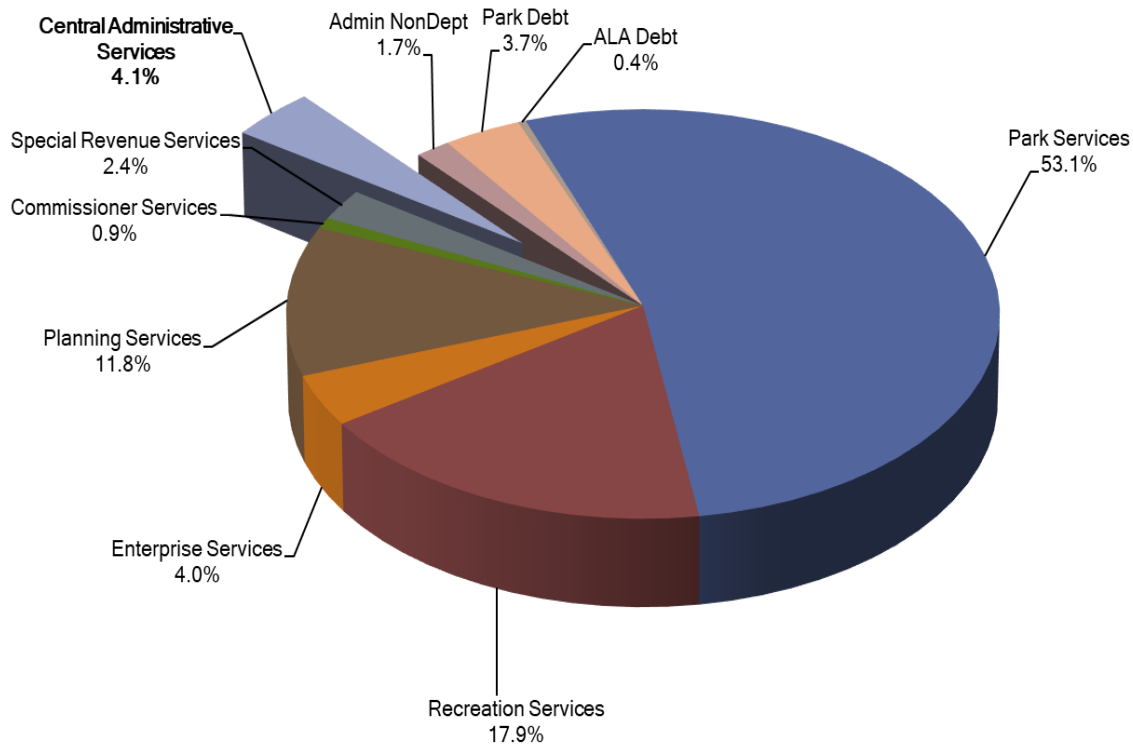
The CAS budget proposal reflects positions and workyears comparable to FY11 levels, even while work program demands have increased over the past ten years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued rollout of ERP functionality increase the demand for CAS departments' services.

The CAS proposed budget is 4.1% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS)
FY24 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

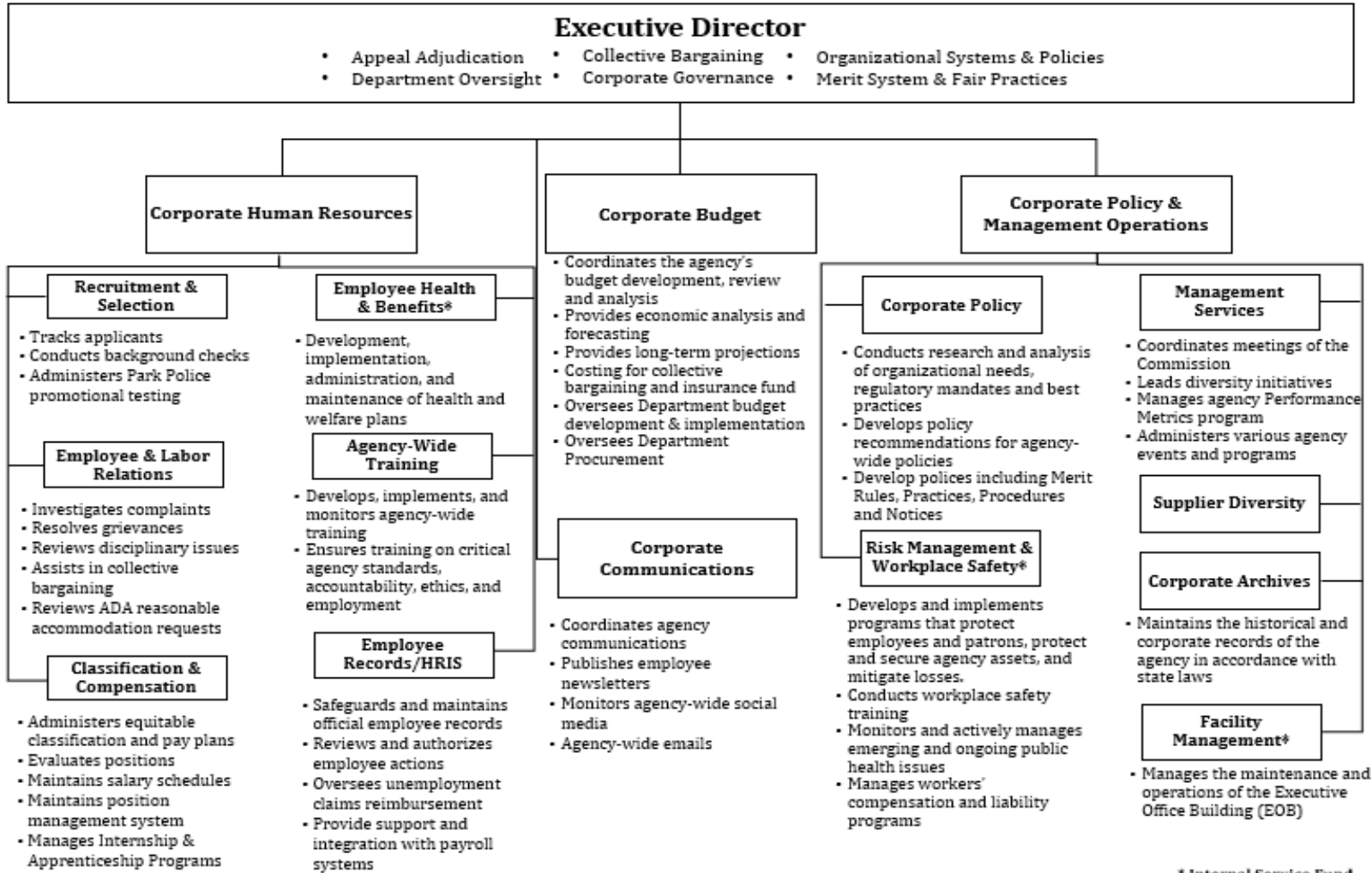


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE



Central Administrative Services

Department of Human Resources and Management

OVERVIEW

The Department of Human Resources and Management (DHRM) delivers executive and operational leadership through corporate governance for the agency through:

- Corporate budgeting and prudent fiscal planning,
- Human resources administration and programs that ensure equal employment opportunities, fair practices, diversity, equity, and inclusion,
- Administration of the agency's supplier diversity program,
- Organizational standards, promoting public accountability, organizational effectiveness, and a preferred workplace.

The Department is led by the Executive Director, who also carries out chief administrative officer duties for the agency.

Most of the Department's functions are funded in the Administration Fund. However, the Risk Management and Workplace Safety program, Employee Health and Benefits functions, and operation of the Executive Office Building (EOB) are funded through Internal Service Funds. Full details for these programs and budgets can be found in the *Other Funds* section.

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. The Executive Director ensures public accountability through ensuring fair and sensible workplace practices, implementing the Merit System Rules and Regulations, and overseeing organizational policies and union contracts. The Office serves as liaison with both County Councils and County Executives, coordinates meetings of the agency, executes all agency contracts, reviews employment concerns, handles adjudication of grievance appeals, and leads diversity, equity and inclusion initiatives for the agency.

Corporate Budget

The Corporate Budget Division oversees the agency's budget preparation process and provides sound, timely, and transparent fiscal information to support effective resource allocation management, accuracy, and uniformity across the agency. The Division leads the responsible and sustainable use of public resources to meet the needs of bi-county residents through comprehensive fiscal and budget analysis, revenue estimates, and long-term fiscal policies and strategies.



Central Administrative Services

Department of Human Resources and Management

Corporate Communications

Corporate Communications was established in 2020 to coordinate communications with the Office of the Executive Director and operating departments during the height of the pandemic. The Office assists DHRM and the Office of the Chief Information Officer (CIO) with writing, editing, graphic design, desktop publishing, and producing presentations. The Office handles agency-wide employee communications, including weekly and monthly newsletters for approximately 3,000 employees and retirees, as well as monitoring general agency email inquiries, and social media accounts.

Corporate Policy and Management Operations

This division is responsible for managing the system of agency-wide policies, implementing programs which safeguard employees, patrons and agency assets, and administering corporate programs which support the mission of the agency and best practices. The Division conducts management studies, research and analysis to promote public accountability, transparency, and workplace efficiency; develops and administers workplace safety and risk management programs; administers the Commissions supplier diversity program and recommends and develops programs and standards for best practices and preferred workplace initiatives.

Agency Policies and Procedures

The Corporate Policy Office conducts research and analysis of organizational needs, regulatory mandates, and best practices for greater efficiency, cost containment, and effective programs. The Office develops recommendations for agency-wide policies in areas such as organizational functions, employment regulations, workplace standards, and internal controls. Policies are developed through a collaborative review with input from departments, the Merit System Board, union representatives, and other stakeholders.

Corporate Records and Archives

This function ensures official records are safeguarded and retained in accordance with federal and state public record mandates. The Archives Office formally retains the documented actions of the Commission and conducts research of historical records and actions.

Risk Management and Workplace Safety

The Risk Management and Workplace Safety Office develops and implements programs that protect employees and patrons, protect and secure the agency's assets, and mitigate losses. In addition, this office is responsible for the Continuation of Operations plans for the Commission and coordination with local jurisdictions. This program is funded through an Internal Service Fund. Further details can be found in the *Other Funds* section.

Administrative Services and Facility Operations

This function carries out agency-wide and departmental operational activities, which include coordinating and supporting corporate meetings of the Commission, Directors, and other ad hoc or standing committees, ensuring smooth operations of the Office of the Executive Director, and maintaining EOB facility operations.

Performance Measurement and Management

This program will enable agency leaders to make data-driven decisions regarding the services the agency provides, ensuring a robust return on investment. A performance management framework improves gap identification, accountability, decision-making, and organizational effectiveness. This



Central Administrative Services

Department of Human Resources and Management

program will provide an easily understandable analysis of metrics, and monitor and interpret performance trends to disseminate to relevant stakeholders and agency leadership. This program will also be crucial in the development and measurement of a robust and effective Supplier Diversity Program.

Ensuring Supplier Diversity

This program is currently being developed and is designed to assure that minority, female, and disabled-owned business enterprises (MBEs) and small-local-owned business enterprises (SLBEs) have the same opportunities to succeed in pursuing business with the agency as any other potential vendors.

Corporate Human Resources

This division provides expert guidance and advice on human resources matters for the agency. The Division also provides oversight of all programs and activities relating to employment and working conditions: compensation, benefits, labor relations, records, and recruitment. Additional services include training coordination, employment for disabled persons, publishing annual personnel management reviews, and succession planning for the Commission.

Classification and Compensation

This team is responsible for the development, implementation, administration, and maintenance of equitable classification and pay plans for all agency employees and positions. They provide guidance and customer-service to the operating departments, administer the classification plan that analyzes and evaluates positions based upon duties, responsibilities, and minimum qualifications. Additionally, the team maintains salary schedules, conducts salary surveys, updates and maintains the position management system, reviews and assists in reorganizations, and manages the Internship and Apprenticeship Programs.

Employee Health and Benefits

This team is responsible for the development, implementation, administration, and maintenance of benefit plans for employees, retirees, and their eligible dependents. They also administer the agency's occupational health services.

Employee and Labor Relations

Employee and Labor Relations fosters management/employee partnerships and assists management in handling complex employment concerns. Staff investigates complaints and resolves grievances, reviews disciplinary and performance issues, provides alternate dispute resolution, supports the Park Police Chief's Committee and Grievance Mediation Boards, and administers the Performance Recognition and Performance Management Programs. Labor Relations' functions include assistance with negotiation, administration of employment policy and collective bargaining contracts, and ongoing training on updated and current Commission policies for managers and employees. This unit also reviews reasonable accommodation requests for compliance with the Americans with Disabilities Act (ADA).

Human Resources Information Systems

This team maintains and safeguards official employee records (physical and electronic) according to Federal and State regulations. Staff uses Human Resources Information Systems (HRIS) to maintain the employee/employment database, and to review, enter, authorize, and/or approve 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 for State unemployment reimbursement or claims, employment verification and legal



Central Administrative Services Department of Human Resources and Management

garnishments tracking, provision of ad hoc and regular employee-data reporting, and support and integration with existing timekeeping and payroll systems.

Recruitment and Selection Services

This team supports the M-NCPPC's efforts to attract and maintain a diverse, skilled, and effective workforce. Staff provides lifecycle recruitment activities to the agency from advertising, testing, application processing, selection, and employment/promotion offers. This team manages an outsourced online applicant tracking system. Related tasks involve administration of background/reference checks, language proficiency testing, and Park Police entry, lateral, and advancement testing.

Learning and Organizational Development

This agency-wide training program educates all employees in policies and procedures, respectful workplaces, diversity and inclusion, leadership development, and prevention of fraud, waste and abuse. This program is also responsible for leading Succession Planning efforts and administering the agency's Learning Management System.



Central Administrative Services

Department of Human Resources and Management

FY22 ACCOMPLISHMENTS



Processed **36,200** job applications and filled **850** vacancies.



Processed **30,000** Personnel Actions and payment calculations.



Processed **2,000** unemployment claims to avoid state penalties.



Tracked over **6,000** employee vaccinations.



Processed **11,000** compensation transactions.



Processed **13,00** benefit enrollments and changes for employees and retirees.



Successfully negotiated **30** times with our unions.



Received the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the **37th consecutive year**.



Reviewed and processed **500** workers' compensation (28% increase) and liability (17% increase) claims.



Conducted **700** risk assessments, contract reviews and audits.



Processed **250** MPI research and records requests.



Handled **500** COVID-19 cases.



Issued or updated **31** policies.



Organized **33** agency-wide management meetings, and **7** agency-wide and departmental events.



Central Administrative Services

Department of Human Resources and Management

FY23-24 STRATEGIC GOALS

Establish a Performance Measurement and Management System: Develop a comprehensive *Agency Roadmap* built upon an updated M-NCPPC mission, vision, and strategic goals. Identify and define key performance indicators (KPIs) in various subject areas including agency program effectiveness, workforce diversity, and talent acquisition. Establish a dashboard to track KPIs and performance metrics.

Establish a Supplier Diversity Program: Develop and launch a program to assure that minority, female, and disabled-owned business enterprises (MBEs) and small-local-owned business enterprises (SLBEs) have the same opportunities to succeed in pursuing business with the agency as any other potential vendors.

Implement a Diversity, Equity and Inclusion (DEI) Program: Develop a program to review all department policies and procedures to ensure fairness in all aspects of employment; serve as 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.

Launch an Agency-wide Training and Succession Planning Program: Implement an agency-wide training program to educate all employees in policies and procedures, respectful workplaces, diversity and inclusion, succession planning leadership development, and prevention of fraud, waste and abuse. This program will also be responsible for the administration of the new Learning Management System.

Establish a Paid Family Medical Leave Insurance (PFML) Program: Per the new *Time to Care Act*, employers will have the choice to either participate in the state program or substitute a self-funded private employer plan by October of 2023.

FY24 PRIORITIES

In addition to the goals listed above and delivering the regular, ongoing work of the department, major priorities for FY24 include:

- Continue implementing 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.
- Continue to coordinate with the Departments in managing the agency-wide communications processes. These efforts will continue to be expanded to provide the framework for effective communications strategies, crisis communications, and messaging across the agency.
- Prepare HRIS data and identify requirements in preparation of either an ERP upgrade or a migration to a new platform.



Central Administrative Services

Department of Human Resources and Management

- Continue to reduce the agency's time to fill metric of open positions by focusing on increased outreach and partnering with other agencies.

BUDGET AT A GLANCE

	FY23 Adjusted Adopted	FY24 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$2,859,249	\$3,519,690	23.1%	42.5%
Staffing				
Funded Career Positions	18.14	20.76	14.4%	40.7%
Term Contract Positions	1.00	0.81	-19.0%	40.5%
Funded Workyears	17.44	20.45	17.3%	40.4%
Prince George's County Budget				
Expenditures	\$3,934,881	\$4,764,845	21.1%	57.5%
Staffing				
Funded Career Positions	26.86	30.24	12.6%	59.3%
Term Contract Positions	1.00	1.19	19.0%	59.5%
Funded Workyears	26.56	30.23	13.8%	59.6%
Combined Department Total Budget				
Expenditures	\$6,794,130	\$8,284,535	21.9%	100.0%
Staffing				
Funded Career Positions	45.00	51.00	13.3%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	44.00	50.68	15.2%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The FY24 proposed budget is \$8,284,535, representing an increase of 21.9% over FY23. This increase funds the ongoing operations administered by the Department and the addition of six career positions to address the expanded scope and volume of the Department's work.

The FY24 funding allocation before chargebacks is 40.7% Montgomery and 59.3% to Prince George's, which is a shift of 0.6% from Prince George's to Montgomery, compared to FY23.

Personnel Services: This category includes adjustments for compensation, benefit elections and pension for existing positions and the addition of six new positions:

- Three Recruiters (\$119,633 each):** As labor market conditions have tightened, passive job posting activity is insufficient. Implementing proactive recruitment and marketing



Central Administrative Services Department of Human Resources and Management

initiatives to meet increased service expectations requires additional staffing and new skill sets within the unit. These new positions would enable us to distribute our increasing workload and fill vacant positions faster and better support recruitment efforts of the Departments.

- **Human Resources Specialist for the Employee & Labor Relations Office (\$119,633):** This position would provide much needed support to handle the rise of employee grievances and complaints, and increased reviews of requests for reasonable accommodation, as well as assist with negotiations and collective bargaining agreements, and aid in the agency-wide training program.
- **Corporate Management Analyst II for Supplier Diversity and Performance Management Program (\$141,296):** This position would be responsible for collecting and analyzing data and creating the annual report for the new Supplier Diversity program. In addition, it will support agency leaders in making data-driven decisions through easily understandable visualizations, interpretation of trends, and regular performance reports.
- **Supplier Diversity Specialist (\$119,633):** This position would be responsible for assisting the Supplier Diversity Program Manager in expanding the base of small, local, and minority vendors who are capable and available to participate in agency contracting opportunities by creating an annual outreach plan and meeting monthly outreach/communications goals.

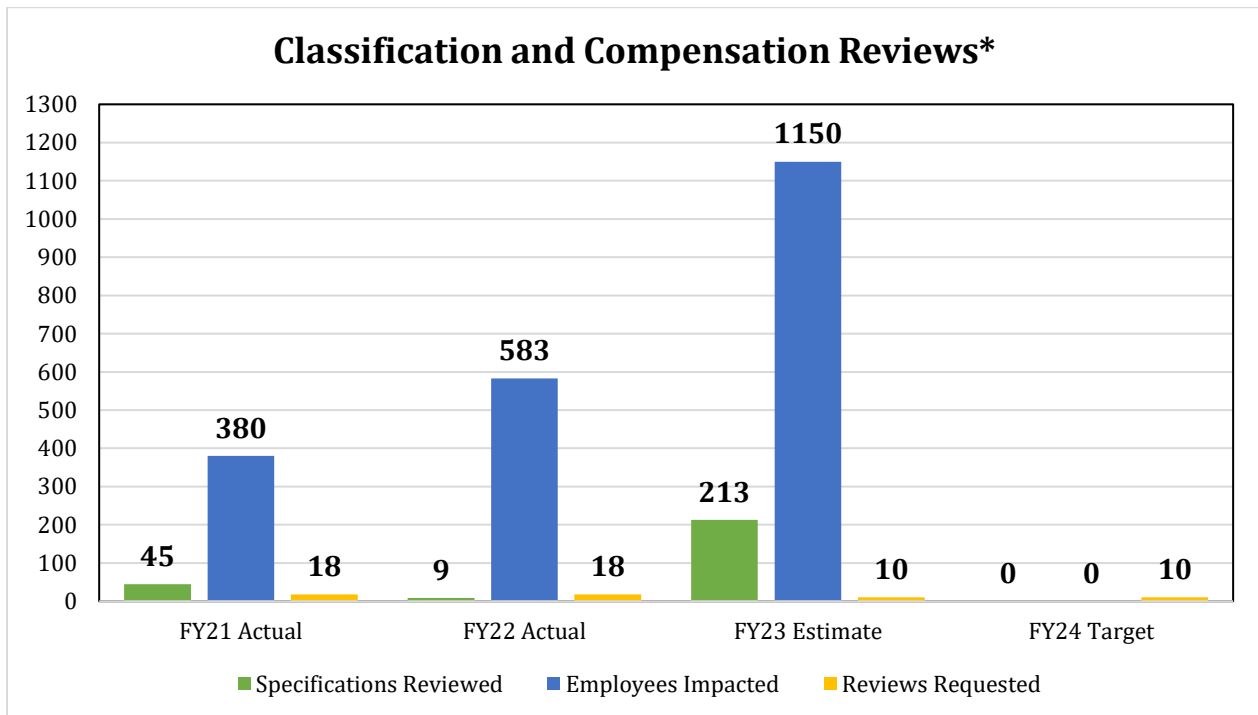
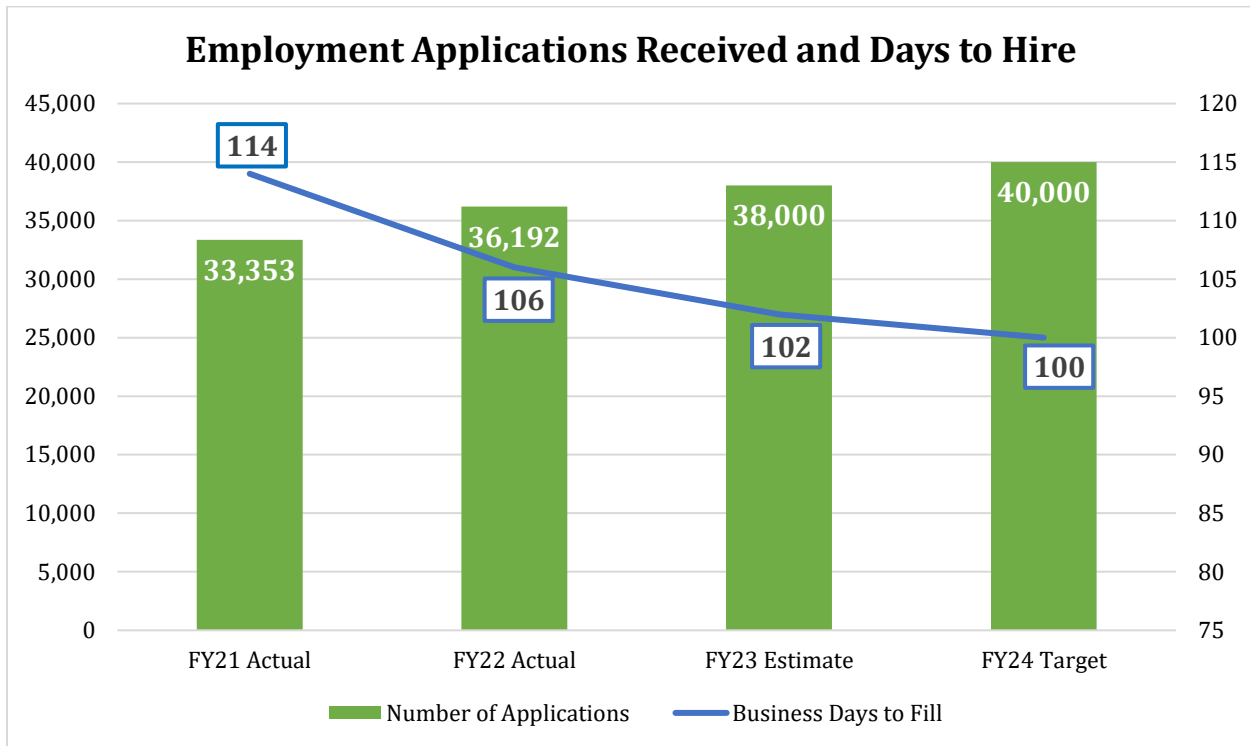
Other Operating Charges: This category includes an increase of 29.4% for supplies, materials, and professional services to support the programs outlined in the FY24 strategic goals and priorities section, legal services, HR investigations, diversity initiatives, and adjustments for inflation.

Chargebacks: This category includes a decrease of 0.5% 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

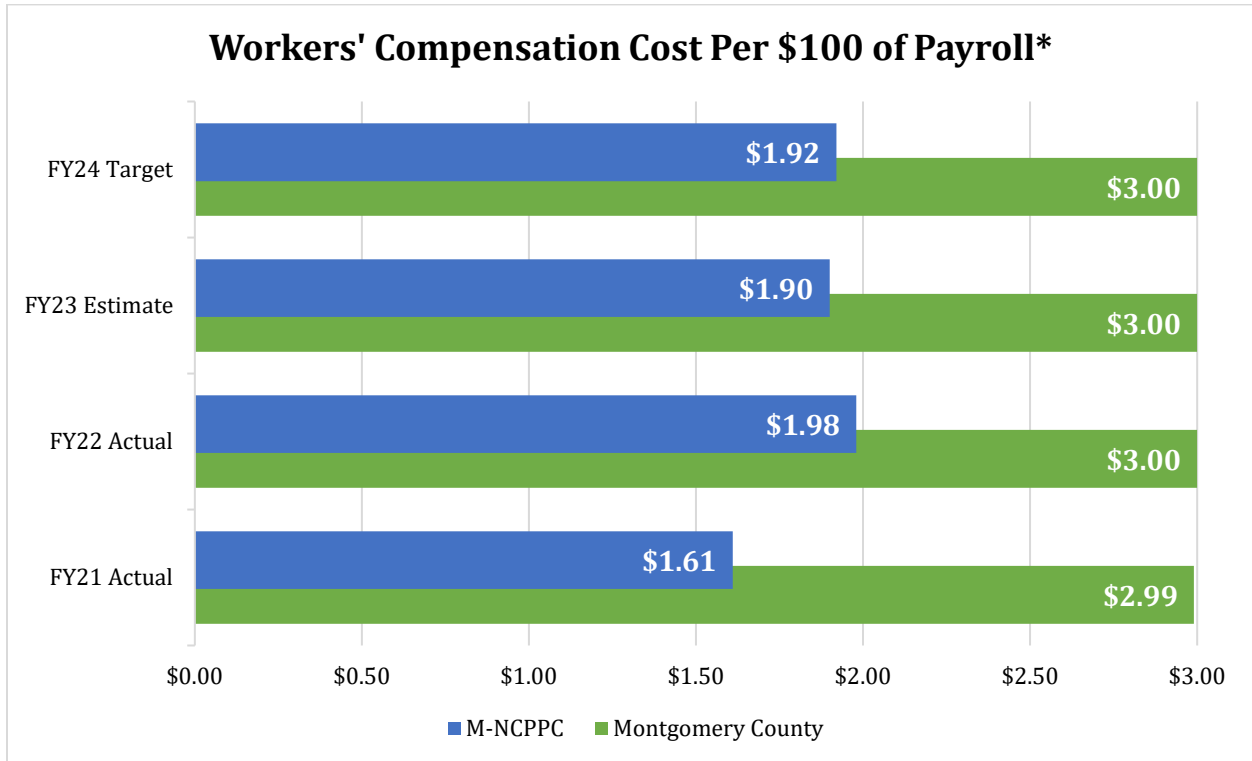
PERFORMANCE MEASURES



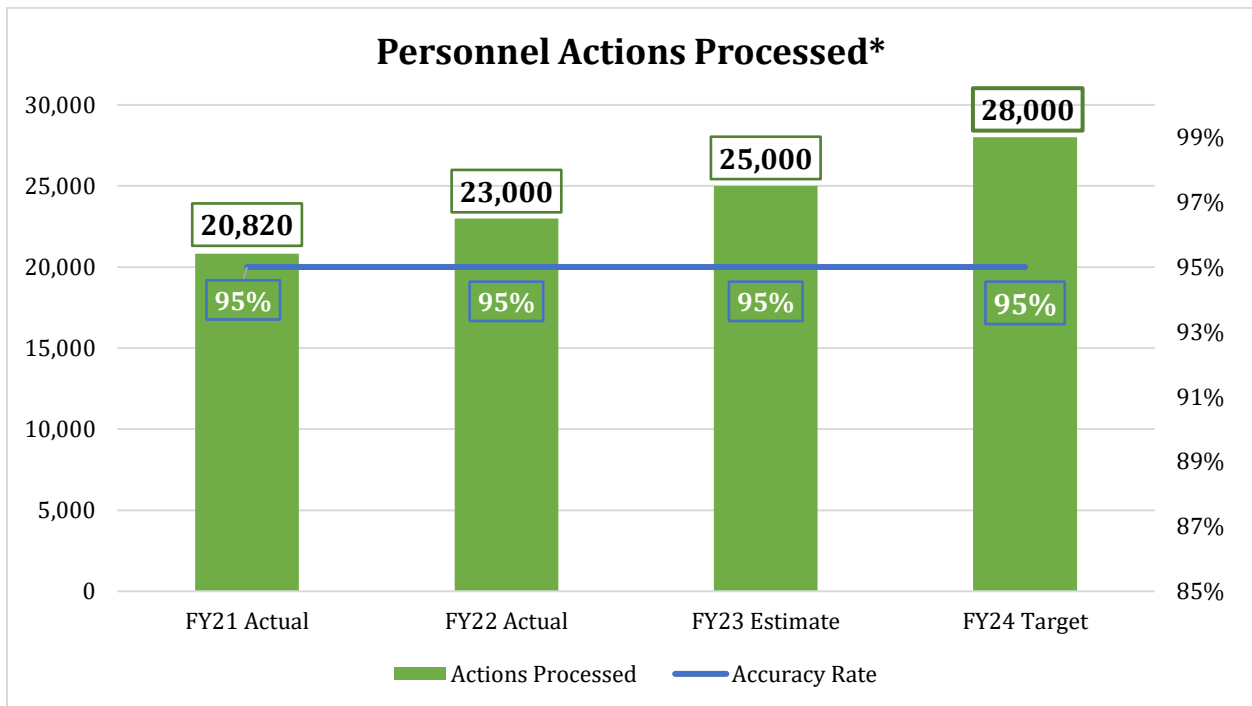
*The multi-year Classification and Compensation study is expected to be completed in FY23, resulting in a significant reduction in the number of specifications reviewed in FY24.



Central Administrative Services Department of Human Resources and Management



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

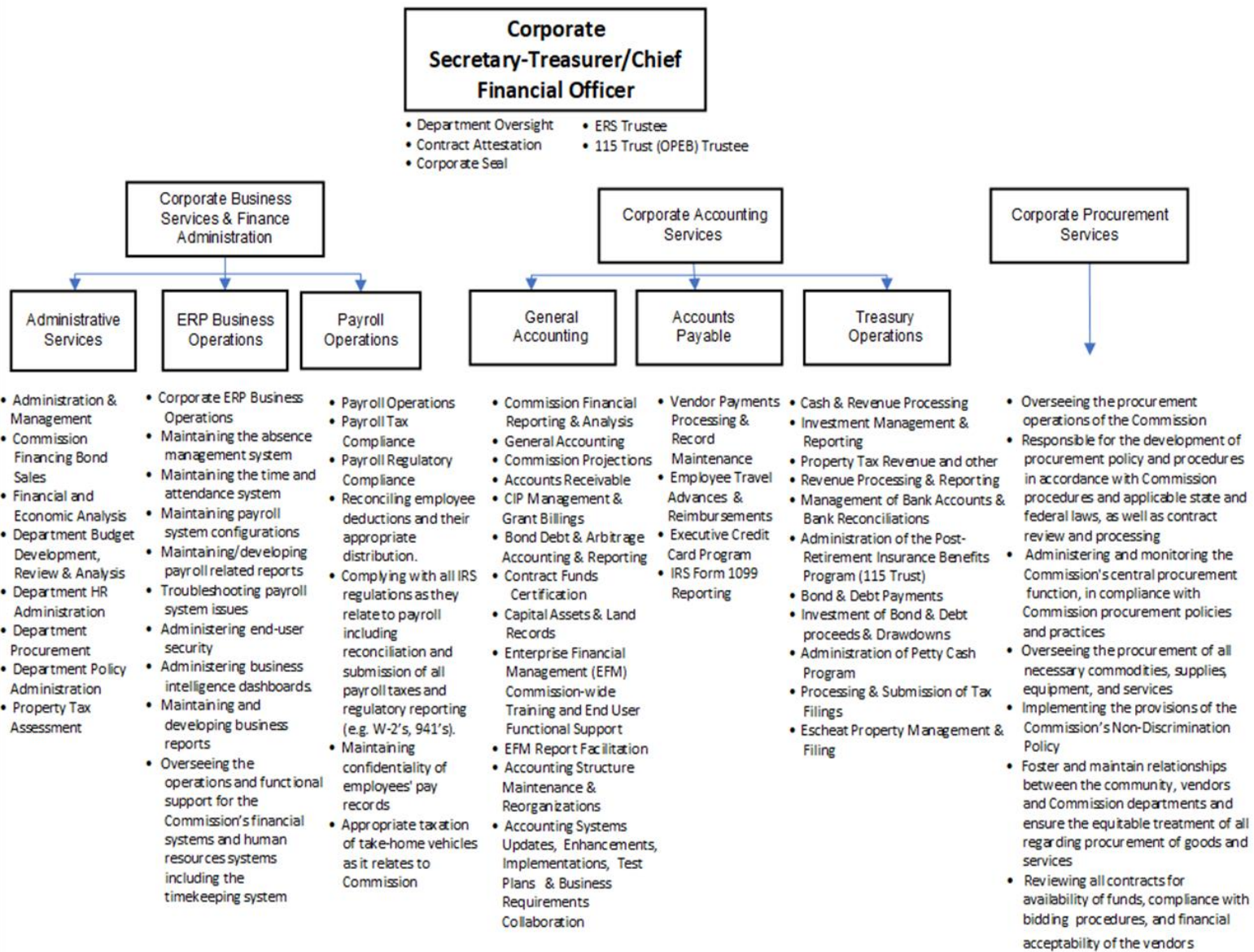


*These actions include hiring, seasonal contract renewals, merit increases and terminations.



ORGANIZATIONAL STRUCTURE

DEPARTMENT OF FINANCE



Central Administrative Services

Department of Finance

OVERVIEW

The Department of Finance (Department) is directed by the Secretary-Treasurer and guided by the Commission. The Secretary-Treasurer directs departmental duties and responsibilities to reflect the strategic priorities established by the Commission and the work programs as approved in the annual budget. Staff assignments may include inter-divisional, interdepartmental and inter-agency teams. The Department is organized into three divisions: 1) Corporate Business Services & Finance Administration, 2) Corporate Accounting Services, and 3) Corporate Procurement Services. The Department administers the organization's financial systems to ensure fiscal stability, public accountability, and the overall integrity of fiscal activities. The Department provides efficient, effective, and comprehensive financial services and analysis, debt management, payroll, accounting, procurement, investments and treasury operations, internal controls, and administration of the enterprise resource program platforms. Specific departmental objectives reflect priorities established by the Commission and the Secretary-Treasurer. The Department provides financial expertise and guidance to M-NCPPC operating departments and serves as a technical resource to Montgomery and Prince George's County governments, and other relevant outside entities, to ensure a financially sound organization.

MISSION

The Department of Finance's mission is to maintain a financially sound organization, including implementation of financial planning and controls, to support Commission programs, ensure fiscal accountability, and provide comprehensive financial services for Commission management. In carrying out this mission, the Department is responsible for maintaining strong internal controls and implementing and administering corporate management information systems by using advanced technologies.

PROGRAMS AND SERVICES PROVIDED

The Secretary-Treasurer is the Commission's fiscal advisor and is appointed to serve at the pleasure of the Commission and is the head of the Department of Finance. Departmental duties and responsibilities are directed by the Secretary-Treasurer for each program as approved in the annual budget.

Some of the functions of the Secretary-Treasurer include directing financial matters such as coordinating financial activities, services, and reports for internal and external entities, including but not limited to, the Commission and the Planning Boards; the Executive Director; M-NCPPC departments; County Councils; County Executive offices; other local, state, and federal agencies, and external auditors; exercising the fiduciary responsibility associated with managing public assets by protecting the agency's assets through the establishment of internal controls; developing, implementing, and monitoring compliance with financial policies and programs in conformance with authoritative governmental accounting, auditing, financial reporting, procurement and investment standards including, but not limited, to those of the Governmental Accounting Standards Board (GASB), the Government Finance Officers Association (GFOA), applicable State and federal laws, and other government industry standards, as appropriate; monitoring the agency's revenues and expenditures for compliance with Division II of the Land Use Article of the Annotated Code of Maryland and the agency's formally adopted budgets, and serving as Ex-Officio on the Retirement Plan Board of Trustees and Ex-Officio on the 115 Other Post-Employment Benefits (OPEB) Trust Fund.



Central Administrative Services Department of Finance

Corporate Business Services & Finance Administration Division has three (3) major work programs: Finance Administration, Payroll Operations, and ERP Business Operations Management.

Finance Administration is responsible for the Department's administration and management (provide corporate financial oversight and direct the overall operations of the Finance Department); budget development and monitoring; manage the debt program to finance capital equipment and the Commission's capital improvement projects; department procurement; departmental human resources; review department policies and procedures, and Property Tax Assessments.

Payroll Operations processes payroll in accordance with Merit System Rules and Regulations, collective bargaining agreements, and federal/state/local regulations; comply with all IRS regulations as they relate to payroll including reconciliation and submission of all payroll taxes and regulatory reporting; processes two bi-weekly payrolls for all agency employees; provide payroll related reporting and is responsible for payroll tax compliance.

ERP Business Operations Management is responsible for oversight and management of user-security, business intelligence reporting, change management, and change control of the ERP financial business systems, and provides operations support to the payroll, Kronos (time keeping system), general ledger and procurement systems. The section also offers financial analysis and reporting expertise to other Commission departments to enable them to make informed judgments and strategic financial planning decisions.

The Corporate Accounting Services Division has three (3) major programs: General Accounting, Accounts Payable and Treasury Operations.

General Accounting is responsible for recording and reporting financial transactions, and preparing financial statements in accordance with Generally Accepted Accounting Principles (GAAP); maintaining formal accounting, land and capital asset records; preparing financial schedules and documents for Commission financings; preparing quarterly budget projections; generating grant and other billings; providing Capital Improvement Program (CIP) accounting, analysis, reporting, and billings; providing contract fund certifications; reviewing actual expenditure and budget data in the Accounting System, coordinating the annual external audit; and preparing the Annual Comprehensive Financial Report (ACFR) and Uniform Financial Report for the State. This function also develops and provides Commission-wide end-user training and functional support for the Enterprise Financial Management (EFM) system, facilitates reporting and business requirements, and provides administrator services for other ancillary software and systems.

Accounts Payable is responsible for the processing and recording of vendor payments in accordance with Commission practices, policies and procedures; maintaining proper file management and vendor records; responding to internal and external payment status inquiries; and preparing form 1099s for vendors and submission to the IRS.

Treasury Operations is responsible for managing banking operations; managing 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; Post-Retirement Insurance Benefits Program (115 Trust) Administration; Petty Cash Administration; Escheat Property Program management; processing and submission of tax filings; processing and recording property tax and



Central Administrative Services Department of Finance

other revenue and cash transactions; bond and other debt payments, and bond proceeds and drawdowns; preparing financial reports to provide historical and projected information on property tax collections and other revenue sources; preparing investment reconciliations and reports to inform management of investment returns and compliance with investment policy.

The Corporate Procurement Division major function 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 the development of procurement policy and procedures in accordance with Commission procedures and applicable state and federal laws, as well as contract review and processing. Administering and monitoring the Commission's central procurement function, in compliance with Commission procurement policies and practices. Implement the provisions of the Commission's Non-Discrimination Policy which promotes equal and fair competition between all vendors. Fostering and maintaining relationships between the community, vendors, and Commission departments and ensure the equitable treatment of all regarding procurement of goods and services. Review all contracts for availability of funds, compliance with bidding procedures, and financial acceptability of vendor.

Fiscal Year 2023 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 49th consecutive year in FY 2021. The Commission has received this award longer than any other organization in its category.

Other accomplishments:

- Completed the Prince George's County Seasonal Payroll Automation project for Kronos timekeeping migration as well as the implementation of the Kronos Advanced Scheduler for Prince George's County seasonal staff management.
- Completed the issuance of two bond sales for Montgomery County in the amount of \$13.1 million and for Prince George's County in the amount of \$12.0 million.
- Implemented the new Lease Accounting Standard GASB 87, which fundamentally changes lease recognition, measurement, and related disclosures for lessees and lessors.
- Completed the implementation of Gravity Software to move from a manual to an automated process for updating and publishing the Annual Comprehensive Financial Report.
- Updated the Procurement Regulations and the Purchase Card Manual.
- Completed the implementation of the Electronic Contract Routing process.
- Implementation of Local Small Business program supported by the Corporate Procurement Division.



Central Administrative Services Department of Finance

BUDGET AT A GLANCE

Summary of the Department of Finance Budget

	FY23 Adjusted Adopted	FY24 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$2,538,075	\$2,866,765	13.0%	44.6%
Staffing				
Funded Career Positions	20.00	20.54	2.7%	42.8%
Funded Workyears	19.22	20.54	6.9%	42.8%
Prince George's County Budget				
Expenditures	\$3,140,178	\$3,561,540	13.4%	55.4%
Staffing				
Funded Career Positions	27.00	27.46	1.7%	57.2%
Funded Workyears	25.79	27.46	6.5%	57.2%
Combined Department Total Budget				
Expenditures	\$5,678,253	\$6,428,305	13.2%	100.0%
Staffing				
Funded Career Positions	47.00	48.00	2.1%	100.0%
Funded Workyears	45.01	48.00	6.6%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The FY24 proposed budget of \$6,428,305 reflects an additional \$750,052 or 13.2% increase from the FY23 adopted budget after chargebacks.

Personnel services increased by \$758,569 from merit increases, the conversion of two frozen positions into two full time positions and the addition of one new ERP position. Other operating charges decreased by \$4,216, and chargebacks increased by \$-4,301.

In developing the FY24 budget request, the Finance Department is requesting a few position changes to support succession planning, to obtain skill sets currently unavailable, and to start a rebuilding effort to raise the level of efficiency and effectiveness of the support Finance provides throughout the organization. The Department needs to modernize and transform its products, offerings, and services.

- Funding is requested for a new Deputy Chief Financial Officer position. This position will be converted from a currently frozen position of an Accounting Tech 2. This position will be key to modernizing the department's services. (Prince George's County \$132,662 and Montgomery County \$99,264).
- In anticipation of the Senior Leadership recommending an RFP be published to see the viability of vendors to replace the Commission's Financial and Human Resource Systems,



Central Administrative Services

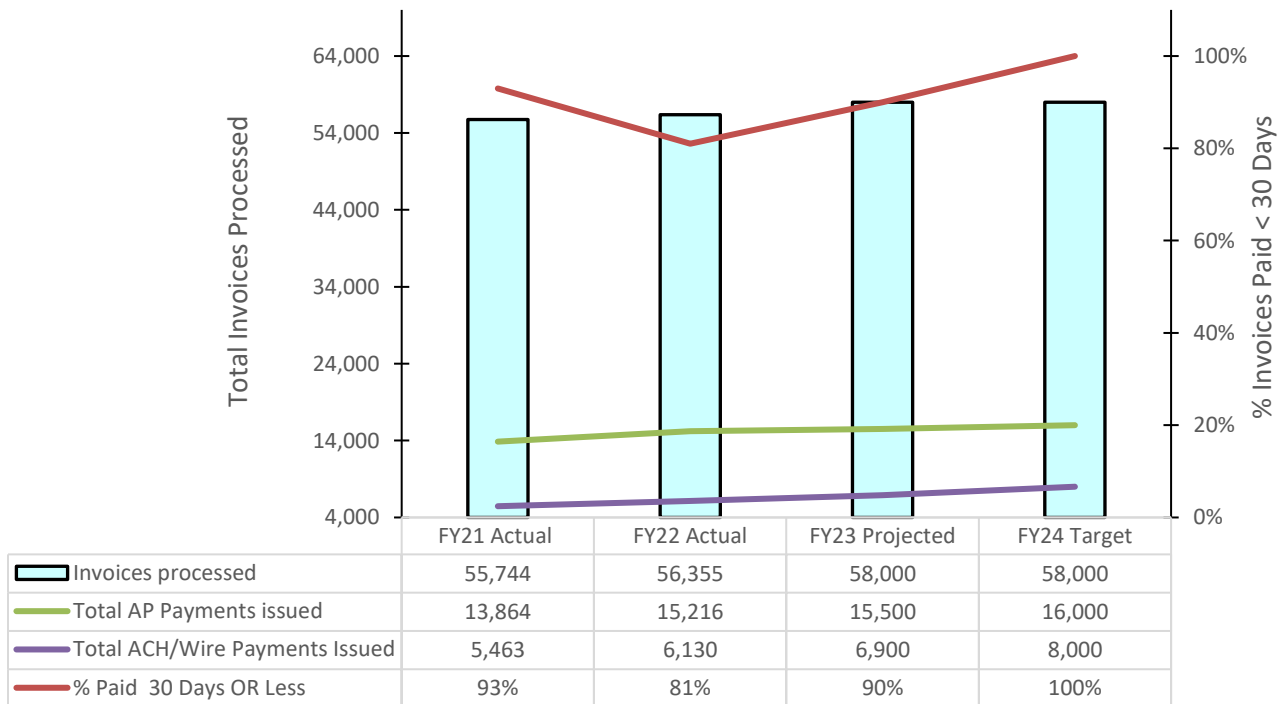
Department of Finance

resources are being requested to support this effort. Funding is requested for new Corporate Senior Applications Analyst for the ERP work program. This position will also be converted from a frozen position (Prince George’s County \$79,586 and Montgomery County \$59,551).

- Funding is also being requested for a new position of Corporate Applications Analyst for the ERP work program. This position (Prince George’s County \$69,671 and Montgomery County \$52,130) along with the Corporate Senior Applications Analyst position will be critical to a successful implementation, whether that is with a new vendor or upgrading with the current vendor. This additional staffing is important to have at the start of a new implementation or major upgrade. These two positions will work together to begin transforming and raising the service levels of the Department. These positions are subject to a \$61,200 credit to the Admin Funds via chargebacks to MC Parks \$19,323, PGC Parks \$25,391, and PGC Rec \$16,486.

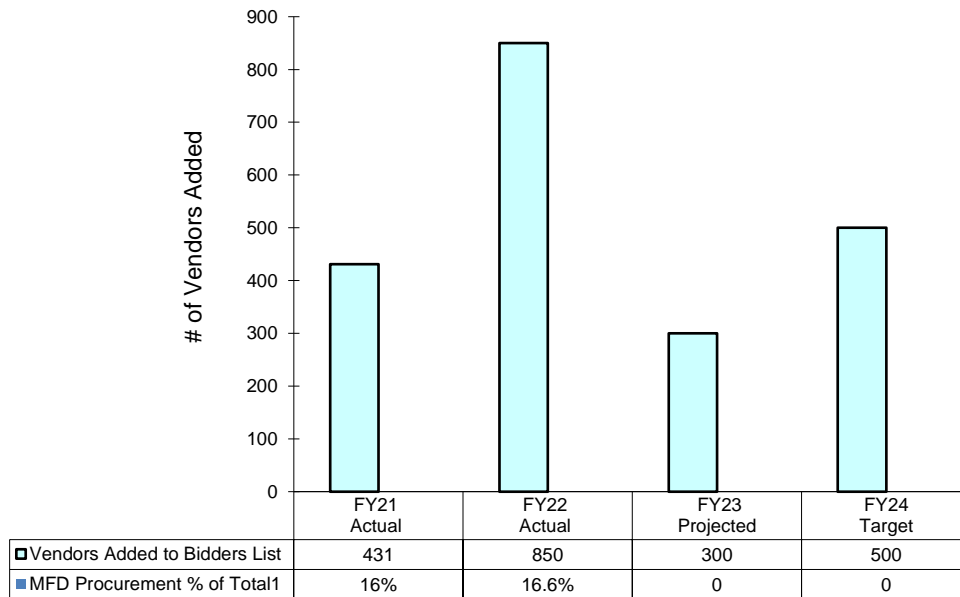
GOALS AND PERFORMANCE MEASURES

Accounts Payable



Central Administrative Services Department of Finance

Procurement Statistics



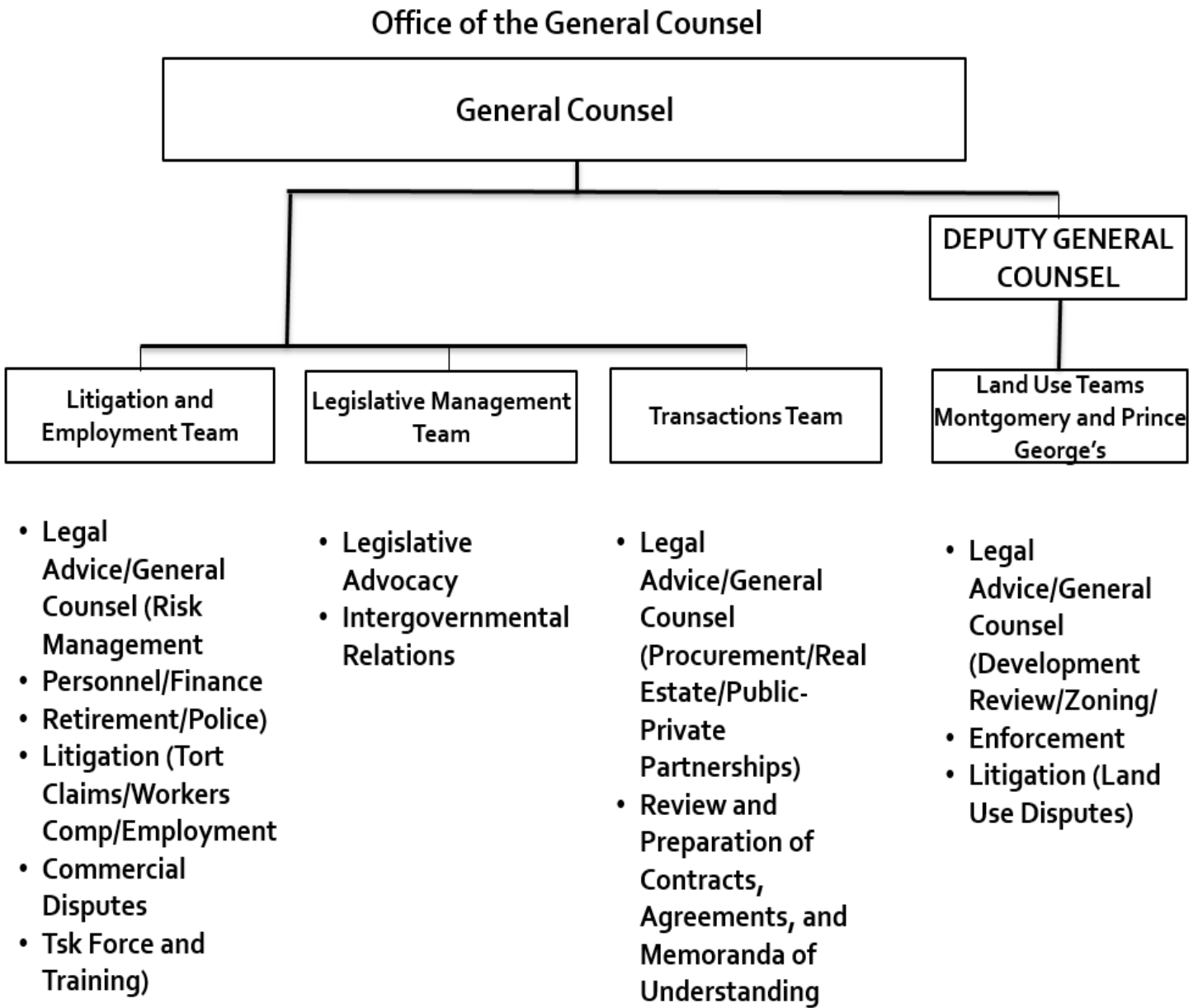
1) The MFD Procurement program was transferred to the DHRM Supplier Diversity program as of July 1, 2022.

Bond Rating Data

Rating Agency Information	FY21 Actual	FY22 Actual	FY23 Projected	FY24 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE



Central Administrative Services

Legal Department

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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



Central Administrative Services

Legal Department

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY 2022, the OGC registered 23 new litigation cases and closed 26 cases – ending the year with 27 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including 4 ordinary tort claims, 5 employment claims, 7 workers compensation appeals, 10 administrative land use appeals 3 contract dispute, and 2 miscellaneous matters. The Commission litigation team consistently delivered successful results and handled several 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 hybrid office and court protocols. The OGC provided advice for a myriad of novel legal and compliance issues arising in response to the novel coronavirus and the Commission’s vaccine mandate.

Proactive Legal Support for Commission Policy Makers: The Land Use Legal Team in Montgomery County assisted in drafting of new LATR Guidelines (Local Area Transportation Review) and associated Policies that define, for the first time, a methodology for assessing the appropriate exactions and payments for development projects, based on a reasonable nexus and proportionality standard. The Board’s Rules of Procedure, last reviewed in 2007, were revised and updated to reflect a more transparent and efficient process, and in coordination with the Communications Department, the Board’s website and public materials were made more accessible.

The Land Use Legal Team in Prince George’s County also assisted with an update of the Planning Board’s Rules of Procedure, last updated in 2008. The Team assisted with several complex development projects, navigating a complex regulatory regime that is in transition from one Zoning Ordinance and Subdivision Regulations dating from the 1960s, to a new updated version taking effect in 2022.

Based on an opinion from the Open Meetings Act Compliance Board, both Land Use teams worked with the Planning Divisions to help educate committees and groups that should be aware of the requirements of the Open Meetings Act. They provided guidance on the Commission’s Lobbying Disclosure Policy in order align it with current State Law and upgrade the registration interface to allow for easier submission of registrations and reports.

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 (MOU), and policies related to the Commission’s park and recreation functions. Examples of important projects initiated or completed during FY 2022 include: acquisition of property on East-West Highway to create a new South Silver Spring Recreational Park for a diverse, underserved and growing community; an Electric Charging Vehicle License Agreement with PEPCO which allows installment of 17 charging stations in Montgomery County Parks; acquisition of approximately 473 acres to expand Broad Run Stream Valley Park; fee simple acquisitions for Keppler Road, Lake Arbor Golf Course and the Bischoff properties in Prince George’s County; an MOU with Prince George’s County to contribute funds toward construction of the new Ripken Field; a maintenance MOU with Anne Arundel County for the pedestrian/biker bridge over the Patuxent River; negotiations for the acquisition of property in Largo, Maryland for a new site for the Prince George’s County Planning Department and Department of Parks and Recreation; an MOU to participate the first “Feed the Fridge” Program in the Prince George’s County Department of Parks and Recreation; ongoing legal support to update the Commission’s MPIA



Central Administrative Services Legal Department

Practice, Procedures and Training, Lobbying Registration Practice, Procedures and Training; comprehensive review of Open Meetings Act Compliance; ongoing legal support to update the Commission's MBE and purchasing policies; and ongoing legal support as the Commission continues to manage COVID-19 related issues (i.e. property management; partial openings; vaccine mandates and template forms to address evolving situations).

Legislative Support: The Legal Team helped to amend the Prince George's County Recreation Blue Ribbon Workgroup local bill (the "Recreation Bill"). As it was initially conceived, among other things, this local bill would have authorized the creation of a Prince George's County Recreation authority that was "not affiliated with the M-NCPPC," and a "blue ribbon" workgroup to study "which functions of the M-NCPPC could be assumed by a new recreation authority." In addition to engaging directly with several legislators to lobby the bill, OGC also deployed tactical support from several agency leaders and operatives from the agency's contract lobbying firms. OGC also worked as a real-time clearing house for retirees and other community advocates who sought information to participate in the legislative process. Efforts the OGC made in Annapolis to secure amendments to the Recreation Bill thereby paved the way for adoption of the M-NCPPC amendments into a consolidated/omnibus set of amendments which effectively removed the authorization for the creation of a new entity, leaving in-tact the study portions of the bill. Now, M-NCPPC leaders are participating in the study process.

BUDGET AT A GLANCE

The OGC's FY24 Proposed Budget will reflect the impact of various departures followed by new hires and/or promotions filled at higher-than-mid range salaries due to labor market pressures, combined with a shift resulting from this year's CAS allocation from Montgomery to Prince George's. We propose to add a new attorney position, a Senior Counsel for Compliance, the first new OGC position requested in 6 years. After providing for the combined fiscal impact of approved merit and make-up merit increases, including expected increases in fringe benefit costs, along with salary savings from turnover, the fiscal impact of our personnel budget is a net increase of \$166,012 resulting in personnel services allocated to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$1,720,898 (0.1% increase)
- Prince George's County Administration Fund: \$1,742,069 (10.4% increase)

These figures reflect the updated labor allocation formula between Montgomery and Prince George's Counties respectively, 49.6% to 50.4%.



Central Administrative Services Legal Department

Summary of Legal Department Budget

	FY23 Adjusted Adopted	FY24 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$1,718,594	\$1,720,898	0.1%	49.7%
Staffing				
Funded Career Positions	14.00	13.89	-0.8%	49.6%
Funded Workyears	14.00	13.89	-0.8%	49.6%
Prince George's County Budget				
Expenditures	\$1,578,361	\$1,742,069	10.4%	50.3%
Staffing				
Funded Career Positions	13.00	14.11	8.5%	50.4%
Funded Workyears	13.00	14.11	8.5%	50.4%
Combined Department Total Budget				
Expenditures	\$3,296,955	\$3,462,967	5.0%	100.0%
Staffing				
Funded Career Positions	27.00	28.00	3.7%	100.0%
Funded Workyears	27.00	28.00	3.7%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

A new Senior Compliance Counsel position (**\$152,505**) is proposed to address an increasing number of complex regulatory matters involving internal Commission functions which have required significant time and attention over the past two to three years. These regulatory matters include the requirements of the Maryland Public Information Act (MPIA), Maryland Open Meetings Act (OMA), the Lobbying Disclosure and Registration regulations, in addition to the myriad of internal practices and procedures that Commission has adopted over many years.



Central Administrative Services

Office of the Inspector General

OVERVIEW

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

The Inspector General is appointed by and reports to the Commission's Audit Committee (AC). 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

The OIG facilitated a Commission-wide risk assessment in May 2022. 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 FY23 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.

- 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 nine (9) performance audits in FY22, covering (6) six processes/programs and three (3) facilities.
- The OIG completed six (6) fraud, waste, and abuse investigations, six (6) limited investigations, and one (1) management advisory (i.e., consulting service) in FY22.
- The OIG completed ten (10) follow-up reviews in FY22. Upon completion of the follow-up reviews, the OIG was able to conclude 24 of the 33 (72.7%) audit recommendations reviewed were satisfactorily resolved.



Central Administrative Services Office of the Inspector General

BUDGET AT A GLANCE

Summary of Office of the Inspector General

	FY23 Adjusted Adopted	FY24 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$447,986	\$540,361	20.6%	42.9%
Staffing				
Funded Career Positions	3.00	2.57	-14.3%	36.7%
Funded Workyears	3.20	2.77	-13.4%	36.9%
Prince George's County Budget				
Expenditures	\$647,533	\$719,960	11.2%	57.1%
Staffing				
Funded Career Positions	4.00	4.43	10.8%	63.3%
Funded Workyears	4.30	4.73	10.0%	63.1%
Combined Department Total Budget				
Expenditures	\$1,095,519	\$1,260,321	15.0%	100.0%
Staffing				
Funded Career Positions	7.00	7.00	0.0%	100.0%
Funded Workyears	7.50	7.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The OIG provides Commission-wide professional auditing, investigation, and advisory services. The OIG's FY24 proposed budget does not include any new positions or initiatives.

The OIG's total proposed budget of \$1.26M includes \$164,802 (15.0%) in increased funding requests when compared to FY23. The OIG's FY24 budget is split between Montgomery County and Prince George's County 42.9%/57.1% respectively.

Most of OIG's base budget increase can be attributed to approved salary and benefit costs. The OIG is staffed with 7 career positions, including the Inspector General and a part-time (.50) intermittent position. Although no new positions are being requested in FY24, two (2) positions approved in FY23 were budgeted at 75% (e.g., delayed hire date). FY24 salaries and benefit projections include full year funding for all OIG positions (7.5). Prince George's County Department of Park and Recreation funds one OIG position, which resulted in an (\$5,993) increase in chargebacks.



Central Administrative Services Office of the Inspector General

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.

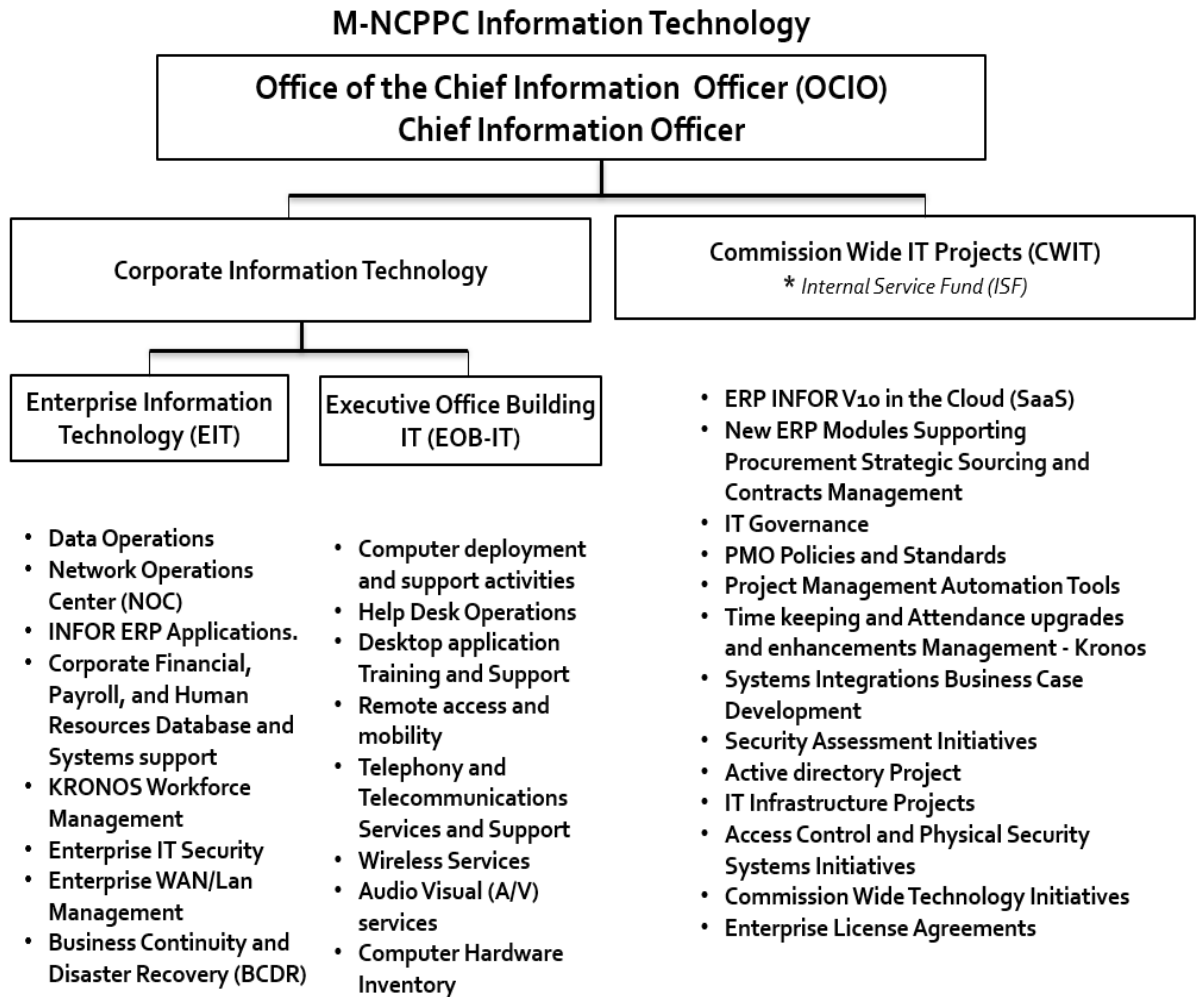
Performance Measures:

- 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



** Internal Service Fund (ISF)*



Central Administrative Services

Corporate IT

OVERVIEW

Corporate IT provides agency-wide Information Technology (IT) infrastructure standards, core business systems, data security, and service and support to all Departments in the Commission. The department also implements and administers IT governance policies established by the Chief Information Officer (CIO) to ensure accountability and protect of 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 of 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 agency-wide systems including Enterprise Resource Planning (ERP), timekeeping, payroll and 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

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



Central Administrative Services Corporate IT

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 Office 365	VMWARE Virtual Desktops
Mobile Device Management	

FY23 ACCOMPLISHMENTS

Executive Office Building IT (EOB-IT):

Major EOB-IT efforts include the digitization of paper forms and Portable Document Format (PDFs) to fillable PDFs. More than 75 forms were completed for this project. An additional 50 forms will be converted during the upcoming year.

The agency's vaccine compliance and record collection app was further enhanced with the modification to allow staff to upload vaccine booster related documents. The app has proven effective in providing dynamic statistics on the current state of vaccination across the agency.

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

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 continues to advance Office 365 (O365) Security to safeguard the increased use of email for documents requiring electronic signatures, etc. This included enabling email encryption and other security protections. Updated security rules and data management controls for sharing unencrypted personal information, (e.g., credit card information) and policies to prevent emails from being automatically bulk forwarded to personal email accounts were introduced.

This division is also responsible for the deployment of the agency-wide Security Awareness Training program. This program has been in place for several years to educate employees about current security threats, which is a critical first line of defense against intruders. This initiative has proven to be very effective in improving employee awareness and reducing the agency's IT security risks.



Central Administrative Services Corporate IT

BUDGET AT A GLANCE

Summary of Corporate IT Budget

	FY23 Adjusted Adopted	FY24 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$1,666,050	\$1,975,369	18.6%	56.8%
Staffing				
Funded Career Positions	9.00	10.00	11.1%	50.0%
Funded Workyears	9.00	10.00	11.1%	50.0%
Prince George's County Budget				
Expenditures	\$1,232,472	\$1,501,225	21.8%	43.2%
Staffing				
Funded Career Positions	9.00	10.00	11.1%	50.0%
Funded Workyears	9.00	10.00	11.1%	50.0%
Combined Department Total Budget				
Expenditures	\$2,898,522	\$3,476,594	19.9%	100.0%
Staffing				
Funded Career Positions	18.00	20.00	11.1%	100.0%
Funded Workyears	18.00	20.00	11.1%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The FY24 proposed budget for is \$3,476,594, representing a \$578,072 (19.9%) increase from FY23 adopted levels.

Personnel Services: This category includes an increase of 13.2%. The proposed budget includes adjustments for compensation, retirement and benefits. Corporate IT is requesting the following positions which add \$289,056 to the base budget request.

- **Web System Specialist (\$144,528)** – With the public demand for improved accessibility to Commission information on the website, a Web System Specialist is needed to keep current and maintain the look and feel of the updated website. With hundreds of pages, a dedicated person is necessary to ensure the new site stays relevant and that the agency continues to provide up to date information and resources.
- **Cybersecurity Specialist (\$144,528)** – The Cybersecurity Specialist is needed to implement security measures to protect enterprise networks and coordinate with cybersecurity specialists in the Departments that secure departmental specific systems. The continually changing digital landscape presents new challenges regularly, and a dedicated person specializing in securing data networks, preventing security breaches, developing



Central Administrative Services Corporate IT

response procedures, and making changes to improve security is the best way to combat these threats. This person will also be involved in conducting security assessments and the implementation of corrective action resulting from recommendations produced by the assessments.

While the main website is on the same platform as Prince George's Planning, Parks and Recreation, this position will be focused on maintaining the bi-county pages of the website and administering agency-wide systems and applications that either are web-related or integrate with the website.

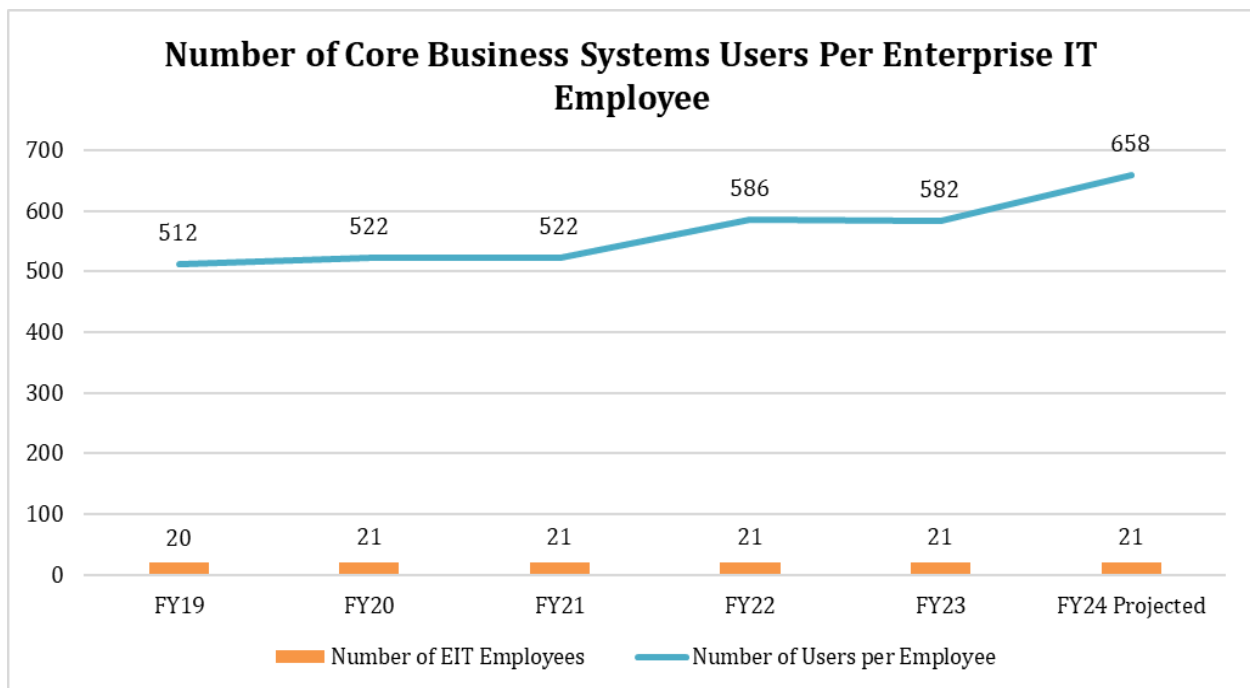
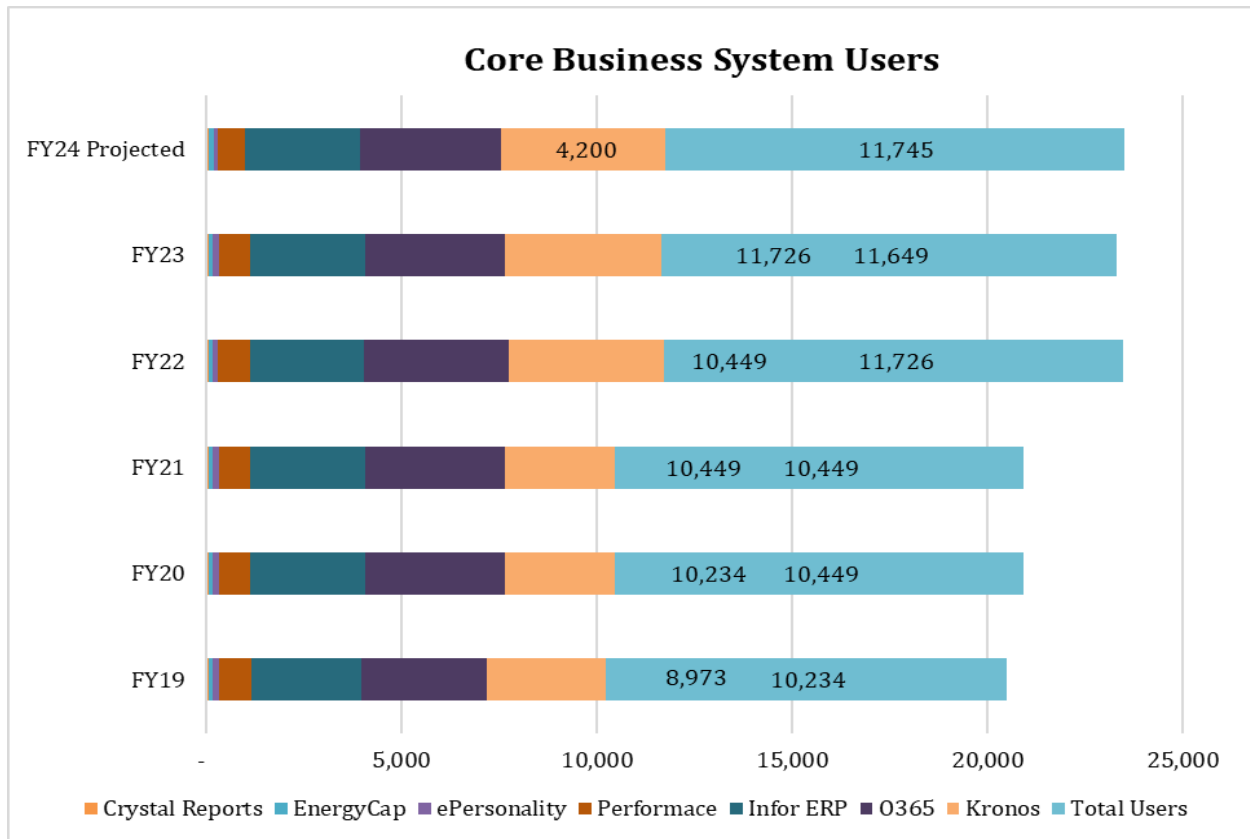
Supplies and Equipment: This budget covers IT equipment for CAS employees and technology operations in the Executive Office Building. These expenses are proposed to increase by \$42,000 due to inflation, availability of hardware, the replacement of dated equipment, network switches, and the need to restore this budget after prior year cuts.

Other Services and Charges: This budget includes certain software licenses, hardware maintenance, and continuing education for our IT professionals to make the shift to updated technology services. The proposed \$257,936 increase incorporates significant escalation in annual renewals and support for legacy systems (some increases are as high as 15%). Chargebacks have also increased to meet the increase in personnel services projections.

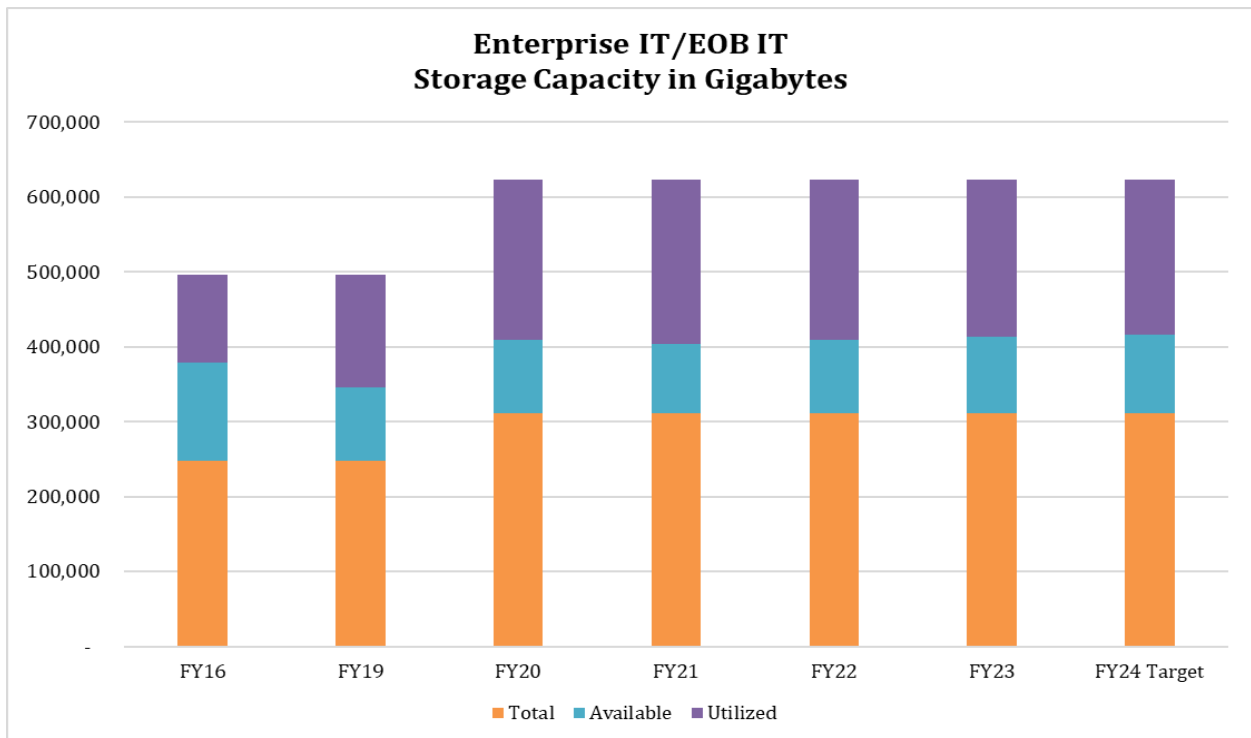
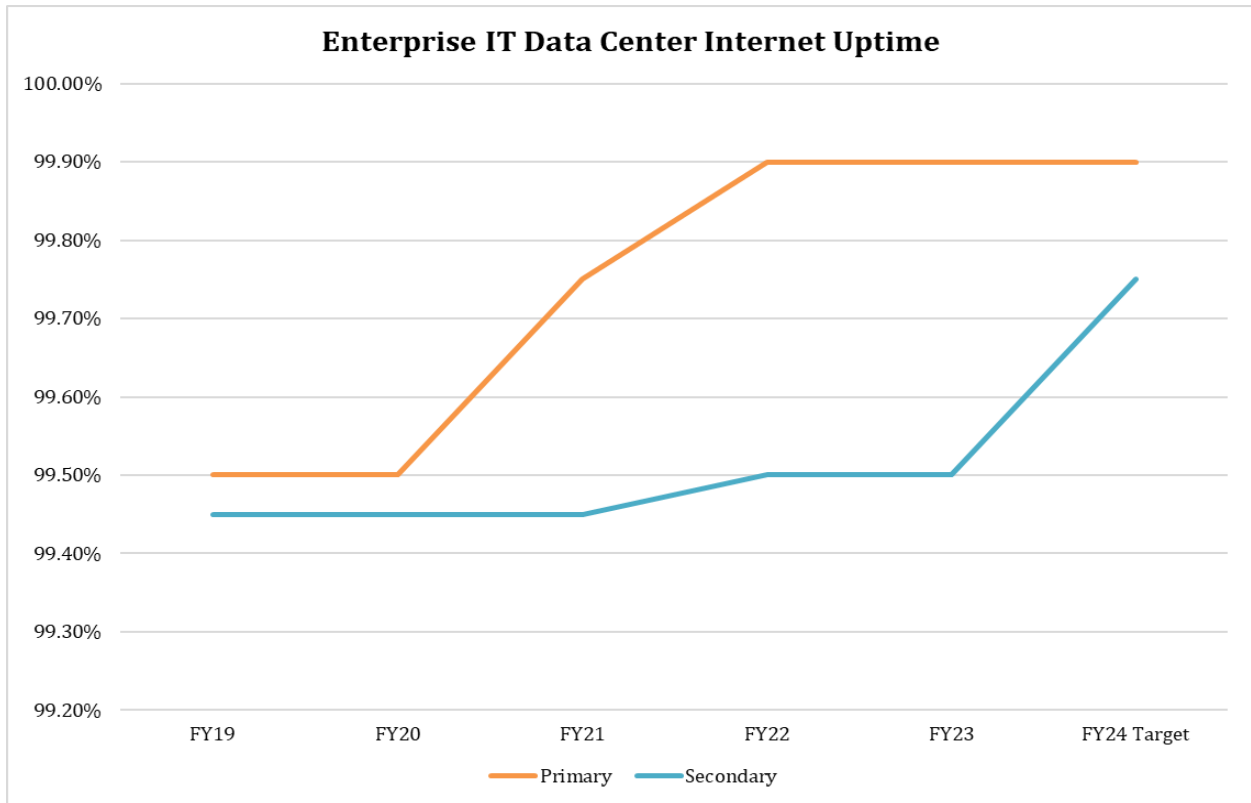


Central Administrative Services Corporate IT

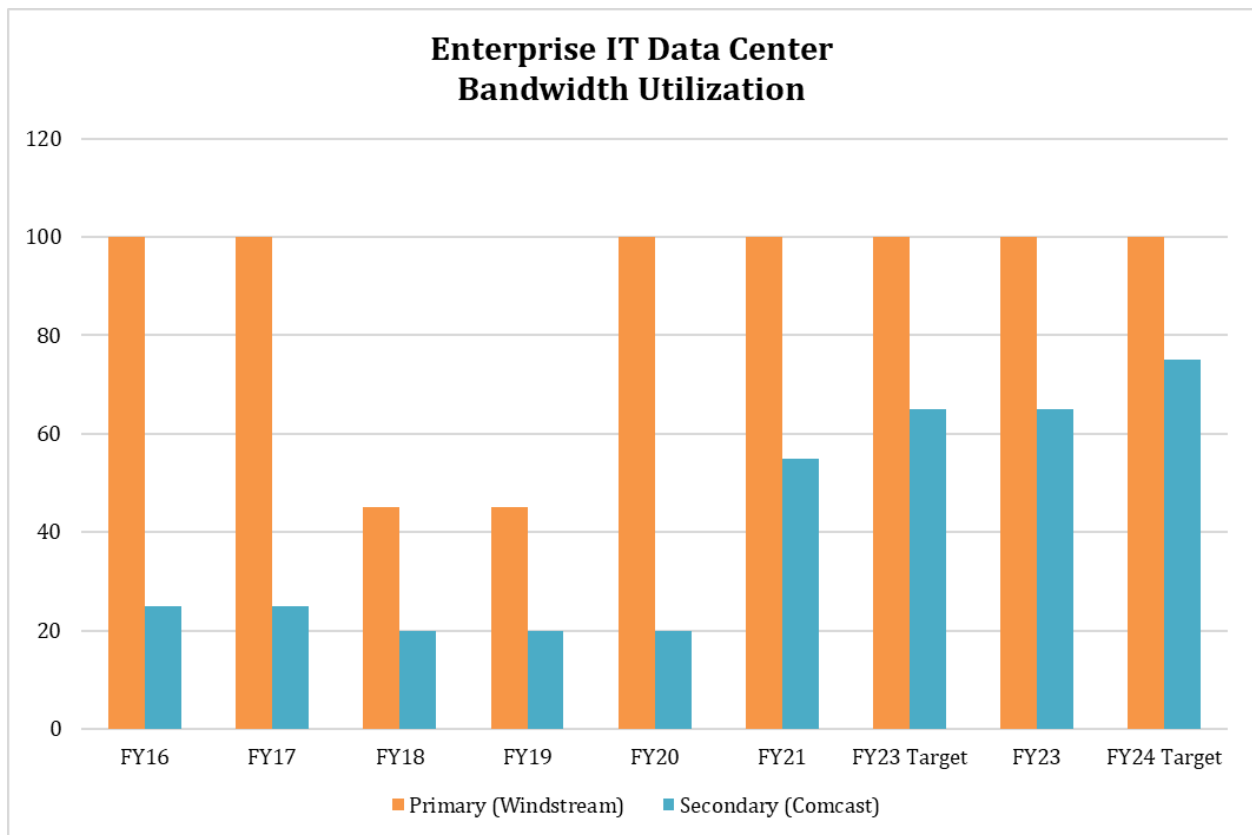
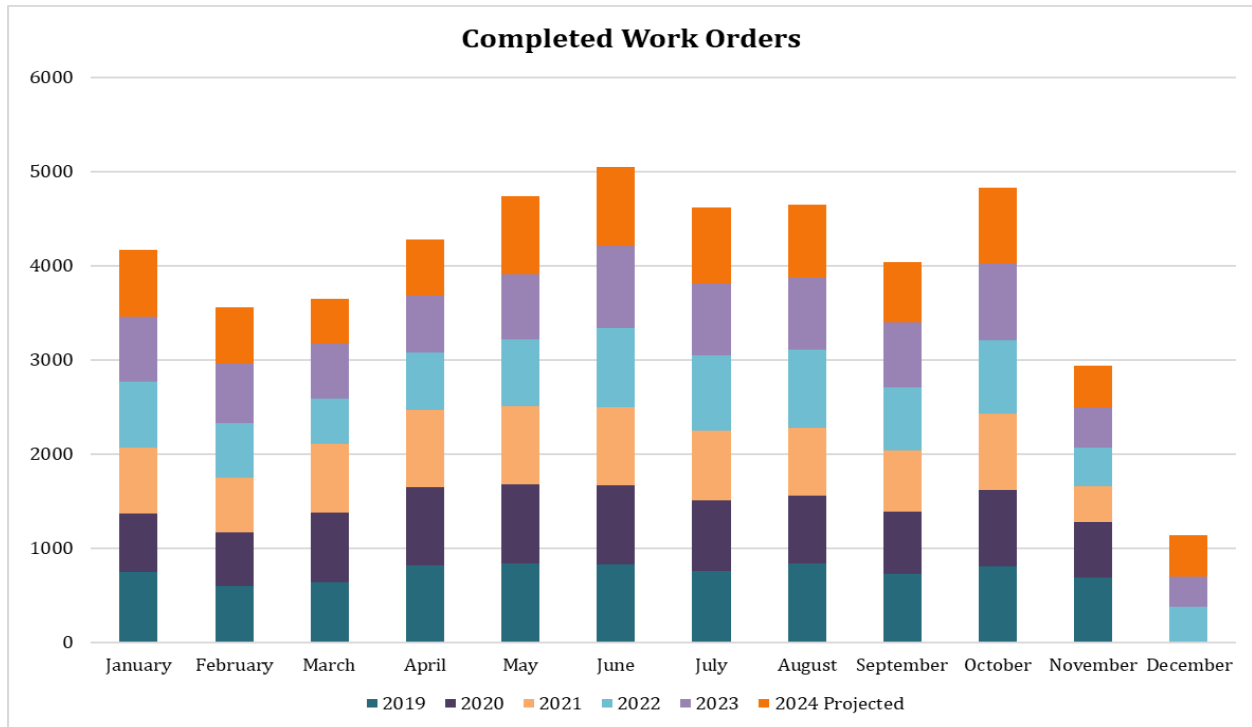
GOALS AND PERFORMANCE MEASURES



Central Administrative Services Corporate IT



Central Administrative Services Corporate IT



Central Administrative Services

CAS Support Services

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, Department of Finance, 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,

FY23-24 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

	FY23 Adjusted Adopted	FY24 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$666,128	\$728,999	9.4%	44%
Prince George's County Budget				
Expenditures	\$841,933	\$921,272	9.4%	56%
Combined Department Total Budget				
Expenditures	\$1,508,061	\$1,650,271	9.4%	100%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The total FY24 proposed budget is \$1,650,271, which is an increase of 9.4% (\$142,210) over FY23.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission approved FY24 budget funding allocation between the counties remains the same as FY22 with 44.0% to Montgomery County and 55.0% to Prince George's County. Major components of the budget are described below:



Central Administrative Services CAS Support Services

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 (77% or \$1,278,171) is occupancy, which has increased 5.2% compared to FY23 levels due to:

- **Tenant Changes:** Prince George's Parks and Recreation Information Technology and Communications Division moved out of the EOB, whereupon CAS took over part of this space. The remaining space will become common space, spread out across all tenants, increasing the allocation of space to CAS.
- **Executive Office Building Repairs and Updates:** Expenses for cleaning, personal protective equipment, supplies, building system maintenance, and telephone system upgrades are charged to CAS through rent, which has been increased by 4% for FY24.

Additionally, the CAS portion of Workers' Compensation and liability funding is projected to increase from \$26,800 in FY23 to \$48,000 in FY24.



Central Administrative Services

Merit System Board

MISSION AND OVERVIEW

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

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

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

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

FY22 ACCOMPLISHMENTS

The Merit System Board closed 50 cases, received 53 new appeals and reviewed and approved three classifications series reviews submitted by the Department of Human Resources and Management.

FY23-24 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

	FY23 <u>Adjusted Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$86,273	\$84,249	-2.3%	50.0%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	50.0%
Funded Workyears	1.00	1.00	0.0%	50.0%
Prince George's County Budget				
Expenditures	\$86,273	\$84,249	-2.3%	50.0%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	50.0%
Funded Workyears	1.00	1.00	0.0%	50.0%
Combined Department Total Budget				
Expenditures	\$172,546	\$168,498	-2.3%	100.0%
Staffing				
Funded Career Positions	4.00	4.00	0.0%	100.0%
Funded Workyears	2.00	2.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The Merit System Board Budget is proposed at \$168,498, which reflects a slight decrease of 2.3% (\$4,048) from FY23. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY24. 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. The FY24 proposed budget is projected to decrease by 1.8% (\$2,548) due to adjustments in estimated administrator hours.

Supplies and Materials: This category supports the operations of the Board and has increased slightly by 11.1% (\$200).

Other Services and Charges: This category is for outside legal counsel and transcription services and is projected to decrease by 5.3 % (\$1,700) compared to FY23.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Department of Human Resources and Management					
Montgomery County					
Personnel Services	2,153,070	2,745,838	2,745,838	3,275,726	19.3%
Supplies and Materials	35,509	29,474	29,474	32,357	9.8%
Other Services and Charges	839,601	393,975	393,975	515,632	30.9%
Capital Outlay	12,493	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(453,139)	(310,038)	(310,038)	(304,025)	-1.9%
Total	2,587,534	2,859,249	2,859,249	3,519,690	23.1%
Prince George's County					
Personnel Services	3,111,160	4,102,773	4,102,773	4,772,763	16.3%
Supplies and Materials	51,309	44,027	44,027	47,143	7.1%
Other Services and Charges	1,149,965	539,249	539,249	707,306	31.2%
Capital Outlay	18,052	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(957,443)	(751,168)	(751,168)	(762,367)	1.5%
Total	3,373,043	3,934,881	3,934,881	4,764,845	21.1%
Combined Total					
Personnel Services	5,264,230	6,848,611	6,848,611	8,048,489	17.5%
Supplies and Materials	86,818	73,501	73,501	79,500	8.2%
Other Services and Charges	1,989,566	933,224	933,224	1,222,938	31.0%
Capital Outlay	30,545	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,410,582)	(1,061,206)	(1,061,206)	(1,066,392)	0.5%
Total	5,960,577	6,794,130	6,794,130	8,284,535	21.9%
Department of Finance					
Montgomery County					
Personnel Services	2,440,260	2,759,777	2,759,777	3,092,615	12.1%
Supplies and Materials	37,636	25,894	25,894	30,174	16.5%
Other Services and Charges	437,982	273,404	273,404	266,499	-2.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(515,233)	(521,000)	(521,000)	(522,523)	0.3%
Total	2,400,645	2,538,075	2,538,075	2,866,765	13.0%
Prince George's County					
Personnel Services	3,256,764	3,707,582	3,707,582	4,133,313	11.5%
Supplies and Materials	50,299	34,606	34,606	40,326	16.5%
Other Services and Charges	545,405	330,590	330,590	323,279	-2.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(911,262)	(932,600)	(932,600)	(935,378)	0.3%
Total	2,941,206	3,140,178	3,140,178	3,561,540	13.4%
Combined Total					
Personnel Services	5,697,024	6,467,359	6,467,359	7,225,928	11.7%
Supplies and Materials	87,935	60,500	60,500	70,500	16.5%
Other Services and Charges	983,387	603,994	603,994	589,778	-2.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,426,495)	(1,453,600)	(1,453,600)	(1,457,901)	0.3%
Total	5,341,851	5,678,253	5,678,253	6,428,305	13.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Legal Department					
Montgomery County					
Personnel Services	1,962,428	2,442,877	2,442,877	2,404,955	-1.6%
Supplies and Materials	19,219	16,873	16,873	27,720	64.3%
Other Services and Charges	327,165	233,270	233,270	274,396	17.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(678,959)	(974,426)	(974,426)	(986,173)	1.2%
Total	1,629,853	1,718,594	1,718,594	1,720,898	0.1%
Prince George's County					
Personnel Services	1,923,564	2,260,825	2,260,825	2,443,743	8.1%
Supplies and Materials	18,392	16,147	16,147	27,280	68.9%
Other Services and Charges	320,685	226,274	226,274	267,353	18.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(858,752)	(924,885)	(924,885)	(996,307)	7.7%
Total	1,403,889	1,578,361	1,578,361	1,742,069	10.4%
Combined Total					
Personnel Services	3,885,992	4,703,702	4,703,702	4,848,698	3.1%
Supplies and Materials	37,611	33,020	33,020	55,000	66.6%
Other Services and Charges	647,850	459,544	459,544	541,749	17.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,537,711)	(1,899,311)	(1,899,311)	(1,982,480)	4.4%
Total	3,033,742	3,296,955	3,296,955	3,462,967	5.0%
Merit System Board					
Montgomery County					
Personnel Services	62,232	69,223	69,223	67,949	-1.8%
Supplies and Materials	-	900	900	1,000	11.1%
Other Services and Charges	-	16,150	16,150	15,300	-5.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	62,232	86,273	86,273	84,249	-2.3%
Prince George's County					
Personnel Services	62,232	69,223	69,223	67,949	-1.8%
Supplies and Materials	-	900	900	1,000	11.1%
Other Services and Charges	-	16,150	16,150	15,300	-5.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	62,232	86,273	86,273	84,249	-2.3%
Combined Total					
Personnel Services	124,464	138,446	138,446	135,898	-1.8%
Supplies and Materials	-	1,800	1,800	2,000	11.1%
Other Services and Charges	-	32,300	32,300	30,600	-5.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	124,464	172,546	172,546	168,498	-2.3%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Office of Inspector General					
Montgomery County					
Personnel Services	315,426	385,975	385,975	473,304	22.6%
Supplies and Materials	255	2,597	2,597	2,596	0.0%
Other Services and Charges	17,111	59,414	59,414	64,461	8.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	332,792	447,986	447,986	540,361	20.6%
Prince George's County					
Personnel Services	440,983	711,939	711,939	785,645	10.4%
Supplies and Materials	356	3,752	3,752	3,753	0.0%
Other Services and Charges	20,757	81,528	81,528	86,241	5.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(145,850)	(149,686)	(149,686)	(155,679)	4.0%
Total	316,246	647,533	647,533	719,960	11.2%
Combined Total					
Personnel Services	756,409	1,097,914	1,097,914	1,258,949	14.7%
Supplies and Materials	611	6,349	6,349	6,349	0.0%
Other Services and Charges	37,868	140,942	140,942	150,702	6.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(145,850)	(149,686)	(149,686)	(155,679)	4.0%
Total	649,038	1,095,519	1,095,519	1,260,321	15.0%
Corporate IT					
Montgomery County					
Personnel Services	1,153,360	1,389,721	1,389,721	1,573,852	13.2%
Supplies and Materials	94,714	55,300	55,300	76,300	38.0%
Other Services and Charges	868,755	815,367	815,367	947,806	16.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(563,343)	(594,338)	(594,338)	(622,589)	4.8%
Total	1,553,486	1,666,050	1,666,050	1,975,369	18.6%
Prince George's County					
Personnel Services	1,171,963	1,389,720	1,389,720	1,573,852	13.2%
Supplies and Materials	109,783	55,300	55,300	76,300	38.0%
Other Services and Charges	876,759	818,308	818,308	943,805	15.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(964,552)	(1,030,856)	(1,030,856)	(1,092,732)	6.0%
Total	1,193,953	1,232,472	1,232,472	1,501,225	21.8%
Combined Total					
Personnel Services	2,325,323	2,779,441	2,779,441	3,147,704	13.2%
Supplies and Materials	204,497	110,600	110,600	152,600	38.0%
Other Services and Charges	1,745,514	1,633,675	1,633,675	1,891,611	15.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,527,895)	(1,625,194)	(1,625,194)	(1,715,321)	5.5%
Total	2,747,439	2,898,522	2,898,522	3,476,594	19.9%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
CAS Support Services					
Montgomery County					
Personnel Services	9,664	4,400	4,400	8,360	90.0%
Supplies and Materials	25,819	15,400	15,400	16,720	8.6%
Other Services and Charges	598,436	646,328	646,328	703,919	8.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	633,919	666,128	666,128	728,999	9.4%
Prince George's County					
Personnel Services	12,102	5,600	5,600	10,640	90.0%
Supplies and Materials	32,332	19,600	19,600	21,280	8.6%
Other Services and Charges	747,605	816,733	816,733	889,352	8.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	792,039	841,933	841,933	921,272	9.4%
Combined Total					
Personnel Services	21,766	10,000	10,000	19,000	90.0%
Supplies and Materials	58,151	35,000	35,000	38,000	8.6%
Other Services and Charges	1,346,041	1,463,061	1,463,061	1,593,271	8.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,425,958	1,508,061	1,508,061	1,650,271	9.4%
COMBINED SUMMARY FOR CAS DEPARTMENTS					
Montgomery County					
Personnel Services	8,096,440	9,797,811	9,797,811	10,896,761	11.2%
Supplies and Materials	213,152	146,438	146,438	186,867	27.6%
Other Services and Charges	3,089,050	2,437,908	2,437,908	2,788,013	14.4%
Capital Outlay	12,493	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,210,674)	(2,399,802)	(2,399,802)	(2,435,310)	1.5%
Total	9,200,461	9,982,355	9,982,355	11,436,331	14.6%
Prince George's County					
Personnel Services	9,978,768	12,247,662	12,247,662	13,787,905	12.6%
Supplies and Materials	262,471	174,332	174,332	217,082	24.5%
Other Services and Charges	3,661,176	2,828,832	2,828,832	3,232,636	14.3%
Capital Outlay	18,052	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,837,859)	(3,789,195)	(3,789,195)	(3,942,463)	4.0%
Total	10,082,608	11,461,631	11,461,631	13,295,160	16.0%
Combined Total					
Personnel Services	18,075,208	22,045,473	22,045,473	24,684,666	12.0%
Supplies and Materials	475,623	320,770	320,770	403,949	25.9%
Other Services and Charges	6,750,226	5,266,740	5,266,740	6,020,649	14.3%
Capital Outlay	30,545	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(6,048,533)	(6,188,997)	(6,188,997)	(6,377,773)	3.1%
Total	19,283,069	21,443,986	21,443,986	24,731,491	15.3%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	17.42	17.07	17.64	17.44	20.35	20.35
Part-Time Career	0.50	0.25	0.50	0.25	0.41	0.33
Career Total	17.92	17.32	18.14	17.69	20.76	20.68
Term Contract	1.00	0.75	1.00	0.75	0.81	0.77
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	18.92	17.07	19.14	17.44	21.57	20.45
<i>Prince George's County</i>						
Full-Time Career	23.58	23.43	26.36	26.06	29.65	29.65
Part-Time Career	0.50	0.25	0.50	0.25	0.59	0.47
Career Total	24.08	23.68	26.86	26.31	30.24	30.12
Term Contract	1.00	1.25	1.00	1.25	1.19	1.11
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	25.08	23.93	27.86	26.56	31.43	30.23
TOTAL						
Full-Time Career	41.00	40.50	44.00	43.50	50.00	50.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.80
Career Total	42.00	41.00	45.00	44.00	51.00	50.80
Term Contract	2.00	2.00	2.00	2.00	2.00	1.88
Seasonal/Intermittent		-		-		-
Less Lapse		(2.00)		(2.00)		(2.00)
Total Dept of Hmn. Res. & Mgmt.	44.00	41.00	47.00	44.00	53.00	50.68
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	19.57	19.26	19.57	19.22	20.54	20.54
Part-Time Career	0.43	-	0.43	-	-	-
Career Total	20.00	19.26	20.00	19.22	20.54	20.54
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	20.00	19.26	20.00	19.22	20.54	20.54
<i>Prince George's County</i>						
Full-Time Career	26.43	25.74	26.43	25.79	27.46	27.46
Part-Time Career	0.57	-	0.57	-	-	-
Career Total	27.00	25.74	27.00	25.79	27.46	27.46
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	27.00	25.74	27.00	25.79	27.46	27.46
TOTAL						
Full-Time Career	46.00	45.00	46.00	45.01	48.00	48.00
Part-Time Career	1.00	-	1.00	-	-	-
Career Total	47.00	45.00	47.00	45.01	48.00	48.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Total Department of Finance	47.00	45.00	47.00	45.01	48.00	48.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	13.00	13.00	14.00	14.00	13.89	13.89
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	14.00	14.00	13.89	13.89
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.00	13.00	14.00	14.00	13.89	13.89
<i>Prince George's County</i>						
Full-Time Career	12.00	12.00	13.00	13.00	14.11	14.11
Part-Time Career	-	-	-	-	-	-
Career Total	12.00	12.00	13.00	13.00	14.11	14.11
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	12.00	12.00	13.00	13.00	14.11	14.11
TOTAL						
Full-Time Career	25.00	25.00	27.00	27.00	28.00	28.00
Part-Time Career	-	-	-	-	-	-
Career Total	25.00	25.00	27.00	27.00	28.00	28.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	25.00	25.00	27.00	27.00	28.00	28.00
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.00	2.00	1.00	2.00	1.00
Career Total	2.00	1.00	2.00	1.00	2.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	2.00	1.00	2.00	1.00	2.00	1.00
<i>Prince George's County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.00	2.00	1.00	2.00	1.00
Career Total	2.00	1.00	2.00	1.00	2.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	2.00	1.00	2.00	1.00	2.00	1.00
TOTAL						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	4.00	2.00	4.00	2.00	4.00	2.00
Career Total	4.00	2.00	4.00	2.00	4.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	4.00	2.00	4.00	2.00	4.00	2.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
OFFICE OF INSPECTOR GENERAL						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	3.00	3.00	2.57	2.57
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	3.00	3.00	2.57	2.57
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.20	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	2.00	2.20	3.00	3.20	2.57	2.77
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	4.00	4.00	4.43	4.43
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	4.00	4.00	4.43	4.43
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.30	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	3.00	3.30	4.00	4.30	4.43	4.73
TOTAL						
Full-Time Career	5.00	5.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
Total Inspector General	5.00	5.50	7.00	7.50	7.00	7.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	8.84	8.84	9.00	9.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.84	8.84	9.00	9.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	8.84	8.84	9.00	9.00	10.00	10.00
<i>Prince George's County</i>						
Full-Time Career	9.16	9.16	9.00	9.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	9.16	9.16	9.00	9.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	9.16	9.16	9.00	9.00	10.00	10.00
TOTAL						
Full-Time Career	18.00	18.00	18.00	18.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Corporate IT	18.00	18.00	18.00	18.00	20.00	20.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 22		FY 23		FY 24	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	60.83	60.17	63.21	62.66	67.35	67.35
Part-Time Career	2.93	1.25	2.93	1.25	2.41	1.33
Career Total	63.76	61.42	66.14	63.91	69.76	68.68
Term Contract	1.00	0.75	1.00	0.75	0.81	0.77
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal CAS	64.76	61.37	67.14	63.86	70.57	68.65
<i>Prince George's County</i>						
Full-Time Career	74.17	73.33	78.79	77.85	85.65	85.65
Part-Time Career	3.07	1.25	3.07	1.25	2.59	1.47
Career Total	77.24	74.58	81.86	79.10	88.24	87.12
Term Contract	1.00	1.25	1.00	1.25	1.19	1.11
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal CAS	78.24	75.13	82.86	79.65	89.43	87.53
TOTAL						
Full-Time Career	135.00	133.50	142.00	140.51	153.00	153.00
Part-Time Career	6.00	2.50	6.00	2.50	5.00	2.80
Career Total	141.00	136.00	148.00	143.01	158.00	155.80
Term Contract	2.00	2.00	2.00	2.00	2.00	1.88
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(2.00)		(2.00)		(2.00)
Total CAS	143.00	136.50	150.00	143.51	160.00	156.18



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	FY23 Adjusted Adopted	FY24 Proposed	% Change
OPEB Prefunding	\$ 799,026	\$ 724,075	-9.4%
OPEB PayGo	1,060,470	1,094,406	3.2%
Marker for Changes to Employee Comp.	174,364	1,948,817	1017.7%
Marker for Possible Reclasifications	655,310	655,310	0.0%
Marker for Minimum Wage Impact for Seasonal	8,369	-	-100.0%
Other Personnel	3,400	3,134	-7.8%
Bank Fees	-	3,200	-
Transfer to Special Revenue Fund	500,000	500,000	0.0%
Operating Expenditure Reserve @ 3%	1,109,900	1,265,400	14.0%
Total Expenditures	\$ 4,310,839	\$ 6,194,342	43.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo decreased by \$41,015 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$2,604,127 is included for:
 - 1) A compensation marker. We are in full contract negotiations with the FOP, and are beginning a wage and benefit re-opener with MCGEO;
 - 2) Funding for possible reclassification adjustments based on the study that is currently being completed.



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MONTGOMERY COUNTY PLANNING DEPARTMENT

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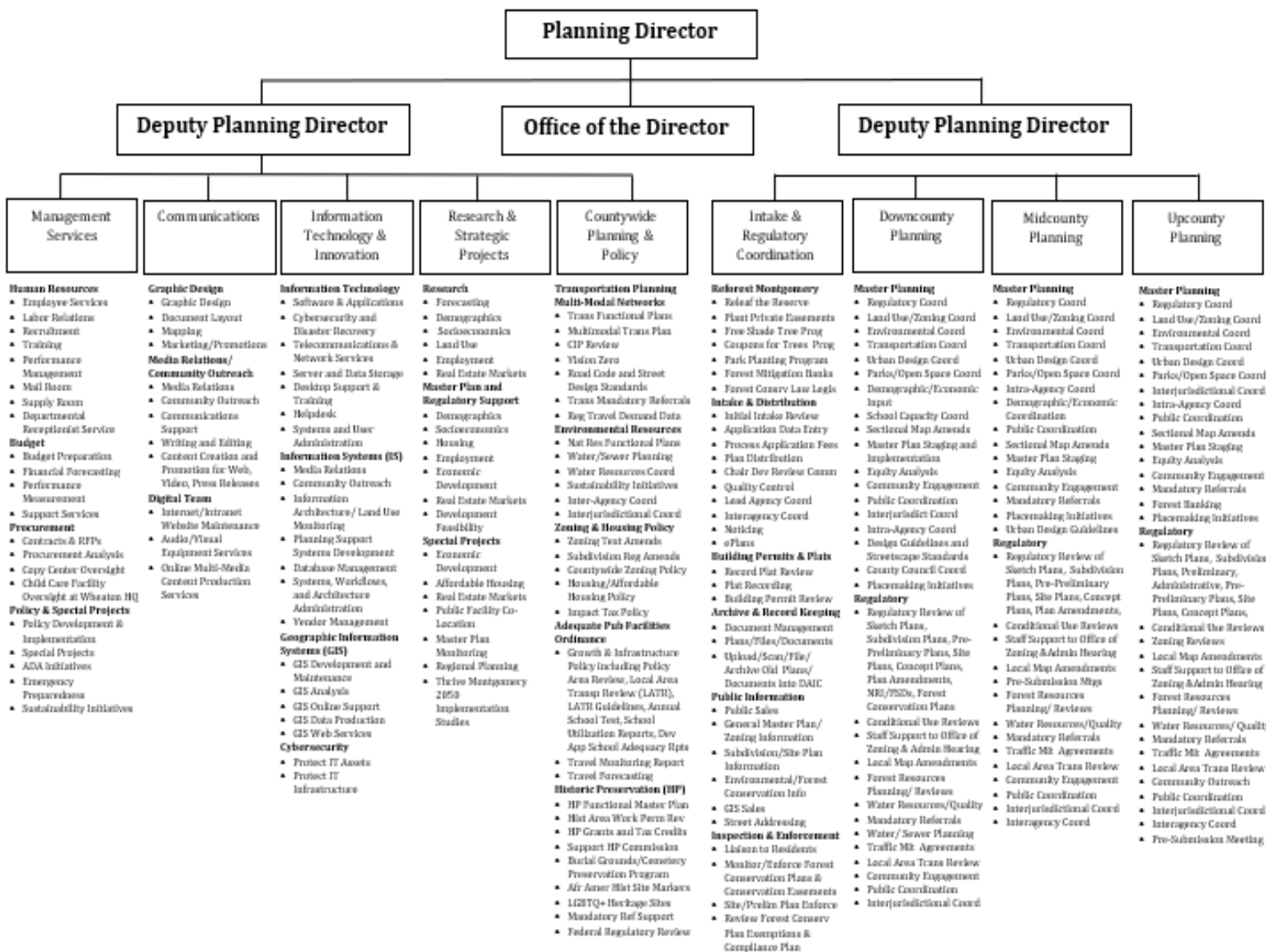
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MONTGOMERY COUNTY PLANNING DEPARTMENT



Montgomery County Planning Department

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.

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 of Montgomery County 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

- Enhance the community equity, economic health, and environmental resilience of Montgomery County.
- Implement “Complete Communities” by planning great walkable and bikeable communities that are vibrant, livable, accessible, and sustainable. This includes:
 - Providing a mix of uses with housing near jobs, retail, and services to create livable places that are accessible and inviting to people with a variety of income levels, household sizes, and lifestyles.
 - 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.
- Offer holistic, well-researched recommendations for plans and regulations that are objective, based on the best national and regional precedents, and advance equity in the county.
- Equitably plan the communities of Montgomery County and engage its diverse 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 future growth along corridors that:
 - Reduces auto dependency.



Montgomery County Planning Department

- 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.

The goals are reviewed and updated each year by senior management to validate our mission and our work program. This year, our goals align with the recently approved Thrive Montgomery 2050 general plan update that emphasize our focus on enhancing community equity, economic health, and environmental resilience of Montgomery County. The goals also reflect our emphasis on complete communities and corridor planning, as demand for housing and economic competitiveness increases. Information about Thrive Montgomery 2050 can be found at thrivemontgomery.com.

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, Midcounty 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 for special countywide studies and manages unusually complex or sensitive projects on an as needed basis. The Management Services Division provides administrative and personnel support to all the divisions and oversees the budget and procurement processes. The Communications Division supports the department through strategic and equitable outreach and communications. The Information Technology and Innovation Division (ITI) maintains the Department's GIS system and numerous databases, in addition to providing 24/7 technology support to the Planning Department, the Commissioners' Office, and the Department of Parks.



Montgomery County Planning Department

MASTER PLANNING

The Master Planning Program covers all aspects of land use planning reflected in our strategic goals: 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. The accomplishments and goals & objectives below illustrate how the department has achieved the elements of the work program each year.

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

Plans Approved by the Council (Sectional Map Amendment Complete)

1. Germantown Plan for Town Sector Zone (Upcounty Planning)
2. Shady Grove Sector Plan - Minor Master Plan Amendment (Midcounty Planning)
3. Great Seneca Science Corridor Plan Amendment Phase I (Midcounty Planning)
4. Ashton Village Center Sector Plan (Upcounty Planning)
5. Corridor Forward: The I-270 Transit Plan (Midcounty Planning/Countywide Planning & Policy)

Plans Underway in FY22

1. Silver Spring Downtown and Adjacent Communities Sector Plan (Downcounty Planning) (approved by the Council May 2022; adopted by M-NCPPC June 2022)
2. Thrive Montgomery 2050 General Plan Update (approved by the Council in October 2022)
3. Rustic Roads Functional Master Plan Update (Upcounty Planning)
4. Pedestrian Master Plan (Countywide Planning & Policy)
5. Fairland and Briggs Chaney Master Plan (Upcounty Planning)
6. Takoma Park Minor Master Plan Amendment (Downcounty Planning)
7. Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2 (Midcounty Planning)
8. Edward U. Taylor School Historic Preservation Master Plan Amendment (Countywide Planning and Policy)
9. Clarksburg Master Plan (Upcounty Planning)

Studies/Initiatives/Guidelines Completed in FY22

1. Bethesda Downtown Plan Annual Monitoring Report #4 (Downcounty Planning)
2. Complete Streets Design Guide/Roadway Functional Class System (Countywide Planning and Policy)
3. Mixed Use Development Current Status and Future Trends (Research and Strategic Projects)
4. Access Management Study (Countywide Planning and Policy)
5. Predictive Safety Analysis (Countywide Planning and Policy)
6. Equity Focus Areas Analysis and Mapping (Research and Strategic Projects)
7. Street and Parks Facilities Renaming Effort (Countywide Planning & Policy and Intake and Regulatory Coordination)

Studies/Initiatives Underway in FY22

1. Update Incentive Density Implementation Guidelines-CR & Employment Zones (Directors Office)
2. Countywide Transportation Data Asset Management Strategy (Countywide Planning & Policy)
3. Attainable Housing Strategies Initiative (Countywide Planning & Policy)



Montgomery County Planning Department

4. Urban Loading and Delivery Management Study (Downcounty Planning)
5. Comprehensive Study of Redevelopment Tools (Research & Strategic Projects)
6. Wheaton Downtown Study (Midcounty Planning)
7. Friendship Heights Urban Design Study (Downcounty Planning)
8. Community Equity Index (Research and Strategic Projects)

Mandatory Referrals Completed in FY22

Countywide Planning and Policy

1. MR2021024 New Avenue Bikeway, Section B MD 650
2. MR2021032 White Flint Metro Station Access Improvements
3. MR2021033 MD 97 Design Project
4. MR2022002 Capital Crescent Trail under MD 355 [Administrative]
5. MR20220030 Capital Crescent Surface Trail-Phase 2
6. MR2022011 Fenton Street Cycle Track (Countywide Planning & Policy)
7. MR2022012 MacArthur Boulevard Bikeway, Phase 3

Downcounty Planning

8. MR2021018 Takoma Park Library
9. MR2021019 Takoma Junction
10. MR2021021 MC Brookville Smart Energy Depot [Administrative]
11. MR2021029 Woodlin ES
12. MR2022016 Walhonding Trestle Bridge Demolition [Administrative]

Midcounty Planning

13. MR2021025 WSSC laboratory building expansion located at 12245 Tech Road
14. MR2021030 PSTA Site Disposition
15. MR2021031 Reacquisition of Larchmont ES Property
16. MR2022003 White Oak Substation Temporary Equipment
17. MR2022004 Request for disposition of county-owned property at 14900 Broschart Road
18. MR2022005 South Lake ES
19. MR2022009 Construction of additions to William Tyler Page ES
20. MR2022013 Disposition of Hollywood Branch Parcel
21. MR2022015 Parkland Middle School Addition
22. MR2022020 Disposition of Emory Grove Parcels

Upcounty Planning

23. MR2021023 Pepco-Bells Mills [Administrative]
24. MR2021028 Columbia Local Park
25. MR2021034 MC Solar Array at the Former Oaks Landfill
26. MR2021035 Stonegate ES [Administrative]
27. MR2022006 Pepco-Brighton [Administrative]
28. MR2022007 Neelsville Elementary School
29. MR2022010 Damascus Wastewater Pumping Station [Administrative]
30. MR2022014 Ronald McNair Elementary School [Administrative]
31. MR2022018 Strip 14 Valve Replacement [Administrative]



Montgomery County Planning Department

GOALS AND PERFORMANCE MEASURES – MASTER PLANNING

Promote the orderly development of livable, safe, inclusive, accessible, and economically viable communities and employment centers by fostering public participation in the preparation, approval and implementation of master plans, sector plans, functional plans, special studies, and public projects.				
Objective				
Deliver master/sector plans/special studies/functional plans (Plans) consistent with countywide goals and the approved work program in coordination with local, state, and regional planning agencies and adjoining jurisdictions (where applicable).				
Program Indicators	FY22 Actuals	FY23 Estimated	FY24 Proposed	
# Of Master Plans approved by Council (Commission Adoption/ SMA Completed)	5	5	4	
Downcounty Planning	-	2	1	
Midcounty Planning	2	-	1	
Upcounty Planning	2	1	1	
Countywide Planning & Policy	-	1	1	
Midcounty Planning/Countywide Planning	1	-	-	
All Divisions	-	1	-	
# Of Master Plans Underway	9	7	7	
Downcounty Planning	2	1	1	
Midcounty Planning	1	2	2	
Upcounty Planning	3	3	3	
Countywide Planning	2	1	1	
All Divisions	1	-	-	
# Of Studies/Initiatives/Guidelines Completed	7	7	5	
Downcounty Planning	1	1	-	
Midcounty Planning	-	1	1	
Countywide Planning	4	5	3	
Research & Strategic Projects	2	-	1	
# Of Studies/Initiatives/Guidelines Underway	7	4	3	
Downcounty Planning	2	-	1	
Midcounty Planning	1	1	-	
Countywide Planning	2	1	1	
Research & Strategic Projects	1	1	1	
Directors Office	1	1	-	
Objective				
Review and comment on mandatory referrals submitted to ensure timely provision of infrastructure and achievement of master plan recommendations including mandatory referrals for on-the-ground Federal, State, and local projects.				
Program Indicators	Target	FY22 Actuals	FY23 Estimated	FY24 Proposed



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Mandatory referrals completed within the 60-day review period				
% Completed	100%	100%	90%	90%
# Received		30	30	30
# Completed		31*	27	27
*FY22 Actuals – Some of the referrals completed were received in the prior year.				

REGULATORY PLANNING

The Regulatory Planning Program implements our strategic goals by ensuring 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.

The accomplishments and goals & objectives below illustrate how the department has achieved the vision of the master or sector plans.

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- Held numerous working groups with stakeholders and drafted a No Net Loss Forest Conservation Bill, including revisions to the Forest Conservation Law, Chapter 22A of the County code and the Forest Conservation Regulations.
- 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	FY22 Actuals	FY23 Estimated	FY24 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)	639	565	550



Montgomery County Planning Department

Regulatory cases decided within 4-6 months after accepted	82	121	105
# Special Exceptions/Conditional Uses Applications Received and Processed in FY (they may or may not be approved)	11	10	6
# Of local map amendments and development plans/ amendments received and processed	4	3	2

Objective				
Complete permit reviews required by Section 24A (HP Ordinance).				
Program Indicator	Target	FY22 Actual	FY23 Estimated	FY24 Proposed
Percent of reviews completed within the required review period Total number of reviews completed in FY22: 719 - Historic Area Work Permit (HAWP): 295 - Locational Atlas/No Material Effect Determinations: 80 - Tree Removal Waivers: 158 - Section 106 Reviews: 28 - Historic Tax Credit Reviews: 158	100%	100%	100%	100%

INFORMATION RESOURCES

The Information Resources Program implements our strategic goals by providing 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.

The accomplishments and goals & objectives below illustrate how the department provides the necessary data and analysis to support the master and sector plans, and the resources for regulatory planning.

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- Supported the Commission on Redistricting by creating a GIS-based analysis tool that members used to draw district boundaries. Provided technical support and training.
- Authored blogs on a series of topics, including demographic and neighborhood change.
- Presented a final study on mixed use development and published an interview with staff discussing key findings and implications from the study.
- Published ArcGIS storymap showing racial and ethnic changes by Census tract between 1990 and 2020.
- Published an animated ArcGIS storymap illustrating how subdivision development between 1885 and 2020 followed transportation investments.
- Responded to requests for demographic, economic, housing, and land use data by various agencies and members of the public.



**Montgomery County
Planning Department**

GOALS AND PERFORMANCE MEASURES - INFORMATION RESOURCES

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	FY22 Actuals	FY23 Estimated	FY24 Proposed
Master and functional plans for which the R&SP Division provides demographic, commercial, or housing analysis.	Varies per Council directive	6	5	6

Goal To provide on-going 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	FY22 Actuals	FY23 Estimated	FY24 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	FY22 Actuals	FY23 Estimated	FY24 Proposed
Information request responses.	Varies per Council directive	80	80	80



Montgomery County Planning Department

Goal To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.				
Objective				
Maintain uninterrupted network services 24/7.				
Program Indicators	Target	FY22 Actuals	FY23 Estimated	FY24 Proposed
% of network uptime	99.9%	99.9%	99.9%	99.9%
Objective				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime.				
Program Indicators	Target	FY22 Actuals	FY23 Estimated	FY24 Proposed
% of trouble tickets resolved on the first call	97.9%	96.3%	97.3%	97.9%
Objective				
Maintain uninterrupted access to enterprise email.				
Program Indicators	Target	FY22 Actuals	FY23 Estimated	FY24 Proposed
% Of email uptime	99.8%	99.9%	99.9%	99.9%

MANAGEMENT AND ADMINISTRATION

The Management and Administration Program supports the strategic goals by providing all aspects of operational support for the effective and efficient coordination and communication of the Department’s day-to-day operations.

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- Successfully completed the Thrive Montgomery 2050 Planning Board draft and transmitted to the County Council. Promotion of this plan resulted in 85 residents testifying at its public hearing in November 2020.
- Worked with Montgomery County Council to advance the Thrive Montgomery 2050 plan through the PHED Committee and to the full County Council (approved in October 2022).
- 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.
- 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, Takoma Park Minor Master Plan Amendment.
- Completed build of Wheaton Headquarters auditorium audio-visual system.
- Implemented video and print signage around the Wheaton Headquarters.
- Furthered the department’s commitment to equity by implementing equitable engagement strategies through plans and projects.
- Led advertising campaigns for Pedestrian Master Plan, Fairland and Briggs Chaney Placemaking and the Fairland and Briggs Chaney Master Plan.
- Reviewed and remediated Planning Department’s and Planning Board’s web sites, documents and archiving for opportunities to increase accessibility to people of all abilities to be in compliance the Americans with Disabilities Act (ADA).



Montgomery County Planning Department

- Supported the department with communications and marketing support for the Design Excellence Awards event at 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.
- Tracked and reported implementation of the Planning Department’s contributions to the County’s Climate Action Plan including quarterly updates and regular participation in the County’s Climate Leadership Group.

GOALS AND PERFORMANCE MEASURES – MANAGEMENT AND ADMINISTRATION

Goal To use the website as an accessible communication tool to reach the stakeholders of the Planning Department.				
Objective				
To continually produce interesting, consistent, and engaging content by promoting planning updates, videos, photos, and montgomeryplanning.org.				
Program Indicators	Target	FY22 Actuals	FY23 Estimated	FY24 Proposed
Total annual number of page views for the Planning Department websites	805,000	831,625	835,000	840,000
Total annual number of page views for the Planning Board websites	205,000	216,189	220,000	225,000
Open rate of eletters*	21%	42%	25%	25%
Click rate of eletters*	8%	5%	8%	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 # views of videos posted on Facebook, Twitter, YouTube, Vimeo, Instagram.				

Goal To implement processes in recruitment and onboarding to positively impact employee morale, turnover rate, and diversification of our staff.				
Objective				
To increase awareness of our recruitment process and to improve the new hire’s onboarding experience.				
Program Indicators	Target	FY22 Actuals	FY23 Estimated	FY24 Proposed
% Of hiring managers receive training on the recruitment process	100%	20%*	100%	100%
Comprehensive Onboarding for New Hires				
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 began in the middle of FY22.				



**Montgomery County
Planning Department**

Goal To expand the trainings offered by Planning University to provide comprehensive training and employee development programs to Planning staff.				
Objective				
To increase staff efficiency and effectiveness by increasing their knowledge base by offering a well-rounded, comprehensive training program.				
Program Indicators	Target	FY22 Actuals	FY23 Estimated	FY24 Proposed
Provide Comprehensive Training Program - Total Trainings in FY21 = 38				
% Career Development ¹ Trainings Offered # Of Trainings in FY22 = 10	40%	27%	40%	40%
% Leadership/Managerial ² Trainings Offered # Of trainings in FY22= 4	30%	11%	28%	30%
% Technical ³ Trainings Offered # Of trainings in FY22 = 12	15%	32%	15%	15%
% Health and Wellness ⁴ Programs Offered # of trainings in FY22 = 11	15%	30%	17%	15%
% of Participants Rating Training as good or great based on survey results	100%	80%	95%	100%
¹ Career Development Training - includes presentations, communication, negotiation, writing, etc. ² Leadership/Managerial Training - includes supervisory skills, managing diverse populations, etc. ³ Technical Training - includes Microsoft products, Adobe products, etc. ⁴ Health and Wellness Training - includes stress management, financial management, etc.				



Montgomery County Planning Department

SUMMARY OF DEPARTMENT BUDGET

	FY23 Adjusted Adopted Budget	FY24 Proposed Budget	% Change
Planning Department			
Office of The Planning Director	\$ 1,663,320	\$ 1,709,422	2.8%
Management Services	1,196,519	1,260,553	5.4%
Communications Division	1,703,527	1,879,465	10.3%
Information Technology and Innovation	4,085,531	4,515,039	10.5%
Research and Strategic Projects	1,161,451	1,236,304	6.4%
Downcounty Planning	1,699,616	1,806,441	6.3%
Midcounty Planning	2,273,807	2,384,801	4.9%
Upcounty Planning	2,252,858	2,356,690	4.6%
Intake and Regulatory Coordination	1,151,253	1,113,768	-3.3%
Countywide Planning and Policy	3,229,998	3,921,013	21.4%
Support Services	2,580,522	2,593,419	0.5%
Grants	150,000	150,000	0.0%
Total Planning Department Operating**	\$ 23,148,401	\$ 24,926,915	7.7%
Transfer to the Development Review SRF	500,000	500,000	0.0%
Total Planning Department budget including transfer to DRSRF	\$ 23,648,401	\$ 25,426,915	7.5%

Note:

**FY24 Total Planning Department Operating budget does not include compensation and reclassification markers, or OPEB as these are budgeted in the Non-Departmental section of the Administration Fund.

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

ESSENTIAL NEEDS/NEW INITIATIVES

NEW PLANS TO BEGIN IN FY24

No new master plans are being proposed to begin in FY24.

NEW INITIATIVES IN FY24

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.

New Initiatives in FY24 – One-Time

1. Randolph Road Corridor Study - (\$75,000) – one-time

(Request includes \$70,000 to Downcounty Planning and \$5,000 to Support Services*)

With the goal of implementing the corridor focused growth and complete communities' recommendations of Thrive Montgomery 2050, the Midcounty Planning Division recommends including a comprehensive study of the Glenmont area, which sits at the intersection of two corridors -- Randolph Road and Georgia Avenue, to the FY24 work program. The comprehensive study will focus on the Glenmont area with special attention to the Randolph



Montgomery County Planning Department

Road Corridor, to identify the infrastructure, services, amenities, and short-term actions that are necessary to support 15-minute living in Glenmont. This will also serve as a case study for other significant centers on growth corridors in Midcounty.

Consultant funding is needed to complete multimodal transportation network analysis and to develop initial recommendations to improve connectivity across Georgia Avenue and Randolph Road and/or market analysis to evaluate the challenges and opportunities to achieving 15-minute living in Glenmont. Ex, what mixture of uses can be viable, sustainable, and successful in Glenmont. What infrastructure, services, amenities, and short-term actions are necessary to support 15-minute living? Additional consultant funding is requested for public engagement and canvassing as well as renderings.

2. Germantown Employment Corridor Check In - (\$50,000) – one-time

(Request includes \$45,000 to Midcounty Planning and \$5,000 to Support Services*)

Since the Germantown Employment Area Sector Plan was approved and adopted in 2009, the office market began to change, and the pandemic amplified this change by dramatically increasing teleworking trends. Additionally, demand in bio-life science development has continued, the alignment of the Corridor Cities Transitway (CCT) was altered via the recently approved Corridor Forward: I-270 Transit Plan, and the anticipated adoption of Thrive Montgomery 2050 collectively establish the need for a much-needed check in of this important corridor plan. Consultant assistance is needed to analyze post-pandemic office market and uses, realigned CCT, and corridor focused growth.

* New initiatives #1 and #2 above include 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.

3. Thrive Montgomery 2050 Implementation Metrics (\$100,000) – one-time

Thrive Montgomery 2050 proposes an ambitious set of approximately 80 metrics to be tracked in monitoring plan implementation. A significant effort is required identify data and develop a platform to track all these metrics. In some cases, the Department will need to collect new data or process existing data in new ways to appropriately monitor. Consultant assistance is required to review the metrics, evaluate potential data sources, and develop strategies for collecting additional data if required. Without this assistance, it will be challenging for the Department to create a system to monitor plan implementation in a timely fashion. Note: This request does not include the cost of collecting new data.

4. Curbside Management Project - (\$100,000) – one-time

This effort, which would be jointly led with MCDOT, is needed to prioritize and manage the growing range of uses for this linear resource, including goods delivery, pick up and drop off (e.g. Uber and Lyft), on-street parking, transit stops and paratransit access, micromobility and bicycle facilities and parking, mobile food vending, and parklets. The project would address how effectively managing the curb can improve safety, promote economic development, increase access, and support our climate goals. The project would serve as a follow-up to the effort supported by \$10,000 in FY22 year-end funding to scope out the Curbside Management effort. This project is an action in several plans: Thrive Montgomery 2050 (Action T-5), Vision



Montgomery County Planning Department

Zero 2030 Action Plan (Action T-7) and the Bicycle Master Plan (Action Policy 2-22). The total cost of the project is estimated to be \$200,000 with half the funding coming from MCDOT.

5. **The Great Seneca Plan – Urban Design Guidelines and Streetscape Standard - (\$25,000) – one-time**

The Great Seneca Science Corridor Urban Design Guidelines, adopted in June 2010, are a companion to the 2010 Great Seneca Science Corridor Master Plan, and provide greater detail for context-sensitive development and public realm improvements to assist in the implementation of the Plan’s vision.

The Midcounty Master Plan Team is currently working on The Great Seneca Plan: Connecting Life and Science, a comprehensive amendment to the 2010 Plan. While urban design will be a critical element explored through the planning process, and will deliver broad design guidance, it is necessary to update the 2010 Great Seneca Science Corridor Urban Design Guidelines and to develop Streetscape Standards. Consultant funding is needed for design services.

The Midcounty Master Plan team proposes to initiate this update following the approval and adoption of the Great Seneca Plan.

6. **Burial Sites Context Study – (\$65,000) – one-time**

This is a consultant-supported project that will result in a historic context study for the cemeteries and burial sites listed in the Burial Sites Inventory. The results of the study will classify burial sites by type, time period, cultural associations, geography, and other factors. Project goals will create periods of significance and identify important themes and trends to identify sites that are significant and warrant inclusion in the National Register and Master Plan for Historic Preservation.

7. **Regional Travel Demand Model and Transportation Network Database Management Tools - (\$75,000) – one-time**

It is anticipated that Metropolitan Washington Council Of Government’s (MWCOC’s) Gen 3 regional travel demand model will be released by the end of 2022. The Planning Department would be well-served to transition to a Montgomery County-focused adaptation of this “state-of-the art,” activity based regional travel demand modeling tool to support countywide and subarea master plan planning applications. Doing this will provide enhanced analytical capabilities and consistency and compatibility with the regional model, which will ensure continued faith in and acceptance of our modeling outputs. However, to support Montgomery County-focused planning applications, the department will need to adapt the MWCOC tool to reflect greater Montgomery County-focused transportation network and traffic analysis zone detail. In addition, the MCNetwork geodatabase and the complementary MCTool program must be modified and updated to be compliant with the more detailed transportation network files used for the new Gen 3 model. Further updates to MCTool are needed as well, to improve its functionality and efficiency. Funding for this project will cover the cost of consultant assistance working with Countywide Planning and Policy staff.

8. **Redlining/Segregation Mapping Project- (\$100,000) – one-time**

Phase 2 of this project will extend the deed and plat research to the entire county outside of the Capital Beltway. Work will include deed, plat, census, demographic, and other historical research and analysis to identify discriminatory land use and real estate practices and



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determine how this discrimination impacted the racial makeup and geographic distribution of households headed by racial minorities. Phase 1 utilized \$100,000 for two term-contract employees and a consultant group to undertake the plat research for the Downcounty area. Project management and oversight were provided internally.

New Initiatives in FY24 - on-going

9. Americans with Disabilities (ADA) Act Compliance - (\$40,000) - on-going

On-going support is needed for accessibility efforts for the department, Planning Board and Legal Department with a focus on online and in-person accommodations. This work includes collaborating with an expert consulting firm (Equal Entry, LLC) to provide training and resources to staff to make work products more accessible, equitable and transparent to the community. This work includes remediation, policy updates and training with special attention on digital offerings, hybrid meetings and in-person events. This work especially is needed due to legal requirements as part of the Americans with Disabilities Act.

New initiatives in FY24 - FIVE positions - on-going

In FY24, the Planning Department is requesting five positions. The department has one unfunded position and is requesting one workyear and funding for that position. The department is also requesting 4 new positions with the commensurate workyears and funding to address on-going responsibilities of the department. Each of these functions is currently, for several years, being performed via term contact employees or a vendor. The department has determined these are functions are on-going and acknowledges the need for career positions.

FY11 was a particularly difficult year when the Planning Department's budget was reduced almost 14%, 31 career positions were eliminated, and 7 additional positions were defunded. Since that time, 6 of the unfunded positions have been re-funded and none of the 31 abolished positions have been restored. For FY24, we are requesting funding for the one remaining unfunded position and for four new positions. This will bring the department's personnel complement to 27 below the FY10 staffing level.

10. Workyear and Funding for an Unbudgeted Position- Adequate Public Facilities - Planner III - Grade 28 - Countywide Planning and Policy Division (\$132,927)/1.0wy - on-going

For nearly 7 years, the department has had a term contract employee lead efforts related to school adequacy in the Countywide Planning and Policy Division. We have determined this is an on-going need and are requesting to make this a career position. This new position's will lead the quadrennial schools-related update to the Growth and Infrastructure Policy (GIP), regularly update and analyze changes in student generation rates, conduct the annual school test, prepare the annual school utilization report, prepare the schools-related element of each area master plan, serve as a liaison to MCPS staff, oversee the application of the GIP to the review of residential development applications, update impact tax rates and utilization premium payment rates as needed, and annually review the schools Capital Improvements Program.

11. New Position, Workyear and Funding - Forest Conservation - Planner II - Grade 24 - IRC - \$116,974/1.0wy - On-Going



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The department's Reforest Montgomery program is run by one career position in the Intake and Regulatory Coordination (IRC) Division. For the past several years, this position has been augmented by an intern and then by a term contract employee. The work program for Reforest Montgomery has grown over the years and will grow further with the upcoming No Net Loss legislation and Climate Action Plan. The Planning Department also has a Forest Conservation Fund which allows developers to pay into the fund in lieu of finding an off-site location to meet the forest planting requirements of the county's Forest Conservation Law. The department uses this fund to provide free shade trees, on a limited basis, to private property owners within priority funding areas; plan conservation easements that never contained forest; and partner with organizations in the county to create new forests on private lands. To keep up with the goals of the Reforest Montgomery program, there is an on-going need for a full-time career position.

12. New Position, Workyear and Funding – Planner – Planner II – Grade 24 - Downcounty Planning - \$116,974/1.0wy – On-Going

The Downcounty Planning Division has an on-going need for a generalist planner position that would serve the efforts of the whole down county area as a whole. This Planner II position would have two primary functions: supporting the regulatory and master plan teams; and generating web and other content that showcases Downcounty Planning work. As a generalist planner, the position would support the review of basic regulatory applications, engagement efforts during master planning, and divisional placemaking and general stakeholder meetings with local advisory boards and community associations. As a creator and coordinator of content, the position would work with the Downcounty regulatory and master plan teams, as well as department's communications, historic preservation and other teams to develop and update project fact sheets and engaging presentations on division activities for the Downcounty website and for sharing with elected and appointed officials and business and community groups.

13. New Position, Workyear and Funding – Transportation Data Management – Planner I – Grade 20 – Countywide Planning and Policy Division (\$105,530)/1.0wy – on-going

This new, entry-level transportation planner would support our Travel Forecasting/Travel Monitoring Team, by managing and analyzing state, regional and local transportation data. This position would also assist with updating and maintaining the Planning Department's highway and transit network geodatabase, in support of the Department's regional travel demand forecasting model, which is used to understand the potential impacts of master plan recommendations and other policy considerations. For the past several years, an unbudgeted term contract employee has performed these functions. We have determined we have an on-going need and are requesting a full-time position.

14. New Position, Workyear and Funding (Part-time) – Visual Media & Imaging Specialist – Grade 18 – Communications Division - \$51,064/0.75wy – On-Going

Due to recent bills approved by Maryland state elected officials, there is a mandate to live stream all public meetings from the Wheaton Headquarters, which is now mandated by Maryland state law. The Communication Division oversees the broadcast and audio-visual (A/V) operation for all official meetings and special events taking place in the WHQ for the Parks and Planning Departments and other M-NCPPC groups including meetings hosted by the Planning Board, Historic Preservation Committee (HPC), Development Review Committee



Montgomery County Planning Department

(DRC) and M-NCPPC Full Commission meetings. The M-NCPPC WHQ auditorium is also available for other agencies and the public to rent. This position would perform the critical task of running the broadcast at Commission-related meetings that would ensure that our high-profile meetings have continuity and consistency as well as providing audio-visual support for special event rental reservations of the auditorium. This position would also assist in furthering the department's commitment to equitable engagement including assisting with ADA considerations, producing video content, covering community storytelling and event coverage.

Currently, the Planning Department has \$30,000 included in the FY23 budget for a vendor to perform the A/V work during the meetings. With the new mandate in place and more rental requests coming in, the current funding is not adequate to meet current demands. The new position would also help with the department's increased requests for equitable engagement. The department has a demonstrated on-going need for a new position. Rather than request additional funding for our current vendor, the Department is requesting a new part-time position. The funding for the new position (\$81,064) will be offset by reducing our contractual funding by \$30,000.



Montgomery County Planning Department

YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY24 Proposed Budget is \$25,426,915 which is an 7.52% increase from the FY23 Adopted Adjusted Budget and includes grant funding and transfer to Development Review Special Revenue Fund but does not include the compensation increase for FY24, OPEB Prefunding, or OPEB PayGo.

MONTGOMERY COUNTY PLANNING DEPARTMENT PRELIMINARY FY24 OPERATING BUDGET REQUEST			% Change
	FY23 Adopted Adjusted Budget	\$	
FY23 BASE BUDGET CHANGES		23,648,401	
Salaries and Benefits *		1,223,275	
CPI Increase for Contracts and Supplies (2%)		47,500	
Adjustment - Risk Management, Long - Term Disability, and Legal Chargeback		26,525	
Major Known Commitments		128,300	
Chargebacks to Development Review - Special Revenue Account		(163,580)	
Adjustments in Departmental Chargebacks to CIO and Commission Wide IT		3,025	
Subtotal - Base Budget Changes		<u>1,265,045</u>	<u>5.35%</u>
Less: FY23 One Time consulting funding		<u>(640,000)</u>	<u>-2.71%</u>
New Initiatives/New Funding Request for FY24 (One Time)			
Randolph Road Corridor Study		75,000	
Germantown Employment Corridor Check In		50,000	
Thrive Montgomery 2050 Implementation Metrics		100,000	
Curbside Management Project		100,000	
The Great Seneca Plan - Urban Design Guidelines and Streetscape Standards		25,000	
Burial Sites Context Survey		65,000	
Regional Travel Demand Model and Transportation Network Database Management Tools		75,000	
Redlining Segregation Mapping Project		100,000	
Subtotal - Proposed One Time Changes		<u>590,000</u>	<u>2.49%</u>
New Initiatives/New Funding Request for FY24 (On Going)			
Americans with Disabilities Act (ADA) Compliance		40,000	
Subtotal - Proposed - On Going Changes		<u>40,000</u>	<u>0.17%</u>
New Position - Planner III - Adequate Public Facilities		132,927	
New Position - Planner II - Forest Conservation		116,974	
New Position - Planner II - Downcounty Planner		116,974	
New Position - Planner I - Transportation Data Management		105,530	
New Position - Visual Media & Imaging Specialist (Part-Time)		51,064	
Subtotal - Proposed - On Going New Positions		<u>523,469</u>	<u>2.21%</u>
Total New Initiatives/New Funding Request for FY24		<u>1,153,469</u>	<u>4.88%</u>
Net Change from FY23 Adopted to FY24 Proposed Budget		<u>1,778,514</u>	<u>7.52%</u>
	*FY24 Proposed Budget	<u>\$ 25,426,915</u>	
Notes:			
* Salary and Benefits total does not include compensation and reclassification markers, OPEB PayGo, and OPEB prefunding. They are budgeted in the Administration Fund's non-departmental account.			



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LAPSE AND STAFFING

For FY24, the Department plans to maintain an approximate 4.5% lapse rate based on the FY23 adopted budgeted staffing level of 151 positions (149.60 workyears) which includes 142.87 funded workyears, 6.73 lapsed workyears and one (1) unfunded position.

For the FY24 new on-going request, the Planning Department is asking for 1.0 workyear for the funding of an unfunded position for Adequate Public Facilities; 1 position, 1.0 workyear and funding for a Forest Conservation Planner; 1 position, 1.0 workyear and funding for a Downcounty Planner; 1 position, 1.0 workyear and funding for Transportation Data Management; and 1 position, 0.75 workyear and funding for a Media & Imaging Specialist. This would bring the position count to 155 (125.62 workyears)

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 receiving \$211,000 from service charges and other program fees in FY24.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund (WQPF) to offset costs that will be incurred in FY24 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY24, the Department is requesting an increase of \$21,405 (a 5% increase) for an overall appropriation of \$449,505 to cover the FY23 compensation increases. An increase for FY23 compensation was not included in the FY23 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) which 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 \$179,847. Of this, there is an increase of \$14,433 in chargeback from the Legal Department and increase of \$1,834 in chargeback from the Finance Department for their services. The remaining \$163,580 (5%) is from the Planning Department to cover the FY23 compensation increases. An increase for FY23 compensation was not included in the FY23 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



Montgomery County Planning Department

transfer has historically been in the range of \$500,000 to \$1,000,000 each year. 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 FY23.

PROFESSIONAL SERVICES

The Department proposes \$680,000 for the professional services outlined in the table below. This level reflects a decrease of \$208,300 from FY23 adopted funding levels due to a combination of changes in new one-time professional services essential needs funding requests, reallocating funding to more appropriate category and reduction of one-time essential needs requests from FY23 adopted.

PROFESSIONAL SERVICES				
Division	Program Element	Description	FY23 Adopted Budget	FY24 Proposed Budget
Director's Office				
	Special Projects	Funding for Special Council Request	\$30,000	\$30,000
	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	
	Placemaking Initiatives*	Consulting funding to expand the successful Silver Spring Placemaking Program to other locations in the county	\$83,300	
Downcounty Planning				
	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	
Midcounty Planning				
	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	
	Randolph Road Corridor Study	Consultant funding is needed to complete multimodal transportation network analysis and to develop short term actions to improve connectivity in the plan area		\$75,000
	The Great Seneca Plan - Urban Design Guidelines and Streetscape Standards	Consultant funding is needed for design services.		\$25,000
Upcounty Planning				
	Germantown Employment Corridor Check In	Consultant assistance is needed to analyze post-pandemic office market and uses, realigned CCT, and corridor focused growth.		\$50,000
	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	\$25,000	



Montgomery County Planning Department

Countywide Planning and Policy				
	Master Plan Staging/Monitoring	Tools and analyses for annual transportation monitoring efforts. Major Known Commitment (MKC) needed every year.	\$15,000	\$15,000
	Historic Preservation Functional Master Plan – Updates and Implementation	Master Plan Support for Historic Preservation Designations. Ongoing.	\$20,000	\$20,000
	Master Plan Staging and Monitoring	Ongoing funding request for Transportation analysis in support of the Bicycle Planning	\$25,000	\$25,000
	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. Major Known Commitment (MKC)	\$75,000	
	Redlining/Segregation Mapping Project	Consulting funding to research and analyze historical discriminatory land use and real estate practices across the county.		\$100,000
	Curbside Management Project	Consulting funding to develop recommendations on prioritizing and managing curbside resources to improve safety, promote economic development, increase access, and support climate goals.		\$100,000
	Burial Sites Context Study	Consulting funding to conduct a historic context study for the cemeteries and burial sites listed in the Burial Sites Inventory.		\$65,000
	Regional Travel Demand Model and Transportation Network Database Management Tools	Consulting funding to adapt MWCOG's Gen 3 regional travel demand model to support Montgomery County-specific applications.		\$75,000
Research & Strategic Projects				
	Thrive Montgomery 2050 Implementation Metrics	Consultant assistance is required to review the metrics, evaluate potential data sources, and develop strategies for collecting additional data if required		\$100,000
			Planning Department Total	\$888,300
Note:	*Funding for placemaking initiatives was moved to the Director's office and reclassified to other services and charges for more appropriate use of funding for various activities and not just for professional services.			

PUBLICATIONS

PUBLICATIONS				
Division	Program Element	Description	FY23 Adopted Budget	FY24 Proposed Budget
Countywide Planning and Policy				
	Historic Area Work Permits	HPC Legal Notices in Newspaper	\$11,000	\$11,000
			Planning Department Total	\$11,000



WORK PROGRAM OVERVIEW

FY24 Proposed Master Plan and Major Projects Schedule

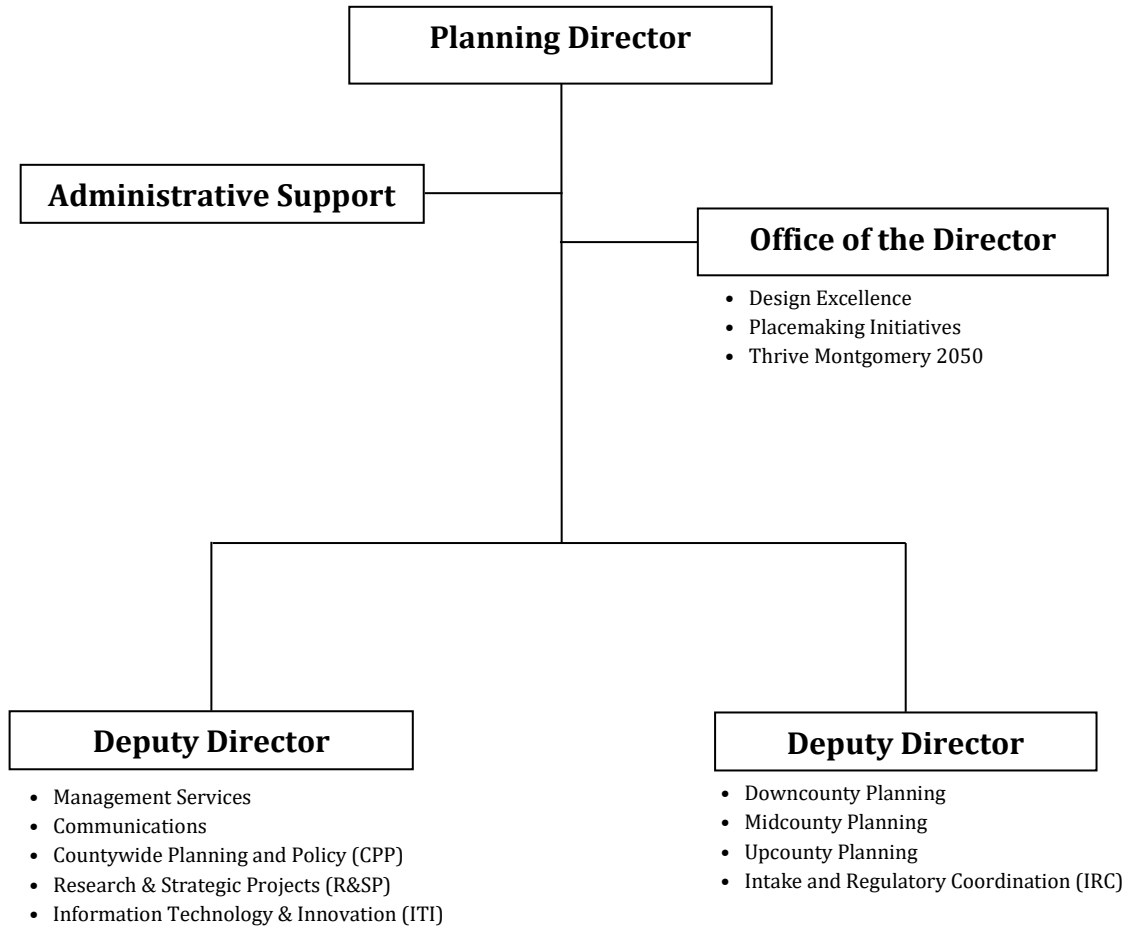
Master Plan & Major Projects	2022	2023					2024					2025									
		FY23					FY24					FY25									
		A	S	O	N	D	J	F	M	A	M	J	F	M	A	M	J	F	M	A	M
Silver Spring Downtown and Adjacent Communities Sector Plan																					
Thrive Montgomery 2050 General Plan Update																					
Rustic Roads Functional Master Plan Update																					
Edward U. Taylor School and Wellers Historic Preservation Master Plan Amendment																					
Fairland and Briggs Chaney Master Plan																					
Pedestrian Master Plan																					
Takoma Park Minor Master Plan Amendment																					
Great Seneca Plan: Connecting Life and Science																					
Friendship Heights Urban Design Study																					
University Boulevard Corridor Plan																					
Clarksburg Master Plan Amendment																					
Growth and Infrastructure Policy																					
Update Incentive Density Implementation Guidelines - CR & Employment Zones																					
Silver Spring Communities Master Plan																					
Access Management Study																					
Predictive Safety Analysis																					
Redlining/Segregation Mapping Project																					
Attainable Housing Strategies Initiative																					
Wheaton Downtown Study																					
Community Equity Index																					
Innovative Housing Tool Kit																					
Countywide Transportation Data Asset Management Strategy																					
Life Sciences Industry and Market Study																					
Germantown Employment Corridor Check In																					
Thrive 2050 Plan Implementation Metrics																					
Curbside Management Project																					
Randolph Road Corridor Study																					

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



ORGANIZATIONAL STRUCTURE

OFFICE OF THE PLANNING DIRECTOR



Montgomery County Planning Department – Office of The Planning Director

OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

Innovative Planning

- During summer 2021, 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. Supported the resumption of in-person Planning Board meetings in September 2021 with a virtual participation option for the public as standard practice. Completed by November 2021 the Planning Department's transition from mass telework to daily in-person/hybrid operations at the 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. Participated in two County Council public hearings on the Planning Board Draft Plan in June 2021. Presented and discussed the draft Plan at nine County Council Planning, Housing, and Economic Development (PHED) Committee work sessions between July 2021 and October 2021 and worked with Council staff on edits to the Planning Board Draft Plan. Participated in discussions of and revisions to the PHED Committee Draft Plan during nine Full Council work sessions between February 2022 and October 2022. Worked with Council staff and the Council's consultant to create additional chapters focusing on Equity, Economy, and Environment. The County Council approved Thrive Montgomery 2050 on October 25, 2022.
- Continued implementation of the department-wide Equity in Planning Agenda. Conducted and incorporated extensive racial equity and social justice elements in master plans consistent with the county's Racial Equity and Social Justice Act. Applied the Planning Department's data tools such as the Equity Focus Areas mapping during master plan development. The Department's internal Equity Peer Review Group reviewed over a dozen Department projects and master plans, providing guidance to project teams on plan recommendations and community engagement strategies. Conducted numerous equity trainings for Montgomery Planning staff and continued requiring all staff to annually participate in at least eight hours of equity-focused training. Launched, through the Department's Historic Preservation section, its Asian American and Pacific Islander Heritage Project to identify Asian American cultural resources in the



Montgomery County Planning Department – Office of The Planning Director

county. Coordinated with the county's Office of Legislative Oversight as it conducts reviews of the racial equity and social justice impacts of new zoning text amendments.

- In July 2021, renamed three streets previously named after Confederate soldiers after two African American leaders from Montgomery County's history, as part of M-NCPPC's Montgomery County Street and Park Facilities Naming Review Project.
- In March 2022, renamed Montrose Parkway after Rev. Josiah Henson, renowned international speaker and abolitionist. The former Montrose Parkway, now named Josiah Henson Parkway, runs through the former plantation property of Isaac Riley, where Henson was enslaved. This property is also home to the Josiah Henson Museum and Park, operated by Montgomery Parks.
- Completed and received County Council Approval on the following plans:
 - Silver Spring Downtown and Adjacent Communities Plan
 - Corridor Forward, the I-270 Corridor Transit Functional Master Plan
 - Potomac Overlook Historic District Preservation Master Plan Amendment.
- Completed the following studies:
 - Mixed-Use Development Study
 - Access Management Study
 - Equity Focus Areas Analysis & Mapping
- Began or continued work on the following plans:
 - Thrive Montgomery 2050 (approved by the Council in October 2022)
 - Rustic Roads Functional Master Plan Update
 - Takoma Park Minor Master Plan Amendment
 - Wheaton Downtown Plan
 - Edward U. Taylor School Historic Site Historic Preservation Master Plan Amendment
 - Fairland and Briggs Chaney Master Plan
 - Pedestrian Master Plan
 - Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2.
- Delivered the White Flint Sector Plan Biennial Monitoring Report and Bethesda Downtown Sector Plan Annual Monitoring Report.
- Managed the adoption of the first Mid-Century Modern historic district, Potomac Overlook, to the Master Plan for Historic Preservation.
- Prepared and received Planning Board approval for updates to the countywide burial sites inventory.
- Expanded the Reforest Montgomery program to provide more reforestation projects on both public and private property including Releaf the Reserve, existing conservation easements on private property, and an increase in free shade trees.
- Provided staff technical expertise to support implementation of the county's Climate Action Plan (CAP). Provided quarterly updates on the Planning Department's action items in the CAP FY22 Work Plan and participated in several inter-agency CAP implementation projects.
- After the transition to in-person/hybrid Department operations in fall 2021, offered both in-person and virtual community engagement opportunities as standard practice for all master plans.



Montgomery County Planning Department – Office of The Planning Director

- Began preparations for the Makeover Montgomery 5 conference, held in September 2022 at the M-NCPPC Wheaton headquarters, in partnership with the University of Maryland’s National Center for Smart Growth.

Placemaking & Design

- Partnered with Montgomery Parks, the Montgomery County Department of Transportation, and the Better Block Foundation to implement the Pike District Connector in September 2021. 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 installed semi-permanent art and wayfinding signage along the new Connector as well as activated 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.
- Hosted the successful 2021 Design Excellence Awards ceremony at the Wheaton HQ building in October 2021.

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 Planning Department’s period of mass telework due to the COVID-19 pandemic 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

		FY23	FY24	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
Budget		<u>Adopted</u>		
	Expenditures	\$1,663,320	\$1,709,422	2.8%
Staffing				
	Funded Career Positions	7.00	7.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	7.00	7.00	0.0%

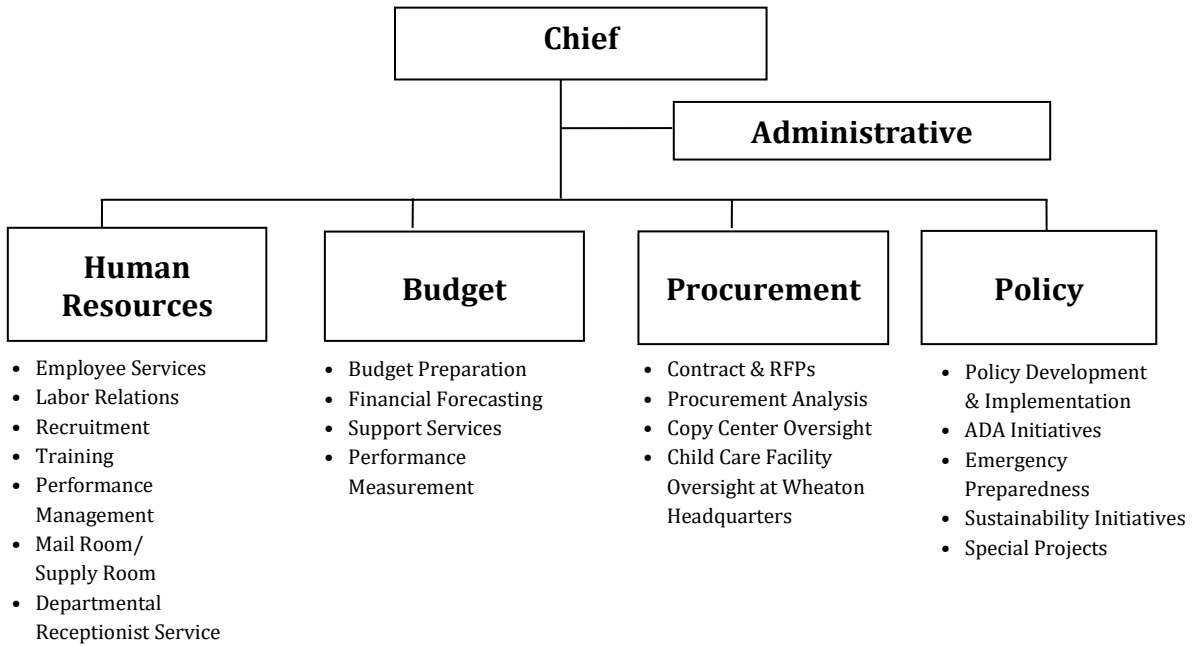
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- No change.



ORGANIZATIONAL STRUCTURE

MANAGEMENT SERVICES DIVISION



Montgomery County

Planning Department – Management Services

OVERVIEW

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

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

Budget Administration uses a coordinated financial management system that handles more than \$23 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 Americans with Disabilities Act (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
- Emergency Preparedness
- Budget Development and Fiscal Oversight
- Financial Management
- Procurement
- Sustainability Initiatives
- ADA Initiatives



Montgomery County Planning Department – Management Services

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- Conducted and analyzed performance measure data to assess progress toward achieving the department’s performance expectations and to improve the management and delivery of services.
- Continued 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.
- Offered a successful summer intern program with 7 interns from six different colleges and universities and one local high school.
- Provided a robust training program through the Planning University (Planning U), a two-track learning system designed for the growth and development of staff. The Sharper Image track consists of training focused on attaining and developing skills required to function at any level and the Leadership Institute tracks is designed to help managers and supervisors acquire and enhance managerial and leadership skills. Classes focused on career development, health and wellness, technical skills, and leadership and management.
- Trained staff on the Onboard module of NeoGov for faster and more efficient virtual human resources recruitment processing.
- Continued succession planning through knowledge transfer coaching and training with staff preparing to retire.
- Processed over 100 classification allocation/reallocations resulting from the new job specifications created by the Commission’s Classification and Compensation study.
- Relunched the Ambassador Program to match all new employees with a buddy to help them adapt to their new work environment.
- In conjunction with entire Commission, developed a second chance initiative which allowed for a broader applicant pool by including applicants with specific prior convictions to be considered for employment.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23	FY24	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$1,196,519	\$1,260,553	5.4%
Staffing				
	Funded Career Positions	11.00	11.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	8.19	8.26	0.9%

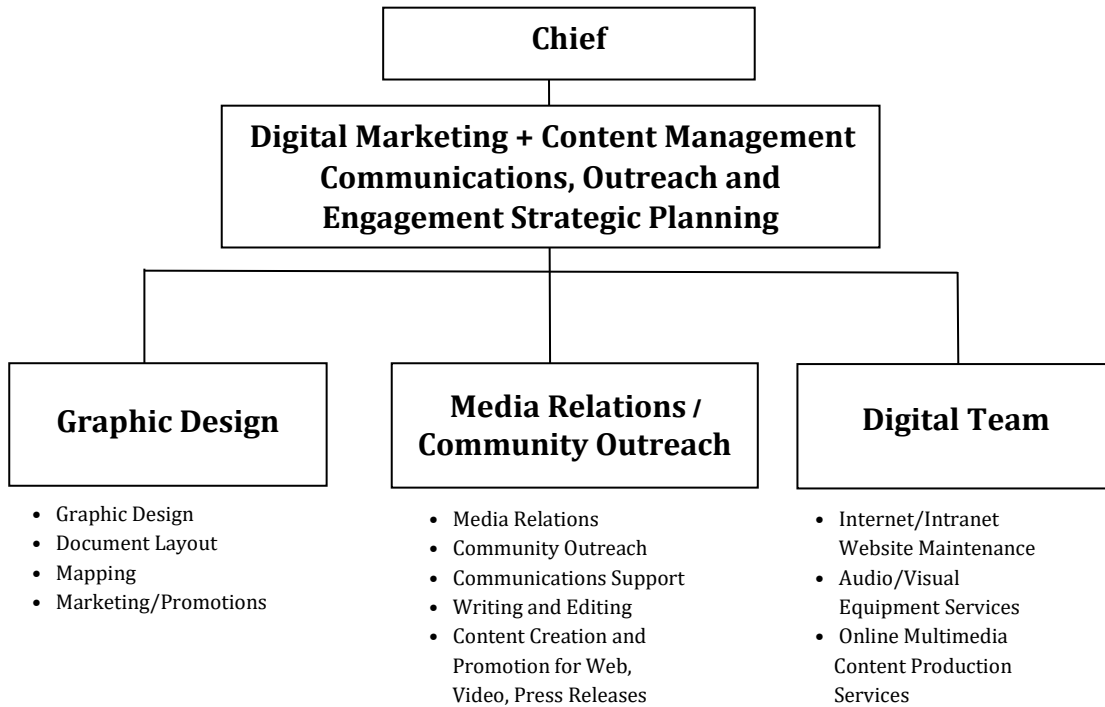
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

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



ORGANIZATIONAL STRUCTURE

COMMUNICATIONS DIVISION



Montgomery County Planning Department – Communications

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, prioritizing equitable engagement. 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 equitable 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 FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- 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 due to 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 and in-person.
- Continued to create policies and protocols for the 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, Rustic Roads Functional Master Plan Update, Fairland and Briggs Chaney Master Plan, Takoma Park Minor Master Plan Amendment, Great Seneca Plan: Connecting Life and Science, University Corridor Boulevard Plan, 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.



Montgomery County Planning Department – Communications

- Led department Americans with Disabilities Act (ADA) and accessibility efforts which included providing trainings to Planning and Parks staff, remediation on websites and enhancements of capabilities for in-person and digital accessibility needs.
- Supported projects such as Neighborhood Change Analysis, Bethesda Monitoring Report, Access Management Study, and Makeover Montgomery 5.
- 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, Washington Business Journal and Greater Greater Washington.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 <u>Adjusted Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>
Budget	Expenditures	\$1,703,527	\$1,879,465	10.3%
Staffing	Funded Career Positions	10.00	11.00	10.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	9.83	10.41	5.9%

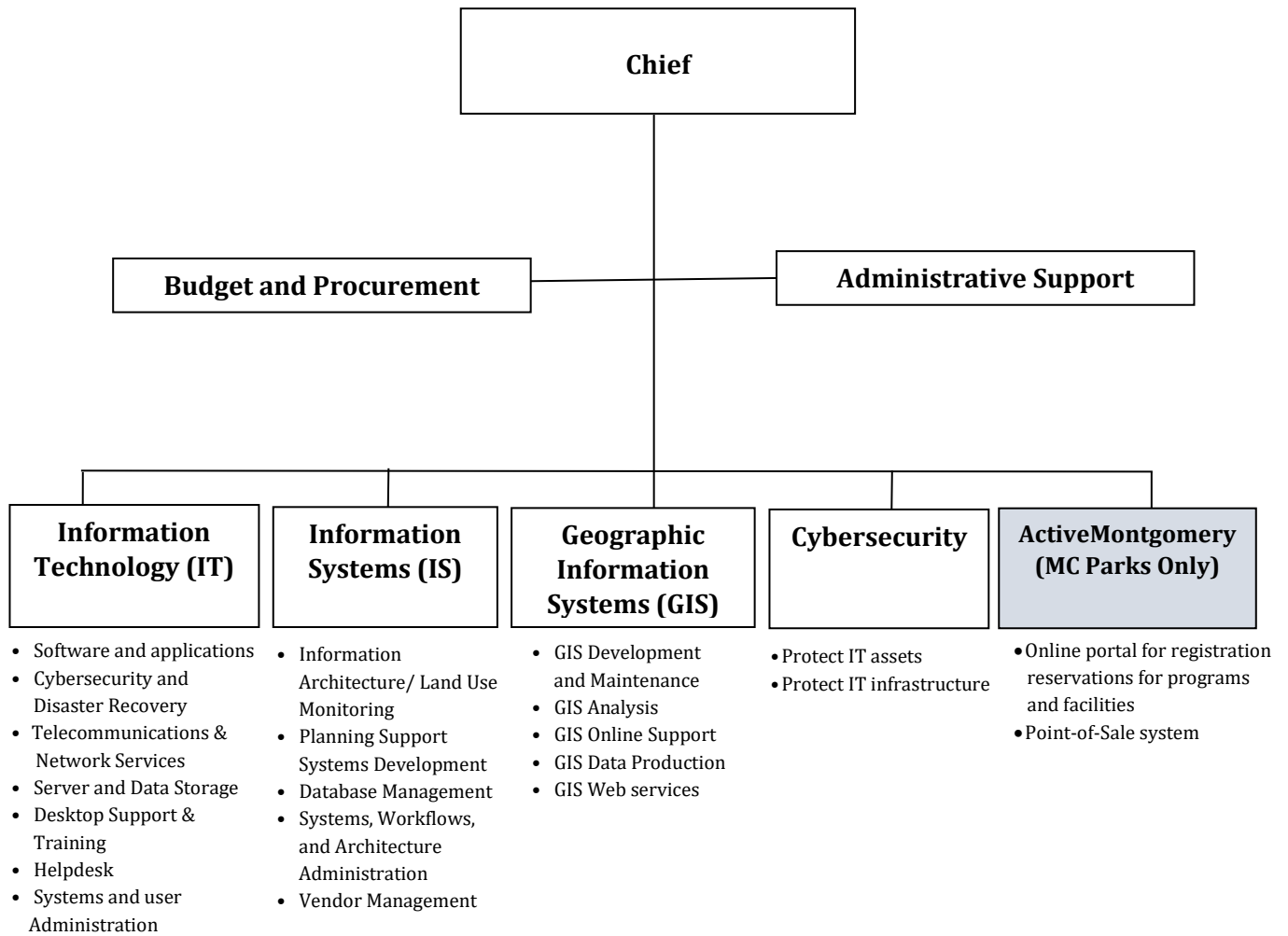
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Includes new FY24 on-going consulting funding of \$40,000 for Americans with Disabilities (ADA) Act Compliance.
- Includes one (1) part-time funded career and 0.75 workyears and \$81,064 in Personnel funding for a Visual Media and Imaging Specialist. The funding for this new position is offset by the reduction in consultant funding of \$30,000.
- 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

OVERVIEW

Unlike all other divisions in the Planning Department, the Information Technology and Innovation (ITI) Division serves both Planning and Parks.

The ITI Division for Planning consists of four units: IT, IS, GIS, and Cybersecurity.

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 Planning Department, including Hansen and ProjectDox (ePlans).

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, such as County zoning, parcels, buildings, and topography. 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.

Cybersecurity: A dedicated Cybersecurity Team is focused on protecting the Planning and Parks IT infrastructure and assets.

MISSION

The mission of the Information Technology and Innovation Division is to provide innovative, reliable, and accessible technology, services, and support which enables the Planning Department to achieve its vision. This includes:

- Anticipate end user needs through continued investment in a knowledgeable and service-oriented staff who are ready and able to harness the resources on hand to ensure end user access and connectivity.
- Leverage technologies to best serve and engage all stakeholders through a combination of automation, web and mobile applications, and Americans with Disabilities Act (ADA) compliance.
- Ensure cybersecurity staff and resources are employed to protect our infrastructure.

PROGRAMS AND SERVICES PROVIDED

- Provide network infrastructure to handle data, voice, and wireless connectivity
- Enable safe and reliable remote access and tools for teleworking
- Provide robust infrastructure for video streaming for Planning Board Live, Historic Preservation Commission, and
- Provide best practices in cybersecurity
- Stewardship of the County’s land-use GIS dataset including the County’s property, zoning, address, impervious, and elevation datasets, et al
- Design, implement, and maintain the information system architecture



Montgomery County Planning Department – Information Technology and Innovation

- Development Review Committee (DRC) meetings
- Maintain secure and redundant data centers to support departmental applications for maximum resiliency
- Provide ePlans regulatory system, which guides the regulatory workflow of the Planning Department and makes all documents of record available to the public
- 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 Department of Planning on County jurisdictional planning activity
- Provide GIS desktop and server software and Cloud platform access to end-users

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- Established a hybrid on-premises **ArcGIS Enterprise to ESRI cloud GIS** collaboration architecture.
- Improved our latest elevation data collection standards by obtaining QL1 Lidar for the first time. This higher resolution data enables improved 3D building generation, more accurate forest canopy capture, and terrain modelling for storm drain modeling and National Pollutant Discharge Elimination System (NPDES) permit activity.
- Deployed the new ESRI 3D GIS planning tool, **ArcGIS Urban**, which is being linked to our existing regulatory e-plans software. Among other benefits, this package enables the public to visualize proposed projects prior to public hearing and approval for better transparency and involvement to the public.
- Provided mapping analysis to aid the development of the Council’s Community Solar in the Agricultural Reserve zoning amendment and revised the regulatory tracking system used by the Planning Department to track this new development type as it is limited to 1800 acres.
- Delivered the latest planimetric update which supports the County’s water quality protection charge program and provides the imperviousness data updates which tracks progress in various master plans and special protection areas in the County. These large updates are delivered on a three-year cycle.
- Implemented **BoardEffect**, online software to manage documents for Historic Preservation Commission meetings.
- Increased the Department’s cybersecurity posture with several shared solutions to protect the environment.
- Continued to strengthen cybersecurity by improving verification of end user identity.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY23	FY24	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
Budget		<u>Adopted</u>		
	Expenditures	\$4,085,530	\$4,515,039	10.5%
Staffing				
	Funded Career Positions	18.00	18.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	17.28	17.33	0.3%

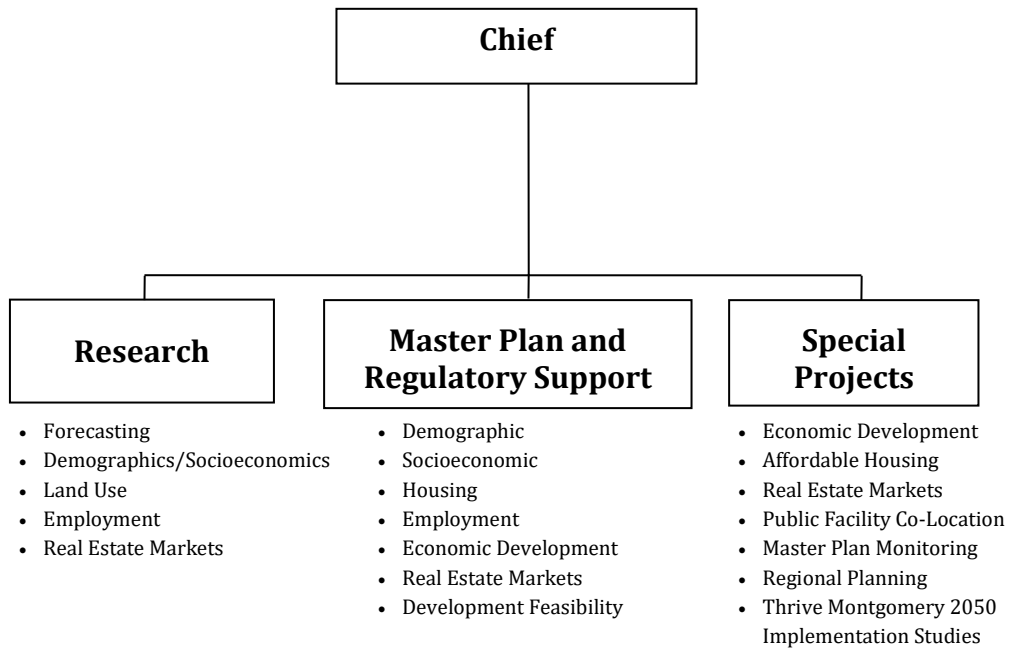
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Includes on-going Major Known Commitment of \$53,300 for Adobe Creative Cloud Licenses.
- Includes on-going Major Known Commitment of \$75,000 for Security Information and Event Management (SIEM).
- Includes one-time Major Known Commitment of \$200,000 for GIS Base Map Update needed every 3 years (LIDAR only update)
- 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

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 FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- 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, Silver Spring Downtown and Adjacent Communities Plan, Takoma Park Minor Master Plan Amendment (MMA), Fairland-Briggs Chaney Master Plan, Shady Grove MMA, and Great Seneca Science Corridor MMA.
- Provided support to the Montgomery County Commission on Redistricting on demographic analysis and mapping.



Montgomery County

Planning Department – Research and Strategic Projects

- Completed ESRI ArcGIS Storymaps on Equity Focus Areas and Accessibility/Land Development.
- Completed a comprehensive study of neighborhood change across Montgomery County and the region to provide another tool to support equitable decision-making.
- Continued meetings of the Montgomery County Data Community (MCDC) in partnership with CountyStat to provide a forum for data analysts across government agencies to share ideas and resources.
- Made substantial progress on development of a Community Equity Index.
- Started work on major update to the land use forecast of population, households, and employment in conjunction with the Metropolitan Washington Council of Governments Forecasting and Data Subcommittee.
- Provided support to County Council staff in revising Thrive Montgomery 2050 during the County Council review process.
- Updated the Council District Demographic snapshot to reflect the new seven Council Districts and 2016-2020 American Community Survey data.
- Made substantial progress in Census Question Resolution (CQR) Housing Unit Count Review, which assessed the accuracy of the US Census housing unit counts versus the parcel file.
- Completed a study of Mixed-Use Development and presented findings to the Planning Board.
- Wrote a scope of services and hired a consultant from the Department’s economics on-call consultant bench to conduct a real estate feasibility analysis for Downtown Wheaton Study.
- Provided parcel file analysis to support the Downtown Bethesda Plan annual monitoring report.
- Responded to data requests from county agencies, Montgomery County Economic Development Corporation, and other organizations.
- Provided briefings on demographic and economic trends to the Planning Board and outside organizations, such as the Commission on Racial Equity and Social Justice and the Human Rights Commission.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23	FY24	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$1,161,451	\$1,236,304	6.4%
Staffing				
	Funded Career Positions	7.00	7.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	7.00	7.00	0.0%

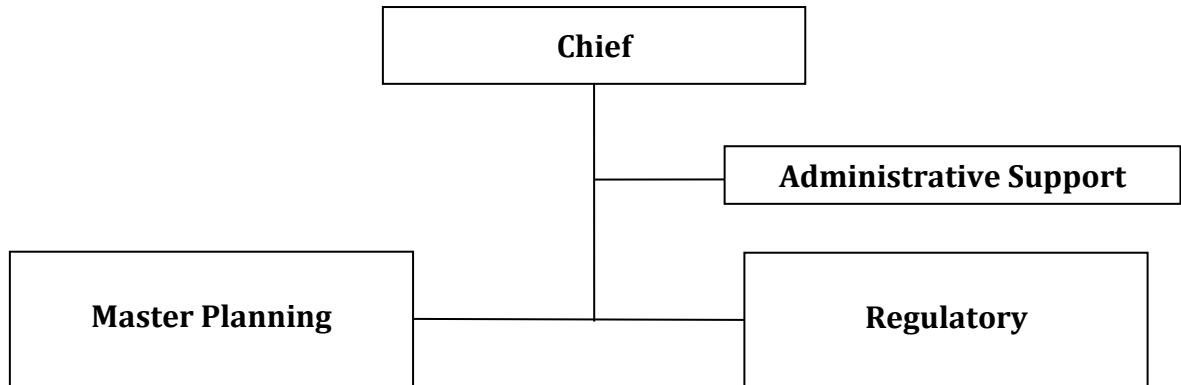
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Includes \$100,000 of one-time consultant funding for Thrive Montgomery 2050 implementation for development of metrics.



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

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.



Montgomery County Planning Department – Downcounty Planning

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Coordination
 - Environmental Coordination
 - Transportation Coordination
 - 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)
- Local Area Transportation Review
- Placemaking Initiatives Coordination
- Mandatory Referrals
- Interagency Coordination
- 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 FY22 (FROM JULY 2021 THROUGH JUNE 2022)

Quality Development:

- Park Montgomery was approved for Sketch Plan and Site Plan for an affordable housing redevelopment near the Purple Line in Long Branch.
- 5500 Wisconsin Avenue was approved for Sketch Plan for a mixed-use development in Friendship Heights.
- Hampden East was approved for Site Plan for new mixed-use development including retail, office, and residential uses near the Purple Line Station in Downtown Bethesda.
- 7070 Arlington Road was approved for Sketch Plan, Preliminary Plan and Site Plan for a mixed-use development with ground floor retail and residential units above in Downtown Bethesda.
- 4725 Cheltenham Drive was approved for Site Plan for mixed-use development with live/work units and residential units in Downtown Bethesda.
- The Avondale was approved for Site Plan for a new multi-family residential development in Downtown Bethesda.
- 4901 Battery Lane was approved for Sketch Plan for a multi-family residential development along Battery Lane in Downtown Bethesda.
- Higher Ground Education Special Exception Amendment was approved for a childcare facility with up to 180 students along Bradley Boulevard in Bethesda.
- The Mandatory Referral for the Brookville Smart Energy Depot in Lyttonsville was approved to install a renewable-energy-based microgrid system to support the fueling needs of 44 electric public transit buses in Silver Spring.
- The Takoma Park Public Library Mandatory Referral was approved for the renovation/reconstruction of the public library building located in Takoma Park.



Montgomery County Planning Department – Downcounty Planning

Innovative Planning:

- Silver Spring Downtown and Adjacent Communities Plan:
 - Presented key preliminary recommendations to the Planning Board in July 2021
 - Presented the Working Draft Plan to the Planning Board in October 2021
 - Public Hearing at Planning Board in December 2021
 - Planning Board Work Sessions in December 2021 and January 2022
 - Planning Board Draft transmitted to the County Council in January 2022
 - Public Hearing at County Council in February 2022
 - Briefed County Council March 2022
 - County Council Planning Housing & Economic Development Committee (PHED) Committee worksessions throughout March and April 2022
 - Zoning Text Amendment (ZTA) 22-03 implementing the Plan recommendations is introduced by County Council in April 2022
 - County Council Plan worksessions in April and May 2022
 - County Council approved Planning Board Draft Plan May 2022
 - County Council Public Hearing for ZTA June 2022
 - Planning Board passed resolution to adopt Plan June 2022
 - Full Commission adoption June 2022

- Takoma Park Minor Master Plan Amendment
 - City of Takoma Park City Council Approved Resolution for plan boundary in July 2021
 - Planning Board approved Scope of Work and plan boundary in September 2021
 - Community engagement began in October 2021
 - Everyday Canvassing in Maple Avenue apartment buildings in October 2021
 - Everyday Canvassing on the Washington University Campus in March 2022
 - Existing Conditions presented to the Takoma Park City Council, Planning Board, and community members in March 2022
 - Planning Board briefing on Historic and Cultural Resources research in April 2022

- Bethesda Downtown Sector Plan Annual Monitoring Report presented to the Planning Board.

BUDGET AT GLANCE

Summary of Division Budget

		FY23		
		Adjusted	FY24	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget	Expenditures	\$1,699,616	\$1,806,441	6.3%
Staffing	Funded Career Positions	16.00	17.00	6.3%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	11.15	12.44	11.6%



Montgomery County Planning Department – Downcounty Planning

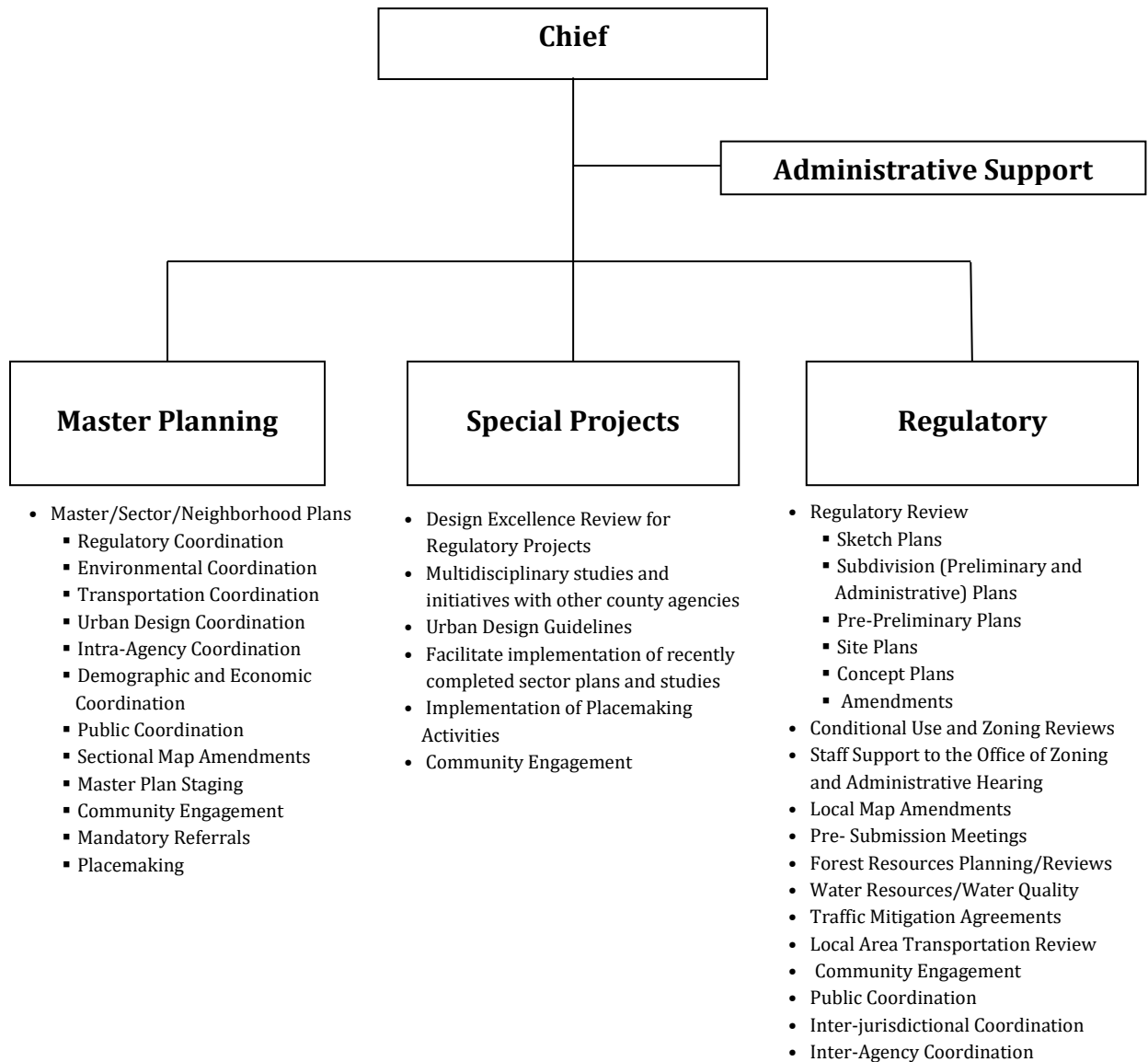
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Includes one (1) full-time funded career and one (1.0) workyear and \$116,974 in Personnel funding for a Planner position.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY24 regulatory workload.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



ORGANIZATIONAL STRUCTURE

MIDCOUNTY PLANNING



Montgomery County Planning Department – Midcounty Planning

OVERVIEW

The Midcounty 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.

Midcounty 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 Midcounty 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
- Local Area Transportation Review
- Conditional Use and Zoning Reviews
- Interagency Coordination
- Community Outreach
- Inter-jurisdictional coordination
- Coordination with Enforcement Agencies



Montgomery County

Planning Department – Midcounty Planning

- Monitor and Report on Master Plan Implementation and Strategy
- 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
- Regulatory Reviews—Sketch Plans, Preliminary Plans, Site Plans,
- Coordination with Park Planning
- Water Resources/Water Quality
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Public/Private Coordination

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- Completed regulatory review and received Planning Board approval for approximately 9.8 million square feet of total development, comprised of approximately 2.2 million square feet of commercial development, and 6,384 dwelling units.
- Approval of ELP Bethesda Phases 1A and 1B to permit the redevelopment of the former Marriott International Headquarters office building with up to 928,844 square feet of residential care facility uses (512 independent living units) in the Rock Spring Master Plan area. These applications also provide for a 5,700-square foot building with a marketing center and retail/restaurant use and a 5.37-acre privately owned linear park.
- Approval of the White Oak Apartments in the White Oak Science Gateway Master Plan area, for a total of up to 443,400 square feet of residential development (359 multifamily dwelling units), including 15% Moderately Priced Dwelling Units (MPDUs).
- Approval of the MHP Nebel Street project in the White Flint Sector Plan area, for a total of up to 172,720 square feet of residential development (163 multifamily dwelling units), including up to 25% MPDUs.
- Approval of the Public Service Training Academy redevelopment in the Great Seneca Science Corridor Master Plan area, for up to 630 residential dwelling units, including 30% Moderately Priced Dwelling Units, 1,740 square feet of non-residential uses, open spaces, new roads, and a segment of the Life Sciences Center Loop Trail.
- Approval of the Rose Village Sketch Plan in the White Flint Sector Plan area, which outlines the potential future development of existing office buildings at 6001, 6003, and 6011 Executive Boulevard. The future development will include up to 2.1 million square feet of residential uses, including 15% MPDUs, and up to 469,643 square feet of commercial uses.
- Approval of the Wheaton Gateway Sketch Plan in the Wheaton CBD Sector Plan area, which outlines the potential future redevelopment of 11250 Veirs Mill Rd and 2715 University Blvd. The future development will include up to 910,223 square feet of total development, comprised of up to 65,000 square feet of non-residential uses and up to 845,223 square feet of residential uses with 30% MPDUs.
- Approval of Pike and Rose Buildings 2 and 9, in the White Flint Sector Plan area. These buildings will provide up to 275,000 square feet of research and development uses and up to 297,500 square feet of commercial development, respectively. Building 9, specifically, will be a new corporate headquarters office building.



Montgomery County

Planning Department – Midcounty Planning

- The Sectional Map Amendment to implement the zoning recommendations of the Shady Grove Sector Plan Minor Master Plan Amendment approved and adopted by the County Council.
- Supported the Planning, Housing, and Economic Development (PHED) Committee review of and revisions to the Planning Board Draft of Thrive Montgomery 2050.
- Initiated the Wheaton Downtown Study, an effort to advance implementation of the 2012 Wheaton Central Business District and Vicinity Sector Plan.
- The Great Seneca Science Corridor Minor Master Plan Amendment approved by the County Council in November 2021 and adopted by Maryland-National Capital Park and Planning Commission (M-NCPPC) in December 2021.
- Corridor Forward: The I-270 Plan approved by the County Council in April 2022 and adopted by the M-NCPPC in May 2022.
- Initiated Great Seneca Plan: Connecting Life and Science, consistent with the recommendations of the 2021 Great Seneca Science Corridor Minor Master Plan Amendment.
- Delivered the 2021 White Flint Sector Plan Biennial Monitoring Report to the Planning Board and the County Council.
- Continued to support the Great Seneca Science Corridor Implementation Advisory Committee, Shady Grove Sector Plan Implementation Advisory Committee, and White Flint / North Bethesda Implementation Advisory Committee.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23	FY24	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
Budget		<u>Adopted</u>		
	Expenditures	\$2,273,807	\$2,384,801	4.9%
Staffing				
	Funded Career Positions	20.00	20.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	14.25	15.29	7.3%

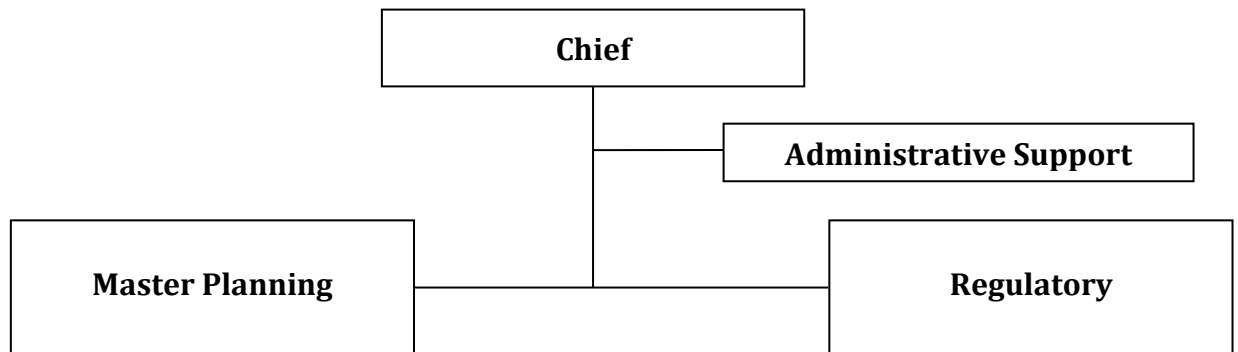
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Includes new FY24 one-time consulting funding of:
 - \$25,000 for The Great Seneca Plan—Urban Design Guidelines and Streetscape Standards.
 - \$75,000 for Randolph Road Corridor Study. (\$5,000 of this funding is budgeted in the Support Services budget for translation services)
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY24 regulatory workload.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



ORGANIZATIONAL STRUCTURE

UPCOUNTY PLANNING



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

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



Montgomery County

Planning Department – Upcounty Planning

OVERVIEW

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 Fairland, Burtonsville, Sandy Spring, Ashton, Olney, Damascus, Clarksburg, Germantown, Darnestown, Potomac, 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, vibrant, sustainable, and resilient communities that are inclusive, interconnected through multi-modal transportation networks, and offer a variety of affordable and attainable housing types. To promote and support the many forms of agriculture and agritourism in the various communities and contexts within Upcounty. To engage and include input from the diverse residents of Upcounty, while applying traditional and progressive planning approaches, which lead to meaningful recommendations and outcomes in our plans and the natural and built environment.



Montgomery County Planning Department – Upcounty Planning

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

Quality Development:

- Planning Board approval of 1,384,662 square feet of commercial uses and 1,731 dwelling units (304 MPDUs; 19.6% average).
- Planning Staff review of 96 NRI/FSD, Exemptions, and Sediment Control Plans.
- Planning Staff review of 79 Development Applications, including Planning Board approval of:
 - Milestone Innovation Center, Preliminary and Site Plan.
 - 1,125,000 square foot development, including 746,500 square feet of Office; 308,500 square feet of Research and Development, and 70,000 square feet of Light Industrial uses.
 - Montgomery College Pinkney Innovation Complex for Science and Technology, Preliminary and Site Plan, 150,000 square feet of Research and Development; and
 - Linthicum West Site Plan, 253 dwelling units, purchase of 56 TDRs, 103 acres of open space, including dedication of 86 acres to the Parks Department.

Innovative Planning:

- Transmitted the Sectional Map Amendment for the Ashton Village Minor Master Plan.
- Continued the Rustic Roads Functional Master Plan update.
- Continued the Fairland/Briggs Chaney Master Plan focusing on the following tasks:
 - Hosted several in-person and virtual community outreach events, including canvassing of apartments and businesses.
 - Planning Board approved the existing conditions report
 - Held several in-person and virtual community visioning sessions



Montgomery County Planning Department – Upcounty Planning

- Planning and coordinating the Fairland and Briggs Chaney Placemaking Festival held in October 2022.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23	FY24	%
		Adjusted	Proposed	Change
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$2,252,858	\$2,356,690	4.6%
Staffing				
	Funded Career Positions	21.00	21.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	15.45	15.77	2.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

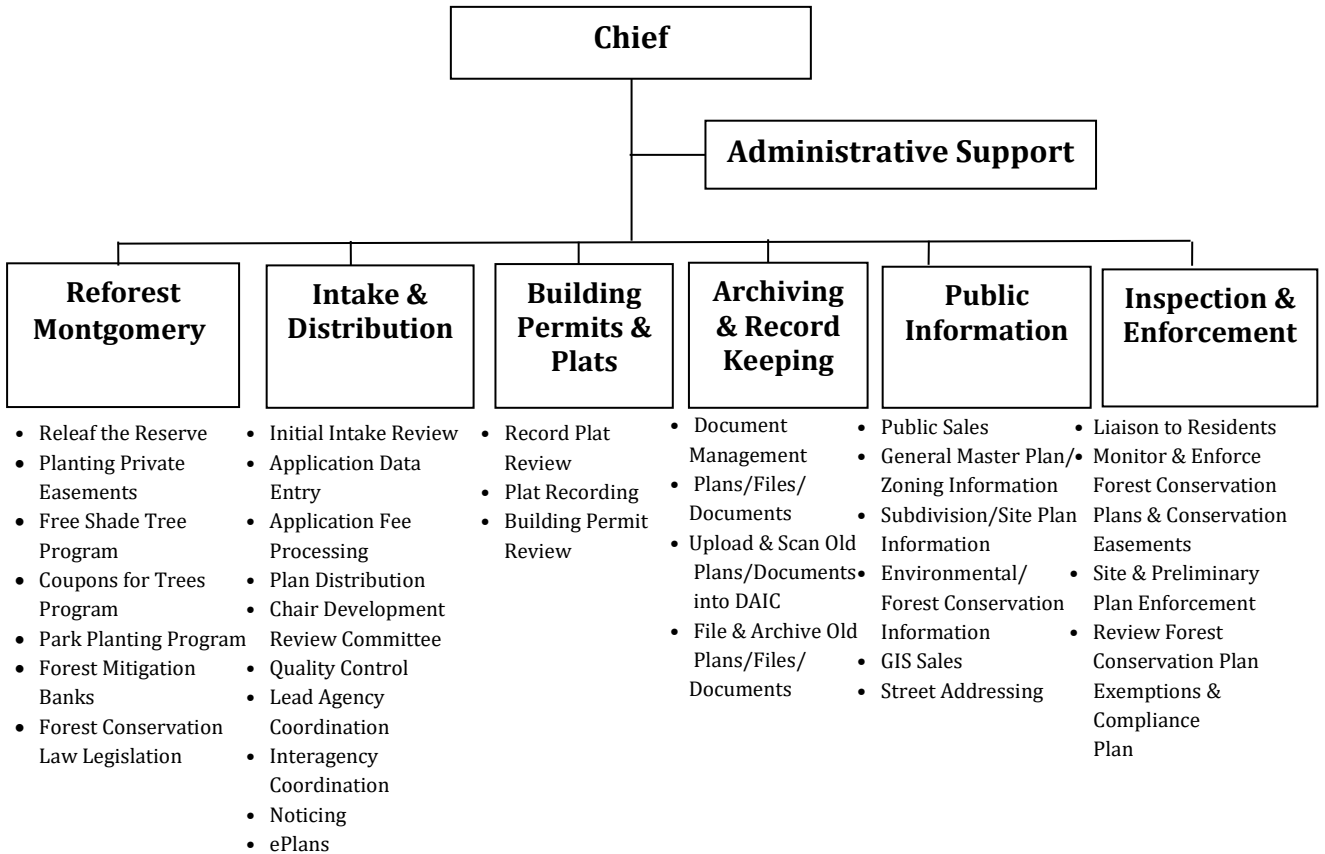
- Includes new FY24 one-time consulting funding of \$50,000 for Germantown Employment Corridor Check In. (\$5,000 of this funding is budgeted in the Support Services budget for translation services)
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY24 regulatory workload.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



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

ORGANIZATIONAL STRUCTURE

INTAKE AND REGULATORY COORDINATION (IRC)



Montgomery County

Planning Department – Intake and Regulatory Coordination

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 FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- Prepared the amendment to Administrative Procedures for Development Review.
- Held numerous stakeholder worksessions and drafted the “No Net Loss” Forest Conservation Bill including substantial changes to Chapter 22A and the Forest Conservation Regulations.
- Renamed four streets: three streets previously named after Confederate soldiers and renamed after two African American leaders from Montgomery County’s history, as part of M-NCPPC’s Montgomery County Street and Park Facilities Naming Review Project; and Montrose Parkway, renamed after Rev. Josiah Henson, renowned international speaker and abolitionist. Josiah Henson Parkway runs through the former plantation property of Isaac Riley, where Henson was



Montgomery County

Planning Department – Intake and Regulatory Coordination

enslaved, that is also home to the Josiah Henson Museum and Park, operated by Montgomery Parks.

- Launched an updated Eplans software and trained employees and applicants.
- Expanded Reforest Montgomery program to provide more reforestation projects on both public and private property including releaf the reserve, existing conservation easements on private property, and an increase in free shade trees.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23	FY24	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$1,151,253	\$1,113,768	-3.3%
Staffing				
	Funded Career Positions	19.00	20.00	5.3%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	10.15	9.90	-2.5%

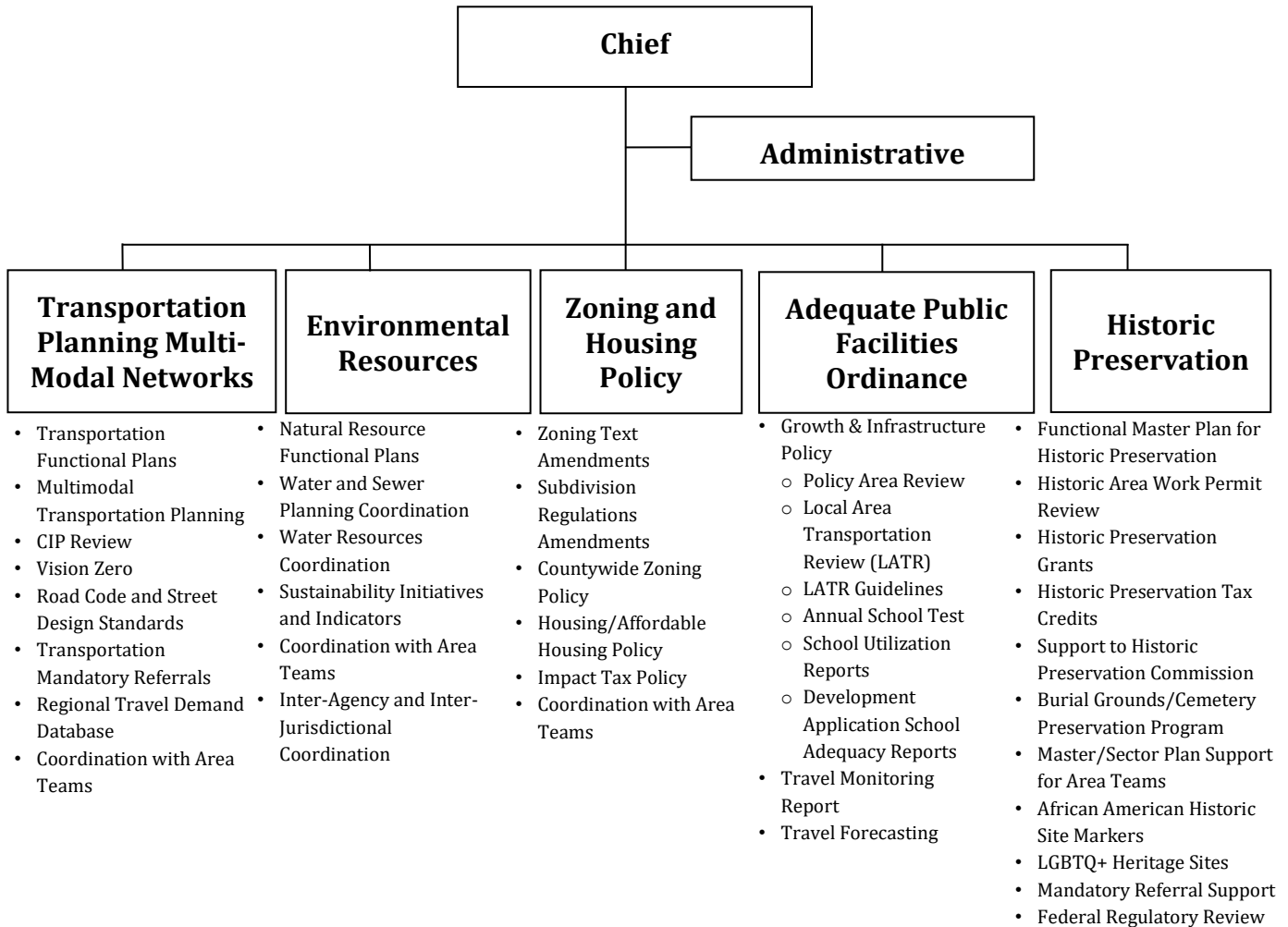
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Includes one (1) full-time funded career and one (1.0) workyear and \$116,974 in Personnel funding for a Forest Conservation position.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY24 regulatory workload.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



ORGANIZATIONAL STRUCTURE

COUNTYWIDE PLANNING AND POLICY (CPP)



Montgomery County

Planning Department – Countywide Planning and Policy

OVERVIEW

The Countywide Planning and Policy (CPP) Division serves as the comprehensive planning and countywide policy arm of the Department, addressing issues and plans that affect more than one area of the county, such as the transportation network, zoning, housing, historic and natural resources, and water quality. The division's services include developing and evaluating countywide policies, answering policy questions, participating in studies conducted by local, state or regional agencies, keeping current on policies and regulations affecting the county, preparing and/or evaluating zoning and subdivision text amendments, and preparing plans or legislative responses. In addition, division staff provide specialized expertise, analysis, and policy coordination (as needed) to the geographic Area divisions.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

- Prepare Annual School Test 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

ACCOMPLISHMENTS FOR FY22 (FROM JULY 2021 THROUGH JUNE 2022)

- Continued to lead a multi-divisional effort to identify ways to allow more diverse types of housing in the county’s single-family zones. Organized a public discussion panel of national experts on the topic.
- Managed the adoption of the first Mid-Century Modern historic district, Potomac Overlook, to the Master Plan for Historic Preservation.
- Reviewed and evaluated nearly 300 Historic Area Work Permit applications and more than 150 Historic Tax Credit applications.
- Updated the Local Area Transportation Review Guidelines, which implement the 2020 Growth and Infrastructure Policy (GIP).
- Updated Planning Board policy guidance on construction and fee-in-lieu of construction of pedestrian and bicycle frontage improvements for development applications.
- Evaluated, prioritized, and provided comments to the County Council on Capital Improvements Program projects.
- Prepared the FY23 Annual School Test and received Planning Board certification of the test results.
- Prepared and released the biennial Bicycle Master Plan Monitoring Report, the biennial Travel Monitoring Report and the FY23 School Utilization Report.
- 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 eight transportation projects presented to the Planning Board for comments. Also reviewed and presented to the Planning Board one planning/alternatives study for a future transportation project.
- Reviewed and presented comments to the Planning Board on 13 Zoning Text Amendments and one Subdivision Regulation Amendment introduced by the District Council. Drafted a Zoning Text Amendment and Subdivision Regulation Amendment and assisted the Montgomery County Department of Transportation in drafting a bill to implement updated street classifications and design standards included in the Complete Streets Design Guide.
- 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 presented comments to the Planning Board on several resolutions introduced by the County Council.
- Prepared and received Planning Board approval for updates to the countywide burial sites inventory.
- Completed the Existing Conditions report for and continued progress on the Pedestrian Master Plan.
- Completed the Access Management Study, identifying multiagency recommendations to increase safety by reducing conflicts between roadway users.
- Neared completion of several other transportation related projects, including the Predictive Safety Analysis and the Rustic Roads Functional Master Plan.
- Received District Council approval and Commission adoption of Corridor Forward, the I-270 Transit Plan.
- Advanced an Asian American and Pacific Islander Heritage project, which included a historic context study, an interactive feedback map, and documentation of oral histories.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY23	FY24	%
		Adjusted	FY24	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$3,229,998	\$3,921,013	21.4%
Staffing				
	Funded Career Positions	21.00	23.00	9.5%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	20.57	22.22	8.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Includes new FY24 one-time consulting funding of:
 - \$75,000 for Regional Travel Demand Model and Transportation Network Database Management Tools.
 - \$100,000 for Redlining/Segregation Mapping Project.
 - \$100,000 for Curbside Management Project.
 - \$65,000 for Burial Sites Context Survey.
- Includes one (1) full-time funded career and one (1.0) workyear and \$132,927 in Personnel funding for an Adequate Public Facilities position. This request funds a currently unfunded position.
- Includes one (1) full-time funded career and one (1.0) workyear and \$105,530 in Personnel funding for a Transportation Data Management position.
- 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

		FY23	FY24	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
Budget		Adopted		
	Expenditures	\$2,580,522	\$2,593,419	0.5%
Staffing				
	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 FY24 PROPOSED BUDGET

- Includes \$47,500 for 2% CPI increase for contracts and supplies.
- Includes \$10,000 for translation services (\$5,000 for Randolph Road Corridor Study and \$5,000 for Germantown Employment Corridor Check In.)



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Office of The Planning Director					
Personnel Services	1,255,090	1,499,320	1,499,320	1,545,422	3.1%
Supplies and Materials	2,273	7,500	7,500	7,500	0.0%
Other Services and Charges	144,178	156,500	156,500	156,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,401,541	1,663,320	1,663,320	1,709,422	2.8%
Management Services					
Personnel Services	1,044,832	1,183,069	1,183,069	1,247,103	5.4%
Supplies and Materials	-	2,500	2,500	2,500	0.0%
Other Services and Charges	11,776	10,950	10,950	10,950	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,056,608	1,196,519	1,196,519	1,260,553	5.4%
Communications Division					
Personnel Services	1,265,287	1,286,245	1,286,245	1,417,005	10.2%
Supplies and Materials	13,547	16,500	16,500	16,500	0.0%
Other Services and Charges	303,039	400,782	400,782	445,960	11.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,581,873	1,703,527	1,703,527	1,879,465	10.3%
Information Technology and Innovation					
Personnel Services	2,123,834	2,498,462	2,498,462	2,724,671	9.1%
Supplies and Materials	454,816	242,465	242,465	321,090	32.4%
Other Services and Charges	1,163,202	1,344,603	1,344,603	1,469,278	9.3%
Capital Outlay	86,610	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	3,828,462	4,085,530	4,085,530	4,515,039	10.5%
Research and Strategic Projects					
Personnel Services	803,271	1,041,301	1,041,301	1,012,579	-2.8%
Supplies and Materials	159	750	750	750	0.0%
Other Services and Charges	200,549	119,400	119,400	222,975	86.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,003,979	1,161,451	1,161,451	1,236,304	6.4%
Downcounty Planning					
Personnel Services	1,894,500	2,128,416	2,128,416	2,410,419	13.2%
Supplies and Materials	971	5,000	5,000	5,000	0.0%
Other Services and Charges	267,605	205,600	205,600	15,600	-92.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(680,010)	(639,400)	(639,400)	(624,578)	-2.3%
Total	1,483,066	1,699,616	1,699,616	1,806,441	6.3%



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Midcounty Planning					
Personnel Services	2,535,117	2,745,657	2,745,657	2,894,329	5.4%
Supplies and Materials	1,891	1,150	1,150	1,250	8.7%
Other Services and Charges	121,541	258,600	258,600	113,800	-56.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(649,691)	(731,600)	(731,600)	(624,578)	-14.6%
Total	2,008,858	2,273,807	2,273,807	2,384,801	4.9%
Upcounty Planning					
Personnel Services	2,548,432	2,817,158	2,817,158	2,994,740	6.3%
Supplies and Materials	1,791	2,500	2,500	2,500	0.0%
Other Services and Charges	64,054	132,100	132,100	62,100	-53.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(837,379)	(698,900)	(698,900)	(702,650)	0.5%
Total	1,776,898	2,252,858	2,252,858	2,356,690	4.6%
Intake and Regulatory Coordination					
Personnel Services	2,151,753	2,321,153	2,321,153	2,567,242	10.6%
Supplies and Materials	5,939	9,000	9,000	8,500	-5.6%
Other Services and Charges	7,993	22,800	22,800	21,400	-6.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,009,187)	(1,201,700)	(1,201,700)	(1,483,374)	23.4%
Total	1,156,498	1,151,253	1,151,253	1,113,768	-3.3%
Countywide Planning and Policy					
Personnel Services	3,173,482	2,954,598	2,954,598	3,438,813	16.4%
Supplies and Materials	11,524	4,600	4,600	4,200	-8.7%
Other Services and Charges	230,996	270,800	270,800	478,000	76.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	3,416,002	3,229,998	3,229,998	3,921,013	21.4%
Support Services					
Personnel Services	115,040	210,542	210,542	212,681	1.0%
Supplies and Materials	87,548	128,100	128,100	128,100	0.0%
Other Services and Charges	2,146,338	2,141,568	2,141,568	2,144,301	0.1%
Capital Outlay	30,545	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	107,458	100,312	100,312	108,337	8.0%
Total	2,486,929	2,580,522	2,580,522	2,593,419	0.5%
Grants					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	25,961	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	25,961	150,000	150,000	150,000	0.0%
Total Planning Department					
Personnel Services	18,910,638	20,685,921	20,685,921	22,465,004	8.6%
Supplies and Materials	580,459	420,065	420,065	497,890	18.5%
Other Services and Charges	4,687,232	5,213,703	5,213,703	5,290,864	1.5%
Capital Outlay	117,155	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,068,809)	(3,171,288)	(3,171,288)	(3,326,843)	4.9%
Total	21,226,675	23,148,401	23,148,401	24,926,915	7.7%



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	7.00	7.00	7.00	7.00	7.00	7.00
<u>MANAGEMENT SERVICES</u>						
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
Career Total	11.00	10.60	11.00	10.60	11.00	10.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(2.24)	-	(2.41)	-	(2.34)
Subtotal Management Services	11.00	8.36	11.00	8.19	11.00	8.26
<u>COMMUNICATIONS DIVISION</u>						
Full-Time Career	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	1.00	0.75
Career Total	10.00	10.00	10.00	10.00	11.00	10.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.16)	-	(0.17)	-	(0.34)
Subtotal Communications Division	10.00	9.84	10.00	9.83	11.00	10.41
<u>INFORMATION TECHNOLOGY AND INNOVATION</u>						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.68)	-	(0.72)	-	(0.67)
Subtotal Information Technology & Innovation	18.00	17.32	18.00	17.28	18.00	17.33
<u>RESEARCH AND STRATEGIC PROJECTS</u>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.16)	-	-	-	-
Subtotal Research & Strategic Projects	7.00	6.84	7.00	7.00	7.00	7.00
<u>DOWNCOUNTY PLANNING</u>						
Full-Time Career	16.00	16.00	16.00	16.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	17.00	17.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.71)	-	(4.30)	-	(4.00)
Less Lapse	-	(0.56)	-	(0.55)	-	(0.56)
Subtotal Downcounty Planning	16.00	10.73	16.00	11.15	17.00	12.44



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>MIDCOUNTY PLANNING</u>						
Full-Time Career	20.00	20.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	20.00	20.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.50)		(4.92)		(4.00)
Less Lapse		(0.90)		(0.83)		(0.71)
Subtotal Midcounty Planning	20.00	14.60	20.00	14.25	20.00	15.29
<u>UPCOUNTY PLANNING</u>						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	21.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(5.80)		(4.70)		(4.50)
Less Lapse		(0.82)		(0.85)		(0.73)
Subtotal Upcounty Planning	21.00	14.38	21.00	15.45	21.00	15.77
<u>INTAKE AND REGULATORY COORDINATION</u>						
Full-Time Career	19.00	19.00	19.00	19.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	19.00	19.00	19.00	19.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(6.99)		(8.08)		(9.50)
Less Lapse		(0.59)		(0.77)		(0.60)
Subtotal Intake & Regulatory Coordination	19.00	11.42	19.00	10.15	20.00	9.90
<u>COUNTYWIDE PLANNING AND POLICY</u>						
Full-Time Career	21.00	21.00	21.00	21.00	23.00	23.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	21.00	23.00	23.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(0.51)		(0.43)		(0.78)
Subtotal Countywide Planning and Policy	21.00	20.49	21.00	20.57	23.00	22.22
<u>TOTAL PLANNING</u>						
Full-Time Career	148.00	148.00	148.00	148.00	152.00	152.00
Unfunded Career	1.00	-	1.00	-	-	-
Part-Time Career	2.00	1.60	2.00	1.60	3.00	2.35
Career Total	151.00	149.60	151.00	149.60	155.00	154.35
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(22.00)		(22.00)		(22.00)
Less Lapse		(6.62)		(6.73)		(6.73)
Grand Total Planning Department	151.00	120.98	151.00	120.87	155.00	125.62



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MONTGOMERY COUNTY DEPARTMENT OF PARKS



WEED WARRIOR'S WORKDAY
GLEN HILLS LOCAL PARK



HALLOWEEN EYE SPY TRAINS
CABIN JOHN TRAIN

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.



SUNSET YOGA
LONG BRANCH-ARLISS NP



BIKE CELEBRATION PIT GRAND OPENING
FAIRLAND RECREATIONAL PARK



ACTIVE AGING WEEK SIGNATURE EVENT
BROOKSIDE GARDENS





Green Tree Report

Public Information and Customer Service: 301-495-2595 | www.MontgomeryParks.org

OUR MISSION

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

PARK SYSTEM HIGHLIGHTS

Total number of parks: 420
Total owned or managed acres of parkland: 37,220

Linear Miles of Streams: 490 miles
Total Park Boundary: 968 miles

TYPES OF PARKS

Conservation: 21
Local: 155
Misc. Recreation/Non-Recreation
Facilities: 3
Neighborhood: 97
Neighborhood Conservation Areas: 41

Recreational: 11
Regional: 5
Special: 24
Stream Valley: 36
Urban: 27

PARK FACILITIES

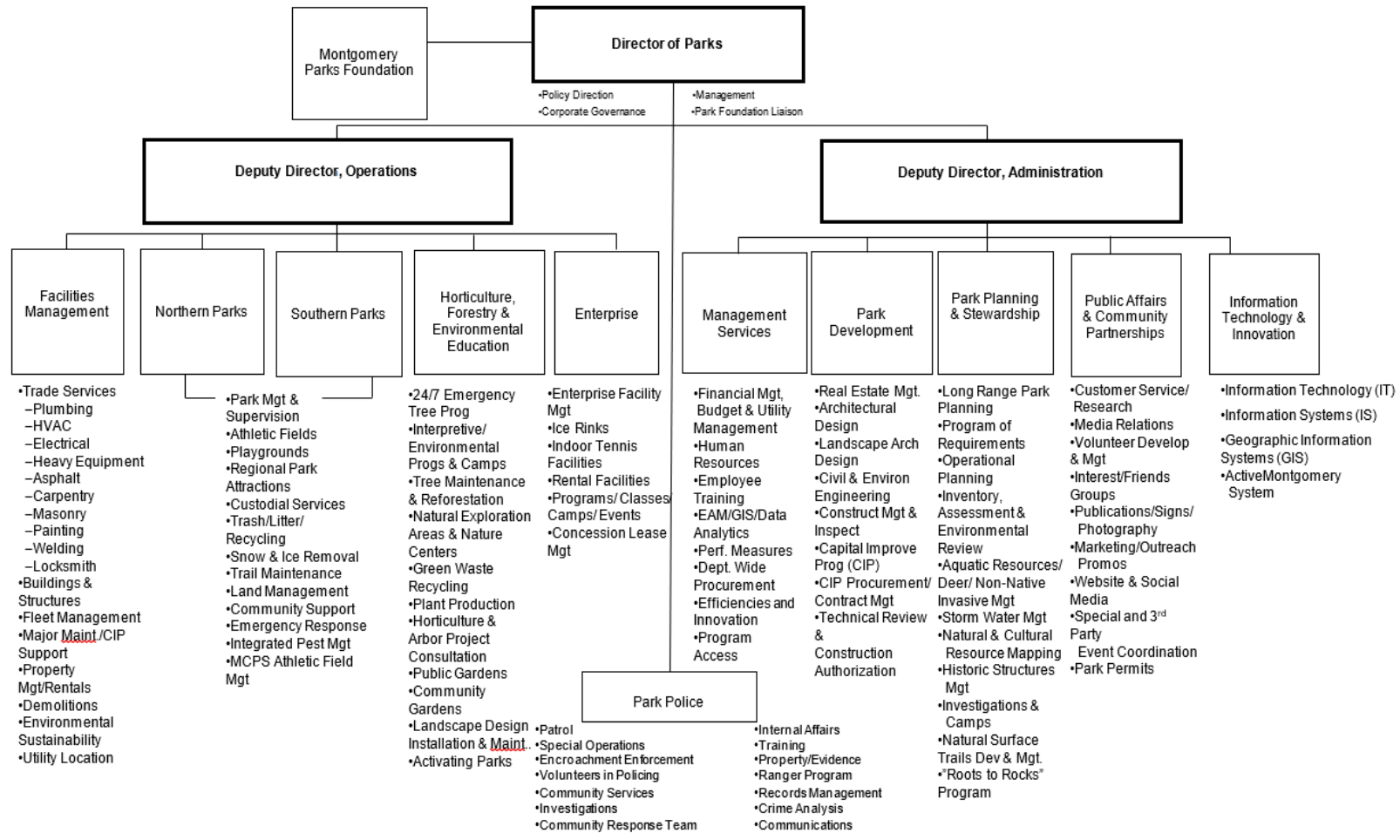
Archery: 2
Athletic fields: 290
Basketball courts: 227
Bike Parks: 2
Boating Facility – Rentals: 2
Boating Landing Ramps: 3
Campgrounds – Full Service: 1
Campgrounds – Primitive: 2
Campsites: 102
Carousel: 1
Community Gardens: 13
Cricket Fields: 7
Dog Parks: 9
Driving Range (Stand Alone): 1
Equestrian Centers: 6
Event Centers: 3
Exercise Stations: 50
Formal Botanical Gardens: 2
Futsal Courts: 4
Golf Courses: 4
Gymnasiums: 1
Historic Sites: 43

Historic Structures: 114
Ice Rinks: 2
Large Group Picnic Areas: 2
Miniature Golf: 1
Miniature Trains: 2
Nature Centers/Classrooms: 5
Outdoor Rope Courses: 1
Overlay Football/Soccer fields: 40
Park Activity Buildings: 27
Pickleball Courts: 90
Picnic Shelters – Non-Permitted: 48
Picnic Shelters – Permitted: 88
Playgrounds: 276
Skate Parks: 3
Splash Playground: 1
Tai Chi Courts: 1
Tennis Centers – Indoor: 3 (20 courts)
Tennis Courts – Outdoor: 297
Trails – Canoe: 5.4 miles
Trails – Natural Surface: 201 miles
Trails – Paved: 68.6 miles
Volleyball: 20

Data as of Dec 2022 | Source: EAM, GIS, and the Parks Acquisition Ledger



MONTGOMERY COUNTY DEPARTMENT OF PARKS ORG CHART



Montgomery County Department of Parks

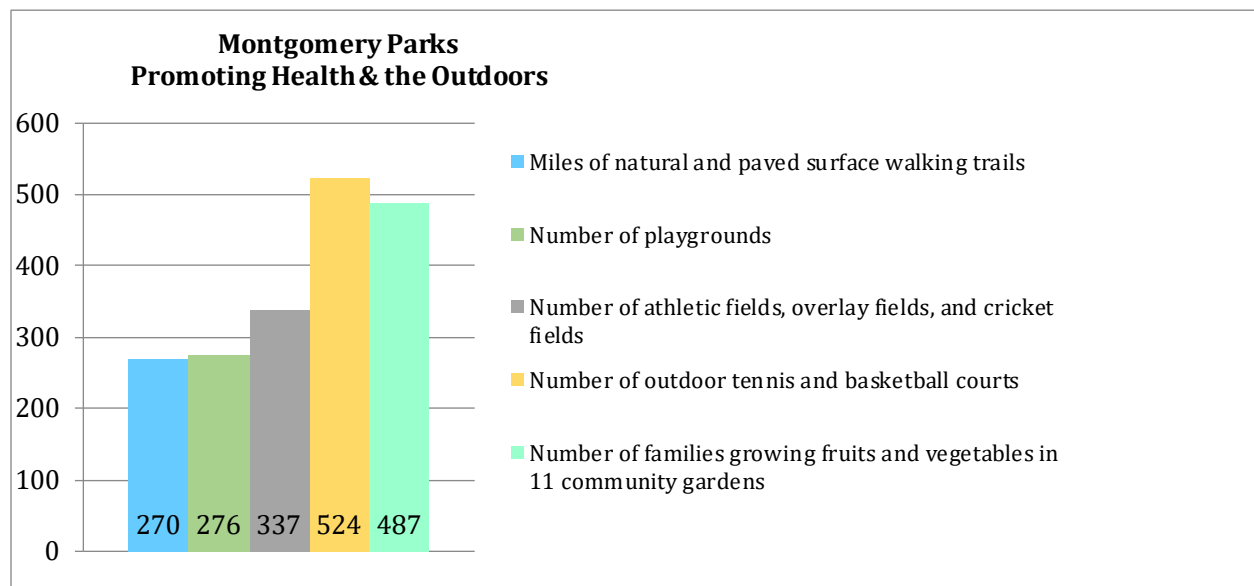
EXECUTIVE OVERVIEW

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 37,200 acres in 420 parks. This is nearly 12 percent of the land in the County. The Department of Parks protects the county’s watershed and serves as its “backyard” -- providing safe and green outdoor spaces, fun and educational programs and events, a wide variety of recreational opportunities for all ages and interests, and important community features.

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

According to the Center for Disease Control and Prevention (CDC), two in five of the nation’s adult population and one in five children are overweight or obese. CDC also estimates that 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 grew 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.



Delivering high-quality service in parks is an important focus for Montgomery Parks as demand and usage continue to grow. Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety



Montgomery County Department of Parks

of facilities to meet the varied needs and interests of the County's residents. The Parks, Recreation and Open Space (PROS) Master Plan guides future development and management of the park system. This plan gets updated every five years, and the department recently completed the 2022 PROS update. This plan focuses on the key purposes of parks as encouraging physical activity, facilitating social interaction, and protecting the environment.

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 FY24 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 FY24 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 park activation, improving customer service, improving the quality and playability of ballfields, social equity, and maintaining and improving what we have.

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 FY24 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.



Montgomery County Department of Parks

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.

STRATEGIC GOALS

The recently updated Parks, Recreation and Open Space (PROS) Master Plan guides future development and management of the park system. The PROS plan update is available at:

<https://montgomeryparks.org/projects/directory/powered-by-parks-2022-park-recreation-and-open-space-plan/>

The PROS plan “articulates the key purposes of parks as encouraging physical activity, facilitating social interaction, and protecting our environment.” Our core budget requests focus on providing the on-going funding needed to deliver our mission and to serve our key purposes. In addition, we have multiple program enhancements and other budgetary requests that directly tie to recommendations identified in our PROS plan.

Here is a condensed list of these key PROS plan recommendations that can be found on pages 18-20 of the PROS Plan:

1. Develop parks that serve multiple functions rather than a single purpose.
2. Facilitate creation of public spaces that accommodate multiple needs, including recreation, education, community-building, and resource stewardship. Pursue co-location, adaptive reuse, joint programming, and shared use of land, buildings, and facilities to advance the goals of the Parks Department.
3. Avoid “partnerships,” co-location and shared use of facilities and land that are not in the best interests of the parks system and its users.
4. Acquire and develop parks in locations that are served by good transportation options.
5. Maintain a commitment to excellence in all aspects of park management and operations.
6. Ensure that parks and recreation opportunities are widely accessible and equitably distributed while working to understand and respond to specific needs and desires of our changing population.
7. Provide parks and recreational opportunities suited to the diverse interests and needs of our residents.



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8. Acquire and develop more - and better - urban parks.
9. Adapt management, programming, and operations to optimize performance of urban parks.
10. Increase safety and park usage through strategic use of lighting.

Many of the Program Enhancement requests stem from or are supported by PROS recommendations, including:

- Parks Activation – request for increased staffing plus funding for additional performers and events – using funding to add diverse and innovative programming held in various of park locations and encouraging people of different backgrounds to come together. This funding supports recommendations 1, 2, 5, 6, 7, and 9.
- Request for a Permit Specialist position. This funding request supports recommendations 2 and 7.
- Additional funding for summer and trades internships. This funding request supports recommendations 5, 6, and 7.
- Natural Resources Care and Management Crew. This funding request supports recommendations 2 and 5.
- Playground Surface Crew. This funding request supports recommendations 2, 5, and 7.
- Construction inspector position. This funding request supports recommendations 1, 2, 4, 5, 7, and 8.
- Urban Park Maintenance Team. This funding request supports recommendations 4, 5, 7, 8, and 9.

Several Major Known Commitment requests tie directly to the PROS plan recommendations, including:

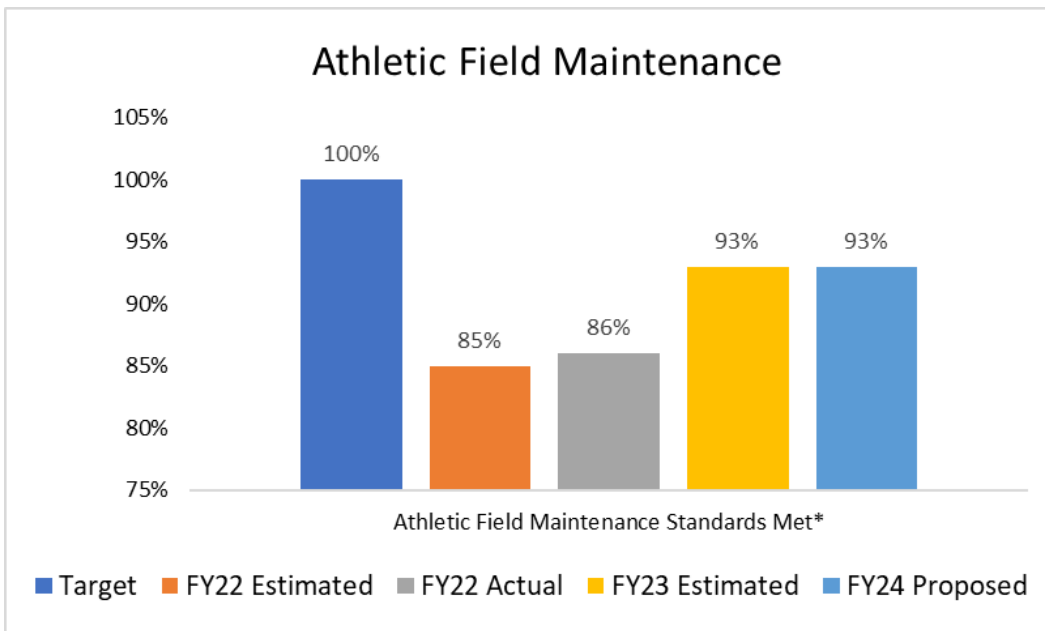
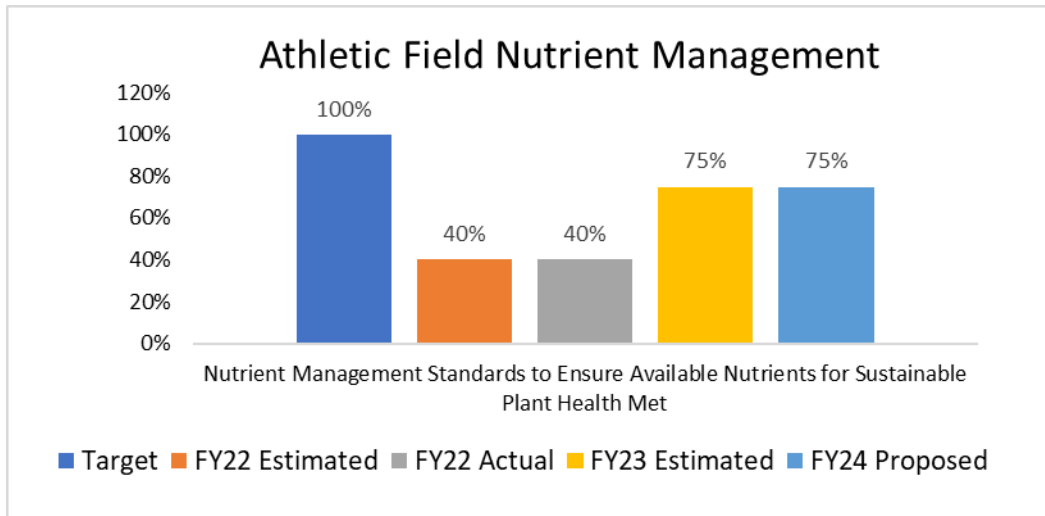
- Funding for operating budget impacts for completed CIP projects:
 - Funding to support the addition of two new community gardens. This directly links to recommendations 1, 2, 5, and 7.
 - Funding to support the addition of a SEED classroom. This directly links to recommendations 1, 2, 5, and 7.
 - Funding to support increased amenities and improved landscaping for an urban park. This directly supports recommendations 1, 2, 4, 5, 7, 8, and 9.
 - Funding for maintenance associated with forest care and management of non-native invasive plants from a recently acquired conservation park. This directly supports recommendations 2, and 7.
- Upgrading the ESRI GIS Mapping software license for Montgomery Parks and Planning to increase the number of licenses and to expand access to vendor support, analysis, and data management. This funding request directly links to recommendations 6 and 7.
- Contractual increase request of increased funding for athletic field lighting. This directly links to recommendation 10.



GOALS AND PERFORMANCE MEASURES

Athletic Fields

The Department’s goal is to improve the quality of athletic fields through consistent nutrient management to improve ballfield conditions for all Montgomery Parks’ Fields.



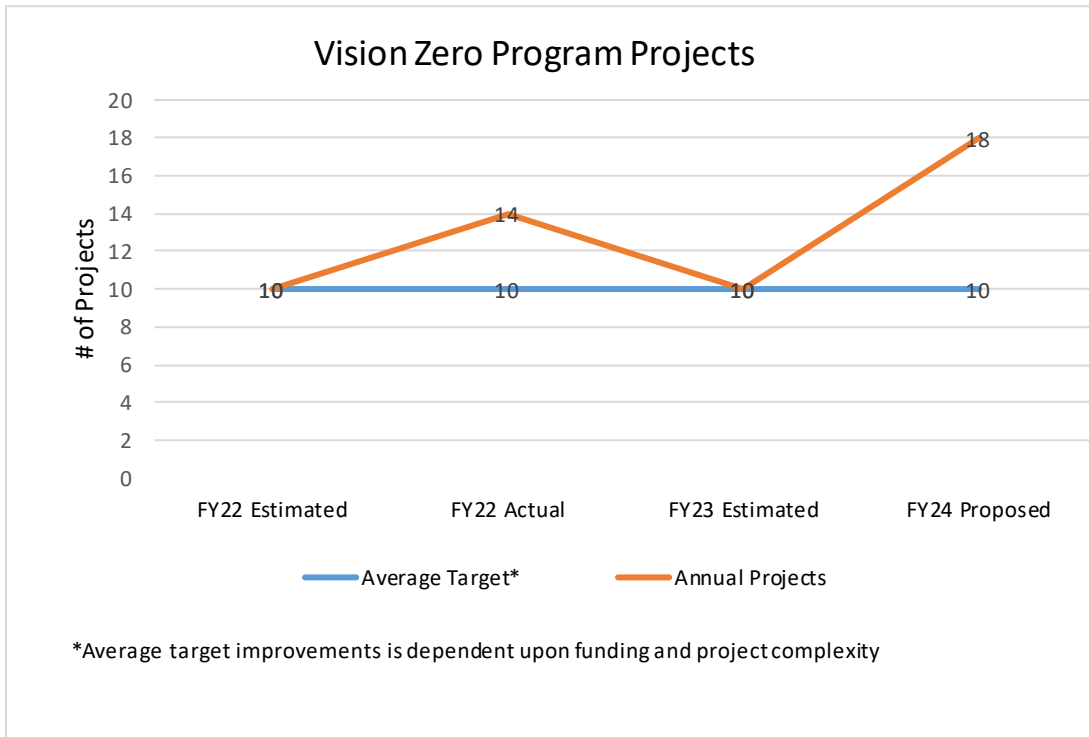
*Maintenance Standards indicate optimal frequency for performing activities such as aerating, over-seeding, mowing, infield maintenance for diamond fields, and lining of rectangle fields.



Montgomery County Department of Parks

Trail Safety

The Department's goal is to support the Montgomery County Vision Zero Action Plan in reducing severe pedestrian injuries and fatalities. The Park Development Division's Vision Zero Program focuses on trail crossing safety projects, trail user safety projects, and traffic calming projects in coordination with internal stakeholders and other County agencies including the Maryland Department of Transportation State Highway Administration and Montgomery County Department of Transportation.

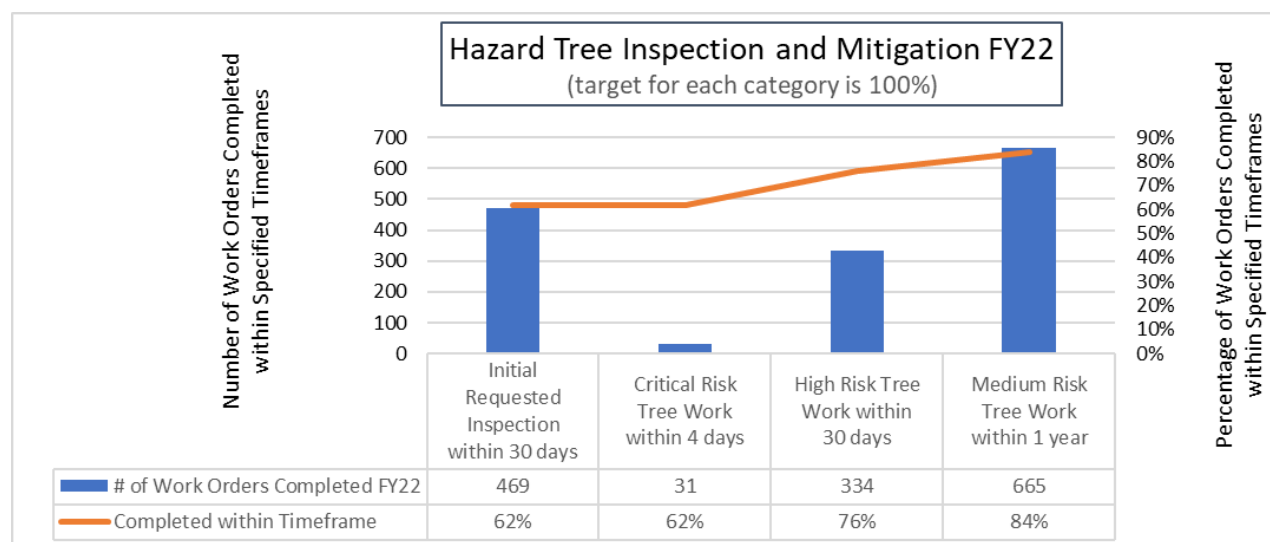
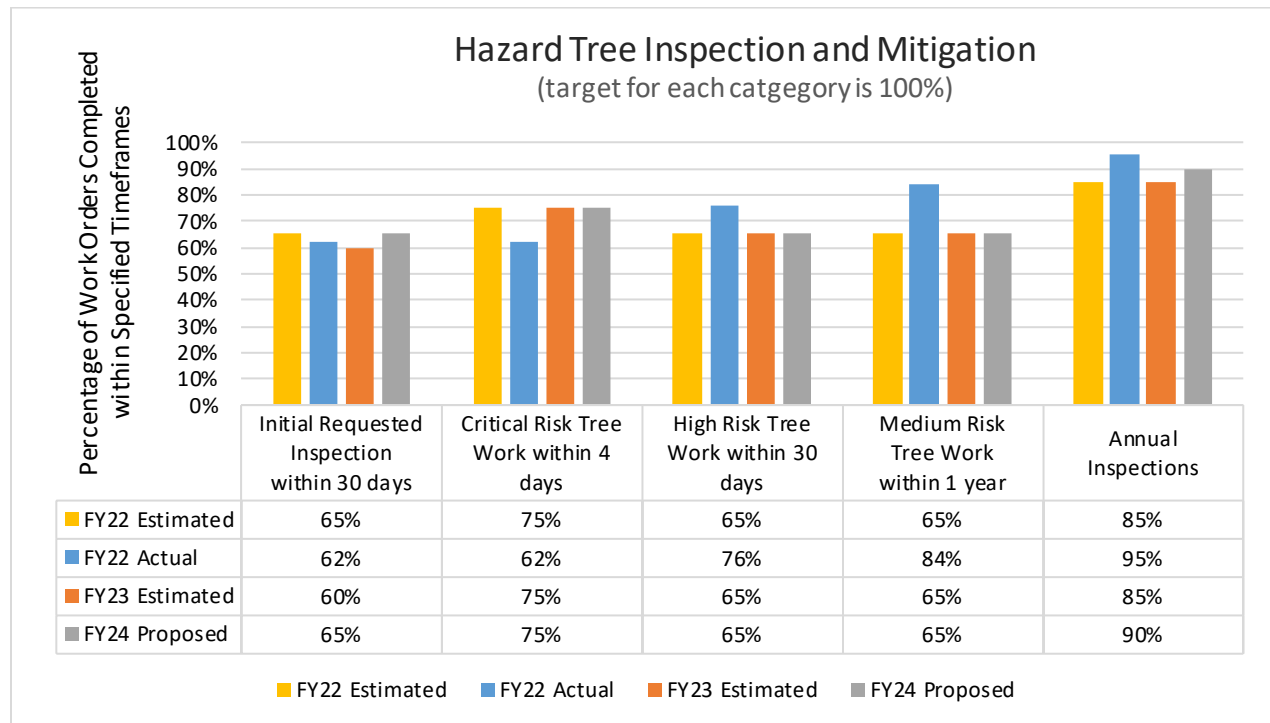


Montgomery County Department of Parks

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.



* Note: There is no specified timeframe for completion of low-risk tree work as it is done when in close proximity to other tree work.



Montgomery County Department of Parks

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

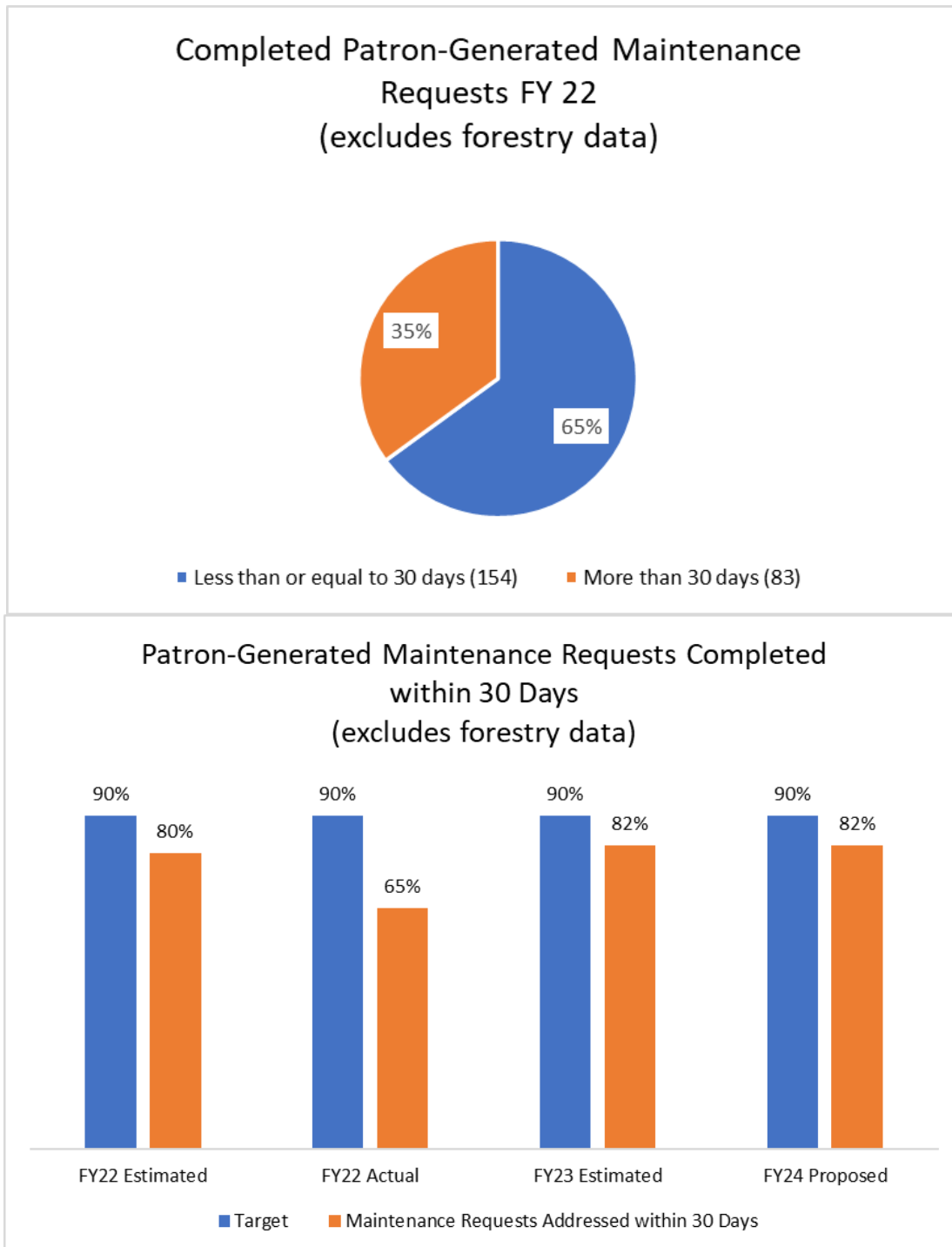
All Parks are being routinely inspected either every 1 year, every 3 years, or every 5 years based on the tree condition/age and frequency of use for that park.



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Response to Resident's Concerns

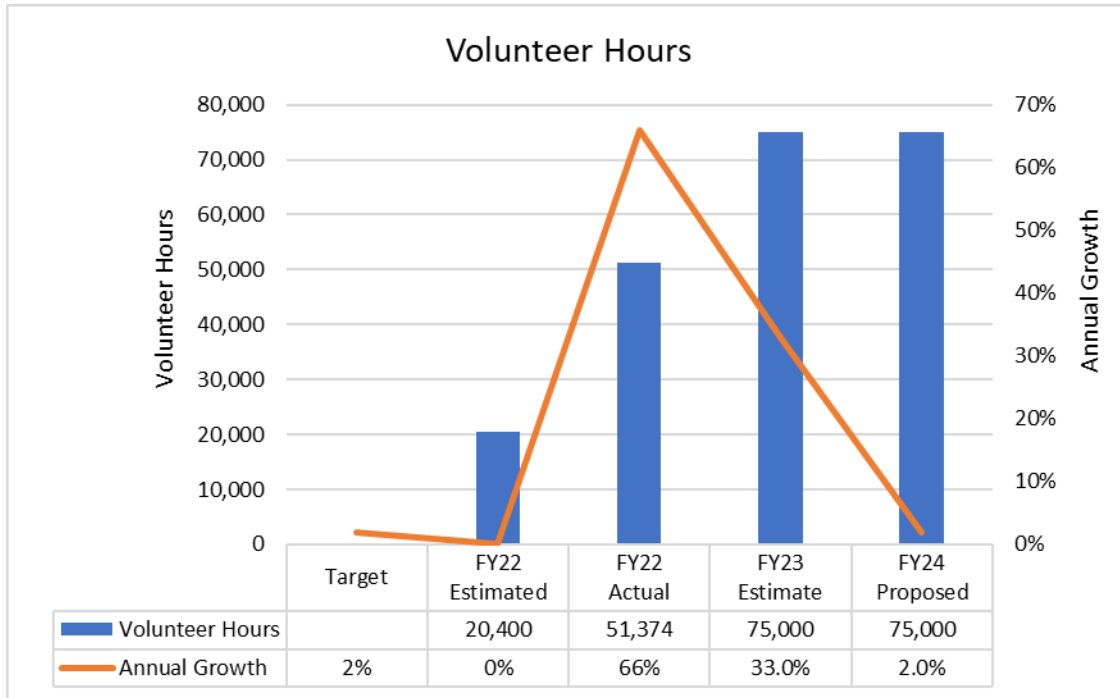
The Department's goal is to increase staff responsiveness in addressing park maintenance concerns from residents by reducing the time it takes to address park issues that are reasonable, viable and relevant to the Department of Parks, submitted by patrons through the Customer Relationship Management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



Montgomery County Department of Parks

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.



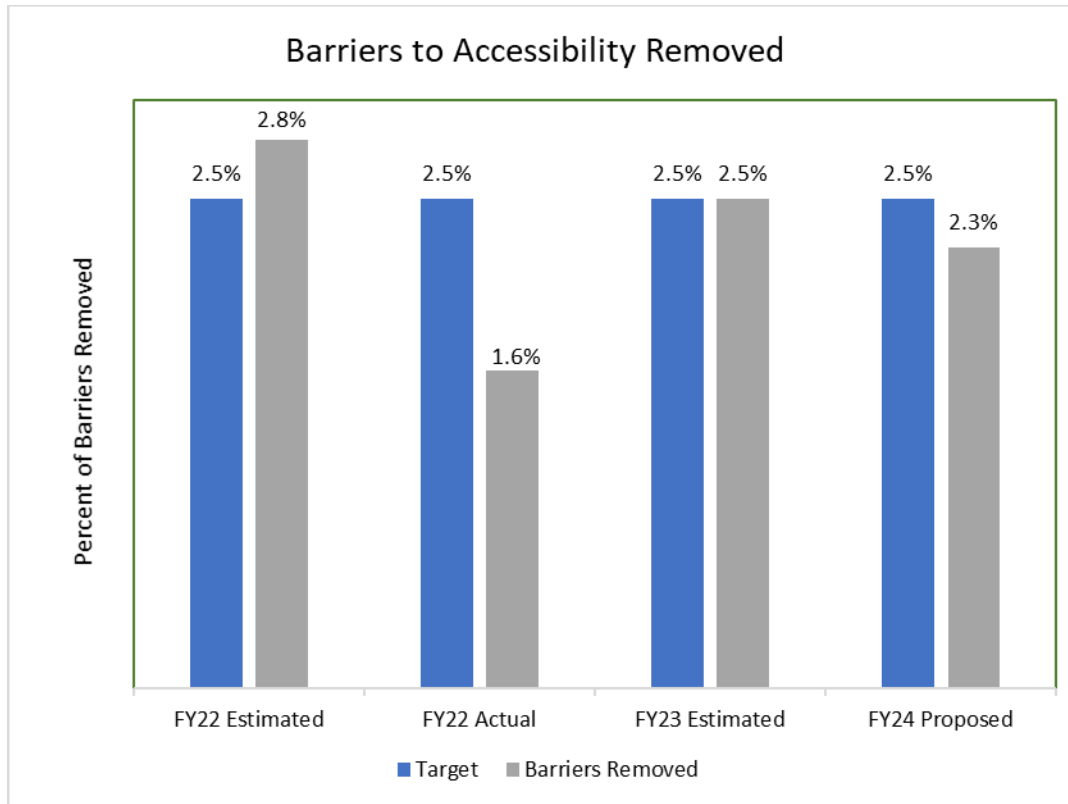
FY22 volunteer service hours were better than estimated as the mandate for volunteers to be fully vaccinated against COVID-19 did not deter as many volunteers as had been anticipated.



Montgomery County Department of Parks

ADA Accessibility

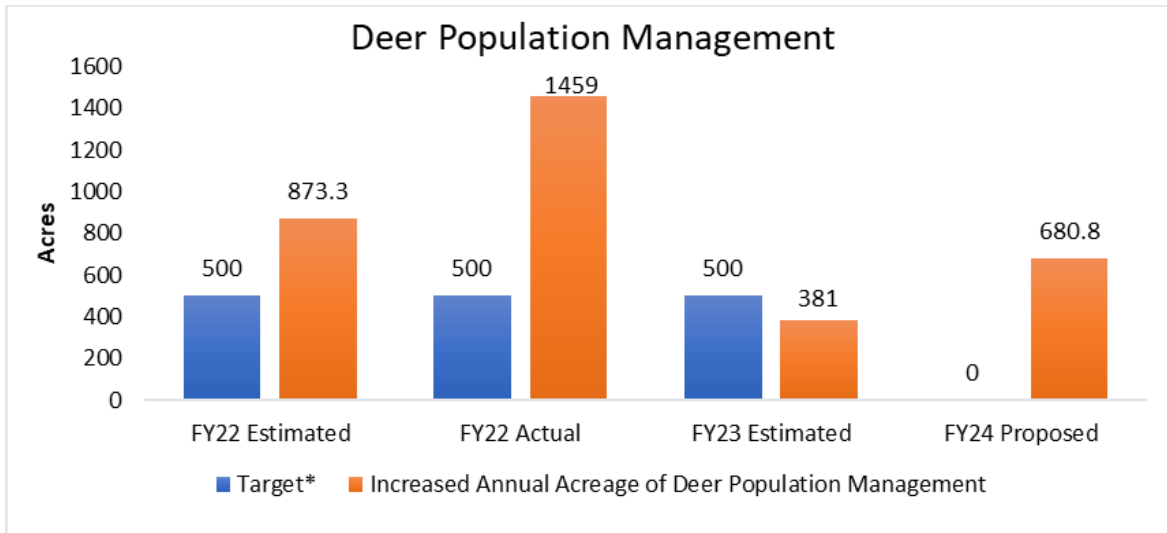
The Department's goal is to make parks, facilities, and/or amenities ADA-accessible to all individuals in accordance with the Final Transition Plan (dated August 2016) as submitted to and accepted by the U.S. Department of Justice.



Montgomery County Department of Parks

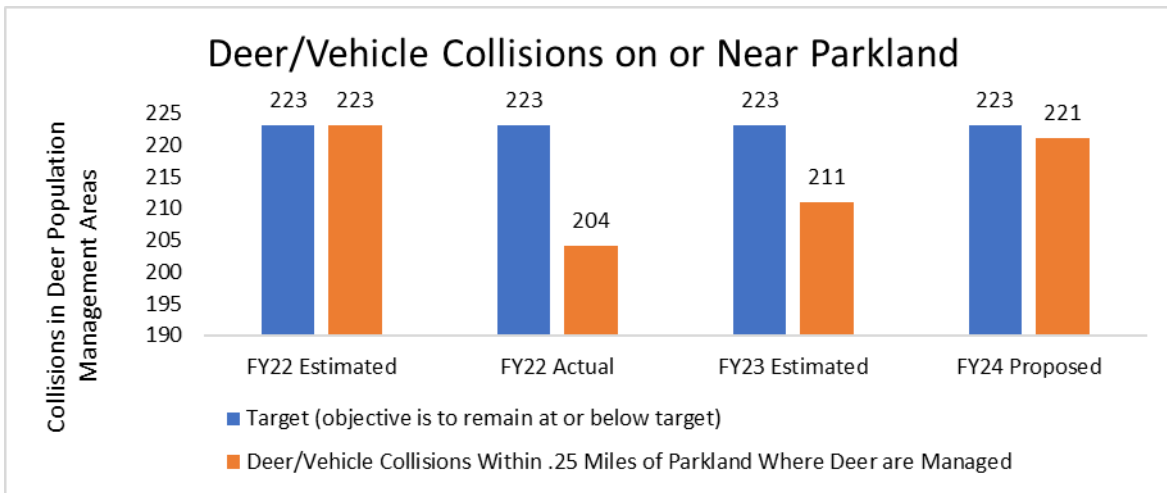
Deer Population Management

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 exceeded the target, while others fell short. The Department has achieved the acreage target number for FY20-24, so the graph indicates a target of zero, despite Park's plan for expansion. The Department will consider a new metric for FY24 and beyond to replace this performance measure.

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.

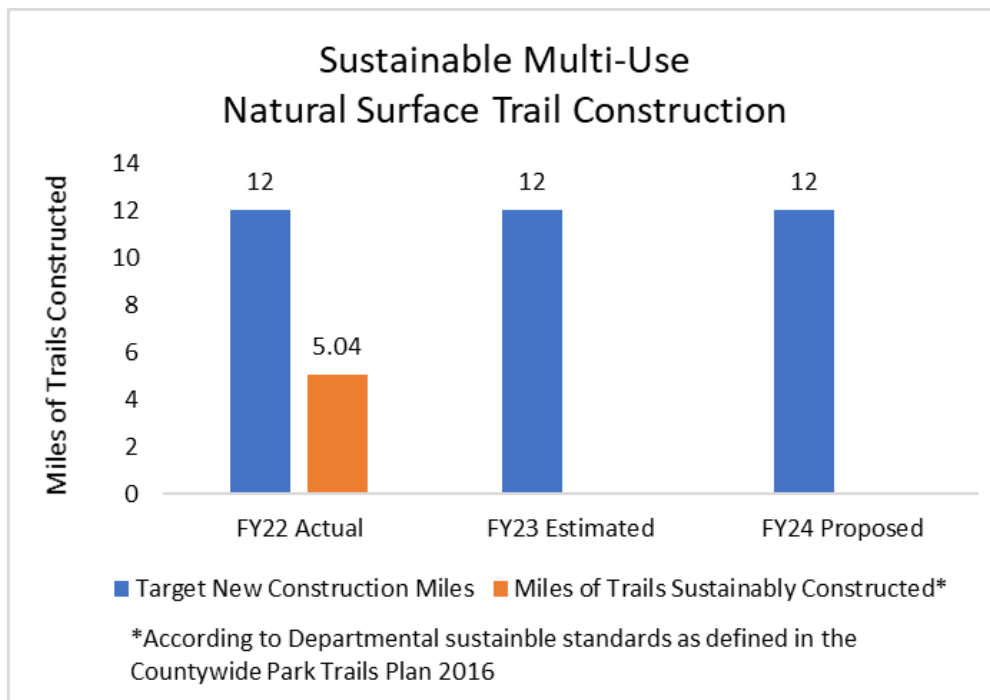


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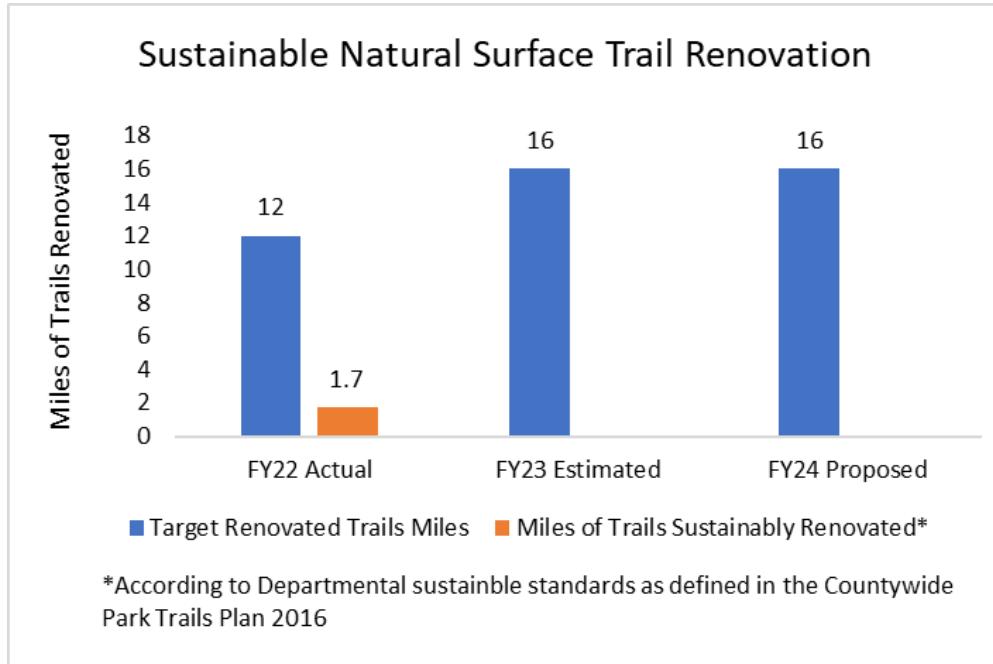
Research demonstrates deer population density, in the aggregate, correlates with deer/vehicle collision occurrence, and that an acceptable reduction of deer impacts, e.g., deer/vehicle collisions, browsing damage upon agriculture and forests, and resident complaints for landscape damage and concern for 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 12 miles annually of new natural surface trails and renovate 16 miles annually of existing natural surface trails.



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FY22 goals were unmet largely due to the installation of a new Fairland Bike Park that included 42 different prefabricated bike features and required moving nearly 400 cubic yards of soil. The trails crew also installed three large fiberglass bridges along Seneca Greenway Trail, North Branch Paved Trail, and the Maydale Trail. Staff installed 12 mountain bike features along existing trails in Cabin John and Northwest Branch Parks. Finally, trails staff renovated sections of the South Germantown Bike Park, moving nearly 200 cubic yards of soil, and responded to 103 tree maintenance requests along trails.



Montgomery County Department of Parks

SUMMARY OF DEPARTMENT BUDGET

MONTGOMERY COUNTY DEPARTMENT OF PARKS PROPOSED BUDGET FISCAL YEAR 2024

	FY 23 Adjusted Adopted	FY 24 Proposed	% Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,601,740	\$ 1,615,686	0.9%
Management Services	3,242,043	3,412,202	5.2%
Information Technology & Innovation	3,493,231	3,868,998	10.8%
Park Development	4,379,697	4,228,143	-3.5%
Park Planning & Stewardship	7,208,095	7,693,485	6.7%
Public Affairs & Community Partnerships	3,195,298	3,501,049	9.6%
Park Police	17,444,354	18,647,767	6.9%
Horticulture, Forestry & Environmental Education	12,436,376	13,467,040	8.3%
Facilities Management	14,440,264	14,277,755	-1.1%
Northern Parks	12,018,653	12,241,233	1.9%
Southern Parks	16,887,945	17,300,193	2.4%
Support Services	13,005,803	13,860,507	6.6%
Non-Departmental	7,670,960	12,137,704	58.2%
Grants	400,000	400,000	0.0%
Transfer to CIP	450,000	450,000	0.0%
Transfer to Debt Service Fund	6,572,019	7,165,062	9.0%
Total Expenditures - Park Fund	<u>\$ 124,446,478</u>	<u>\$ 134,266,824</u>	<u>7.9%</u>
Property Management	1,737,800	1,757,600	1.1%
Special Revenue Funds	3,177,489	3,598,590	13.3%
Enterprise Funds	10,613,078	10,833,205	2.1%
Total Department of Parks	<u>\$ 139,974,845</u>	<u>\$ 150,456,219</u>	<u>7.5%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The Department of Parks total FY24 proposed budget request is \$150,456,219 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 \$134,266,824 and includes grants, non-departmental, and debt service. This represents an increase of \$9,820,346 or 7.9% over the FY23 adopted budget. This increase is summarized as follows:

Compensation Adjustments (salary, benefits)	\$5,775,016
Known Operating Commitments	2,202,327
Program Enhancements	1,184,068
Water Quality Protection Fund	241,183
Debt Service on General Obligation Bonds	593,043
OPEB (PayGo and Pre-Funding)	<u>(175,291)</u>
Total	\$9,820,346



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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 FY24, Montgomery Parks is requesting \$516,518 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 \$55,111 for Water Quality Protection Fund projects. In addition, this OBI request includes three (3) new career positions (two full-time and one part-time) and 2.4 WYs for seasonal staff.

NPDES Mandate

The Department of Parks received its first NPDES Small Separate Storm Sewer System (NPDES MS4) permit from the Maryland Department of the Environment in the spring of 2010. For FY24, the Department is requesting an increase of \$241,183, bringing the total to \$4,138,538 for NPDES activities.

The funding includes \$106,910 for additional funding of seasonal staffing and contractual services to support work program needs. In addition, OBI cost of \$55,111 and 0.8 seasonal WYs is included for bioretention and other stormwater amenities added at Germantown Square Urban Park, Hillendale Local Park, Longwood Local Park, Sligo Creek Stream Valley Park, South Germantown Regional Park Tennis, and Stewartown Local Park. The NPDES request also includes \$79,162 for the merit impact of compensation increases from FY23.

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 \$716,400 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms and \$327,674 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 \$414,283 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 \$333,963 while the Park Fund transfer to the Risk Management Internal Service Fund is decreasing by \$51,400.

Program Enhancements Addressing Deficiencies and Emerging Trends

The FY24 Proposed Budget includes \$1,184,068 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:

- Adding one (1) full-time career position for an event programmer and adding two (2) full-time maintenance positions to the Park Activation Team to expand the number and variety of programs being offered.
- Adding funding for the Park Activation Team including \$64,000 for instructors and performers plus \$55,000 to add a signature event to support enhanced programming.



Montgomery County Department of Parks

- Adding one (1) full-time Permit Specialist position to handle the increased volume of Special Events and other permit requests.
- Adding one (1) full-time Parks Information and Customer Service (PICS) position as an assistant manager to provide operational flexibility and expand hours of coverage and capacity to provide analysis and to increase communication.
- Transitioning a portion of the contractual services currently being provided for maintenance support of Montgomery County Public School (MCPS) fields to Parks staff. Four new positions and non-personnel costs are being proposed to handle these transitioned services. This change will have a net zero impact to the budget as the staff cost will be offset by savings in contracted cost.
- Increasing the funding for summer and trades internships to expand the number of internships from the current level of six to fifteen.
- Adding two (2) full-time positions for a work crew dedicated to the care and maintenance of natural areas, non-native invasive plant management and habitat restoration, and supplementing Weed Warrior volunteer efforts. Also adding one (1) full-time natural resources specialist to accommodate continued growth and to support inventory, planning, and community conservation efforts.
- Converting seasonal funding to add four (4) full-time park maintenance positions for the Northern Parks Playground Crew. Reductions in seasonal funding will offset this position cost making this a net zero cost impact to the budget.
- Adding one (1) full-time construction inspector position to help manage the increased number of CIP construction projects. The cost of this position will be offset by a chargeback to CIP for 80% of the total cost.
- Adding four (4) new positions and non-personnel funding to create a dedicated Urban Park Maintenance Team.

Salary Lapse

Based on recent trend, the Department is increasing the salary lapse from the FY23 level 7.5% to 9.0% or 75.2 positions for FY24.



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MAINTENANCE STANDARDS

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

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

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Proposed
ATHLETIC FIELDS All athletic fields shall be safe and maintained to support the level of play identified for public use, the amenities developed to support the activity, and the age of the users and/or the level of play.						
Aerating Using mechanical means, aerate athletic fields.	Regional / Recreational Parks	8x Per Year	3x Per Year	3x Per Year	3x Per Year	4x Per Year
	Local Parks	3x Per Year	1x Per Year	2x Per Year	2x Per Year	3x Per Year
Over-seeding Using mechanical means, over- seed athletic fields.	Regional / Recreational Parks	4x Per Year	1.5x Per Year	1x Per Year	1x Per Year	3x Per Year
	Local Parks	2x Per Year	1.5x Per Year	1x Per Year	1x Per Year	2x Per Year
Nutrient Management Application of nutrients for plant sustainability based on soil sample results.	Regional / Recreational Parks	5x Per Year	2x Per Year	2x Per Year	3x Per Year	3x Per Year
	Local Parks	4x Per Year	1x Per Year	1x Per Year	2x Per Year	2x per year
Diamond Fields, Infield Maintenance Dragging, leveling, and lining infield, maintenance of plates, bases, and pitcher's mound where appropriate.	Regional / Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	Weekly	Weekly	Weekly	Weekly	Weekly
Rectangle Fields, Lining of rectangle fields *When permitted play	Regional / Recreational Parks	Weekly	BI-Weekly	Weekly	Weekly	Weekly
	Local Parks	Weekly	*2x Per Month	BI-Weekly	BI-Weekly	Weekly



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Proposed
TURF MAINTENANCE Turfgrass within the park system shall be mowed, trimmed, seeded, and/or replaced based upon the necessary level of maintenance for the turf type, park, and season of the year. All turf areas within the park system shall be aesthetically pleasing and appropriate for each park setting. The permitting season is 34 weeks long.						
Mowing Maintain turf in a horticulturally sound manner and recommended mowing height for the cultivar in place. Trim around fixed amenities, edge walkways and blow chipping.	Local Parks	34 cuts per season	1 per 10 days	17 cuts per season*	24 cuts per season	34 cuts per season
	Urban Parks	34 cuts per season	1 per 10 days	17 cuts per season*	24 cuts per season	34 cuts per season
	Local Park Athletic	34 cuts per season	33 cuts per season	22 cuts per season*	30 cuts per season	34 cuts per season
	Regional / Recreational Parks Managed Turf	34 cuts per season	31 cuts per season	17 cuts per season*	24 cuts per season	34 cuts per season
	Regional / Recreational Parks Athletic Fields	68 cuts per season	42 cuts per season	58 cuts per season	60 cuts per season	68 cuts per season
PLAYGROUNDS All playgrounds shall be inspected, maintained, repaired and/or replaced to be safe and comply with national safety guidelines. The frequency level of maintenance shall also support the level of public use of each playground within the park system.						
Playground Inspections Inspect playground facilities in compliance with Consumer Product Safety Council guidelines, to include inspection for head entrapment potential, checking of wood, protrusion of bolts or other sharp objects, proper depth of surfacing, and overall condition of equipment. Request repairs or replace as appropriate based on results of inspection.	All Park Categories	12x Per Year	12x Per Year	12x Per Year	12x Per Year	12x Per Year
Playground Surfacing Playgrounds with Wood Carpet Fiber Surfacing will be hand tilled to keep playground weed free without the use of pesticides. Active service season is March – November (9 months).	All Park Categories	18x Per Year	1.3 X per month	12x Per Year	12x Per Year	18x Per Year



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Proposed
LANDSCAPE MAINTENANCE Flower beds and park entrance areas which form landscaped areas will be kept attractive, weed-free, trash-free and insect-free, and aesthetically pleasing.						
Landscape Maintenance Pruning, mulching, replacement of plant material, seasonal rotation of plants, Integrated Pest Management (IPM), and tree planting.	Urban Parks	Weekly	Weekly	Weekly	Weekly	Weekly
	Park Office Buildings	4x Per Year	3.5x Per Year	4x Per Year	4x Per Year	4x Per Year
	Local Parks	2x Per Year	2x Per Year	1x Per Year	1x Per Year	2x Per Year
	Regional / Recreational Parks	3x Per Year	2x Per Year	1x Per Year	1x Per Year	2x Per Year
TRAILS All hard and natural surface trails shall be routinely maintained to be safe to use, clear of debris, clearly marked and graded for public use, and easily accessible for a wide range of trail users within the park system.						
Trails Inspections and Maintenance Visually inspect trail surface and adjacent areas for hazards, excessive wear and tear, vandalism, washouts, etc. and repair as appropriate.	Hard Surface	Weekly	Monthly (or after storm event)	Monthly (or after storm event)	Monthly (or after storm event)	Monthly (or after storm event)
	Natural Surface	Monthly	Quarterly (or after storm event)	Quarterly (or after storm event)	Quarterly (or after storm event)	Quarterly (or after storm event)
COURTS To include tennis, basketball, volleyball, and multi-use courts						
Courts Inspections Inspect court surface for hazards, proper lining. Inspect hardware, including nets, standards, backboards, cranks, etc. for hazards, wear and tear, or vandalism. Inspect fencing for hazards, wear and tear, or vandalism. Request appropriate repairs or replacements as dictated by the result of the inspection.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Proposed
STORMWATER MANAGEMENT All storm water management assets shall be inspected, maintained, and free of trash and debris to comply with U.S. Environmental Protection Agency (EPA) NPDES regulations and Montgomery County Department of Environmental Protection (DEP) guidelines.						
All Stormwater Facilities Keep all stormwater management assets free of trash and debris.	All Park Categories	Monthly	8x Per Year	9 Per Year	10 per year	Monthly
All Stormwater Facilities Check for erosion, sediment accumulation, clogging, seeps, animal burrows.	All Park Categories	Monthly and after storm events	Seasonally and after storm events	Quarterly and after storm events	Monthly and after storm events	Monthly and after storm events
Bioretention Site/Rain Garden Inspections and Maintenance Remove weeds and other undesirable vegetation. Remove debris and trash.	All Park Categories	Monthly	5x Per Year	8x Per Year	10x Per Year	Monthly
Sand Filter Inspections and Maintenance Inspect for standing water, clogging of surface aggregate. Remove grass, algae, leaves, and sediment.	All Park Categories	6x Per Year	5x Per Year	6x Per Year	6x Per Year	6x Per Year
Infiltration Practices-Gravel or Sod Surface Inspect for clogging of surface aggregate. Remove weeds, and other undesirable vegetation. Mow sod surface to no lower than 4 inches. Remove trash.	All Park Categories	4x Per Year	5x Per Year	4x Per Year	4x Per Year	4x Per Year
Wet and Dry Ponds Mow grass and remove woody vegetation in the pond areas downstream slope of dams, top of dams, upstream slope of dams (dry ponds only), twenty-five feet around the control structures (dry ponds only), inlet channels, around headwalls, pipes within pond areas, and outlet channels.	All Park Categories	2 X per year minim.	2 X per year	2 X per year	2 X per year	2 X per year



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Proposed
Oil Grit Separators 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
TREES To provide healthy, sustainable trees in our parks.						
Annual Tree Inspections: Inspect all developed parks with amenities for tree hazards. Inspection cycles on 1, 3 or 5-year rotation	Approximately 150 Parks per Year	100% of parks in inspection cycle	62% of parks	95% of parks	95% of parks	95% of parks
Service Requests for Tree Crew: Complete all service requests for tree work in the same fiscal year they were requested	All Park Areas	95% of requests	69% of requests	92% of requests	85% of requests	85% of requests
Tree Emergency Requests: Emergency requests responded to in 3 hours during off hours (often after the hazard is cleared, the remaining work that is lower priority becomes part of the backlog).	All Park Areas	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests
Green Waste Recycling Complete three grindings of green waste material to produce mulch, compost and wood chips for tree planting and landscape projects	All Park Areas	3 grindings/year	3	3	3	3
TRASH AND RECYCLING REMOVAL Provide The removal of trash and recycling within the park system shall support the need to keep all parks clean and trash free. The level of trash and recycling removal maintenance shall support the level of public use and accessibility assigned to each park type.						



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Proposed
Trash Removal: Empty all trash and recycling cans within park into trash or recycling packer and pick up ground litter within 10 feet of cans and as otherwise seen. *COVID-19 Impact	In Season					
	Regional/Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	4x Per week	2x Per week	2x Per week	2x Per week	2x Per week
	Urban Parks	Daily	Daily	2x Per week	2x Per week	Daily
	PABs	As Permitted	if permitted , 1x Per Day	As Permitted	As Permitted	As Permitted
	Shelters	Daily	Daily	Daily	Daily	Daily
	Parkways	Daily	Daily	1 per week	1 per week	1 per week
	Off Season					
	Regional/Recreational Parks	3x Per week	2x Per week	1x Per week	2x Per week	2x Per week
	Local Parks	2x Per week	1x Per week	1x Per week	1x Per week	2x Per week
	Urban Parks	5x Per week	5x Per week	1x Per week	3x Per week	5x Per week
	PABs	As Permitted	if permitted , 1x Per Day	As Permitted	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
CUSTODIAL						
All park activity buildings (PABs), regional/recreational restrooms and park office buildings shall be cleaned weekly.						
PABs: Clean once per rental. Regional/Recreational Restrooms: Clean seven days per week. Office & Other Park Buildings: Clean Daily	In Season					
	Park Activity Buildings	1x Per rental	1x Per rental	3x Per Week	3x Per Week	3x Per Week
	Regional Restrooms	Daily	4x per Week	3x Per Week	4x Per Week	Daily
	Recreational Restrooms	Daily	4x per Week	3x Per Week	4x Per Week	Daily
	Office Buildings	Daily	3x Per week	3x Per Week	3x Per Week	Daily
	Off Season					
	Park Activity Buildings	2x Per rental	1x Per rental	2x Per Week	2x Per Week	2x Per Week
	Regional Restrooms	Closed	Closed	Closed	Closed	Closed
	Recreational Restrooms	Closed	Closed	Closed	Closed	Closed
	Office Buildings	Daily	2x Per week	3x Per week	3x Per week	Daily



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Proposed
FLEET MAINTENANCE To assure available, reliable, and safe equipment and vehicles for staff.						
On-Road Vehicle Uptime Repair vehicles in a timely manner to keep vehicles available to staff		94.7%	95%	94%	95%	97%
Vehicle Preventive Maintenance Performed annually or at 5,000 miles.		75% Done on time	62%	40%	60%	75%
Service Requests: Completed projects costing under \$3,000. Avg. annual service work orders generated = 3,200.		85% of requests	95% of requests	4,494	3,200	3,500
TRADES/CONSTRUCTION To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.						
*C.I.P. Projects: Completed projects costing \$25,000 or more Average annual C.I.P. projects requested =40.		90% of Projects	24 or 60%	27 or 68%	22 or 55%	25 or 83%
Major Maintenance: Completed projects costing \$3,000 or more Average annual major maintenance projects requested = 215.		90% of Projects	104 or 49%	101 or 47%	110 or 51%	110 or 92%
Service Requests: Completed services costing under \$3,000 Avg. annual services requested = **3,800.		85% of Requests	2,567 or 68%	2,895 or 76%	3,100 or 82%	3,250 or 86%
Preventive Maintenance: Periodic service of assets intended to increase service life and decrease emergency repairs Avg. annual preventative maintenance requests = ***3,200.		100% of Requests	740 or 24%	1,117 or 35%	1,800 or 56%	2,880 or 90%

**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 FY24 is \$4,866,109. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY23 Adopted	FY24 Proposed
<u>Park Fund</u>				
Facilities Management	Trades Units	Emergency design and architectural/engineering services	4,747	4,747
Facilities Management	Trades Units	Major maintenance – Green Farm precision HVAC, Fleet air monitoring, Exhibit Shop interpretive sign services	45,849	45,849
Facilities Management	Trades Units	Ballfield lighting services/replacement	50,000	77,500
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contracts	698,762	698,762
Horticulture, Forestry and Environmental Education	Arboriculture	Emergency tree removal	5,800	6,000
Horticulture, Forestry and Environmental Education	Arboriculture	Licensing agreements - Treekeeper and Arbordrone software	4,300	4,757
Horticulture, Forestry and Environmental Education	Brookside Gardens	Annual inspection, winterization, and repairs of irrigation system	8,000	16,000
Horticulture, Forestry and Environmental Education/Park Planning & Stewardship/Public Affairs & Community Partnerships	Nature Centers/Activating Parks/Cultural Resources	Licensing agreements	2,493	3,568
Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	95,869	95,869
Information Technology & Innovation	Technology	Telephone Support/Maintenance contracts	20,000	20,000
Information Technology & Innovation	Technology	WAN/LAN and Cisco Smartnet Emergencies	278,500	278,500
Information Technology & Innovation	Technology	Help Desk Support	165,000	165,000

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Information Technology & Innovation	Technology	Hardware/Software Maintenance for Servers/Printers	145,000	145,000
Information Technology & Innovation	Technology	ESRI Enterprise License	0	60,000
Information Technology & Innovation	Technology	Software Maintenance for Fleet Management System	70,704	70,704
Information Technology & Innovation	Technology	Cybersecurity software (SIEM)	0	75,000
Information Technology & Innovation	Technology	Adobe Cloud License	0	68,000
Information Technology & Innovation	Technology	UPS Preventive Maint.	10,000	11,200
Information Technology & Innovation	Technology	Data backup and replication software license and technical support	21,836	21,836
Information Technology & Innovation	Technology	Telecommunications support/contract review/pricing analysis	6,000	6,000
Information Technology & Innovation	Technology	CRM and SharePoint Support	28,000	28,000
Management Services	Data Analytics	Enterprise Asset Management Maintenance and Webhosting	187,797	190,175
Management Services	Admin	Innovation Mgmt. Software	0	17,850
Northern Parks	Little Bennett	Bermuda Turf Field Maintenance	30,647	20,647
Northern Parks	Stormwater Management	Stormwater management	116,673	158,952
Park Planning & Stewardship	Cultural Resources	Architectural services for historic properties	40,000	40,000
Park Planning & Stewardship	Cultural Resources	Interpretive program	46,063	46,063
Park Planning & Stewardship	Natural Resources Stewardship	Deer population control/Professional Trapping Service	50,000	50,684
Park Planning & Stewardship	Resource Analysis	Ground water/methane monitoring	40,285	40,285
Park Planning & Stewardship/Northern Parks	Natural Resources Stewardship/Northern Parks/Southern Parks	Non-native plant control	275,658	275,014
Park Police	Admin	Maintenance/Licensing Agreements	211,041	285,036



**Montgomery County
Department of Parks**

Public Affairs & Community Partnerships	Public Information and Marketing	Graphic design and web maintenance services	131,522	131,522
Public Affairs & Community Partnerships	Public Information and Marketing	Media management software	10,000	10,000
Public Affairs & Community Partnerships	Volunteer Services	Continued development of the Web-based Training Initiative for Volunteers and background screening	36,000	36,000
Public Affairs & Community Partnerships	Volunteer Services	Data base for volunteer services	22,101	22,101
Southern Parks	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	16,100	16,261
Support Services	Support Services	Consolidated registration support	107,456	112,456
Support Services	Support Services	Sign Language Interpretation and Translation Services	15,000	15,000
Support Services	Support Services	Maintenance for Audio-Visual System for Wheaton HQ Auditorium	12,500	12,500
Support Services	Support Services	Rental fees - portable toilets	299,380	339,380
Director's Office/Park Police/Support Services	Legal Services	Legal Services	30,500	60,500
		Total - Park Fund	\$3,339,583	\$3,782,718
<u>Property Management subfund</u>				
Facilities Management	Property Management	Legal Services	5,000	5,000
		Total - Property Management subfund	\$5,000	\$5,000



**Montgomery County
Department of Parks**

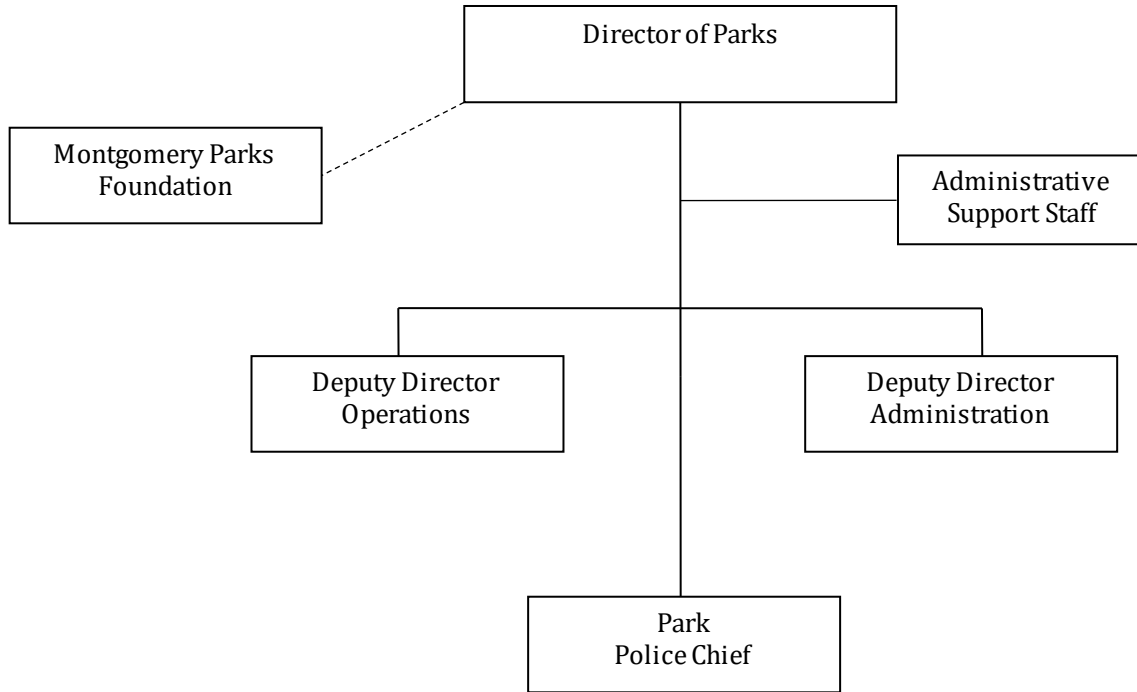
<u>Special Revenue Fund</u>				
Southern Region	Athletic Fields*	MCPS Ballfield maintenance for designated Elementary and Middle Schools	1,961,076	1,059,691
Southern Region	Athletic Fields*	Ballfield Maintenance - MCRD - White Oak	52,861	18,700
		<u>Special Revenue Fund</u>	<u>\$2,013,937</u>	<u>\$1,078,391</u>
		<u>Total Contract Services - All Funds</u>	<u>\$5,358,520</u>	<u>\$4,866,109</u>

* This amount represents only the vendor cost - some services in FY24 are being transitioned to Parks staff.



Montgomery County Department of Parks – Director of Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Director of Parks

OVERVIEW

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

MISSION

To establish clear accountability and standards to effectively manage the more than 37,200 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 secured funds and facilitated the installation of a new shed row barn to house four horses for the Park Police Equine Unit.
- The Foundation facilitated the funding necessary to rehabilitate the Labyrinth located in Brookside Gardens.
- The Foundation secured and dispensed funding of \$22,000 to facilitate the construction of the SEED Classroom at Black Hill Regional Park.
- The Foundation secured \$50,000 in memorial benches that were placed throughout the parks to enhance patron legacies.
- The Foundation assisting in securing \$775,000 in funding through State bond bills during the 2022 legislative session.
- The Foundation awarded \$100,000 in discretionary funding to support projects throughout the parks. Projects include adaptive kayak equipment, senior education resources, Brookside Gardens concert series, Tree Carving in the Parks, and Trail Ambassador funding.
- The Foundation awarded \$10,000 in seed funding to help launch the inaugural Trail Ambassador program that allowed teens to learn about trails and mountain biking.
- The Foundation secured funding to purchase large planters that will be updated seasonally on the Fireplace Terrace at Brookside Gardens.
- The Foundation facilitated the fundraising and disbursed funds to help Potomac Horse Center update their main riding rings, including new footing and drainage.



Montgomery County

Department of Parks – Director of Parks

- The Foundation facilitated funding to combat non-native invasive plants at Willard Avenue Neighborhood Park.
- The Foundation secured funding to erect two trail kiosks along Rock Creek Trail to better help guide visitors.
- The Foundation facilitated the funding necessary to purchase new patio furniture for Brookside Nature Center in time for their 60th Birthday Party.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 Adjusted <u>Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$1,601,740	\$1,615,686	0.9%
Staffing				
	Funded Career Positions	5.00	5.00	0.0%
	Funded Term Positions	5.00	5.00	0.0%
	Funded Workyears	11.20	11.00	-1.8%

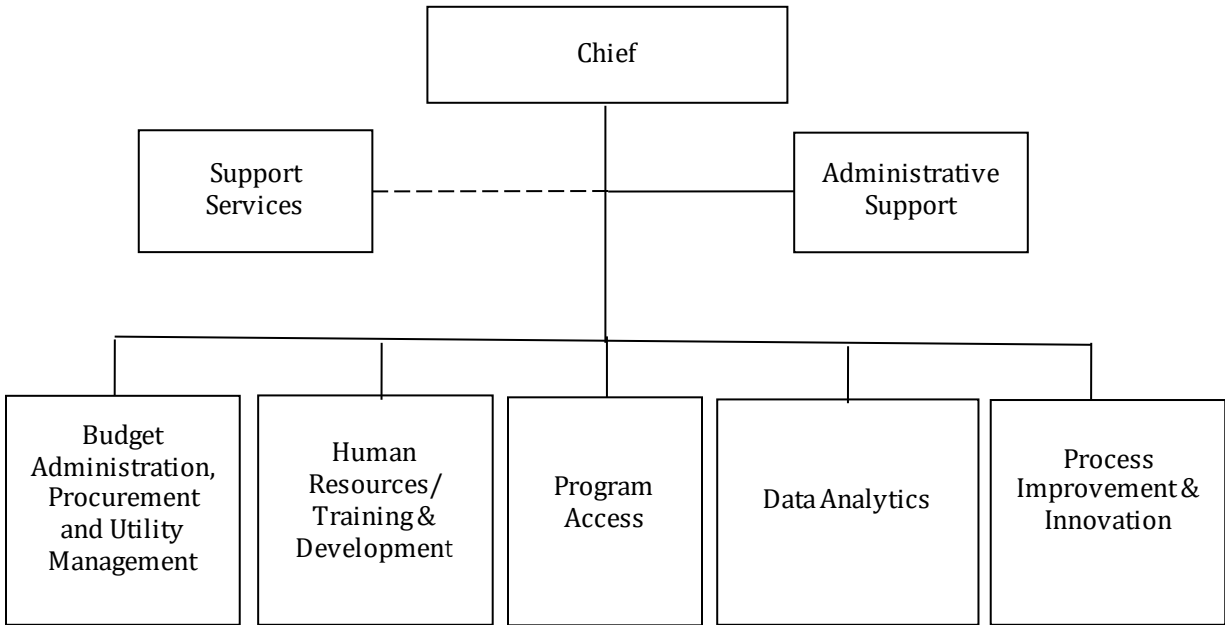
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Transfers \$7,000 of seasonal funding to the Facilities Management Division.



Montgomery County Department of Parks – Management Services

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Management Services

OVERVIEW

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

Budget Administration, Procurement and Utility Management uses a coordinated financial management system that handles more than \$140 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/Development and Talent Acquisition provides human resource services to the divisions in the areas of talent acquisition; 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 promotes increased 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 database 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, and the park asset/amenity inventory. GIS enables the department to inventory our park assets, perform spatial analysis, and create visualizations. Microsoft Power BI enables the organization take the information from EAM, GIS, and other databases to create visual trends to help with Departmental Initiatives. This section oversees the administration of the EAM and GIS systems, and consults with other Divisions on how to effectively utilize data derived from 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 may result in cost savings. This unit is also responsible for overseeing an innovation program that engages staff at all levels to identify and implement viable, innovative programs for staff and park patrons. This unit works in conjunction with the Data Analytics 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. The Program Access office is



Montgomery County

Department of Parks – Management Services

expanding their programs to better serve the 55+ senior community.

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
- Talent Acquisition
- Organizational Development
- Policy Guidance
- Enterprise Asset Management
- Analysis Consulting
- Innovation Program
- Operational Efficiencies and Cost Savings
- Program Access/Inclusion Services

ACCOMPLISHMENTS

- Completed and presented the Data Analytics Strategic Plan to the Planning Board. This plan provides a framework for the next four years for the Data Analytics Section work program.
- Created a process to update metadata for the Department's over 40 GIS layers created and maintained by the organization.
- Created an internal website called *ParkStat* that is a single repository for staff to access datasets, applications, and dashboards.
- Secured licensing to retrieve park visitation data spanning from 2020-2024 providing insight to patron visitation trends and counts; analyzed and processed this data to prepare using it for purposes of park planning, event planning, capital improvement planning, budget preparation and more.
- Implemented a department-wide innovation program using cloud-based software to capture diverse ideas and insights from staff at all levels. The goals of the program are to provide more innovative offerings to our park users, develop more efficient systems and processes, and to seek creative solutions to varied challenges, all while engaging staff and recognizing them for their participation.
- Expanded the Department's partnership with Lyft ride share company by increasing ridership and usage for approved staff to request prepaid rides that are billed directly to an administrator's purchase card, rather than requiring the rider to request reimbursement. The



Montgomery County Department of Parks – Management Services

program provides 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 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.

- Implemented recommendations from last year's review of the Department's heavy equipment, including the delivery of a safety and daily maintenance training program to nearly 90 heavy equipment operators, streamlined processes for reviewing and approving heavy equipment purchases, and developing an inventory of equipment that can be shared across the Department.
- The Program Access Office purchased an all-terrain adaptive recumbent handcycle with pedal assist. The bike is specifically designed for users with disabilities to use for off-road adventures. The Program Access office worked collaboratively with the department's Trails Team to introduce the bike to the public.
- Program Access launched additional programs and classes for the 55+ population based on the popularity of their signature senior programs; Montgomery Explorers (a county-wide walking program for seniors) and Go, Grow & Get Active (a special event in celebration of International Active Aging Week). Programs are based in the areas of health, wellness, and the arts in various park locations. Program Access continues to partner with the nature centers to offer specialized programming, including a new "Senior Fish and Sip" event at Kings Local Park.
- 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 continued recruitment, selection, interviewing and hiring foundational program training to departmental hiring managers and interview panelists to support the department's efforts to improve the talent acquisition and retention process. Training modules include job descriptions and job advertisements, applicant selection, behavioral based interviewing, the candidate experience, 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.
- Onboarded a new 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



Montgomery County

Department of Parks – Management Services

acquisition programs to be more inclusive.

- Successfully established internships for five trades interns, and ten collegiate interns in targeted units such as marketing, trades, athletic field management, IT, planning and engineering that have been historically underrepresented by diverse populations.
- Implemented a new Commission Learning Management System (LMS) throughout the Department including customized learning pathways for position categories experiencing knowledge gaps and retention challenges. An integrated LMS with our existing Learning Content provider will streamline the scheduling and documenting of training, certifications, and licensure.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 Adjusted Adopted	FY24 Proposed	% Change
Budget				
	Expenditures	\$3,242,043	\$3,412,202	5.2%
Staffing				
	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%

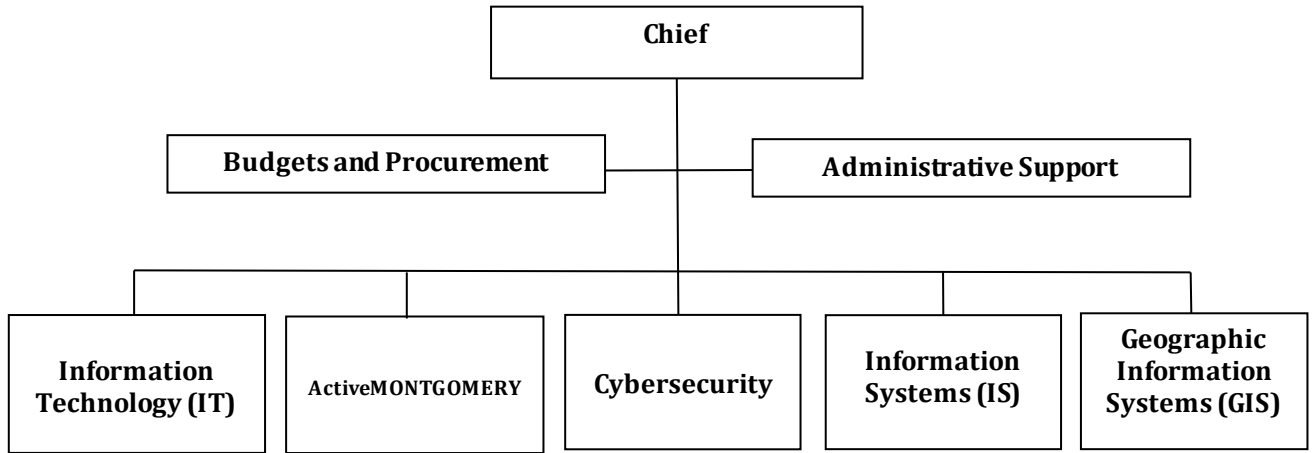
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases seasonal funding by \$7,000 to fund short-term project needs and for merit increases implemented in FY23.
- Adds \$4,000 of personnel funding for employee awards, \$4,000 in Supplies & Materials and \$6,000 in Other Services and Charges transferred from Support Services for the department-wide innovation program.
- Adds \$5,000 in Other Services and Charges to increase funding for integration and application support for the Data Analytics Team. Adds \$17,850 to fund the software license for the Innovation Program management software.



Montgomery County Department of Parks – Information Technology and Innovation

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Information Technology and Innovation

OVERVIEW

Unlike all other Divisions in the Department of Parks and Planning Department, the ITI Division serves both Parks and Planning. The ITI Division staff members are located at the Planning and Parks Departments' Wheaton HQ, Green Farm, and Saddlebrook Park Police.

The ITI Division consists of five units – IT, IS, GIS, Cybersecurity, and ActiveMONTGOMERY:

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. Core functions include management of:

- Software and applications
- Cybersecurity and Disaster Recovery
- Telecommunications & Network Services
- Servers
- Information Storage
- Desktop Support
- Training
- Helpdesk
- Systems (and User) Administration

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), and ActiveMONTGOMERY. This unit supports:

- Information Architecture/Land Use Monitoring
- Planning Support Systems Development
- Database Management
- Systems, Workflows, and Architecture Administration
- Vendor Management

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, such as County zoning, parcels, buildings, and topography. Furthermore, the unit provides 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 and includes:

- GIS Development and Maintenance
- GIS Analysis
- GIS Online Support
- GIS Data Production
- GIS Web Services



Montgomery County

Department of Parks – Information Technology and Innovation

Cybersecurity: A dedicated Cybersecurity Team is being created to focus on protecting the Parks and Planning IT infrastructure and assets.

ActiveMONTGOMERY: Formerly under the Enterprise Division, the ActiveMONTGOMERY Team provides the public and staff an online portal for registrations and reservations for programs and facilities and serves as the point-of-sale system. This system is shared by Montgomery Parks, Montgomery County Recreation, and Community Use of Public Facilities (CUPF).

MISSION

The mission of the Information Technology and Innovation Division is, simply put, to provide innovative, reliable, and accessible technology, services, and support which enables the Planning Department and the Department of Parks to achieve their visions. This includes:

- Anticipate end user needs through continued investment in a knowledgeable and service-oriented staff who are ready and able to harness the resources on hand to ensure end user access and connectivity.
- Leverage technologies to best serve and engage all stakeholders through a combination of automation, web and mobile applications, and ADA compliance.
- Ensure cybersecurity staff and resources are employed to protect our infrastructure.

PROGRAMS AND SERVICES PROVIDED

- Provide network infrastructure to handle data, voice, and wireless connectivity
- Enable safe and reliable remote access and tools for teleworking
- Provide robust infrastructure for video streaming for Planning Board Live, Historic Preservation Commission, and DRC meetings
- Provide best practices in security
- Maintain secure and redundant data centers to support departmental applications in Parks and in Planning for maximum resiliency
- Provide our ePlans regulatory system, which guides the regulatory workflow of the Planning Department and makes all documents of record available to the public
- Stewardship of the County's land-use GIS dataset including the County's property, zoning, address, impervious, and elevation datasets, et al
- 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
- Provide GIS desktop and server software and Cloud platform access to end-users in Parks and Planning



Montgomery County

Department of Parks – Information Technology and Innovation

ACCOMPLISHMENTS

- Migrated from ActiveNet to RecTrac for **ActiveMONTGOMERY** to improve the public’s experience including use of a single system solution shared by Montgomery Parks and Montgomery County for registrations for programs, facilities, events, and other offerings.
- Implemented Wi-Fi for a portion of South Germantown Recreational Park as part of our **ConnectParks** initiative to expand public Wi-Fi access.
- Implemented Motorola **VESTA 911**, a next-generation E911 law enforcement call handling system designed for Public Safety Answering Points (PSAPs), to Park Police in both Montgomery and Prince George’s Counties.
- IS/GIS delivered mapping, level of service analytics, and data coordination to the State of Maryland mandated Land Preservation, Parks, and Recreation Plans (LPPRP) and Parks, Recreations, and Open Space (PROS) report on behalf of the Department of Parks.
- Established a hybrid on premise ArcGIS Enterprise to ESRI cloud GIS collaboration architecture.
- Improved our latest elevation data collection standards by obtaining QL1 Lidar for the first time. This higher resolution data enables improved 3D building generation, more accurate forest canopy capture, and terrain modelling for storm drain modeling and NPDES permit activity.
- Implemented NICE recording system for 911 calls. This software provides secure, full-featured voice and screen recording for audio and digital channels to satisfy contact center compliance and quality needs. The capability includes encryption, automated and on-demand masking, consent-based recording, and data retention.
- Implemented EventBrite for registration of patrons attending the annual Garden of Lights Show at Brookside Gardens.
- Increased cybersecurity posture with several shared solutions to protect the data environment.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 <u>Adjusted Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$3,493,231	\$3,868,998	10.8%
Staffing				
	Funded Career Positions	16.00	16.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	15.20	14.90	0.3%



Montgomery County

Department of Parks – Information Technology and Innovation

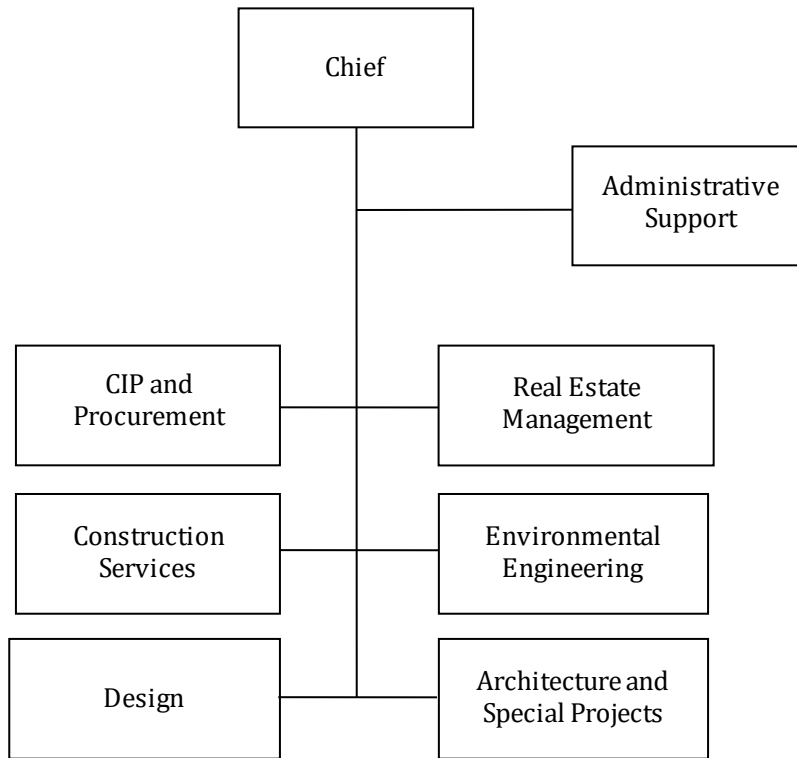
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases Supplies & Materials by \$40,000 to support expanded staffing needs and inflationary pricing increases.
- Increases Other Services and Charges by \$20,000 for audio-visual equipment maintenance and contractual support for Microsoft Teams enabled conference rooms.
- Increases Other Services and Charges for software licenses including:
 - \$60,000 for upgrading to an ESRI Enterprise license to accommodate increased need for additional licenses and to expand software functionality and vendor support.
 - \$68,000 to fund contracted cost for departmental use of Adobe Cloud licenses.
 - \$75,000 for Security Information and Event Management (SIEM) software which provides Cybersecurity professionals real-time view of all security activities moving inbound and outbound through our network.
 - \$7,650 for Qualys software for increased malware detection and security webapp vulnerability scanning.



Montgomery County Department of Parks – Park Development

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Park Development

OVERVIEW

The Park Development Division is responsible for the implementation of the six-year Capital Improvements Program (CIP) which includes the following functions: managing the real estate portfolio, developing the CIP budget, preparing design and construction documents, procuring design and construction services, and managing construction for new parks as well as renovation of existing facilities. Projects are developed to conserve natural resources, 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 511 acres of parkland.
- Completed Park Refresher construction project at Silver Spring Intermediate Neighborhood Park. Began construction for Park Refresher projects at Caroline Freeland Urban Park, Columbia Local Park, and Strathmore Local Park. Completed facility plans for Woodside Urban Park refresher and a new park at Lyttonsville Neighborhood Green.
- Initiated design for renovations to Long Branch Local Park and for a new park at South Silver Spring Urban Recreational Park. Initiated design for mini refresher at Stonehedge Local Park, Fox Chapel Local Park, and Greenwood Local Park. Initiated design for phases one and two of the Power Line Trail.
- Completed mini-refresher for Stewartown Local Park and Sligo-Kennebec Park and playground renovations for Hillwood Manor Neighborhood Park, Sligo-Dennis Local Park Olney Family



Montgomery County

Department of Parks – Park Development

Neighborhood Park, and Glen Hills Local Park.

- Completed renovation of the Long Branch hard surface trail and 0.5 miles of Sligo Creek hard surface trail. Completed renovation of Blair High School Track Field and added irrigation for fields at Northwest Branch Recreational 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 Hill Regional Park, Wheaton Regional Park, Rock Creek Regional Park, and South Germantown Recreational Park, the first standalone soccer court at Sundown Local Park, the archery range at Rock Creek Regional Park, and a new community garden at Edgewood Neighborhood Park.
- Completed restroom renovation in Shorefield Area of Wheaton Regional Park and Meadowside Nature Center including both exhibit and interior renovations. Completed interior and exterior renovations at three Park Activity Buildings.
- Completed construction of stream restoration at Clearspring Tributary of Magruder Branch. Completed construction of stream restoration at Long Branch. Completed construction of various outfalls in Montgomery County stream valleys.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 Adjusted Adopted	FY24 Proposed	% Change
Budget				
	Expenditures	\$4,379,697	\$4,228,143	-3.5%
Staffing				
	Funded Career Positions	51.00	52.00	2.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	25.50	24.70	-3.1%

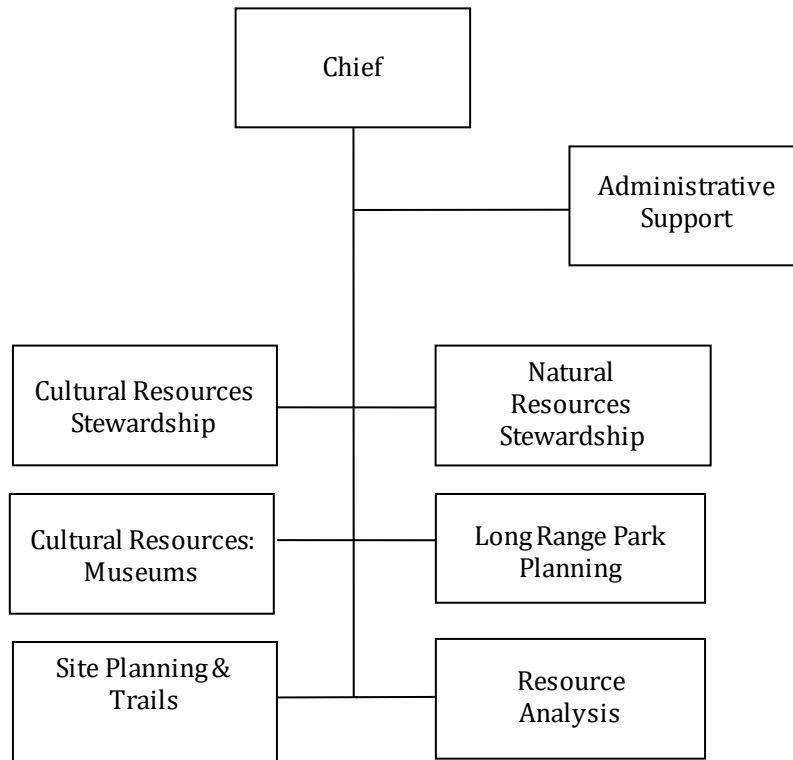
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Includes one (1) full-time career position and 1.0 WY for a construction inspector. This position will provide field inspection of construction projects and conduct condition assessments of existing infrastructure. The cost of this position will be offset by a chargeback to CIP for 80% of the total cost.
- Increases salary lapse from 3.9 WYs to 4.9 WYs.



Montgomery County Department of Parks – Park Planning and Stewardship

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Park Planning and Stewardship

OVERVIEW

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

Long Range Park Planning coordinates and manages park planning efforts, area master plans, park functional plans, park master plans (e.g., Wheaton Regional Park Master Plan), suitability studies, and program of requirements for park facility plans. This unit coordinates planning for the Department’s Urban Parks initiative and develops the Parks Department’s primary policy plan, the Parks, Recreation, and Open Space (PROS) Plan. This unit also manages Development Review for the department.

Natural Resource Stewardship 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 Stewardship & Museums and Public Interpretation 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, develops interpretive signage throughout Parks, and prepares oral histories and a wide variety of reports. In 2023, the section will become two separate sections: Cultural Resources Stewardship and Cultural Resources Museums.

Resource Analysis Section 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.

Site Planning & Trails Section develops site plans and sketch plans for new and re-developing park, reviews preliminary park concepts with the community, plans paved trails, and designs, permits, constructs, and rehabilitates natural surface trails and related. This section coordinates volunteers, conducts maps efforts, and manages trail-related communications, including the Rainout line. This section has been reorganized for 2023 to include the site planning functions.

MISSION

To achieve the right balance between stewardship and recreation through a comprehensive park and trail planning program that is closely aligned with management and protection of our County’s best natural and cultural resources on M-NCPPC parkland.



Montgomery County

Department of Parks – Park Planning and Stewardship

PROGRAMS AND SERVICES PROVIDED

- Park Planning
- Urban Parks Initiative
- Habitat Restoration
- Non-native Invasive Plant Management
- Archaeology
- Pollution Prevention and Stormwater Management
- Restoration/Rehabilitation of Historic Buildings
- Interpretation of Cultural Resource and Historic Sites
- Volunteer Management
- Aquatic Resources Management
- Stewardship Training
- Trail Planning and Coordination
- Environmental Review and Assessment
- Construction/ Rehabilitation of Natural Surface Trails
- Wildlife Management
- Development Review Coordination National Pollutant Discharge Elimination System (NPDES)

ACCOMPLISHMENT

- The Parks, Recreation and Open Spaces (PROS) plan was approved by the Planning Board in June 2022. The PROS plan included Place Making principles, which pays particular attention to the cultural and social identities that define a place and support its ongoing evolution. Some of the key recommendations include fostering social cohesion and telling the story of our history, culture, and natural resources.
- The Wheaton Regional Park Master Plan update was approved by the planning board in June 2022. The subsequent Forest Conservation Plan (FCP) is under review. Since Wheaton Regional Park is in the Equity Focus Area in the down county area, this master plan approval was critical to bring investment for this population. Implementation of several of the CIP projects recommended in this master plan (e.g., Trail, sign plan, etc.) are already underway.
- The natural surface trail team celebrated the Grand Opening of “The Pit @ Fairland Bike Park.” This project includes 40 bike challenge features, bike racks and fixit stations, signage, and a gravel parking lot.
- The trail crew began the implementation of the Wheaton Regional Park Master Plan recommendations for the natural surface trail system. Other large trail projects include work in Cabin John Stream Valley and Little Bennett Regional Park. The trail planning team began work on the planning and design for the paved Powerline Trail between Cabin John Regional Park and Muddy Branch Stream Valley. The team also launched the “Roots to Rocks” program to encourage and support diversity in mountain biking.
- Expanded deer population management into three new parcels of parkland, comprising 361.5 acres, for an annual total commitment of 63 park parcels across more than 22,000 acres. Conducted large-scale non-native, invasive, plant management and habitat restoration projects within 17 park units of Best Natural Areas, Biodiversity Areas, and Community Focus sites. Trained and certified approximately 70 new Weed Warrior Volunteers, who will contribute collectively, more than 8,000 hours annually to combat non-native invasive plants; to include freeing 10,000 trees of vine coverage and restoring sites with 1500 native plantings.
- Aquatic resources monitoring focused on evaluation of watershed health through stream biological community assessment and a cross-divisional effort to document sensitive ephemeral wetland and seep-spring features. Data were collected at 25 stream monitoring locations in 11



Montgomery County Department of Parks – Park Planning and Stewardship

county watersheds and applied to assessments of Best Natural/Biodiversity Areas, recent parkland acquisitions, and pollution event response, as well as ongoing evaluation of long-term trend, restoration, and planning priorities. More than 65 wetland observations were logged using innovative geospatial tools, and 13 volunteer community scientists contributed more than 70 hours of supplemental amphibian and wetland data collection on M-NCPPC Parkland through the Montgomery FrogWatch program.

- Advanced water quality initiatives department-wide through the implementation of projects and annual reporting requirements of the NPDES Phase II general permit for discharges from MS4s and NPDES Industrial Site permits. Initiatives included several redevelopment projects that transformed failing stormwater outfall structures, design and construction of stormwater facilities that treat existing impervious, and staff pollution prevention training with a focus on how operations can lead to improvements in water quality. A geodatabase of field verified stormwater conveyances and outfalls was maintained and used to conduct field screenings as part of the Illicit Discharge Detection and Elimination program. Over 100 outfalls were screened for potential illicit discharge and when detected, the source of pollution was investigated, and enforcement actions pursued.
- Continued review of the I-495 and I-270 Managed Lanes Study (MLS) which is part of MDOT SHA's Traffic Relief Plan. The Managed Lanes Study finished the National Environmental Policy Act (NEPA) process which included an agreement for Parkland Mitigation that was approved by the Planning Board and codified in the Final Environmental Impact Statement and the Record of Decision. Through participation in the NEPA process, significant progress was made towards parkland impact avoidance, minimization, and mitigation measures. Conducted environmental restoration at 8 outfalls and 3 drainage improvement projects which included the planting of over 18,000 herbaceous plants and 700 trees. Included in the planting effort was 0.72 acres of afforestation for NPDES MS4 credit.
- Served over 7,500 visitors throughout Cultural Resources' ongoing public programming and online educational resources via the historic sites, museums and Archaeology Program summer camps and outreach programs assisted by nearly 60 volunteers. Cultural Resources produced 22 cultural informational signs that were placed throughout 11 parks. Included among these signs are several related to the new "Untold Stories" interpretive initiative.
- Cultural Resources manages 15 known cemeteries on parkland throughout Montgomery County. Cultural Resources' goal is to employ current best practices to steward these resources, the same as we do for our historic sites. Initiated the hiring of a professional consultant to conduct a thorough cemetery conditions assessment study to better understand the existing conditions and to formulate management recommendations for future care.



Montgomery County Department of Parks – Park Planning and Stewardship

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 Adjusted Adopted	FY24 Proposed	% Change
Budget				
	Expenditures	\$7,208,095	\$7,693,485	6.7%
Staffing				
	Funded Career Positions	54.00	57.00	5.6%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	56.70	59.50	4.9%

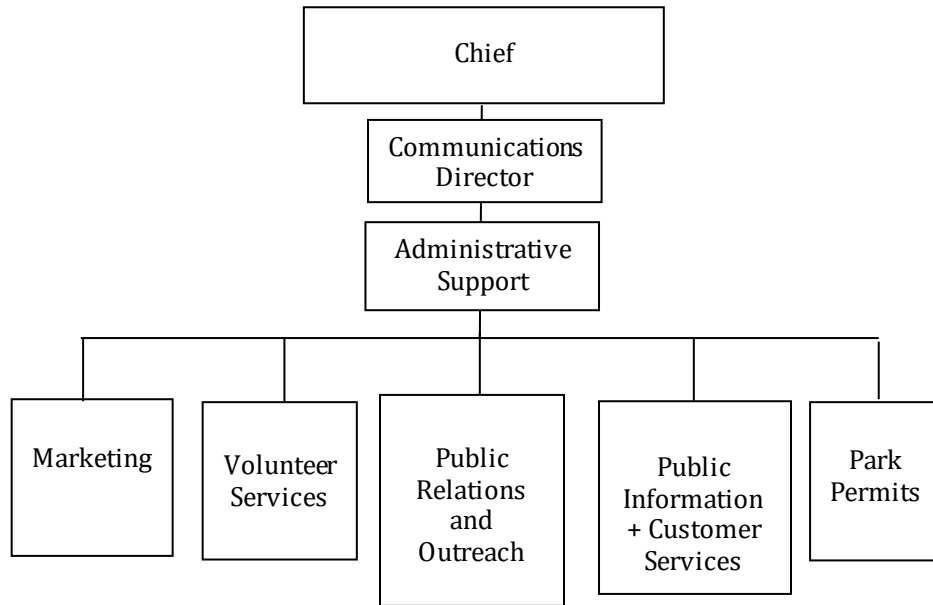
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases salary lapse from (4.0) WYs to (4.5) WYs.
- Includes two (3) full-time career positions and 3.0 WYs Natural Resources Care and Management Crew positions to enhance the level of service for natural areas care and management and to better serve our customers, internal and externally, enabling expansion of priority natural areas care and community focused conservation projects. The total cost includes a reduction in services of \$40,000 for contracted services that would be handled by this staff.
- Increases seasonal funding by \$5,000 for the Natural Resources Stewardship unit based on trend and from merit increases approved in FY23.
- Reallocates \$40,000 of Supplies and Materials funding to Other Services & Charges and Capital Outlay based on trend and planned spending.
- Adds funding of \$40,240 for OBI to Supplies & Materials and Other Services & Charges for resource management costs associated with the acquisition of Broad Run Conservation Park.



**Montgomery County
Department of Parks – Public Affairs and Community Partnerships**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Public Affairs and Community Partnerships

OVERVIEW

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

The **Public Relations and Outreach** 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 (CRM) 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. Provide customer-oriented public responses and feedback systems and a friendly and efficient Parks Information and Customer Service Office and Park Permit Office; and support the Department's work program by generating alternative, non-tax supported resources.



Montgomery County

Department of Parks – Public Affairs and Community Partnerships

PROGRAMS AND SERVICES PROVIDED

- 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

ACCOMPLISHMENTS

- The Public Relations and Outreach Team developed department-wide standard operating procedures for outreach and engagement to ensure that all divisions are using a consistent approach for their projects and initiatives. The guidelines are being shared with divisions across the department through trainings with section leaders and staff. There is a central hub with all the materials that are necessary for outreach and engagement campaigns.
- The Public Relations and Outreach Team generated extensive media coverage for the department in a variety of local, regional, national and industry outlets, about parks programs, offerings, and initiatives. Stories featured everything from the newly renovated Edith Throckmorton Neighborhood Park to the department’s flying squirrels’ program to an upcoming linear park being developed on Little Falls Parkway to the department’s deer management program.
- The Public Relations and Outreach Team hosted a crisis communications training program for the Commissions communications staff and a training entitled “Social Media and the First Amendment” to ensure Commission social media users understood the law for government agencies
- The Marketing Team is in the process of finalizing 15 new park maps for our regional and recreational parks. This project developed a new template that defines our design standards for park and trail maps. Once finalized, printed versions will be installed on-site at park kiosks, and the new maps will be remediated for online accessibility and placed on our website. This project continued the marketing team’s efforts to consolidate and implement a design standard for print collateral, map illustration, and signage for our trails, parks, and other facilities.
- Marketing brought a new tool online that complements our seasonal and summer camp guides. The tool, MontgomeryParks.org/Your-Guide allows users to create a customized program guide with upcoming programs in categories, age groups, and locations of their choice. The new tool also ties together ActiveMONTGOMERY.org with the MontgomeryParks.org events calendar which allows our staff to update program status in just VSI/WebTrac, and the system will bring the events or changes into our website’s event calendar. The next step is for a more automated process of the quarterly and seasonal guide PDF creation process that reduces the amount of time staff dedicated to the creation of the document and allows facilities greater flexibility in coming up with new programs before the launch date of the seasonal guide.
- The PICS office handled an average of 60-100 calls and dozens of emails per day from residents in FY22.



Montgomery County

Department of Parks – Public Affairs and Community Partnerships

- The PICS office fielded resident inquiries about all significant Parks initiatives in FY22, including events and ongoing programs such as Open Parkways.
- Park Permits managed thousands of permits for the system’s park activity buildings, picnic shelters, outdoor courts, and athletic fields. Additional Park facilities were added to the permit inventory, including the Wheaton Headquarters’ Planning Board Auditorium and public lobbies.
- Generated \$3.4 million or 8.1% over budget for the Park Fund revenue through rentals of public facilities.
- The Volunteer Service Office completed three eLearning/training modules for Weed Warrior volunteers and two modules for Brookside Garden’s volunteers.
- The individual volunteer numbers are recovering from the pandemic, doubling since FY21, and FY22 total volunteer hours contributed grew by almost 60%.
- Park Clean Up Program
 - 244 events
 - 4,841 volunteers
 - 9,866 hours
 - 2,209 bags of trash removed
 - 108 tires
 - 908 bags of recycling

BUDGET AT A GLANCE

Summary of Division Budget

		FY23	FY24	%
		<u>Adjusted</u>		
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$3,195,298	\$3,501,049	9.6%
Staffing				
	Funded Career Positions	21.00	23.00	9.5%
	Funded Term Positions	1.00	1.00	0.0%
	Funded Workyears	21.90	24.40	11.4%



Montgomery County

Department of Parks – Public Affairs and Community Partnerships

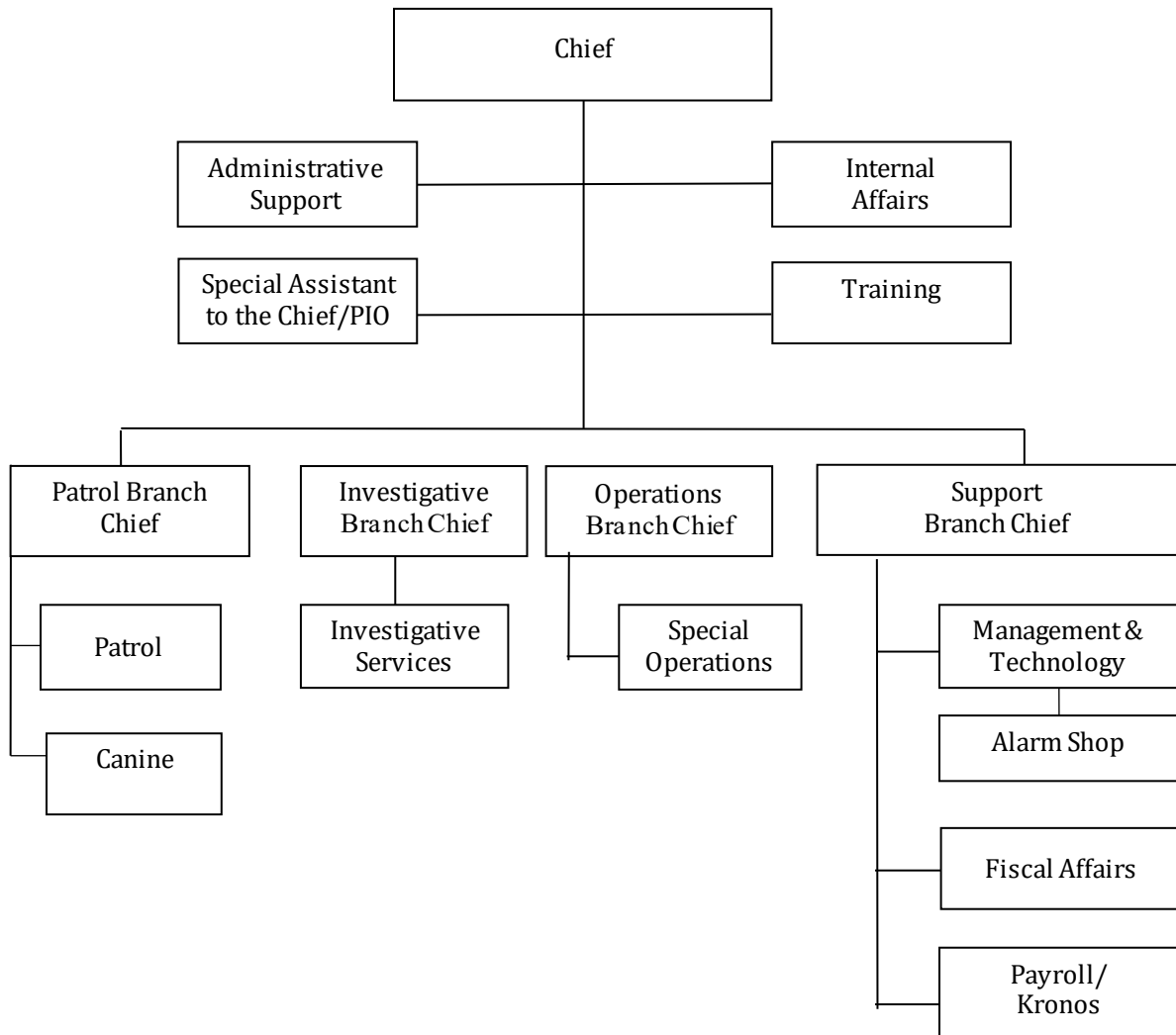
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Includes one (1) full-time position for a permit specialist to handle the increased volume of special events and other permits and one (1) full-time assistant manager position for the PICS unit to provide operational flexibility and to expand hours of coverage and add capacity to provide analysis and increase communication.
- Increases seasonal funding by \$17,000 for additional permitting and customer support needs and for the impact of merit increases approved in FY23.
- Increases Other Services & Charges by \$20,000 to expand outreach for feedback on CIP projects and by \$10,000 to continue ADA document remediation.
- Increases revenue for fees for permitted ballfields based on trend. Increases revenue for building rentals as availability for scheduling has now returned to pre-COVID-19 levels.



Montgomery County Department of Parks – Park Police

ORGANIZATIONAL STRUCTURE



Montgomery County Department of Parks – Park Police

OVERVIEW

The division is committed to providing professional public safety services with a focus on crime prevention and detection through statistical analysis of resident-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 residents of Montgomery County.

The parkland throughout the County 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

The Maryland-National Capital Park Police, Montgomery County Division, is committed to working in partnership with the community to provide quality public safety services in a professional and timely manner. We value the attendance of all community members and visitors to the park system. We endeavor to facilitate a safe, peaceful, and joyous experience for everyone.

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

- The Patrol Branch created the **Northern Community Service Team** of three officers and one Sergeant. The new team will proactively address community concerns in the growing northern area of Montgomery County.
- The Community Services Unit gained a new supervisor and has implemented the following programs: D.A.R.E., G.R.E.A.T, Police Explorers Program (partnership with MCP), and new



Montgomery County Department of Parks – Park Police

community programs in the Long Branch area. The team has also become a signatory in the Montgomery County Community Engagement Officer (CEO) program.

- A new public portal has been implemented through our IAPro software to allow the submission of complaints and compliments for our agency. Residents are now able to track the status of their feedback through this new portal.
- Expanded training curriculum for all sworn officers to include:
 - Fair and Impartial Policing Training – applies the modern science of bias to public safety and addresses emotional/social intelligence, conflict resolution, communication, anti-harassment/discrimination, etc.
 - Empathetics – Evidence based course curriculum designed to enhance cultural sensitivity and the practice of empathy in internal, departmental interactions and in external interactions with residents of the community.
 - Legally Justified, but was it Necessary? de-escalation training that analyses infamous police citizen encounters and explores what could have been done differently to avoid the negative outcome(s).
- Critical Incident Leadership and Decision Making – training provided to supervisors and executives on best practices when responding to high risk/threat incidents. Dr. Stuart Meyers led this training after the Division received a State of Maryland grant. A goal of the training was to provide research-based decision-making templates to better the odds of a successful outcome for responding officers, subjects in crisis, and innocent community members.
- Health and Wellness In-Service – In our quest to realize a culture of Health & Wellness, Lieutenant Lieberman led the creation of a holistic all staff training which provided employees with best practices for their mental, physical, emotional, and financial wellbeing. In a profession in which suicides far outpace felonious assaults on its members, this was a major goal. Lieutenant Lieberman called upon subject matter experts in the field not only for their input, but also to secure them for in-person teaching. The full day's training included the practice of yoga and classroom instruction on acupuncture, financial budgeting strategies, substance abuse resiliency, Post Traumatic Stress (PTS), nutrition, and physical fitness. Lieutenant Lieberman's efforts made a significant difference in drawing us closer to two primary goals: 1. Provide healthy coping strategies to avoid the negative effects of known stressors and 2. Remove the stigma that getting help is a sign of weakness. Today, sworn and non-sworn members alike continue to attend morning and evening yoga classes sponsored on site by the agency. Furthermore, a "Wellness Room" was created where members can go 24/7 for a quiet moment to meditate, pray, or otherwise decompress in private when necessary.
- Vulnerable Population Policy – A policy guide was developed for sworn and non-sworn professional staff on best practices to utilize when encountering vulnerable members of the public. It is our hope that each interaction will be guided by empathy and respect, while maintaining the community member's dignity. Input from outside subject matter experts was also sought to confirm our information was contemporary and sound. The guide was organized under some of the most common vulnerable community categories that public safety professionals interact with such as: juveniles; LGBTQ; intellectual and developmental disabilities; elderly; and the deaf.



Montgomery County

Department of Parks – Park Police

- Sergeant & Executive Mentoring Programs –a front-line supervisor (sergeant) mentoring program was recently developed. Currently under construction is a formal executive development program for newly promoted executives. Training is being supplemented by seeking enrollment in nationally recognized executive development programs such as the Northwestern School of Police Staff & Command, the FBI National Academy, Police Executive Research Forum (PERF) Senior Management Institute, etc.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23	FY24	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$17,444,354	\$18,647,767	6.9%
Staffing				
	Funded Career Positions	126.00	126.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	119.00	118.10	-0.7%

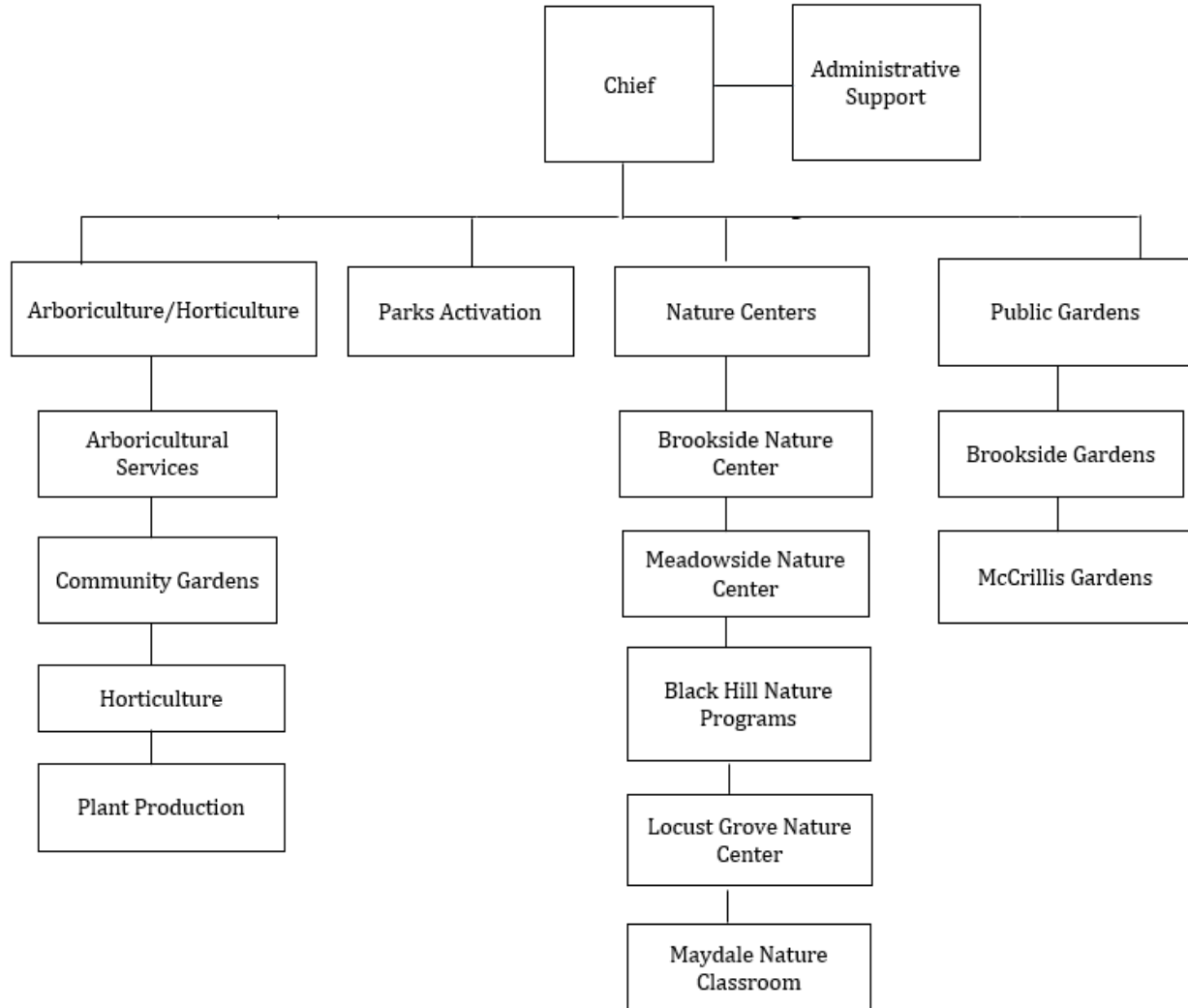
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases Overtime funding by \$39,123 based on trend and impact of approved compensation increases. Total includes transfer of \$3,000 from seasonal funding.
- Adds \$8,855 of Supplies & Materials funding for inflationary increases.
- Increases Other Services & Charges by \$113,813. This includes:
 - \$25,000 for costs associated with mandated police reform law changes to include software
 - \$59,671 for software license and hardware maintenance for the Vesta 911 system. For the prior fiscal two years, this cost was embedded in the original system implementation cost.
 - \$10,000 increase for contracted alarm and security systems installations and support
 - \$19,142 for contractual increases for various maintenance and software licenses.
- Decreases seasonal workyears from 2.6 WYs to 2.1 WYs based on “true-up” from current funding level.
- Increases salary lapse from (7.6) WYs to (8.0) WYs.



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

ORGANIZATIONAL STRUCTURE



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

OVERVIEW

The Horticulture, Forestry and Environmental Education Division preserves and maintains the natural and cultural resources of parklands 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:

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

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 37,200 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 and sign 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
- Festivals, events, and recreational opportunities
- 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

ACCOMPLISHMENTS

- After a one-year hiatus due to COVID-19, the Garden of Lights came back brighter than ever in 2021 with more than 1,000,000 LED lights and brilliant new displays. Brookside Gardens staff used the year to refurbish old light forms, design new displays, and survey more than two dozen light shows at public gardens around the country to examine timing, pricing and other light show operational strategies. As a result of that research, staff implemented a new advanced sale, timed ticketing system using Eventbrite, a nation-wide ticketing platform. The new timed ticketing system managed traffic flow, eliminated wait time at the gate, reduced over-crowding, and streamlined cash management, all making a better visitor experience from start to finish.
- The Arboriculture Section's Tree Crew initiated a new preventative tree maintenance program in FY23. The program focuses on the health and resiliency of landscape trees by maintaining a regular pruning cycle. As of November 2022, over 260 trees have been pruned in the Cabin John and Meadowbrook Management Areas. Work associated with this new program is being done in selected parks in each of the management regions over the course of FY23.
- The Community Gardens Program had a 93% retention rate of gardeners returning to the program from the previous year. Gardeners donated 3,000 pounds of produce to food assistance providers in partnership with HarvestShare. The program opened two new gardens at Edgewood Park and at the Black Hill Seed Classroom.
- Annual spring and fall native plant sales were held by the Friends of Black Hill, and at Locust Grove Nature Center and Maydale Nature Classroom. In FY22, more than 10,600 plants grown by Pope Farm for the Locust Grove and Maydale plant sales were sold, and over 1,800 plants grown by the Friends of Black Hill were sold. Getting native plants out into residential areas provides needed habitat for numerous wildlife, supports critical pollinators, and helps to preserve biodiversity.
- The Parks Activation Team hosted over 70 events in 40 different locations throughout Montgomery Parks during the 2021-2022 event season with eight different event series, including Salsa in the Park, Parks Playhouse, Jr., Acoustics and Ales, and Skate Night. An estimated 4,000 attendees participated in the Parks Spooktacular event held at the South Germantown Adventure Playground.
- Brookside Gardens' signature professional horticulture symposium, GreenScapes, moved to an online format during COVID-19. This revised format enabled more than 1,000 registrants from around the country to participate in the February 2022 program to learn environmentally sound management techniques for beautiful, healthy, and inspiring landscapes. The new online format reduces the carbon footprint of the event due to the elimination of the need for travel, while at the same time increasing the audience reach and allowing speakers from around the world to share their knowledge with registrants.
- The Horticulture Section installed 1,000 large landscape trees from Pope Farm Nursery and provided aftercare services to ensure survival in the landscape in FY22 and FY23. Staff ground 200 stumps from trees removed throughout Parks to make space for new tree planting locations. Through CIP funding, the horticulture section provided landscape installation and



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

aftercare services for park development and renovation projects throughout the county including projects at Silver Spring Intermediate Neighborhood Park, Josiah Henson, Ellsworth Urban Park, Argyle Local Park, East Silver Spring, Elm Street Urban Park, Neil Potter Plaza, Edith Throckmorton Neighborhood Park, Chevy Chase Local Park, and Indian Springs Terrace Local Park.

- In partnership with Montgomery Parks' Program Access Office (Inclusion Services), the Nature Centers continue to expand Nature for All, a series of adaptive, accessible, and inclusive programs. Program examples include Sense-sational summer camp, All Anglers Fishing Rodeo, Therapeutic and Adaptive Gardening, Sensory Scavenger Hunts, and Beginning Birding for Every Body. In addition, one of our Naturalists studied American Sign Language for a year and is now providing a more inclusive environment through innovative programs for the Deaf and Hard of Hearing (DHOH) community and through new partnerships with other like-minded organizations.
- The Native Plant Program at Pope Farm Nursery continues to grow at a rapid, record pace with FY23 orders for plants exceeding 58,000. Native plants provided for water quality projects account for 54% of all plants provided by program.
- Pope Farm cover crops continue to be a successful part of the land management strategy for in-ground nursery production areas. The purchase of a newly acquired no-till drill mechanism makes planting more accurate, efficient and removes the need for soil preparation prior to planting. Approximately 9 acres of cover crops have been rotated in fields this calendar year and two of the main crops, daikon radishes and cow peas, are also being harvested to help provide for local food banks.
- Support of donors is essential to meeting the needs of the Brookside Gardens' work program beyond the annual operating budget funding. In the past year, three notable projects were underwritten by gifts from generous donors. In the Maple Terrace, a new sculpture, Mantle II by David Harber, was installed. The sphere of patinized metal leaves shelter an interior painted with 23K gold leaf, which glows night and day with a gentle light. Near the Trial Garden, a huge Sycamore tree in failing health was removed, but the mighty trunk was carved by a local artist into a swirl of leaves and seeds paying homage to the cycle of life. And lastly, a new stone wall of native Carderock stone was built to encircle the Labyrinth in the Gude Garden. The new wall draws inspiration from the original landscape design of the garden with massive slabs of stone flanking the walls and providing a perch for rest and meditation.
- This summer, a Flamboyance of Flamingos alighted at Brookside Gardens, as two dozen topiary flamingos adorned the landscape in hot pink splendor. The nine-foot metal forms were designed by Brookside Gardens' staff and constructed by Parks' talented welder. Planted with a variety of pink annual plants, the special exhibit exemplified the juxtaposition of scientific planning plus horticultural artistry that results in the creation of breathtaking landscape displays.
- Brookside Nature Center celebrated their 60th anniversary with a community event on Sunday, Oct. 9, 2022. The center opened in the early 1960s. It was the first nature center established in the county. The center's consistent mission has been to provide natural history interpretation to the community. Generations of Montgomery County residents and visitors from around the



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

world have visited Brookside Nature Center over the last 60 years and learned about the flora and fauna of the county. This significant milestone was also acknowledged through a proclamation from the County Executive.

- The Nature on Wheels (NOW), the new mobile natural science field station, has been expanding programming and partnerships in the last year. Several school programs and large outreach events were conducted including partnering with planning for placemaking festivals and community input events for parks development. The NOW received twice as many requests as we could accommodate in the last year with limited staffing. Additional programming is being added this year with the addition of dedicated staffing and in conjunction with leveraging a corporate sponsorship from Millipore Sigma to provide volunteers and funding for STEM education to target programming in Equity Focus Areas and to develop an internship and job training program.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 Adjusted Adopted	FY24 Proposed	% Change
Budget				
	Expenditures	\$12,436,376	\$13,467,040	8.3%
Staffing				
	Funded Career Positions	96.00	101.00	5.2%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	102.00	108.70	6.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases salary lapse from (7.0) WYs to (8.0) WYs.
- Adds one (1) full-time career position for an event programmer and adds two (2) full-time maintenance positions to the Park Activation Team to expand the number and variety of programs being offered. Adding the maintenance worker positions will free up time for the program staff who are currently responsible for equipment delivery, event set up and take down, repair and cleaning equipment and unloading trucks, allowing current staff to spend more time developing and implementing new and expanded programs. The cost for the event programmer position is being offset by reduction of \$20,000 in seasonal cost.
- Adds funding for the Park Activation Team including \$64,000 for instructors and performers plus \$55,000 to add a signature event to support enhanced programming.



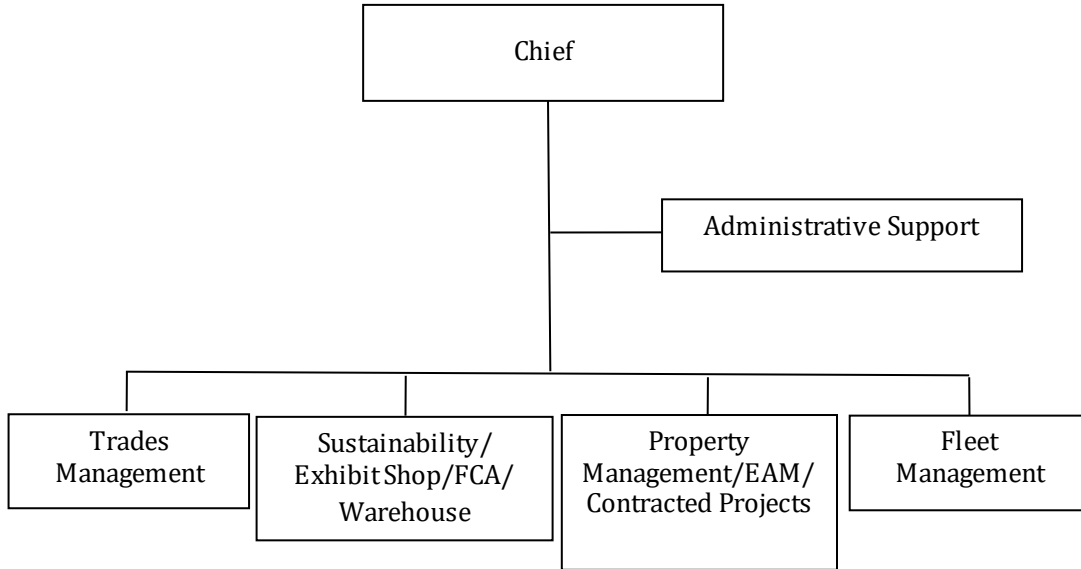
Montgomery County Department of Parks – Horticulture, Forestry and Environmental Education

- Includes OBI for one (1) part time naturalist to the Black Hill Nature Programs to act as the lead teacher, oversee the preschool program, and to run summer camps in the SEED classroom. Also includes \$34,000 of one-time costs for Supplies & Materials, and \$3,000 for Other Services & Charges
- Adds OBI for one (1) career horticulturist position, \$25,507 of seasonal cost, \$11,531 of Supplies & Materials, and \$1,000 of Other Services & Charges to support added amenities at the Black Hill Regional Park Community Garden, Edgewood Neighborhood Park Community Garden, Edith Throckmorton Urban Park, Germantown Square Urban Park, and Hillandale Local Park.
- Increases seasonal funding by \$43,346 to hire instructors to facilitate school programs at Brookside Gardens, to increase coverage for the front desk at Brookside Gardens enabling expanded hours for the Visitor Center during summer months, and to recruit high school students as paid interns at nature centers as part of the Montgomery County Public School Career Readiness Program.
- Increases Supplies & Materials by \$9,300 to expand integrated pest management at Brookside Gardens by increasing usage of beneficial insects for pest management and by \$4,000 for inflationary increases associated with seed, sod, and fertilizer costs for Brookside Gardens.
- Increases Other Services & Charges by \$12,000 to cover annual maintenance and repair of the production greenhouses at Brookside Gardens; \$12,000 for the removal of non-native invasive plants and maintenance of meadows; and \$4,500 for the maintenance of the Nature on Wheels RV.
- Transfers \$4,500 of Other Services & Charges funding to Support Services for EZ-Pass toll costs. Departmental budget for these costs is being consolidated for ease of management and payment.



Montgomery County Department of Parks - Facilities Management

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Facilities Management

OVERVIEW

The Facilities Management division (FMD) 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 projects throughout Montgomery Parks. FMD provides routine and planned maintenance services, 24 hour/365-day emergency response after hours and provides critical support during extreme weather events.

The FMD 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. The FMD utilizes the Enterprise Asset Management System (EAM) for processing work requests and tracking projects. As of mid FY23, 10 of the 20 projected CIP projects and 55 of the 120 MM projects are complete or near completion. Typically, some projects remain on a list pending schedule and funding availability. 1,800 of the 3,800 projected work requests (unplanned work under \$3,000) are complete. Fleet completed 2,000 work orders as of mid-FY23.

Currently, FMD is focusing more of its resources on completion of the 3,200 routine and preventative maintenance (RPM) tickets. Fleet Management is projected to complete over 4,400 work requests, of which 2,200 are preventative maintenance.

The Facilities Management division is comprised of five functional sections:

Administration provides administrative support for the division including human resources, budgeting, purchasing, training, and other administrative duties.

Trades Management provides support for forecasting, planning, construction, renovation, maintenance, and repairs for Department facilities and parks. The work program involves CIP and Major Maintenance projects, routine, and unplanned work requests and 24/7 maintenance response.

Sustainability, Facility Condition Assessment, Warehouse and Exhibit Shop provides for inventory, inspection, and facility condition assessment of Department facilities while ensuring timely completion of preventive maintenance tasks. The 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. This unit oversees the Department's sustainability and recycling program. Sustainability and recycling goals are achieved in close coordination with the Planning Department, Prince George's Parks & Recreation, Montgomery County Department of Sustainability and Montgomery County Department of Environmental Protection.

Properties and Administration provides oversight of the Department's leased properties and the associated rental revenue budget, the Wheaton Headquarters (WHQ) and MASP multi-agency collocation office buildings, EAM, contract project management, and demolition. The leased properties are supported by the maintenance efforts of in-house FMD staff which also provide 24/7 response to tenant calls.

Fleet Management is responsible for the care and maintenance of approximately 600 vehicles and



Montgomery County

Department of Parks – Facilities Management

nearly 2,000 pieces of equipment. provides vehicle acquisition, centralized maintenance and repair for all motorized equipment and oversight of fueling stations across the Department.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Work Order Requests
- Routine and Preventative Maintenance
- Fueling Stations
- CIP Implementation
- Utilities
- Regulatory Compliance
- Inspection and Repairs
- Hazardous Material Surveys
- Facility Condition Assessments
- 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 a time when attrition rates are significantly high and hiring and retaining new employees is more challenging.
- Completed the realignment of 1,600 feet of the Long Branch Trail using 1,400 tons of asphalt. Scope of work included ADA compliance, 27 culverts, 54 headwalls, 3-board fencing, and replacement of 1 bridge.
- Improvements to pathway as an alternate access point for patrons visiting Brookside Gardens from the Shorefield Road entrance. Installed LED lights, fencing, riprap, and bike racks. Pathway improvements provide increased access during the Garden of Lights Show.
- New ADA restroom at Meadowbrook Stables.
- New ADA, gender inclusive signage installed at single use restrooms throughout Montgomery Parks.
- Primary operations support for special events: Burtonsville Day, Friendship Day, Half Marathon in the Parks, MRPA Heavy Equipment Show, Thanksgiving Day Parade, Park Activations and the Garden of Lights Show.
- Installed charging stations for maintenance equipment at four maintenance facilities (Wheaton, Cabin John, Black Hill, and Meadowbrook).
- Provided specifications, bid documentation to purchase over \$1.68 million of vehicle replacements. Successfully took delivery of 17 replacement vehicles and awaiting delivery of 13 additional vehicles. Facilitated process to sell old vehicles and equipment at auction.



Montgomery County Department of Parks – Facilities Management

- Completed raptor cages at Meadowside Nature Center.
- Repainted multiple pickle ball courts.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 Adjusted Adopted	FY24 Proposed	% Change
Budget	Expenditures	\$14,440,264	\$14,277,755	-1.1%
Staffing	Funded Career Positions	118.00	118.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	103.60	100.40	-3.1%

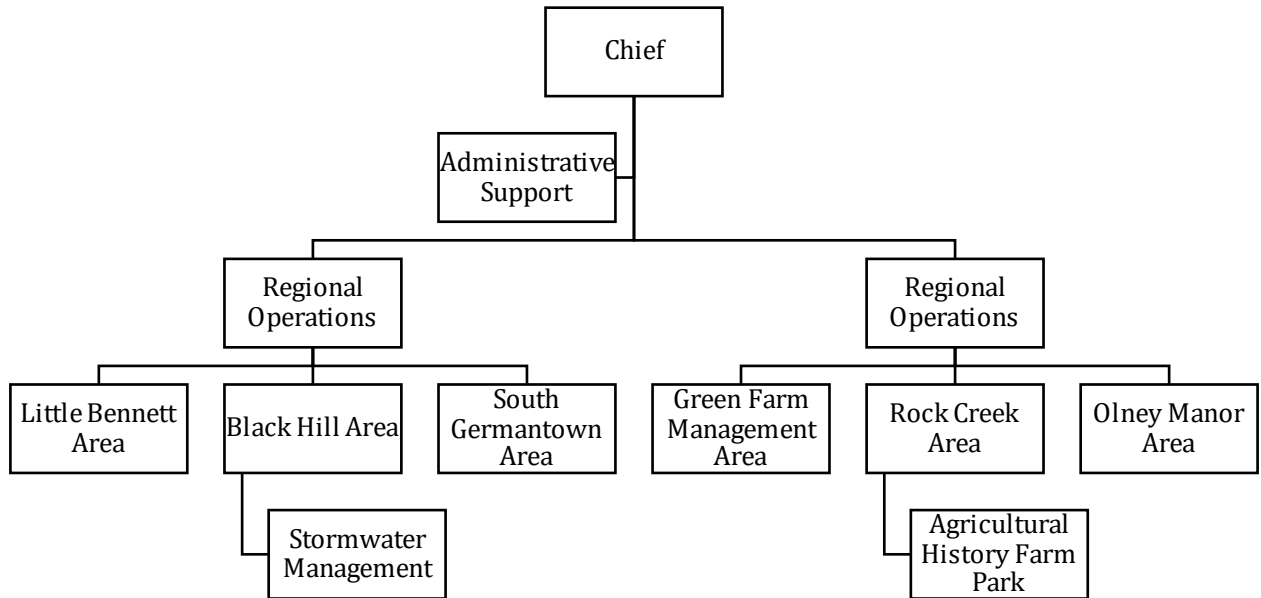
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases salary lapse from (10.2) WYs to (13.6) WYs.
- Increases seasonal funding by \$7,000 transferred from the Director’s Office.
- Increases Supplies & Materials by \$20,173 for inflationary increases and adds \$100,000 for vehicle and equipment parts based on trend on rising costs.
- Increases Other Services & Charges by \$11,334 for various contractual increases, \$34,000 for custodial services based on new contract awarded, \$2,000 for employee training, \$25,000 for maintenance of ballfield light fixtures at multiple parks due to warranty expiration and \$20,000 for outsourced equipment repairs and vehicle and equipment lift maintenance contracts.
- Transfers \$22,500 of Other Services & Charges funding to Support Services for EZ-Pass toll costs. Departmental budget for these costs is being consolidated for ease of management and payment.



Montgomery County Department of Parks – Northern Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Northern Parks

OVERVIEW

The Northern Parks Division encompasses the portion of Montgomery County north of Rockville and from the Potomac River to the Howard County line. The Division manages and maintains a large variety of parks, including regional and recreational parks, local parks, urban parks, conservation areas, stream valley and neighborhood parks. The Northern Parks Division also contains two 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 strives 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.
- Inspected and maintained over 420 stormwater management facilities including dry and wet ponds, bioretention areas, sand filters, swales, and trenches.
- Managed, inspected, and maintained two lakes with high hazard dams including around the clock monitoring during severe weather events
- Used pesticide alternatives to control weeds in high use areas such as playgrounds, athletic fields, walkways, parking lots, and manicured landscapes.
- Acquired battery powered equipment to outfit local park trim crews at the Olney Manor, Black Hill, and Green Farm Management Areas.
- Converted string trimmers and handheld blowers from two cycle gas motors to battery powered at all facilities.

BUDGET AT A GLANCE

Summary of Division Budget

	FY23 <u>Adjusted</u> <u>Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$12,018,653	\$12,241,233	1.9%
Staffing			
Funded Career Positions	122.00	125.00	2.5%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	126.70	120.00	-5.3%



Montgomery County

Department of Parks – Northern Parks

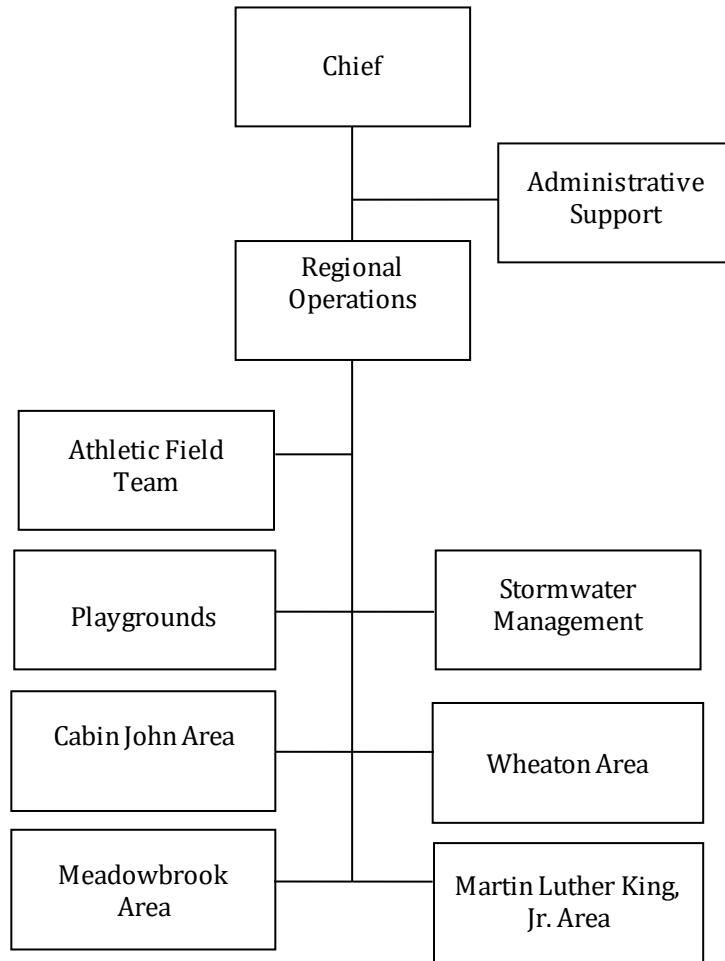
HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases salary lapse from (11.8) WYs to (14.6) WYs.
- Transfers \$214,095 of seasonal funding to career for three maintenance staff positions to support the Northern Parks Playground Surface Crew.
- Transfers \$13,439 from Supplies & Materials minor equipment to Capital Equipment to adjust for price inflation on minor equipment tools above the \$10,000 threshold.
- Increases Supplies & Materials by \$9,979 and Capital Outlay by \$11,279 for inflationary increases.
- Transfers \$1,250 of Other Services & Charges funding to Support Services for EZ-Pass toll costs. Departmental budget for these costs is being consolidated for ease of management and payment.
- Increases Other Services & Charges by \$3,500 for annual deep grooming and Gmax testing of the synthetic turf field at Laytonia Recreational Park.
- Increases Other Services & Charges by \$35,000 for specialized maintenance of fields #23 and #24 at South Germantown Recreational Park.
- Increases Other Services & Charges by \$26,000 for maintenance and cleaning of permeable pavement at South Germantown Recreational Park, East Norbeck Local Park, and Laytonia Recreational Park.
- Increases Other Services & Charges by \$11,000 for the maintenance replacement of the cricket pitch carpets at Spencerville Local Park and Strawberry Knoll Local Park.
- Increases WQPF by \$20,000 in Other Services & Charges and \$9,981 in Personnel to support additional program needs for stormwater management.
- Increases Personnel funding by \$7,475, Supplies & Materials funding by \$8,311, and Other Services & Charges funding by \$3,500 due to OBI for projects being completed at Black Hill Regional Park Community Garden and SEED Classroom, South Germantown Recreational Park Bike Park and Tennis Bubble, and the acquisition of the Dice, Broad Run and Kimble properties.
- Increases Other Services & Charges WQPF funding by \$22,279 for OBI related to bio retention areas added to Germantown Square Urban Park, Longwood Local Park, South Germantown Recreational Park Tennis Bubble, and Stewartown Local Park.



Montgomery County Department of Parks – Southern Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Southern Parks

OVERVIEW

The Southern Parks Division boundaries are: Rockville to the north, the District of Columbia to the south, Prince George's County to the east, and the Potomac River to the west. The Division's maintenance management facilities are located at Cabin John Regional Park, Wheaton Regional Park, Martin Luther King, Jr. Recreational Park, and Meadowbrook Maintenance Facility. Southern Region Headquarters is also located in the Meadowbrook Maintenance Facility.

The Southern Parks Division has a large mixture of developed parks and services. The Division is home to Shirley Povich Stadium, Meadowbrook and Wheaton Riding Stables, Josiah Henson Historical Property, Rockwood Manor, Brookside Gardens, Martin Luther King Jr. Heart Smart Trail, Capital Crescent Trail, Matthew Henson Trail, and Beach Drive and Sligo Creek Parkways.

The Southern Parks Division also contains conservation areas, green spaces, trails, parkways, storm water management structures, two miniature train operations, one carousel, one sports pavilion, two skateboard parks, twelve tennis courts-indoor, three nature centers, 215 playgrounds, 93 basketball pads, 87 tennis pads, and five 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 83 Local Parks.

MISSION

To provide users with choices of active and passive recreation in parks and facilities that are safe and well-managed; and to apply best practices of stormwater management and stewardship for both undeveloped land and our built resources located within the natural environment.

PROGRAMS AND SERVICES PROVIDED

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Trash/Litter Removal and Recycling
- Storm Water Management/NPDES permit compliance
- Community and 3rd Party Support (Special Events)
- Custodial Services
- Storm Response
- Regional Park Attractions and Enterprise Support
- MCPS School Athletic Field Renovation and Maintenance
- Integrated Pest Management
- Tree Planting and Aftercare
- Grounds Maintenance
- Land and Non-Native Invasive Species Management
- Athletic Field Standardization and Renovations (Regional and Local)
- Turf Management
- Trail Inspection and Maintenance
- Public Private Partnerships, Adopt-A-Field Agreements
- Snow Removal
- Parkway and Roadway Maintenance



Montgomery County

Department of Parks – Southern Parks

ACCOMPLISHMENTS

- Meadowbrook maintenance team purchased a Brine Anti-Icing Maker, Storage Tank and Spray Applicator, becoming the first maintenance facility in the Commission to use this environmentally friendly method for snow and ice operations.
- Cabin John Maintenance Area procured a Weidenmann Super 600 Turf Maintenance Machine. The Weidenmann Super 600 (WS600) is the most versatile and multifunctional tool of its kind in the turf maintenance industry. This tool will consolidate the labor hours for multiple jobs that require different machines and crewmembers. Verti-cutting and cleaning up debris from various cultural practices of turf management has helped the regional athletic field team stay at the highest quality of turf maintenance.
- The Southern Parks weed eradication team utilized the Foamstream machine to complete over 200 work orders to remove weeds from playgrounds and to trim back foliage encroaching into the playgrounds. They also worked with the Cabin John local ballfield team to help eliminate the weeds growing in the players bench areas at numerous parks.
- The Playground team 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 playground at Paint Branch Stream Valley Park Unit #6 (Serpentine Dr), removed the old, engineered wood fiber (EWF) and replaced it with new EWF and added a new drainage system. The team also produced a unique way to address the ongoing issue of the gaping surfacing at Falls Road playground (5–12-year-old area) by installing rubber rainbow surfacing to fill in the gaps that had formed. The team replaced numerous playground components due to weathering or damage throughout the region such as tube, spiral, dual, and straight slide replacements, swing seat and chain replacements, play panel, climbers, and deck replacements. The team built a custom box under the playground structure at Flower Ave Park to eliminate the homeless from living under it.
- The Wheaton trim team removed non-native invasive plants and unwanted vegetation from the Wheaton Regional train tunnel. The area was overgrown and unsightly. The structures can now be seen clearly from a distance. From Crime Prevention Through Environmental Design (CPTED), Park Police will be able to monitor all after-hour activities from a distance.
- Southern Division has implemented a pool candidate hiring process that has dramatically reduced redundancies in the recruitment process. This efficiency has proven useful, and continuation and expansion of hiring pools is imminent.
- Southern Division, in coordination with HFEE, have identified many areas within our mowing routes that should be converted to “Natural Buffers”. These areas are found on hillsides, within drip lines of forested areas, and non-designated open areas that have limited recreational use. This is, and will continue to be, a labor-saving efficiency that also has a positive impact on our sustainability processes.
- The Athletic Field Team renovated Highland Elementary School, which is in a densely populated, social equity area in Silver Spring, Maryland. The site was extremely compacted with little desirable vegetation safety and playability. The renovation included deconsolidation, soil amendments for sustainability and drainage, and installation of bermudagrass to accommodate the high foot traffic of School and Community use.



Montgomery County Department of Parks – Southern Parks

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 <u>Adjusted Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$16,887,945	\$17,300,193	2.4%
Staffing				
	Funded Career Positions	167.00	176.00	5.4%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	173.10	176.00	1.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases salary lapse from (14.0) WYs to (18.7) WYs.
- Increases seasonal funding by \$44,852 to address salary inequity throughout division and to add seasonal funding to support Southern Parks Headquarters needs.
- Increases overtime funding by \$13,400 based on trend and increased personnel costs.
- Includes four (4) full-time career positions and 4.0 WYs for athletic field maintenance for a portion of the contracted ballfield services for the Montgomery County Public School ballfields. Contracted services for selected tasks will be transitioned to staff. The cost of these new positions will be transferred to the Special Revenue Fund and Capital Improvement Program via a chargeback making the Park Fund cost net zero.
- Includes four (4) full-time career positions and 4.0 (WY's) and \$18,000 for Supplies & Materials for an urban parks team to provide a higher standard of maintenance at urban parks.
- Includes one (1) full-time career position and 1.0 (WY), \$42,164 of seasonal cost and 1.1 seasonal WY, \$21,220 for Supplies & Materials and \$3,200 for Other Services & Charges for OBI for Hillandale Local Park, Sligo Dennis Local Park, and Sligo Stream Valley Unit #1 (Kennebec).
- Includes \$8,395 to adjust for merit and cost of living impact from FY23 for Storm Water Management staff. This funding is requested using Water Quality Protection Funds.
- Includes \$29,532 and .80 seasonal WY and \$3,300 for Supplies & Materials for OBI for Hillandale Local Park and Sligo Creek Neighborhood Park. This funding is requested using Water Quality Protection Funds.
- Includes \$60,000 for Other Services & Charges for contracting maintenance services for stormwater assets. This funding is requested using Water Quality Protection Funds.



Montgomery County Department of Parks – Southern Parks

- Increases Other Services & Charges by \$2,000 for Burnt Mills Dam inspection & repairs and by \$20,000 for Playground maintenance, installation, and repairs.
- Increases Supplies & Materials by \$19,367, Other Services & Charges by \$9,005 and Capital Outlay by \$13,905 for inflationary increases.
- Transfers \$19,210 from Supplies & Materials to Other Services & Charges for stormwater facilities management contracted services.
- Transfers \$2,100 of Other Services & Charges funding to Support Services for EZ-Pass toll costs. Departmental budget for these costs is being consolidated for ease of management and payment.



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

		FY23 Adjusted <u>Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$13,005,803	\$13,860,507	6.6%
Staffing				
	Funded Career Positions	0.00	0.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	5.00	6.40	28.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Decreases personnel services cost by \$17,500 for payment of the employer’s share of insurance premiums for staff on long-term disability.
- Increases the funding for summer and trades internships to expand the number of internships from the current level of six to fifteen.
- Increases Supplies & Materials funding for gasoline and diesel fuel for fleet vehicles and equipment by \$28,000.
- Transfers \$4,000 of personnel funding for employee awards, \$4,000 in Supplies & Materials and \$6,000 in Other Services and Charges to the Management Services Division for the department-wide innovation program.
- Increases Other Services & Charges by \$6,865 for OBI for Black Hill Regional Black Community Garden, Edgewood Community Garden, and Hillandale Local Park for utility costs.
- Increases Other Services & Charges by \$40,000 for portable toilet rentals, by \$5,400 for departmental training, by \$15,000 for legal services, and by \$16,900 for miscellaneous other services.
- Decreases Risk Management charges by \$51,400.



Montgomery County Department of Parks – Support Services

- Increases internal service funds debt service by \$414,283 for the repayment of financed capital equipment.
- Increases departmental portion of internal service funds by \$205,499 for Commission-wide IT services and for the Office of the CIO.
- Adds \$32,850 of Other Services & Charges funding transferred from other divisions to Support Services for EZ-Pass toll costs. Departmental budget for these costs is being consolidated for ease of management and payment.
- Increases chargebacks from CAS by \$39,953 and to the Enterprise Fund by \$6,438.



Montgomery County

Department of Parks – Property Management

OVERVIEW

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses and a variety of other leases. Currently, this program administers approximately 150 legal agreements: residential and commercial property leases, office space, agriculture, daycare, 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 space: rental housing, commercial use, and land for parking. The Property Management Unit also oversees a range of other agreements such as leases for newly acquired commercial buildings, athletic fields, and inter-agency operations agreements.

The Property Management program establishes rental rates; advertises vacancies; negotiates, prepares, and administers legal agreements for use of Park property; and serves as the landlord representative to the public and tenants.

Looking forward to FY24, Property Management projects a decrease in lease revenue due to the projected loss of rental revenue from several large buildings that were acquired and operated as rentals for an interim period and from a decrease in non-employee house rentals. Two large buildings that generated a significant rental stream for the previous few years are now in the process of being vacated. Non-employee houses are typically larger, and the rental values higher. Some of the larger houses and smaller houses are being removed from the rental portfolio as the houses will be demolished rather than undergoing the cost of extensive repairs.

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 through the Pandemic and during a time when Montgomery Parks is addressing high vacancy rates.
- Demolished 10 candidate structures: three large outbuildings and seven residential houses.
- Oversight of the Green Farm Maintenance Facility reflects the completion of Phase I structural repairs to the shared parking garage. Phase II repairs are underway.



Montgomery County

Department of Parks – Property Management

- Oversight of the Wheaton Headquarters Building reflects the successful completion of an Emergency Action Plan by both the Planning and Parks Departments as well as the first fire drill since the building became occupied.
- Provided special use permits for public agency (MCPS and City of Takoma Park) use of Park parking lots as temporary staff parking during construction impacts. Provided special use permit for Bethesda Urban Partnership and Capital Crescent Trail Coalition partnership to maintain landscaping (beautification) at two locations along the Capital Crescent Trail.
- Provided department with preparation of legal agreements involving use of Park property including a new license agreement for the Montgomery County Department of Recreation’s use of a Wall Park building located adjacent to the Kennedy Shriver Swim Center for dry land dive practice. Also processed legal documents (lease estoppel) for tenant partner who is building a Phase II (third bubble) at the South Germantown Recreational Park.
- Provided renovation of newly acquired larger home (Darby house) which was delayed because of the Pandemic.

BUDGET AT A GLANCE

Summary of Division Budget

		FY23 Adjusted Adopted	FY24 Proposed	% Change
Budget				
	Expenditures	\$1,737,800	\$1,757,600	1.1%
Staffing				
	Funded Career Positions	4.00	4.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	5.80	5.80	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Decreases revenue by \$180,200 due to the projected loss of rental revenue from several large buildings that were acquired and operated for an interim period and from a decrease in non-employee house rentals.
- Increases Personnel cost by \$24,743 for the compensation marker and increased benefits costs.
- Decreases Other Services & Charges by \$3,443 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	FY23 <u>Adjusted Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>
OPEB Prefunding	\$ 2,885,182	\$ 2,603,716	-9.8%
OPEB PayGo	3,829,222	3,935,397	2.8%
Marker for Changes to Employee Comp.	213,464	4,910,999	2200.6%
Marker for Possible Reclasifications	659,335	659,335	0.0%
Marker for Benefits for Seasonal	21,957	21,957	0.0%
Other Personnel	61,800	-	-100.0%
Bank Fees	-	6,300	-
Transfer to Capital Projects Fund	450,000	450,000	0.0%
Transfer to Debt Service Fund	6,572,019	7,165,062	9.0%
Operating Expenditure Reserve @ 3%	3,522,700	3,799,600	7.9%
Total Expenditures	\$18,215,679	\$ 23,552,366	29.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Decreases OPEB Pre-funding and OPEB PayGo by \$175,291 per the latest actuarial study.
- Includes compensation funding for wage adjustments and reclassifications for Park Fund of \$5,570,334 (subject to negotiations). Also includes \$21,957 budgeted for a benefits marker for seasonal employees.
- Increases the debt service transfer by \$593,043.



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Office of the Director					
Personnel Services	1,209,962	1,540,042	1,540,042	1,553,988	0.9%
Supplies and Materials	461	2,548	2,548	2,048	-19.6%
Other Services and Charges	84,616	59,150	59,150	59,650	0.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,295,039	1,601,740	1,601,740	1,615,686	0.9%
Management Services					
Personnel Services	2,600,916	2,985,588	2,985,588	3,111,510	4.2%
Supplies and Materials	34,351	26,873	26,873	31,142	15.9%
Other Services and Charges	308,468	229,582	229,582	269,550	17.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	2,943,735	3,242,043	3,242,043	3,412,202	5.2%
Information Technology & Innovation					
Personnel Services	1,330,163	1,988,735	1,988,735	2,056,212	3.4%
Supplies and Materials	466,840	287,105	287,105	329,976	14.9%
Other Services and Charges	952,283	1,285,491	1,285,491	1,552,310	20.8%
Capital Outlay	318,278	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(65,500)	(68,100)	(68,100)	(69,500)	2.1%
Total	3,002,064	3,493,231	3,493,231	3,868,998	10.8%
Park Development					
Personnel Services	5,767,882	6,854,431	6,854,431	6,781,335	-1.1%
Supplies and Materials	27,047	21,000	21,000	25,100	19.5%
Other Services and Charges	423,202	84,103	84,103	84,703	0.7%
Capital Outlay	84,630	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,488,841)	(2,579,837)	(2,579,837)	(2,662,995)	3.2%
Total	3,813,920	4,379,697	4,379,697	4,228,143	-3.5%
Park Planning & Stewardship					
Personnel Services	5,483,891	6,662,110	6,662,110	7,136,738	7.1%
Supplies and Materials	283,475	279,058	279,058	236,663	-15.2%
Other Services and Charges	578,476	649,850	649,850	663,007	2.0%
Capital Outlay	153,480	-	-	35,000	-
Other Classifications	-	-	-	-	-
Chargebacks	(381,580)	(382,923)	(382,923)	(377,923)	-1.3%
Total	6,117,742	7,208,095	7,208,095	7,693,485	6.7%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Public Affairs & Community Partnerships					
Personnel Services	2,564,327	2,561,802	2,561,802	2,833,305	10.6%
Supplies and Materials	272,947	61,783	61,783	66,031	6.9%
Other Services and Charges	697,879	658,713	658,713	688,713	4.6%
Capital Outlay	133,795	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(87,000)	(87,000)	(87,000)	(87,000)	0.0%
Total	3,581,948	3,195,298	3,195,298	3,501,049	9.6%
Park Police					
Personnel Services	15,052,496	16,243,151	16,243,151	17,336,596	6.7%
Supplies and Materials	942,098	885,450	885,450	894,305	1.0%
Other Services and Charges	549,801	520,753	520,753	633,966	21.7%
Capital Outlay	109,085	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(193,676)	(205,000)	(205,000)	(217,100)	5.9%
Total	16,459,804	17,444,354	17,444,354	18,647,767	6.9%
Horticulture, Forestry & Environmental Education					
Personnel Services	8,988,613	10,584,797	10,584,797	11,401,190	7.7%
Supplies and Materials	606,628	806,080	806,080	869,911	7.9%
Other Services and Charges	1,258,019	1,169,999	1,169,999	1,320,439	12.9%
Capital Outlay	329,351	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(129,046)	(124,500)	(124,500)	(124,500)	0.0%
Total	11,053,565	12,436,376	12,436,376	13,467,040	8.3%
Facilities Management					
Personnel Services	10,010,201	11,915,145	11,915,145	11,548,539	-3.1%
Supplies and Materials	1,969,074	2,017,235	2,017,235	2,147,108	6.4%
Other Services and Charges	1,352,439	1,517,184	1,517,184	1,592,908	5.0%
Capital Outlay	980,897	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,144,620)	(1,009,300)	(1,009,300)	(1,010,800)	0.1%
Total	13,167,991	14,440,264	14,440,264	14,277,755	-1.1%
Northern Parks					
Personnel Services	8,048,506	10,283,702	10,283,702	10,347,595	0.6%
Supplies and Materials	901,580	997,735	997,735	1,006,048	0.8%
Other Services and Charges	489,053	546,443	546,443	672,099	23.0%
Capital Outlay	692,180	225,573	225,573	250,291	11.0%
Other Classifications	-	-	-	-	-
Chargebacks	(34,800)	(34,800)	(34,800)	(34,800)	0.0%
Total	10,096,519	12,018,653	12,018,653	12,241,233	1.9%
Southern Parks					
Personnel Services	12,120,667	14,529,569	14,529,569	14,980,105	3.1%
Supplies and Materials	1,709,413	1,955,352	1,955,352	1,996,029	2.1%
Other Services and Charges	698,248	562,155	562,155	668,413	18.9%
Capital Outlay	1,209,635	278,096	278,096	292,001	5.0%
Other Classifications	-	-	-	-	-
Chargebacks	(307,947)	(437,227)	(437,227)	(636,355)	45.5%
Total	15,430,016	16,887,945	16,887,945	17,300,193	2.4%



Montgomery County Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Support Services					
Personnel Services	229,860	407,648	407,648	514,864	26.3%
Supplies and Materials	1,569,545	1,564,687	1,564,687	1,598,387	2.2%
Other Services and Charges	13,093,331	10,501,214	10,501,214	11,168,611	6.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	1,025,350	532,254	532,254	578,645	8.7%
Total	15,918,086	13,005,803	13,005,803	13,860,507	6.6%
Non-Departmental					
Personnel Services	5,917,938	7,670,960	7,670,960	12,131,404	58.1%
Salary Adjustment Marker	-	872,799	872,799	5,570,334	538.2%
Other Personnel Costs	-	83,757	83,757	21,957	-73.8%
OPEB PreFunding	2,087,103	2,885,182	2,885,182	2,603,716	-9.8%
OPEB Paygo	3,830,835	3,829,222	3,829,222	3,935,397	2.8%
Supplies and Materials	(82,880)	-	-	-	-
Other Services and Charges	(116,699)	-	-	6,300	-
Capital Outlay	(358)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	5,718,001	7,670,960	7,670,960	12,137,704	58.2%
Grants					
Personnel Services	3,524	-	-	-	-
Supplies and Materials	15,004	-	-	-	-
Other Services and Charges	77,334	400,000	400,000	400,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	95,862	400,000	400,000	400,000	0.0%
Other Financing Uses/Transfers Out					
Capital Projects Funds	450,000	450,000	450,000	450,000	0.0%
Debt Service Fund	6,033,558	6,572,019	6,572,019	7,165,062	9.0%
Total	6,483,558	7,022,019	7,022,019	7,615,062	8.4%
Budgetary Reserve @ 3%	3,260,800	3,522,700	3,522,700	3,799,600	7.9%
Fund Total	118,438,650	127,969,178	127,969,178	138,066,424	7.9%
Total Park Fund					
Personnel Services	79,328,946	94,227,680	94,227,680	101,733,381	8.0%
Supplies and Materials	8,715,583	8,904,906	8,904,906	9,202,748	3.3%
Other Services and Charges	20,446,450	18,184,637	18,184,637	19,780,669	8.8%
Capital Outlay	4,010,973	503,669	503,669	577,292	14.6%
Other Classifications	-	-	-	-	-
Chargebacks	(3,807,660)	(4,396,433)	(4,396,433)	(4,642,328)	5.6%
Subtotal Park Fund	108,694,292	117,424,459	117,424,459	126,651,762	7.9%
Transfers Out	6,483,558	7,022,019	7,022,019	7,615,062	8.4%
Budgetary Reserve	3,260,800	3,522,700	3,522,700	3,799,600	7.9%
Total Park Fund	118,438,650	127,969,178	127,969,178	138,066,424	7.9%



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	5.00	4.80	5.00	4.80	5.00	4.80
Seasonal/Intermittent		1.50		1.50		1.30
Chargebacks		-		-		-
Less Lapse		-		(0.10)		(0.10)
Subtotal Director of Parks	10.00	11.30	10.00	11.20	10.00	11.00
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	21.00	21.00	21.00	21.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	21.00	21.00	21.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		1.60		1.60		1.60
Chargebacks		-		-		-
Less Lapse		(0.30)		(0.30)		(0.30)
Subtotal Management Services	22.00	23.30	22.00	23.30	22.00	23.30
<u>INFORMATION TECHNOLOGY & INNOVATION</u>						
Full-Time Career	12.00	12.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	12.00	12.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(0.60)		(0.60)		(0.60)
Less Lapse		(0.10)		(0.20)		(0.50)
Subtotal Information Technology & Innovation	12.00	11.30	16.00	15.20	16.00	14.90
<u>PARK DEVELOPMENT</u>						
Full-Time Career	48.00	48.00	50.00	50.00	51.00	51.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
Career Total	49.00	48.90	51.00	50.90	52.00	51.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(20.10)		(21.50)		(22.30)
Less Lapse		(3.80)		(3.90)		(4.90)
Subtotal Park Development	49.00	25.00	51.00	25.50	52.00	24.70
<u>PARK PLANNING & STEWARDSHIP</u>						
Full-Time Career	51.00	51.00	54.00	54.00	57.00	57.00
Part-Time Career	-	-	-	-	-	-
Career Total	51.00	51.00	54.00	54.00	57.00	57.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		8.70		10.70		11.00
Chargebacks		(1.70)		(4.00)		(4.00)
Less Lapse		(3.80)		(4.00)		(4.50)
Subtotal Planning & Stewardship	51.00	54.20	54.00	56.70	57.00	59.50



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PUBLIC AFFAIRS & COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	25.00	25.00	21.00	21.00	23.00	23.00
Part-Time Career	-	-	-	-	-	-
Career Total	25.00	25.00	21.00	21.00	23.00	23.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		3.50		2.50		3.00
Chargebacks		(0.90)		(0.80)		(0.80)
Less Lapse		(2.20)		(1.80)		(1.80)
Subtotal Public Affairs & Comm. Partner.	26.00	26.40	22.00	21.90	24.00	24.40
<u>PARK POLICE</u>						
Full-Time Career	122.00	122.00	126.00	126.00	126.00	126.00
Part-Time Career	-	-	-	-	-	-
Career Total	122.00	122.00	126.00	126.00	126.00	126.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		5.60		2.60		2.10
Chargebacks		(2.00)		(2.00)		(2.00)
Less Lapse		(7.60)		(7.60)		(8.00)
Subtotal Park Police	122.00	118.00	126.00	119.00	126.00	118.10
<u>HORTICULTURE, FORESTRY & ENVIRONMENTAL ED</u>						
Full-Time Career	89.00	89.00	95.00	95.00	99.00	99.00
Part-Time Career	-	-	1.00	0.50	2.00	1.30
Career Total	89.00	89.00	96.00	95.50	101.00	100.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		11.30		14.80		17.70
Chargebacks		(1.40)		(1.30)		(1.30)
Less Lapse		(6.30)		(7.00)		(8.00)
Subtotal Hort., Forestry & Enviro. Ed.	89.00	92.60	96.00	102.00	101.00	108.70
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	118.00	118.00	118.00	118.00	118.00	118.00
Part-Time Career	-	-	-	-	-	-
Career Total	118.00	118.00	118.00	118.00	118.00	118.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		5.80		5.80		6.00
Chargebacks		(8.90)		(10.00)		(10.00)
Less Lapse		(10.40)		(10.20)		(13.60)
Subtotal Facilities Management	118.00	104.50	118.00	103.60	118.00	100.40
<u>NORTHERN PARKS</u>						
Full-Time Career	122.00	122.00	122.00	122.00	125.00	125.00
Part-Time Career	-	-	-	-	-	-
Career Total	122.00	122.00	122.00	122.00	125.00	125.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		16.10		16.90		10.00
Chargebacks		(0.50)		(0.40)		(0.40)
Less Lapse		(12.40)		(11.80)		(14.60)
Subtotal Northern Parks	122.00	125.20	122.00	126.70	125.00	120.00



Montgomery County

Department of Parks – Summary of Positions and Workyears

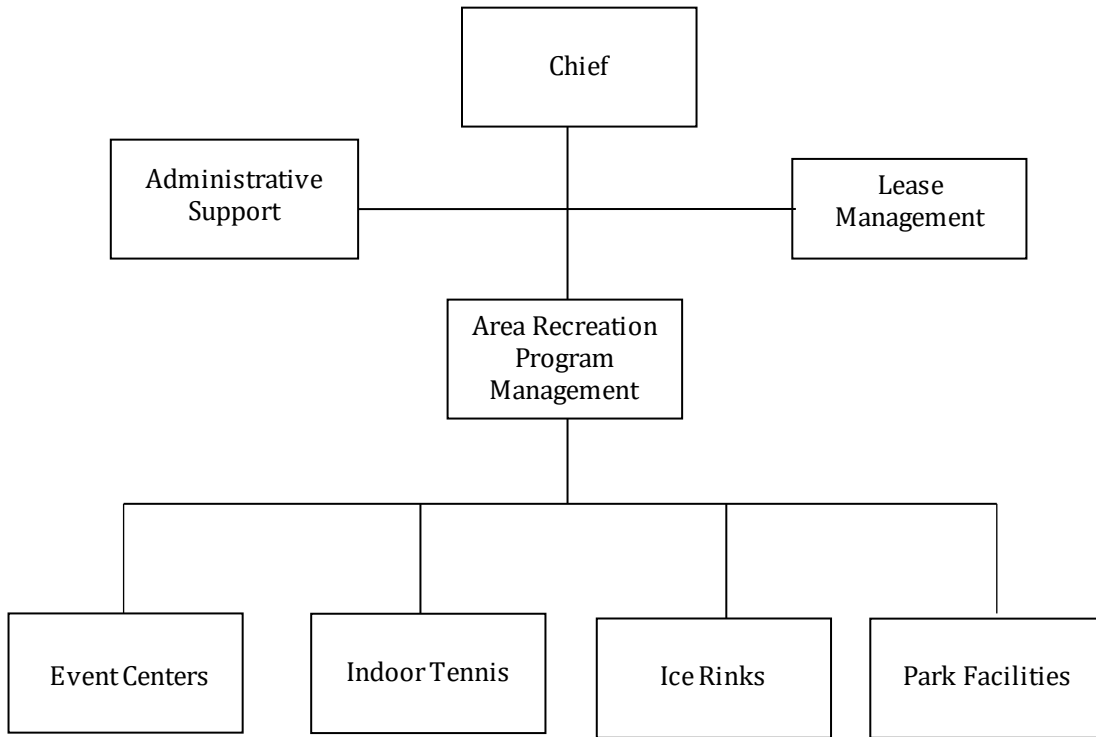
MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SOUTHERN PARKS</u>						
Full-Time Career	164.00	164.00	167.00	167.00	176.00	176.00
Part-Time Career	-	-	-	-	-	-
Career Total	164.00	164.00	167.00	167.00	176.00	176.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		24.30		24.60		27.00
Chargebacks		(3.10)		(4.50)		(8.30)
Less Lapse		(14.70)		(14.00)		(18.70)
Subtotal Southern Parks	164.00	170.50	167.00	173.10	176.00	176.00
<u>SUPPORT SERVICES</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		1.00		1.00		2.40
Chargebacks		3.50		4.00		4.00
Less Lapse		-		-		-
Subtotal Support Services	-	4.50	-	5.00	-	6.40
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	777.00	777.00	795.00	795.00	817.00	817.00
Part-Time Career	1.00	0.90	2.00	1.40	3.00	2.20
Career Total	778.00	777.90	797.00	796.40	820.00	819.20
Term Contract	7.00	6.80	7.00	6.80	7.00	6.80
Seasonal/Intermittent		79.40		82.00		82.10
Chargebacks		(35.70)		(41.10)		(45.70)
Less Lapse		(61.60)		(60.90)		(75.00)
Grand Total Park Fund	785.00	766.80	804.00	783.20	827.00	787.40



Montgomery County Department of Parks – Enterprise Operations Summary

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Enterprise Operations Summary

OVERVIEW

The Enterprise Division manages or oversees the operation of 16 distinct facilities that are entirely funded through user fees, rentals, and other non-tax revenue sources.

The facilities include the ice rinks, indoor tennis facilities, event centers, a synthetic turf pavilion and other park facilities such as the miniature trains, boat facilities, campground, splash playground, mini golf course, driving range, and a carousel, as well as oversight of several recreation facility leases.

In recognition that some of these recreational experiences are more focused on individual benefit than others, such as ice skating, indoor tennis, or a campground, a fee is charged to provide these experiences. These exclusive use facilities are included in the Department's Enterprise Fund, which, by policy, is required to be self-sustaining. The user fees charged cover all operating costs, maintenance, renovations, capital improvements, administrative costs, and debt service payments. The Division balances financial obligations while meeting the recreation needs of the public, keeping fees at a reasonable rate while making improvements and upgrades to the facilities.

MISSION

To provide a positive park experience, achieve an appropriate balance among fees and public service, develop new programs, expand existing programs, maintain, repurpose and/or enhance current facilities, and continue to operate Enterprise facilities in a fiscally responsible manner.

ACCOMPLISHMENTS

- In FY22, gross revenues reached \$12,485,341 with reduced expenses providing a net profit excluding CIP transfers of \$3,257,071.
- Implemented the new Recreation Management Software, RecTRAC (VSI) in coordination with the Montgomery County Recreation Department and the Community Use of Public Facilities (CUPF).
- Overall attendance of the Enterprise facilities exceeded two million visitors in FY22.



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 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues and Transfers In:					
Golf Courses	\$ 380,824	\$ 100,000	\$ 397,775	\$ 140,000	40.0%
Ice Rinks	5,167,925	5,341,150	5,208,486	5,240,550	-1.9%
Indoor Tennis	1,840,458	2,026,665	1,918,865	1,952,601	-3.7%
Event Centers	524,401	565,395	515,195	570,195	0.8%
Park Facilities	4,571,734	4,510,476	4,236,570	4,655,806	3.2%
Administration	(1)	-	-	-	-
Total Revenues	12,485,341	12,543,686	12,276,891	12,559,152	0.1%
Expenses and Transfers Out:					
Golf Courses	107,257	-	-	-	-
Ice Rinks	3,985,274	4,653,446	4,412,839	4,559,476	-2.0%
Indoor Tennis	1,558,042	1,630,066	1,688,746	1,673,130	2.6%
Event Centers	556,018	662,933	593,274	658,118	-0.7%
Park Facilities	3,021,680	3,666,633	3,573,829	3,942,481	7.5%
Administration	(1)	-	-	-	-
Total Expenses	\$ 9,228,270	\$ 10,613,078	\$ 10,268,688	\$ 10,833,205	2.1%
Change in Net Position	\$ 3,257,071	\$ 1,930,608	\$ 2,008,203	\$ 1,725,947	-10.6%
Total Net Position - Beginning	25,258,299	27,123,704	28,515,370	30,523,572	12.5%
Total Net Position - Ending	\$ 28,515,370	\$ 29,054,312	\$ 30,523,572	\$ 32,249,519	11.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY24 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 FY24 proposed fund balance will be above the reserve requirement.



Montgomery County

Department of Parks – Enterprise Operations – Golf Courses

OVERVIEW

The Department of Parks has a long-term lease with the Montgomery County Revenue Authority (MCRA) for the operation of three of our golf courses, Little Bennett, Needwood, and Northwest. This contract expires October 31, 2036.

MCRA also manages Sligo Creek Golf Course through an Operational Agreement. In October of 2012, MCRA agreed to extend the Operating Agreement for an additional five years. This agreement was originally due to expire November 2017; however, the agreement is currently continuing to operate on a month-to-month basis.

According to the terms of the contract, the MCRA pays a percentage of revenue received in excess of \$5,100,000 for Little Bennett, Northwest and Needwood golf courses. These courses reached that minimum threshold and exceeded it for the tenth time in fourteen years and paid \$397,774.90 to the Enterprise Fund in FY23. 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 \$397,774.90 from MCRA in FY23, which was 10% percent of net proceeds from Little Bennett, Northwest and Needwood Golf Courses that exceeded the \$5,100,000 revenue threshold for FY23.



Montgomery County Department of Parks – Enterprise Operations – Golf Courses

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	380,824	100,000	397,775	140,000	40.0%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	380,824	100,000	397,775	140,000	40.0%
Operating Expenses and Other Uses					
Personnel Services	-	-	-	-	-
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Depreciation & Amortization Expense	107,257	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	107,257	-	-	-	-
Gain (Loss)	\$ 273,567	\$ 100,000	\$ 397,775	\$ 140,000	40.0%

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 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
GOLF COURSES						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Golf Courses	-	-	-	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases revenue based on historical trend.



Montgomery County

Department of Parks – Enterprise Operations – Ice Rinks

OVERVIEW

The Department operates two indoor ice rink facilities seven days a week, year-round. At Cabin John, there is one National Hockey League (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 8,628 participants in a multi-week group lesson series, and 1,035 children in summer camps.
- Implemented an Aspire Figure Skating Academy at the Wheaton Ice Arena (a bridge program for beginner group lesson participants to move into the figure skating program). The skaters will learn artistry on ice, testing requirements, moves in the field, freestyle components, and introduction to creating a skating program.
- Completed an assessment of the refrigeration system at the Wheaton Ice Arena.
- Completed the Commissioning of the Cabin John Ice Rink NHL and Studio Rinks refrigeration systems.



Montgomery County

Department of Parks – Enterprise Operations – Ice Rinks

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ 842	\$ -	\$ -	-	-
Sales	218,683	454,400	347,500	360,000	-20.8%
Charges for Services	3,095,713	3,065,200	3,023,000	3,021,700	-1.4%
Rentals and Concessions	1,852,571	1,821,550	1,837,986	1,858,850	2.0%
Miscellaneous	116	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	5,167,925	5,341,150	5,208,486	5,240,550	-1.9%
Operating Expenses and Other Uses					
Personnel Services	1,709,552	2,137,669	2,070,789	2,234,646	4.5%
Goods for Resale	129,787	238,700	144,500	170,500	-28.6%
Supplies and Materials	75,503	121,900	124,863	108,350	-11.1%
Other Services and Charges	1,114,875	1,318,165	1,246,361	1,198,864	-9.1%
Depreciation & Amortization Expense	203,385	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	42,220	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	709,952	837,012	826,326	847,116	1.2%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	3,985,274	4,653,446	4,412,839	4,559,476	-2.0%
Gain (Loss)	\$ 1,182,651	\$ 687,704	\$ 795,647	\$ 681,074	-1.0%

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 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ICE RINKS						
Full-Time Career	11.00	11.00	11.00	11.00	11.00	11.00
Part-Time Career	-	-	-	-	-	-
Career Total	11.00	11.00	11.00	11.00	11.00	11.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	28.50	-	29.90	-	30.30
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Ice Rinks	11.00	39.50	11.00	40.90	11.00	41.30



Montgomery County

Department of Parks – Enterprise Operations – Ice Rinks

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Decreases the FY24 proposed revenue by \$100,600. This total includes a decrease of \$94,400 for pro shop and snack bar sales based on supply chain impacts and a decrease of \$43,500 for camp revenue due to a change in camp programming.
- Increases personnel costs by \$96,977 for the compensation marker and higher seasonal cost due to merit increases approved in FY23.
- Decreases the Goods for Resale by \$68,200 based on reduced merchandise sale estimates, projected use of existing inventory, as well as supply chain impacts.
- Decreases Supplies & Materials cost by \$13,550 from minor decreases in operational expenses.
- Decreases Other Services & Charges by \$119,301 due to lower costs associated with camp programs that have discontinued such as contracted instruction, admission fees, and transportation. In addition, a slight reduction for instructor costs for private lessons are included based on trend.
- Increases chargebacks by \$10,104 for the ice rinks share of the divisional allocation.
- Includes the cost for purchasing an electric Zamboni for the Cabin John Ice Rink.
- Requesting a design for the Wheaton Ice Arena new refrigeration system.



Montgomery County

Department of Parks – Enterprise Operations – Indoor Tennis

OVERVIEW

The Department operates two indoor tennis facilities, one in Cabin John Regional Park and the other in Wheaton Regional Park. The Pauline Betz Addie Tennis Center 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 Wheaton Indoor Tennis facility also offers drop-in pickleball.

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 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
- Pickleball (at WIT)
- Spot time play
- Clinics
- Private Lessons
- Tournaments
- Birthday Parties

ACCOMPLISHMENTS

- Pauline Betz Addie and Wheaton Indoor Tennis had a total attendance of 134,641 for group lessons, spot time, and seasonal contracted court time.
- Facility improvements completed at Pauline Betz Addie were exterior and interior painting, cleaning of HVAC duct socks, resurfacing all six courts, and upgrades to restroom fixtures. Wheaton Indoor Tennis had the courts pressure washed, pickleball lines added to three courts, and interior painting.
- In the summer of FY22, held 19 summer camps with 632 participants in attendance.



Montgomery County

Department of Parks – Enterprise Operations – Indoor Tennis

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	5,238	6,400	7,000	7,200	12.5%
Charges for Services	1,715,604	1,811,500	1,703,000	1,729,500	-4.5%
Rentals and Concessions	196,355	201,956	202,056	209,088	3.5%
Miscellaneous	-	-	-	-	-
Interest	(76,739)	6,809	6,809	6,813	0.1%
Other	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	1,840,458	2,026,665	1,918,865	1,952,601	-3.7%
Operating Expenses and Other Uses					
Personnel Services	745,315	815,617	798,426	847,427	3.9%
Goods for Resale	4,225	3,900	4,600	4,600	17.9%
Supplies and Materials	31,510	22,250	35,597	26,500	19.1%
Other Services and Charges	309,597	332,474	400,117	327,405	-1.5%
Depreciation & Amortization Expense	51,480	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	415,915	455,825	450,006	467,198	2.5%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	1,558,042	1,630,066	1,688,746	1,673,130	2.6%
Gain (Loss)	\$ 282,416	\$ 396,599	\$ 230,119	\$ 279,471	-29.5%

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

Department of Parks – Enterprise Operations – Indoor Tennis

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>INDOOR TENNIS</u>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		15.50		14.00		13.80
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Indoor Tennis	4.00	19.50	4.00	18.00	4.00	17.80

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Decreases revenue by \$74,068 based on lower projections for group lessons and contracted seasonal time as many current players are aging out and prefer spot time play.
- Increases personnel cost by \$31,810 due to compensation costs including benefit increases and the salary marker for merit/COLA.
- Increases Supplies & Materials by \$4,250 attributable to one-time costs funded in FY24.
- Savings of \$5,069 in Other Services & Charges due to removal of funding for one-time costs budgeted in FY23.
- Increases chargebacks by \$11,373 for the tennis facilities share of the divisional allocation.



Montgomery County

Department of Parks – Enterprise Operations – Event Centers

OVERVIEW

This program includes the operation of Rockwood Manor and the Lodge at Little Seneca Creek.

MISSION

To provide versatile indoor and outdoor rental venues in a park setting for meetings, social events, educational offerings and other group, family or community activities.

PROGRAMS AND SERVICES PROVIDED

These facilities are used for social and business functions. Rockwood Manor offers overnight accommodations which are utilized for family, business, and wedding retreats. Seneca Lodge, a log cabin with cathedral ceilings and a towering wood-burning fireplace as well as a reception tent, continues to be a popular facility for social events.

- Meeting space
- Educational offerings
- Overnight accommodations
- Social events
- Community activities

ACCOMPLISHMENTS

- Facility upgrades include purchasing new tent walls for Seneca tent and cleaning of hardwood floors at Seneca Lodge. Rockwood Manor had upgrades made to the overnight accommodations with new bedding and mattresses. Also, installed 29 windows at Rockwood with vinyl capping and refurbished the downstairs bathrooms with fresh paint and Corian countertops.
- The Event Centers hosted over 173 events in FY22 with a total attendance of 27,601.



Montgomery County Department of Parks – Enterprise Operations – Event Centers

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	306	200	-	-	-100.0%
Charges for Services	6,339	-	-	-	-
Rentals and Concessions	519,611	565,000	515,000	570,000	0.9%
Miscellaneous	-	-	-	-	-
Interest	(1,855)	195	195	195	0.0%
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	524,401	565,395	515,195	570,195	0.8%
Operating Expenses and Other Uses					
Personnel Services	339,822	444,044	349,080	412,333	-7.1%
Goods for Resale	145	2,000	-	-	-100.0%
Supplies and Materials	22,823	18,225	32,430	23,500	28.9%
Other Services and Charges	116,138	115,361	129,525	136,905	18.7%
Depreciation & Amortization Expense	5,075	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	72,015	83,303	82,239	85,380	2.5%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	556,018	662,933	593,274	658,118	-0.7%
Gain (Loss)	\$ (31,617)	\$ (97,538)	\$ (78,079)	\$ (87,923)	-9.9%

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 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
EVENT CENTERS						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	3.90	-	3.80	-	3.80
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Event Centers	3.00	6.90	3.00	6.80	3.00	6.80



Montgomery County

Department of Parks – Enterprise Operations – Event Centers

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases revenue by \$4,800 for additional rentals at Seneca Lodge.
- Decreases personnel cost by \$31,711 due to deferred hiring of a vacant position.
- Increases Supplies & Materials by \$5,275 cost due to various one-time costs for upgrades in FY24.
- Increases Other Services and Charges by \$21,544 due to repairs and maintenance needed at both facilities.



Montgomery County

Department of Parks – Enterprise Operations – Park Facilities

OVERVIEW

Enterprise Park facilities located in the Northern Parks include Lake Needwood and Black Hill boating facilities, the Campground at Little Bennett, the South Germantown Splash Park and Miniature Golf Course and the South Germantown Driving Range.

In the Southern Parks, Enterprise Park facilities include the Cabin John and Wheaton Miniature Trains, Ovid Hazen Wells Carousel at Wheaton Regional Park, and fee-based activities (tours, special events, facility rentals, educational programs) at Brookside Gardens and the Wheaton Sports Pavilion.

MISSION

To provide seasonal operations that enhance the park patrons' recreation experience.

PROGRAMS AND SERVICES PROVIDED

Each of the park amenities provides a service such as camping, riding the train, riding the carousel, renting a boat, going on pontoon boat ride, or enjoying an afternoon at the Splash Park. In addition, the Driving Range offers golf instruction (camps/clinics) and archery lessons. The Wheaton Sports Pavilion offers camps, clinics, field rentals, and special events. Also, there are party rental opportunities at the facilities for special occasions.

- Canoe, Kayak, Paddleboard, Pedal Boat Rentals
- Laser Tag at Campground
- Golf Lessons/Camps/Clinics
- Train Rides
- Eye Spy Train Rides in April and October
- Party Room Rentals
- Cabin and Yurt Rentals
- Camp Store and Game Room at Campground
- Archery Lessons at South Germantown
- Pontoon Boat Tours
- Special Events
- Carousel Rides
- Tent Rental Areas at Splash Park
- Jumping Pillow at Splash Park and Campground
- Camper Ready Tent Rentals
- Pedal Karts at Campground
- Mining Sluice at Campground

ACCOMPLISHMENTS

- Purchased and installed two HVAC units for the South Germantown Driving Range.
- South Germantown Splash Park completed maintenance included replacing pumps on three motors, changing out the two sand filters, and repairs made to the water features.
- South Germantown Driving Range conducted golf and archery classes with over 175 participants and 107 participants in Golf camps.
- The Brookside Gardens gift shop began to move towards more regular operations in FY22 and participated in the Museum Shops at Strathmore event in November 2021 generating \$19,000 in revenue.



Montgomery County

Department of Parks – Enterprise Operations – Park Facilities

- In FY22, Brookside Gardens gift shop revised the art and craft gallery program to streamline the entire program including updating the application process, fee processing, and show rotations. Increased sales by 400% from FY19 to FY22.
- Rentals and Events at Brookside Gardens experienced increased demand for venue rentals in FY22 and had fully booked FY23 before FY22 ended allowing the unit to meet cost recovery goals of 200% in FY22.
- Rentals at Brookside Gardens implemented an online photo permitting system that generated over \$48,000 in revenue.
- Utilized new online ticketing module for Halloween Eye Spy train events at Cabin John Train and Wheaton Train which sold a total of 7,359 admissions.
- Black Hill Boat facility is obtaining another patrol boat to assist with safety oversight of the boaters on the lake.



Montgomery County Department of Parks – Enterprise Operations – Park Facilities

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	365,492	409,750	404,800	408,950	-0.2%
Charges for Services	2,378,688	2,288,694	2,194,492	2,403,058	5.0%
Rentals and Concessions	1,119,679	1,003,540	789,985	1,006,190	0.3%
Miscellaneous	803,131	800,496	839,297	829,616	3.6%
Interest	(95,256)	7,996	7,996	7,992	-0.1%
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	4,571,734	4,510,476	4,236,570	4,655,806	3.2%
Operating Expenses and Other Uses					
Personnel Services	1,355,318	1,752,816	1,705,517	2,062,332	17.7%
Goods for Resale	154,063	190,160	177,860	180,460	-5.1%
Supplies and Materials	154,502	240,206	245,970	214,870	-10.5%
Other Services and Charges	329,612	379,519	352,317	342,871	-9.7%
Depreciation & Amortization Expense	74,997	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	953,188	1,103,932	1,092,165	1,141,948	3.4%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	3,021,680	3,666,633	3,573,829	3,942,481	7.5%
Gain (Loss)	\$ 1,550,054	\$ 843,843	\$ 662,741	\$ 713,325	-15.5%

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 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FACILITIES						
Full-Time Career	6.00	6.00	6.00	6.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	6.00	6.00	7.00	7.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		32.60		31.60		35.00
Chargebacks		0.70		0.70		0.70
Less Lapse		-		-		-
Subtotal Park Facilities	7.00	40.30	7.00	39.30	8.00	43.70



Montgomery County

Department of Parks – Enterprise Operations – Park Facilities

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases revenue by \$145,334 due to increased services of tent camping at Little Bennett Campground, Golf and Archery group lessons at the South Germantown Driving Range, and Garden of Lights admission fees at Brookside Gardens, and admissions at the trains for their Eye Spy special events.
- Increases personnel cost by \$309,516 for the compensation marker, higher seasonal cost at Brookside Gardens due to the restoration of special events, and one career position added to the Little Bennett Campground.
- Savings of \$25,336 in Supplies & Materials due to removal of various one-time costs funded in FY23.
- Savings in Other Services & Charges of \$36,648 includes a reduction in instructor fees at Brookside Gardens and Wheaton Sports Pavilion, plus a small reduction in transaction fees for credit card transactions due to the transition to new Recreation Management Software.
- Increases chargebacks by \$38,016 for the park facilities share of the divisional allocation.
- Purchasing new water feature for South Germantown Splash Park.
- Adds a new position at the Little Bennett Campground. This position will manage and oversee facility operations, special events, and maintenance of the amenities and grounds at the campground.
- Purchasing a new Kubota for Little Bennett Campground.



Montgomery County

Department of Parks – Enterprise Operations – Administration

OVERVIEW

The Enterprise Division’s Administrative Office oversees and coordinates all the activities of the Enterprise Fund. The Enterprise Division budget includes: an administrative office budget; 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.

MISSION

To provide administrative support including personnel, budget, and procurement for the Enterprise facilities.

PROGRAMS AND SERVICES PROVIDED

- Budget Preparation and Oversight
- Marketing and Promotion
- Concession Lease Management

ACCOMPLISHMENTS

- The Active Montgomery personnel complement was moved to the ITI Division in FY23 to better serve the Department.
- Implemented fee increases requested and approved in FY23 to achieve an appropriate balance between fees and public service.
- All Enterprise facilities have returned to pre-Covid attendance and revenue levels which will assist the Division in achieving its fiscal responsibilities.
- Realigned existing staffing responsibilities to implement a Procurement Specialist position who assists the Division with oversight of all purchasing and contract needs and to serve as a backup budget coordinator.



Montgomery County

Department of Parks – Enterprise Operations – Administration

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	(1)	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	(1)	-	-	-	-
Operating Expenses and Other Uses					
Personnel Services	1,477,774	1,525,041	1,427,529	1,550,823	1.7%
Goods for Resale	-	-	-	-	-
Supplies and Materials	6,948	30,000	34,713	31,900	6.3%
Other Services and Charges	203,136	83,680	145,741	142,300	70.1%
Depreciation & Amortization Expense	4,647	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	388,863	768,851	246,951	240,513	-68.7%
Indirect Charges (Admin Chargeback)	(2,081,369)	(2,407,572)	(1,854,934)	(1,965,536)	-18.4%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	(1)	-	-	-	-
Gain (Loss)	\$ -	\$ -	\$ -	\$ -	-

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

Department of Parks – Enterprise Operations – Administration

	FY 22 Budget		FY 23 Adopted		FY 24 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ADMINISTRATION</u>						
Full-Time Career	13.00	13.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	10.00	10.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		2.10		2.10		2.10
Less Lapse		-		-		-
Subtotal Administration	13.00	15.10	10.00	12.10	10.00	12.10

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

- Increases personnel cost by \$25,782 due to changes in compensation costs from the current personnel complement plus increases from the compensation markers.
- Increases Other Services and Charges of \$58,620 due to expenses incurred from the new software RecTRAC hosting and maintenance fees.



Montgomery County Department of Parks – Capital Improvement Program

OVERVIEW

The Capital Improvement Program (CIP) implements the County’s master plans, functional plans, park plans, Land Preservation, Parks and Recreation Plan, Montgomery County 2022 PROS Plan, and other studies. The six-year CIP recommends planning, acquisition, design, construction, and funding schedules for projects in Montgomery 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, Recreation and Parks 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 over 37,200 acres of parkland and 421 parks maintained by the Commission. The approved FY23-28 CIP totals \$265,066,000.

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 FY24 CAPITAL BUDGET

The major highlights of the FY24 Capital Budget include:

- Complete design of Ovid Hazen Wells Recreational Park.
- Complete design and beginning construction of the North Branch Trail.
- Constructed stream restoration projects for Clearspring tributaries to Magruder Branch. Complete design for stream restoration projects for Glenallan Tributary.
- Complete construction at Silver Spring Intermediate Neighborhood Park. Complete design of Park Refreshers at Columbia Local Park, Strathmore Local Park, and Caroline Freeland Urban Park.
- Countywide Ballfield Renovations and upgrades for athletic fields.
- Countywide Vision Zero trail intersection safety improvements.
- Trail renovations for Long Branch Trail and Sligo Creek Trail.
- Facility Planning of Woodside Urban Park and Lyttonsville Neighborhood Green.
- Countywide playground and court renovations.
- Countywide ADA improvements and infrastructure renovations.



Montgomery County

Department of Parks – Capital Improvement Program

OPERATING BUDGET IMPACTS (OBIs)

OBIs 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	FY24 OBI Expenditures	FY24 Career Workyears	FY24 Seasonal Workyears
CIP PROJECTS			
Black Hill Regional Park Community Garden	36,239	0.3	0.1
Black Hill Regional Park - Dice Property Acquisition	729	0.0	0.0
Black Hill Regional Park SEED Classroom	124,017	0.8	0.0
Broad Run Conservation Park - Acquisition	45,645	0.0	0.0
Edgewood Neighborhood Park - Community Garden	36,866	0.3	0.1
Edith Throckmorton Neighborhood Park	31,680	0.2	0.2
Germantown Square Urban Park	28,751	0.2	0.1
Glen Hills Local Park	305	0.0	0.0
Hillandale Local Park	135,192	1.0	1.1
Olney Manor Recreational Park - Kimble Property Acquisition	5,425	0.0	0.0
Sligo Creek Stream Valley Park	406	0.0	0.0
Sligo Dennis Avenue Local Park	4,863	0.0	0.0
Sligo Stream Valley Park (Kennebec)	4,863	0.0	0.0
South Germantown Recreational Park - Bike Park	3,911	0.0	0.0
South Germantown Recreational Park - Tennis Bubble	2,515	0.0	0.0
SUB-TOTAL	\$461,407	2.8	1.6
CIP - WQPF PROJECTS			
Germantown Square Urban Park - Stormwater Mgmt.	2,132	0.0	0.0
Hillandale Local Park Stormwater Mgmt.	29,404	0.0	0.8
Longwood Local Park Stormwater Mgmt.	3,602	0.0	0.0
Sligo Creek Stream Valley Park - Stormwater Mgmt.	3,428	0.0	0.0
South Germantown Recreational Park Tennis - Stormwater Mgmt.	9,592	0.0	0.0
Stewartown Local Park Stormwater Mgmt.	6,953	0.0	0.0
SUB-TOTAL	\$55,111	0.0	0.8
TOTAL	\$516,518	2.8	2.4

The following schedule shows the expected CIP expenditures by project by year. While the capital budget is often considered to be the funding schedule of the first year of the CIP, the resolution for the capital budget approved by the Montgomery County Council is drafted with respect to the appropriations requested for that fiscal year. This is because the budget must include enough funding to cover contracts that may extend beyond the current fiscal year. As such, the appropriation request of the current fiscal year rarely matches the funding schedule of that same fiscal year.



**Montgomery County
Department of Parks – Capital Improvement Program**

**M-NCPPC, Montgomery Department of Parks
FY23-28 Capital Improvement Program - Expenditure Schedule, FY24 Request (\$000)**

	Total	Thru FY22	Rem FY22	6 Yr Total	FY23	FY24	FY25	FY26	FY27	FY28	Beyond 6 Yrs	FY24 Approp
Acquisition												
P767828	Acquisition: Local Parks *	9,369	7,165	2,204	0	0	0	0	0	0	0	0
P998798	Acquisition: Non-Local Parks *	22,105	9,812	12,293	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
P872002	Bethesda Park Impact Payment	15,500	9,710	5,290	500	500	0	0	0	0	0	0
P018710	Legacy Open Space	100,000	78,517	3,461	8,155	820	950	974	2,000	1,811	1,600	9,867
P872104	Legacy Urban Space	150,000	0	7,875	21,000	3,500	3,500	3,500	3,500	3,500	3,500	121,125
P872201	Mid-County Park Benefit Payments	3,500	0	2,500	1,000	500	500	0	0	0	0	500
P872301	Park Acquisitions	11,280	0	0	11,280	4,280	1,400	1,400	1,400	1,400	1,400	1,400
Acquisition Subtotal:		335,552	122,002	34,623	47,935	10,600	7,350	6,874	7,900	7,711	7,500	130,992
Development												
P128701	ADA Compliance: Local Parks	10,267	4,140	1,397	4,730	880	800	800	750	750	750	800
P128702	ADA Compliance: Non-Local Parks	12,748	6,224	524	6,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
P008720	Ballfield Initiatives	24,322	7,342	2,880	14,100	2,600	2,300	2,300	2,300	2,300	2,300	2,300
P872101	Black Hill Regional Park: SEED Classroom *	650	94	406	150	150	0	0	0	0	0	0
P872105	Blair HS Field Renovations and Lights	2,900	0	1,400	1,500	500	1,000	0	0	0	0	0
P078702	Brookside Gardens Master Plan Implementation	11,911	10,303	158	1,450	550	900	0	0	0	0	0
P977748	Cost Sharing: Local Parks	1,001	551	0	450	75	75	75	75	75	75	75
P761682	Cost Sharing: Non-Local Parks	666	356	0	300	50	50	50	50	50	50	50
P138701	Elm Street Urban Park *	1,613	211	460	0	0	0	0	0	0	0	942
P998710	Energy Conservation - Local Parks	1,347	401	246	700	100	100	125	125	125	125	100
P998711	Energy Conservation - Non-Local Parks	1,620	362	58	1,200	200	200	200	200	200	200	200
P998773	Enterprise Facilities' Improvements	38,477	8,918	6,344	3,215	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
P957775	Facility Planning: Local Parks	5,129	2,146	583	2,400	400	400	400	400	400	400	400
P958776	Facility Planning: Non-Local Parks	4,308	1,521	787	2,000	300	500	300	300	300	300	500
P078704	Germantown Town Center Urban Park *	7,806	7,597	209	0	0	0	0	0	0	0	0
P078705	Greenbriar Local Park *	4,407	4,395	12	0	0	0	0	0	0	0	0
P871742	Hillandale Local Park	6,500	1,759	3,441	1,300	1,300	0	0	0	0	0	0
P871552	Josiah Henson Historic Park *	7,712	6,924	788	0	0	0	0	0	0	0	0
P138702	Kemp Mill Urban Park *	5,810	5,801	9	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
P138703	Little Bennett Regional Park Day Use Area *	14,567	21	29	0	0	0	0	0	0	0	14,517
P871747	M-NCPPC Affordability Reconciliation	0	0	0	0	0	0	0	0	0	0	0
P998799	Minor New Construction - Local Parks	7,392	1,774	1,755	3,863	1,363	500	500	500	500	500	500
P998763	Minor New Construction - Non-Local Parks	10,485	3,172	913	6,400	1,900	900	900	900	900	900	900
P871541	North Branch Trail	5,272	820	2,900	1,552	852	700	0	0	0	0	0
P078706	North Four Corners Local Park *	4,304	4,301	3	0	0	0	0	0	0	0	0
P118704	Northwest Branch Recreational Park-Athletic Area	4,950	208	142	250	0	0	0	0	250	4,350	0
P871745	Ovid Hazen Wells Recreational Park	8,200	476	1,400	6,324	2,400	2,450	794	680	0	0	0
P871902	Park Refreshers	46,633	3,147	12,358	31,128	8,143	4,271	4,395	4,920	4,799	4,600	4,271
P967754	Planned Lifecycle Asset Replacement: Local Parks	52,836	20,124	7,073	25,639	5,800	4,075	3,935	4,108	3,848	3,873	4,075
P968755	Planned Lifecycle Asset Replacement: NL Parks	57,835	16,098	6,244	35,493	6,031	6,209	5,865	5,921	5,724	5,743	6,209
P078701	Pollution Prevention and Repairs to Ponds & Lakes	15,339	5,394	2,745	7,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
P872202	Power Line Trail	10,000	38	762	9,200	3,350	3,700	2,150	0	0	0	0
P808494	Restoration Of Historic Structures	7,026	2,262	1,224	3,540	500	500	635	635	635	635	500
P118702	Rock Creek Maintenance Facility *	9,655	9,628	27	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
P871746	S. Germantown Recreational Park: Cricket Field	5,418	2,194	106	3,118	195	686	1,880	357	0	0	2,137
P058755	Small Grant/Donor-Assisted Capital Improvements	12,386	2,908	2,878	6,600	1,100	1,100	1,100	1,100	1,100	1,100	1,100
P818571	Stream Protection: SVP	22,349	4,016	3,833	14,500	1,750	2,650	4,250	3,950	950	950	2,650
P768673	Trails: Hard Surface Design & Construction	7,508	2,917	1,091	3,500	500	550	550	600	650	650	550
P888754	Trails: Hard Surface Renovation	11,886	3,307	1,879	6,700	1,500	950	1,000	1,050	1,100	1,100	950
P858710	Trails: Natural Surface & Resource-based Recreation	6,488	3,110	378	3,000	500	500	500	500	500	500	500
P871540	Urban Park Elements	7,050	926	1,624	4,500	750	750	750	750	750	750	750
P871905	Vision Zero	4,800	700	1,100	3,000	500	500	500	500	500	500	500
P118703	Warner Circle Special Park	6,177	975	250	0	0	0	0	0	0	4,952	0
P871904	Wheaton Regional Park Improvements	17,510	0	0	11,810	3,850	887	806	2,326	2,015	1,926	5,700
P138705	Woodside Urban Park *	885	797	88	0	0	0	0	0	0	0	0
Development Subtotal:		530,308	181,202	71,833	226,812	50,289	40,403	37,710	37,662	30,371	30,377	50,461
M-NCPPC Total:		865,860	303,204	106,456	274,747	60,889	47,753	44,584	45,562	38,082	37,877	181,453

As the CIP is considered to be a subset of Montgomery County's capital program, detailed project descriptions can be found on the County's website. [Montgomery County Maryland Capital Budget](http://MontgomeryCountyMarylandCapitalBudget.montgomerycountymd.gov) (montgomerycountymd.gov)



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 FY24 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL PROJECTS FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	5,432,870	13,073,000	13,073,000	9,158,000	-29.9%
State (Other)	341,379	12,788,000	12,788,000	3,300,000	-74.2%
County	10,489,929	20,249,000	20,249,000	16,159,000	-20.2%
Interest	(802)	10,000	10,000	10,000	0.0%
Contributions	6,353,777	2,250,000	2,250,000	1,500,000	-33.3%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>22,617,153</u>	<u>48,370,000</u>	<u>48,370,000</u>	<u>30,127,000</u>	<u>-37.7%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	25,803,121	56,810,000	56,810,000	38,567,000	-32.1%
Park Acquisition	5,809,780	9,600,000	9,600,000	6,350,000	-33.9%
Park Development	19,993,341	47,210,000	47,210,000	32,217,000	-31.8%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>25,803,121</u>	<u>56,810,000</u>	<u>56,810,000</u>	<u>38,567,000</u>	<u>-32.1%</u>
Excess of Revenues over Expenditures	<u>(3,185,968)</u>	<u>(8,440,000)</u>	<u>(8,440,000)</u>	<u>(8,440,000)</u>	<u>0.0%</u>
Other Financing Sources (Uses):					
Bond Proceeds	-	8,000,000	8,000,000	8,000,000	0.0%
Transfers In					
Transfer from Park Fund (Pay-Go)	450,000	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	-	-	-	-
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>0.0%</u>
Transfers Out					
Transfer to Park Fund	802	(10,000)	(10,000)	(10,000)	0.0%
Total Transfers Out	<u>802</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>450,802</u>	<u>8,440,000</u>	<u>8,440,000</u>	<u>8,440,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(2,735,166)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>16,452,586</u>	<u>16,452,586</u>	<u>13,717,420</u>	<u>13,717,420</u>	<u>-16.6%</u>
Fund Balance, Ending	<u>\$ 13,717,420</u>	<u>\$ 16,452,586</u>	<u>\$ 13,717,420</u>	<u>\$ 13,717,420</u>	<u>-16.6%</u>



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 FY24 proposed revenue budget is \$6,811,263 and is 11.5% higher compared to the FY23 adopted budget. FY24 expenditures are proposed at \$7,940,988, representing a 8.3% increase from the FY23 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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues and Other Sources:					
Planning Department:					
Traffic Mitigation Program	\$ 3,328	\$ 11,000	\$ 11,000	\$ 5,000	-54.5%
Historic Preservation-County Non-Dept	105	-	-	-	-
GIS Data Sales	-	-	-	-	-
Environmental/Forest Conserv. Penalties	8,887	30,100	10,000	100	-99.7%
Development Review	3,807,271	3,001,700	3,001,700	3,128,400	4.2%
Forest Conservation	524,307	200,600	500,600	501,500	150.0%
Subtotal Planning:	4,343,898	3,243,400	3,523,300	3,635,000	12.1%
Parks Department:					
Historic Renovations- Property Mngmt.	93,065	5	5	5	0.0%
Park Police- Drug Enforcement	(423)	5	5	5	0.0%
Park Police- Federally Forfeited Prop.	(339)	28	28	28	0.0%
Interagency Agreements	2,163,609	2,106,530	2,105,880	2,418,563	14.8%
Park Cultural Resources	45,568	155,220	73,770	155,840	0.4%
Special Events	88,421	143,035	163,015	185,015	29.3%
Nature Programs and Facilities	190,958	353,576	246,300	328,137	-7.2%
Special Donations and Programs	67,062	105,257	85,260	88,670	-15.8%
Subtotal Parks:	2,647,921	2,863,656	2,674,263	3,176,263	10.9%
Total Revenues and Other Sources	6,991,819	6,107,056	6,197,563	6,811,263	11.5%
Expenditures and Other Uses:					
Planning Department:					
Traffic Mitigation Program	-	5,000	6,000	5,000	0.0%
Historic Preservation-County Non-Dept	-	-	1,500	-	-
GIS Data Sales	-	-	-	-	-
Environmental/Forest Conserv. Penalties	7,984	60,000	60,000	25,000	-58.3%
Development Review	3,421,282	3,517,551	3,517,551	3,692,398	5.0%
Forest Conservation	354,535	570,000	500,000	620,000	8.8%
Subtotal Planning:	3,783,801	4,152,551	4,085,051	4,342,398	4.6%
Parks Department:					
Historic Renovations- Property Mngmt.	33,255	70,000	70,000	71,100	1.6%
Park Police- Drug Enforcement	48,423	2,300	1,465	-	-100.0%
Park Police- Federally Forfeited Prop.	-	50,345	49,949	-	-100.0%
Interagency Agreements	1,906,446	2,316,437	2,326,503	2,626,536	13.4%
Park Cultural Resources	23,040	160,228	87,178	188,485	17.6%
Special Events	102,733	131,024	148,824	202,079	54.2%
Nature Programs and Facilities	146,672	297,563	396,212	389,748	31.0%
Special Donations and Programs	61,946	149,592	97,091	120,642	-19.4%
Subtotal Parks:	2,322,515	3,177,489	3,177,222	3,598,590	13.3%
Total Expenditures and Other Uses	6,106,316	7,330,040	7,262,273	7,940,988	8.3%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	885,503	(1,222,984)	(1,064,710)	(1,129,725)	-7.6%
Fund Balance - Beginning	4,843,450	3,753,313	5,728,953	4,664,243	24.3%
Fund Balance - Ending	\$ 5,728,953	\$ 2,530,329	\$ 4,664,243	\$ 3,534,518	39.7%



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 FY24 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
TRAFFIC MITIGATION PROGRAM
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024**

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	3,328	11,000	11,000	5,000	-54.5%
Total Revenues	<u>3,328</u>	<u>11,000</u>	<u>11,000</u>	<u>5,000</u>	<u>-54.5%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	5,000	6,000	5,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>5,000</u>	<u>6,000</u>	<u>5,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>3,328</u>	<u>6,000</u>	<u>5,000</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>3,328</u>	<u>6,000</u>	<u>5,000</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	(5,938)	(5,938)	(2,610)	2,390	-140.2%
Fund Balance - Ending	<u>\$ (2,610)</u>	<u>\$ 62</u>	<u>\$ 2,390</u>	<u>\$ 2,390</u>	<u>3754.8%</u>



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.

SUMMARY OF FY24 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 2024**

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	115	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	(10)	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>105</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	1,500	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>105</u>	<u>-</u>	<u>(1,500)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>105</u>	<u>-</u>	<u>(1,500)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,395	-	1,500	-	-
Fund Balance - Ending	<u>\$ 1,500</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 FY24 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES
 Summary of Revenues, Expenditures, and Changes in Fund Balance
 PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	(713)	100	-	100	0.0%
Miscellaneous	9,600	30,000	10,000	-	-100.0%
Total Revenues	<u>8,887</u>	<u>30,100</u>	<u>10,000</u>	<u>100</u>	<u>-99.7%</u>
Expenditures by Major Object:					
Personnel Services	7,984	-	-	-	-
Supplies and Materials	-	10,000	10,000	10,000	0.0%
Other Services and Charges	-	50,000	50,000	15,000	-70.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>7,984</u>	<u>60,000</u>	<u>60,000</u>	<u>25,000</u>	<u>-58.3%</u>
 Excess of Revenues over Expenditures	 <u>903</u>	 <u>(29,900)</u>	 <u>(50,000)</u>	 <u>(24,900)</u>	 <u>-16.7%</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)	-	-	-	-	-
 Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	 <u>903</u>	 <u>(29,900)</u>	 <u>(50,000)</u>	 <u>(24,900)</u>	 <u>-16.7%</u>
Fund Balance - Beginning	106,795	87,895	107,698	57,698	-34.4%
Fund Balance - Ending	<u>\$ 107,698</u>	<u>\$ 57,995</u>	<u>\$ 57,698</u>	<u>\$ 32,798</u>	<u>-43.4%</u>



Montgomery County

Special Revenue Funds: Development Review

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.

For FY24, the Planning Department is proposing to increase the chargeback to the Development Review SRF by \$179,847. This includes an increase of \$14,433 in chargebacks from the Legal Department and an increase in chargebacks of \$1,834 from the Finance Department for their services. The remaining \$163,580 (5%) is from the Planning Department to cover the FY24 compensation increases. An increase for FY24 compensation was not included in the FY24 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 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 did not perform well in FY20 and FY21 which depleted some of the gains from previous years. The transfer from the Administration Fund to the Development Review SRF in FY22 and FY23 was \$500,000 per year. The Planning Department is proposing a \$500,000 transfer from the Administration Fund to the Development Review SRF again for FY24.



Montgomery County Special Revenue Funds: Development Review

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	3,326,654	2,500,000	2,500,000	2,625,000	5.0%
Rentals and Concessions	-	-	-	-	-
Interest	(19,383)	1,700	1,700	3,400	100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>3,307,271</u>	<u>2,501,700</u>	<u>2,501,700</u>	<u>2,628,400</u>	<u>5.1%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	699	5,000	5,000	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,420,583	3,512,551	3,512,551	3,692,398	5.1%
Total Expenditures	<u>3,421,282</u>	<u>3,517,551</u>	<u>3,517,551</u>	<u>3,692,398</u>	<u>5.0%</u>
Excess of Revenues over Expenditures	<u>(114,011)</u>	<u>(1,015,851)</u>	<u>(1,015,851)</u>	<u>(1,063,998)</u>	<u>4.7%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	500,000	500,000	500,000	500,000	0.0%
Total Transfers In	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>0.0%</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>0.0%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>385,989</u>	<u>(515,851)</u>	<u>(515,851)</u>	<u>(563,998)</u>	<u>9.3%</u>
Fund Balance - Beginning	<u>2,624,898</u>	<u>2,200,315</u>	<u>3,010,887</u>	<u>2,495,036</u>	<u>13.4%</u>
Fund Balance - Ending	<u>\$ 3,010,887</u>	<u>\$ 1,684,464</u>	<u>\$ 2,495,036</u>	<u>\$ 1,931,038</u>	<u>14.6%</u>



Montgomery County

Special Revenue Funds: Forest Conservation

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



Montgomery County Special Revenue Funds: Forest Conservation

SUMMARY OF FY24 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
FOREST CONSERVATION
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024**

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	(22,090)	600	600	1,500	150.0%
Miscellaneous	546,397	200,000	500,000	500,000	150.0%
Total Revenues	524,307	200,600	500,600	501,500	150.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	7,380	20,000	-	20,000	0.0%
Other Services and Charges	347,155	550,000	500,000	600,000	9.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	354,535	570,000	500,000	620,000	8.8%
Excess of Revenues over Expenditures	169,772	(369,400)	600	(118,500)	-67.9%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	169,772	(369,400)	600	(118,500)	-67.9%
Fund Balance - Beginning	956,327	662,927	1,126,099	1,126,699	70.0%
Fund Balance - Ending	\$ 1,126,099	\$ 293,527	\$ 1,126,699	\$ 1,008,199	243.5%



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 FY24 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	(935)	5	5	5	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	(935)	5	5	5	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	33,255	70,000	70,000	71,000	1.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	100	-
Total Expenditures	33,255	70,000	70,000	71,100	1.6%
Excess of Revenues over Expenditures	(34,190)	(69,995)	(69,995)	(71,095)	1.6%
Other Financing Sources (Uses):					
Transfers In					
Property Management Fund	94,000	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	94,000	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	94,000	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	59,810	(69,995)	(69,995)	(71,095)	1.6%
Fund Balance - Beginning	81,296	81,301	141,106	71,111	-12.5%
Fund Balance - Ending	\$ 141,106	\$ 11,306	\$ 71,111	\$ 16	-99.9%



Montgomery County

Special Revenue Funds: Park Police – Drug Enforcement Fund

OVERVIEW

The **Park Police Drug Enforcement Fund** was established pursuant to Maryland law and provides the authority to seize property as a result of drug-related crime conviction. The funds may only be used specifically for the purchase of equipment and other resources to combat drug-related crimes in the parks.

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK POLICE - DRUG ENFORCEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	(423)	5	5	5	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>(423)</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	2,300	1,465	-	-100.0%
Other Services and Charges	-	-	-	-	-
Capital Outlay	48,423	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>48,423</u>	<u>2,300</u>	<u>1,465</u>	<u>-</u>	<u>-100.0%</u>
Excess of Revenues over Expenditures	<u>(48,846)</u>	<u>(2,295)</u>	<u>(1,460)</u>	<u>5</u>	<u>-100.2%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(48,846)</u>	<u>(2,295)</u>	<u>(1,460)</u>	<u>5</u>	<u>-100.2%</u>
Fund Balance - Beginning	<u>50,312</u>	<u>2,327</u>	<u>1,466</u>	<u>6</u>	<u>-99.7%</u>
Fund Balance - Ending	<u>\$ 1,466</u>	<u>\$ 32</u>	<u>\$ 6</u>	<u>\$ 11</u>	<u>-64.9%</u>



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 FY24 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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	(339)	28	28	28	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	(339)	28	28	28	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	50,345	49,949	-	-100.0%
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	50,345	49,949	-	-100.0%
Excess of Revenues over Expenditures	(339)	(50,317)	(49,921)	28	-100.1%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(339)	(50,317)	(49,921)	28	-100.1%
Fund Balance - Beginning	50,290	50,318	49,951	30	-99.9%
Fund Balance - Ending	\$ 49,951	\$ 1	\$ 30	\$ 58	6867.5%



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 FY24 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ 2,113,314	\$ 2,033,260	\$ 2,072,930	\$ 2,390,463	17.6%
Sales	38,577	40,913	22,500	17,600	-57.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	(11,316)	450	450	500	11.1%
Miscellaneous	23,034	31,907	10,000	10,000	-68.7%
Total Revenues	2,163,609	2,106,530	2,105,880	2,418,563	14.8%
Expenditures by Major Object:					
Personnel Services	158,320	203,509	228,297	268,869	32.1%
Supplies and Materials	215,159	132,000	75,482	493,562	273.9%
Other Services and Charges	1,320,377	1,659,976	1,701,772	1,409,025	-15.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	212,590	320,952	320,952	455,080	41.8%
Total Expenditures	1,906,446	2,316,437	2,326,503	2,626,536	13.4%
Excess of Revenues over Expenditures	257,163	(209,907)	(220,623)	(207,973)	-0.9%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	257,163	(209,907)	(220,623)	(207,973)	-0.9%
Fund Balance - Beginning	400,698	284,986	657,861	437,238	53.4%
Fund Balance - Ending	\$ 657,861	\$ 75,079	\$ 437,238	\$ 229,265	205.4%



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 FY24 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK CULTURAL RESOURCES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	1,200	-	700	-41.7%
Charges for Services	33,284	132,000	51,200	130,000	-1.5%
Rentals and Concessions	1,080	12,000	7,000	11,000	-8.3%
Interest	(598)	20	20	40	100.0%
Miscellaneous	11,802	10,000	15,550	14,100	41.0%
Total Revenues	45,568	155,220	73,770	155,840	0.4%
Expenditures by Major Object:					
Personnel Services	13,593	104,500	66,300	148,500	42.1%
Supplies and Materials	4,032	28,000	10,500	17,000	-39.3%
Other Services and Charges	2,089	23,500	6,150	15,000	-36.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,326	4,228	4,228	7,985	88.9%
Total Expenditures	23,040	160,228	87,178	188,485	17.6%
Excess of Revenues over Expenditures	22,528	(5,008)	(13,408)	(32,645)	551.9%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	22,528	(5,008)	(13,408)	(32,645)	551.9%
Fund Balance - Beginning	60,354	46,898	82,882	69,474	48.1%
Fund Balance - Ending	\$ 82,882	\$ 41,890	\$ 69,474	\$ 36,829	-12.1%



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 FY24 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL EVENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	85,109	130,000	150,000	170,000	30.8%
Rentals and Concessions	375	10,000	10,000	15,000	50.0%
Interest	(289)	35	15	15	-57.1%
Miscellaneous	3,226	3,000	3,000	-	-100.0%
Total Revenues	88,421	143,035	163,015	185,015	29.3%
Expenditures by Major Object:					
Personnel Services	89,403	115,100	135,100	185,100	60.8%
Supplies and Materials	500	3,000	3,000	-	-100.0%
Other Services and Charges	8,184	9,300	7,100	7,500	-19.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	4,646	3,624	3,624	9,479	161.6%
Total Expenditures	102,733	131,024	148,824	202,079	54.2%
Excess of Revenues over Expenditures	(14,312)	12,011	14,191	(17,064)	-242.1%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(14,312)	12,011	14,191	(17,064)	-242.1%
Fund Balance - Beginning	42,159	13,645	27,847	42,038	208.1%
Fund Balance - Ending	\$ 27,847	\$ 25,656	\$ 42,038	\$ 24,974	-2.7%



Montgomery County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

The **Nature Programs 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 FY24 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
NATURE PROGRAMS AND FACILITIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	84,442	73,660	88,200	85,000	15.4%
Charges for Services	65,662	233,313	126,000	194,000	-16.8%
Rentals and Concessions	44,014	46,403	30,500	44,000	-5.2%
Interest	(3,160)	200	100	137	-31.5%
Miscellaneous	-	-	1,500	5,000	-
Total Revenues	<u>190,958</u>	<u>353,576</u>	<u>246,300</u>	<u>328,137</u>	<u>-7.2%</u>
Expenditures by Major Object:					
Personnel Services	88,693	193,868	178,000	244,000	25.9%
Supplies and Materials	40,553	81,500	132,000	79,000	-3.1%
Other Services and Charges	9,606	12,560	76,577	49,938	297.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	7,820	9,635	9,635	16,810	74.5%
Total Expenditures	<u>146,672</u>	<u>297,563</u>	<u>396,212</u>	<u>389,748</u>	<u>31.0%</u>
Excess of Revenues over Expenditures	<u>44,286</u>	<u>56,013</u>	<u>(149,912)</u>	<u>(61,611)</u>	<u>-210.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>44,286</u>	<u>56,013</u>	<u>(149,912)</u>	<u>(61,611)</u>	<u>-210.0%</u>
Fund Balance - Beginning	393,045	274,213	437,331	287,419	4.8%
Fund Balance - Ending	<u>\$ 437,331</u>	<u>\$ 330,226</u>	<u>\$ 287,419</u>	<u>\$ 225,808</u>	<u>-31.6%</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 FY24 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL DONATIONS AND PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	48,094	65,500	53,000	59,900	-8.5%
Interest	(940)	257	270	270	5.1%
Miscellaneous	19,908	39,500	31,990	28,500	-27.8%
Total Revenues	<u>67,062</u>	<u>105,257</u>	<u>85,260</u>	<u>88,670</u>	<u>-15.8%</u>
Expenditures by Major Object:					
Personnel Services	38,902	52,100	46,790	51,000	-2.1%
Supplies and Materials	17,115	47,650	24,700	47,650	0.0%
Other Services and Charges	3,778	16,550	13,809	18,909	14.3%
Capital Outlay	-	31,500	10,000	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	2,151	1,792	1,792	3,083	72.0%
Total Expenditures	<u>61,946</u>	<u>149,592</u>	<u>97,091</u>	<u>120,642</u>	<u>-19.4%</u>
Excess of Revenues over Expenditures	<u>5,116</u>	<u>(44,335)</u>	<u>(11,831)</u>	<u>(31,972)</u>	<u>-27.9%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>5,116</u>	<u>(44,335)</u>	<u>(11,831)</u>	<u>(31,972)</u>	<u>-27.9%</u>
Fund Balance - Beginning	<u>81,818</u>	<u>54,425</u>	<u>86,934</u>	<u>75,103</u>	<u>38.0%</u>
Fund Balance - Ending	<u>\$ 86,934</u>	<u>\$ 10,090</u>	<u>\$ 75,103</u>	<u>\$ 43,131</u>	<u>327.5%</u>



Montgomery County

Advance Land Acquisition Funds

EXECUTIVE OVERVIEW

The Land Use Article of the Annotated Code of Maryland empowers the Maryland National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets, or roads as well as for school sites and other public uses in Montgomery County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the District Council of Montgomery County. The acquisition of school sites also requires the prior approval of the Montgomery County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

HIGHLIGHTS AND MAJOR CHANGES IN FY24 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 \$123,600 in FY24. The contribution to the Advance Land Acquisition Revolving Fund is proposed at \$2,087,500.

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 FY24 are \$3,729,882.



Montgomery County Advance Land Acquisition Funds

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Property Taxes	\$ 2,109,635	\$ 2,197,763	\$ 2,197,763	\$ 2,211,100	0.6%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,109,635</u>	<u>2,197,763</u>	<u>2,197,763</u>	<u>2,211,100</u>	<u>0.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,978,209	2,065,213	2,075,839	2,087,500	1.1%
Debt Service:	133,550	132,550	132,550	123,600	-6.8%
Debt Service Principal	125,000	125,000	125,000	120,000	-4.0%
Debt Service Interest	8,550	6,050	6,050	3,600	-40.5%
Debt Service Fees	-	1,500	1,500	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>2,111,759</u>	<u>2,197,763</u>	<u>2,208,389</u>	<u>2,211,100</u>	<u>0.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(2,124)</u>	<u>-</u>	<u>(10,626)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(2,124)</u>	<u>-</u>	<u>(10,626)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	12,750	-	10,626	-	-
Fund Balance, Ending	<u>\$ 10,626</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 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	(15)	1,000	1,000	1,000	0.0%
Miscellaneous (Contributions)	1,978,209	2,065,213	2,075,839	2,087,500	1.1%
Total Revenues	<u>1,978,194</u>	<u>2,066,213</u>	<u>2,076,839</u>	<u>2,088,500</u>	<u>1.1%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	10,703,215	3,739,943	-	5,818,382	55.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>10,703,215</u>	<u>3,739,943</u>	<u>-</u>	<u>5,818,382</u>	<u>55.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(8,725,021)</u>	<u>(1,673,730)</u>	<u>2,076,839</u>	<u>(3,729,882)</u>	<u>122.8%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(8,725,021)</u>	<u>(1,673,730)</u>	<u>2,076,839</u>	<u>(3,729,882)</u>	<u>122.8%</u>
Total Net Position - Beginning	<u>10,378,064</u>	<u>1,673,730</u>	<u>1,653,043</u>	<u>3,729,882</u>	<u>122.8%</u>
Total Net Position - Ending	<u>\$ 1,653,043</u>	<u>\$ -</u>	<u>\$ 3,729,882</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 FY24 PROPOSED BUDGET

The FY24 proposed budget includes debt service on an expected \$10.0 million issue in the spring of 2024.

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY PARK DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	200,000	200,000	200,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	6,033,558	6,862,019	6,862,019	7,455,062	8.6%
Debt Service Principal	4,360,000	4,620,000	4,620,000	4,965,154	7.5%
Debt Service Interest	1,673,558	2,002,019	2,002,019	2,264,908	13.1%
Debt Service Fees	-	240,000	240,000	225,000	-6.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>6,033,558</u>	<u>6,862,019</u>	<u>6,862,019</u>	<u>7,455,062</u>	<u>8.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(6,033,558)</u>	<u>(6,662,019)</u>	<u>(6,662,019)</u>	<u>(7,255,062)</u>	<u>8.9%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	90,000	90,000	90,000	0.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	6,033,558	6,572,019	6,572,019	7,165,062	9.0%
Total Transfers In	<u>6,033,558</u>	<u>6,572,019</u>	<u>6,572,019</u>	<u>7,165,062</u>	<u>9.0%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>6,033,558</u>	<u>6,662,019</u>	<u>6,662,019</u>	<u>7,255,062</u>	<u>8.9%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County Debt Service Requirements for FY24

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MONTGOMERY COUNTY

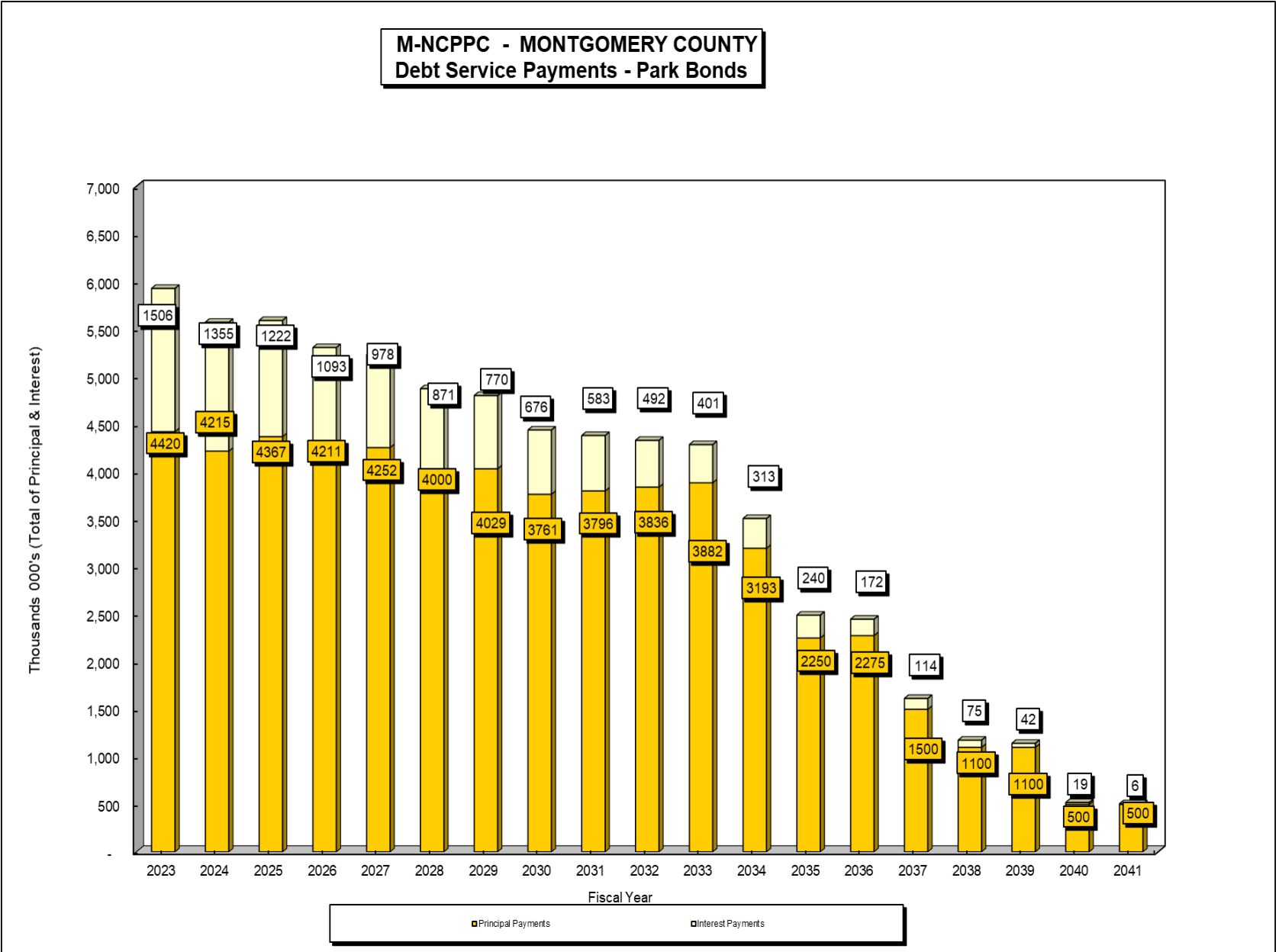
DEBT SERVICE REQUIREMENTS FOR FISCAL YEARENDING JUNE 30, 2024

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/23	FY 2024 Payments			Balance
						Principal	Interest	Total	
MC-2016A Park Acquisition and Development	2.2959%	04/14/16	11/01/35	12,000,000	8,640,000	560,000	224,456	784,456	8,080,000
MC-2016B Park Acquisition and Development	1.5876%	04/14/16	11/01/28	6,120,000	3,510,000	830,000	92,900	922,900	2,680,000
MC-2017A Park Acquisition and Development	2.6886%	05/04/17	11/01/36	8,000,000	5,600,000	400,000	190,000	590,000	5,200,000
MC-2018A Park Acquisition and Development	3.1590%	10/04/18	11/01/38	12,000,000	9,600,000	600,000	396,750	996,750	9,000,000
MC-2020A Park Acquisition and Development	2.4900%	06/01/20	11/01/40	10,000,000	9,000,000	500,000	217,875	717,875	8,500,000
MC-2020B Park Acquisition and Development Project Refunding Bond	1.4500%	10/01/20	12/01/32	4,895,487	4,895,487	451,414	67,712	519,126	4,444,073
MC-2020C Park Acquisition and Development Project Refunding Bond	1.4500%	10/01/20	12/01/32	1,866,095	1,866,095	137,237	26,063	163,300	1,728,858
MC-2020D Park Acquisition and Development Project Refunding Bond	1.5000%	10/01/20	12/01/33	9,655,588	9,655,588	736,503	139,310	875,813	8,919,085
MC-2022A Park Acquisition and Development	3.4323%	08/30/22	01/15/43	11,000,000	11,000,000	550,000	684,842	1,234,842	10,450,000
Proposed Debt Service- \$10.0M Spring 2024				10,000,000	-	-	225,000	225,000	10,000,000
				85,537,170	63,767,170	4,765,154	2,264,908	7,030,062	69,002,016
Issuance Costs (includes underwriters disc.)								225,000	-
Total Park Fund Debt Service								7,255,062	69,002,016

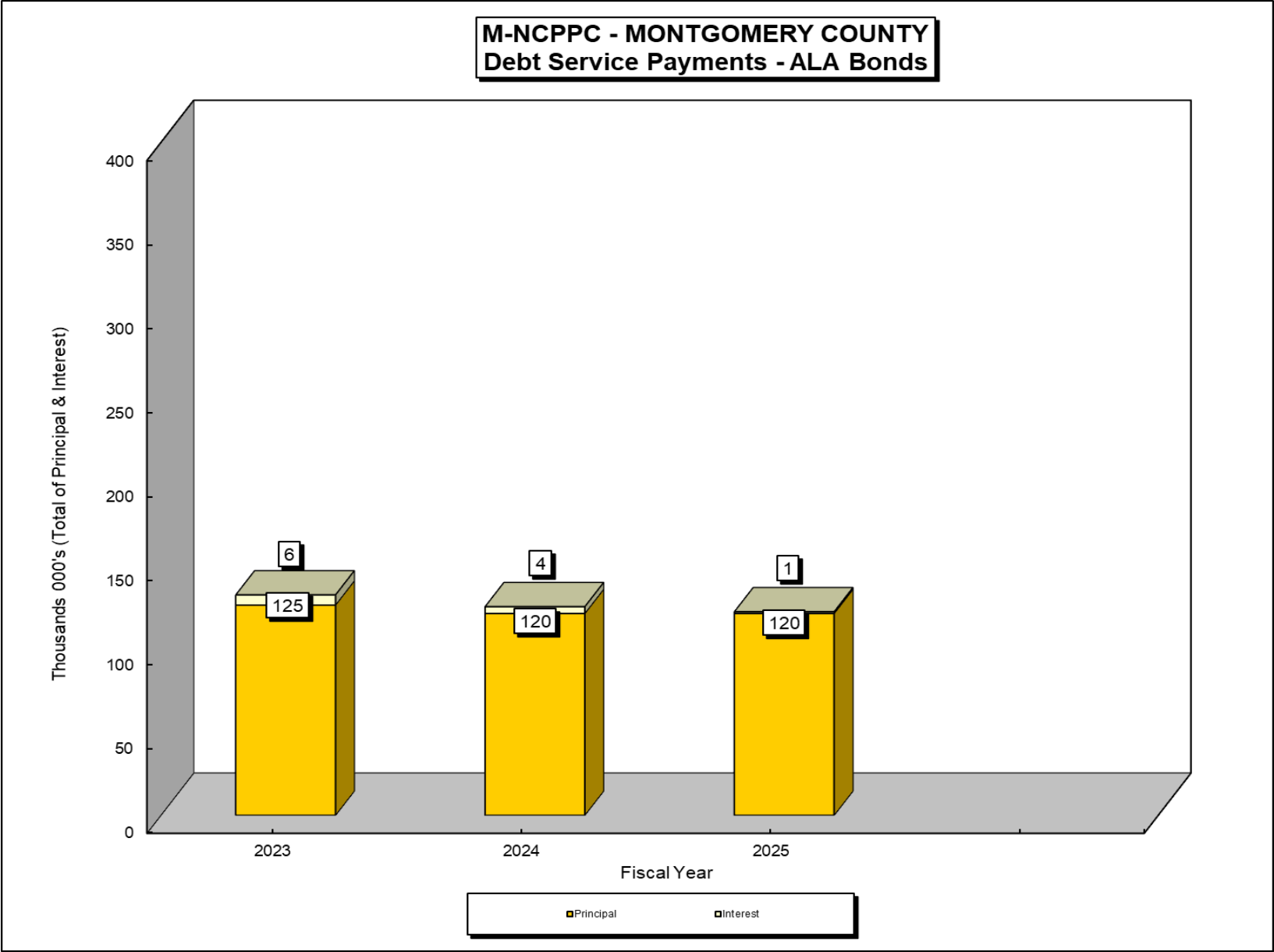




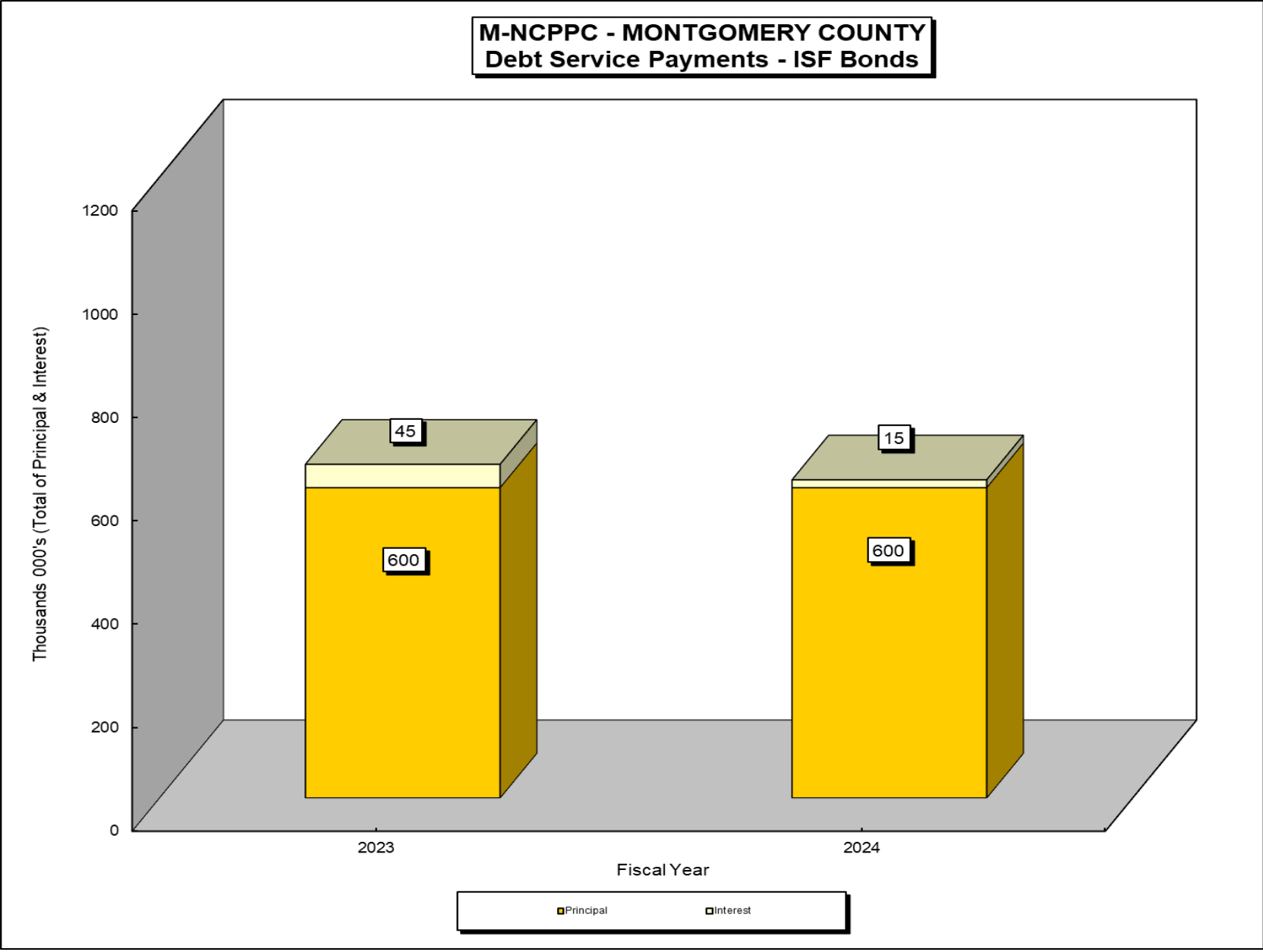
Montgomery County
Debt Service Payments - Park Bonds



Montgomery County
Debt Service Payments - ALA Bonds



Montgomery County
Debt Service Payments - ISF Bonds



Montgomery County

Risk Management Internal Service Fund

MISSION AND OVERVIEW

The Risk Management and Workplace Safety Office develops and implements programs that protect employees and patrons, protect and secure the agency's assets, and mitigate losses. The Office:

- Conducts training on workplace safety, regulatory compliance, and accident prevention
- Develops and administers safety and loss control programs
- Ensures compliance with federal and state safety regulations
- Manages the workers' compensation claims program and the liability program
- Performs risk analysis, inspections, and accident investigations
- Manages agency-wide insurance portfolio (self-insurance and commercial policies)

FY22 WORK PROGRAM ACCOMPLISHMENTS

The Office saw a significant uptick in COVID-19 cases and workers' compensation claims due to employees returning to the workplace:

- Followed up on 499 COVID-19 cases reported by employees (138% increase)
- Reviewed and processed 338 workers' compensation claims (28% increase)
- Managed 4,699 workers' compensation loss workdays (75% increase)
- Reviewed and/or processed 170 liability claims (17% increase)

The Office also continued to address ongoing safety throughout our locations and facilities:

- Conducted 30 workplace safety facility/program audits
- Conducted 20 risk/safety trainings
- Addressed 20 safety complaints
- Completed 665 risk assessments and contract reviews

FY23-24 WORK PROGRAM PRIORITIES

- **COVID-19 Response and Other Public Health Concerns:** Continue to monitor and actively manage emerging and ongoing public health issues, including implementation of federal, state, and local guidance, and developing agency-wide safety protocols and Continuity of Operations Plans (COOP).
- **Continuity of Operations Plans (COOP):** Oversee the development and implementation of an agency-wide web-based COOP template, coordinate COOP activities with county COOP functions and conduct regular desktop training exercises. Monitor annual reviews for necessary updates.
- **Training:** Conduct specialized training to ensure compliance with workplace safety regulations and prevent accidents and injuries.



Montgomery County Risk Management Internal Service Fund

- **Risk and Safety Policies:** Conduct comprehensive review of the Risk Management and Safety Manual to ensure related policies are current and updated as necessary to maintain compliance with federal, state, and local laws.
- **Compliance Reviews:** Continue comprehensive facility inspections to provide safe spaces for employees and patrons. Conduct regular audits of losses and accidents to identify areas of focus, coordinated return to work strategies, and proper case reserves.
- **Emergency Preparedness:** Perform regular review of site-specific emergency action protocols for agency facilities.
- **Loss Monitoring:** Conduct regular assessments of workers' compensation and liability claims, property losses, and recommend strategies for containing costs, improving safety, and reducing liability to the agency.

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The Risk Management budget is made up of three components:

- **Insurance Claims:** Workers' compensation claims are compensable under state law and include medical and wage reimbursements for employees with work related injuries and illnesses. Fluctuations in the overall budget are largely driven by the quantity, severity and complexity of these claims. Proposed budget figures are based on actual payments and projected expenses for open claims and an actuarial estimate for claims incurred but not yet reported. The remaining projected claim expenses are liability claims related to property damage, general liability, and auto claims. While the Risk and Safety Office manages the program, these expenses are funded directly by the Department that incurs the expense.
- **Risk and Safety Office Program Expenses:** These expenses include personnel services, insurance policies, staff training resources, accident prevention costs, and chargebacks to fund the Risk and Safety Office programs that protect employees and patrons, secure the agency's assets, and mitigate losses.
- **Administrative Expenses:** The agency participates in the Montgomery County Self Insurance Program (MCSIP), which enables the agency to be self-insured. MCSIP provides claims adjudication services, group coverage for commercial insurance, and actuarial services which are utilized to develop the workers' compensation and liability claims budget.

The total FY24 Proposed Budget is \$6,281,800, which is a 9.3% decrease due to a decrease in workers' compensation claims. To offset the total expense to each county, unrestricted fund balance and interest income have been applied against the expenses resulting in a slight increase of 0.1% to Montgomery and a decrease of 16.2% to Prince George's.

The Department is requesting an **Occupational Safety & Health Specialist position (\$142,375)** to bridge this gap between responsibilities and resources. This position is needed to address workplace/patron public health exposures and concerns, monitor new or emerging and existing



Montgomery County Risk Management Internal Service Fund

health threats, coordinate with public health officials during health-related epidemics/pandemics, oversee the agency’s response to outbreaks involving patrons (childcare centers, camps, etc.), work closely with public health departments to develop and coordinate rapid response protocols, develop written policies and guidance to handle public health issues, and conduct awareness training to educate employees on related topics.

BUDGET AT A GLANCE

		FY23 <u>Adjusted Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$3,433,966	\$3,568,420	3.9%	42.8%
Staffing	Funded Career Positions	3.50	4.00	14.3%	50.0%
	Funded Workyears	3.90	4.00	2.6%	50.0%
Prince George's County Budget					
Budget	Expenditures	\$5,028,767	\$4,767,320	-5.2%	57.2%
Staffing	Funded Career Positions	3.50	4.00	14.3%	50.0%
	Funded Workyears	3.90	4.00	2.6%	50.0%
Combined Department Total Budget					
Budget	Expenditures	\$8,462,733	\$8,335,740	-1.5%	100.0%
Staffing	Funded Career Positions	7.00	8.00	14.3%	100.0%
	Funded Workyears	7.80	8.00	2.6%	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 FY24 PROPOSED BUDGET

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges for Services:					
Parks	3,386,100	2,919,200	2,919,200	2,895,800	-0.8%
Planning	27,600	15,700	15,700	34,600	120.4%
CAS	11,500	13,400	13,400	24,200	80.6%
Enterprise	10,000	3,100	3,100	-	-100.0%
Miscellaneous (Claim Recoveries, etc.)	324,560	-	-	-	-
Total Operating Revenues	<u>3,759,760</u>	<u>2,951,400</u>	<u>2,951,400</u>	<u>2,954,600</u>	<u>0.1%</u>
Operating Expenses:					
Personnel Services	494,840	566,324	566,324	702,433	24.0%
Supplies and Materials	641	35,250	35,250	36,000	2.1%
Other Services and Charges:					
Insurance Claims:					
Parks	1,399,695	1,711,800	1,711,800	1,671,800	-2.3%
Planning	73,258	28,400	28,400	28,900	1.8%
CAS	65,531	8,400	8,400	11,500	36.9%
Enterprise	(5,399)	1,600	1,600	300	-81.3%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	543,958	703,940	703,940	742,984	5.5%
Chargebacks	350,398	378,252	378,252	374,503	-1.0%
Total Operating Expenses	<u>2,922,922</u>	<u>3,433,966</u>	<u>3,433,966</u>	<u>3,568,420</u>	<u>3.9%</u>
Operating Income (Loss)	<u>836,838</u>	<u>(482,566)</u>	<u>(482,566)</u>	<u>(613,820)</u>	<u>27.2%</u>
Nonoperating Revenue (Expenses):					
Interest Income	(85,070)	8,000	8,000	8,000	0.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(85,070)</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>751,768</u>	<u>(474,566)</u>	<u>(474,566)</u>	<u>(605,820)</u>	<u>27.7%</u>
Change in Net Position	751,768	(474,566)	(474,566)	(605,820)	27.7%
Total Net Position - Beginning	5,982,778	5,832,566	6,734,546	6,259,980	7.3%
Total Net Position - Ending	<u>\$ 6,734,546</u>	<u>\$ 5,358,000</u>	<u>\$ 6,259,980</u>	<u>\$ 5,654,160</u>	<u>5.5%</u>
Designated Position	3,634,215	1,458,686	1,459,947	1,463,210	0.3%
Unrestricted Position	3,100,331	3,899,314	4,800,033	4,190,950	7.5%
Total Net Position, June 30	<u>\$ 6,734,546</u>	<u>\$ 5,358,000</u>	<u>\$ 6,259,980</u>	<u>\$ 5,654,160</u>	<u>5.5%</u>

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

Parks	\$ 422,472	\$ 572,100	\$ 572,100	\$ 605,200	5.8%
Planning	7,042	9,500	9,500	10,500	10.5%
CAS	3,463	500	500	4,200	740.0%
Enterprise	346	2,800	2,800	100	-96.4%
Total	<u>\$ 433,323</u>	<u>\$ 584,900</u>	<u>\$ 584,900</u>	<u>\$ 620,000</u>	<u>6.0%</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 Capital Equipment Service Fund

EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax-exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

HIGHLIGHTS AND MAJOR CHANGES IN FY24 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 FY24, the Commission is not proposing any new purchases for the Montgomery Department of Planning, nor for the Corporate IT Division of the Office of the CIO.

For FY24, the Commission is proposing new purchases of \$2,832,000 for the Montgomery Department of Parks, consisting of:

- Park Fund total:
 - \$177,500 for Information Technology (IT) upgrades of two Nimble data storage arrays for our King Street data center. The total cost will be split 50/50 with Planning.
 - \$39,000 for a vehicle for a new position associated with OBI for the FY24 budget.
 - \$1,683,500 for replacement of older vehicles and equipment that have exceeded their useful life cycle.

- Special Revenue Fund (MCPS Ballfields) total:
 - \$932,000 for vehicles and equipment associated with the program enhancement for the Athletic Field Team Personnel Expansion and Contract Reduction initiative. The FY24 debt service amount of \$177,080 associated with these purchases will be included in the expenditure budget for the MCPS Ballfields SRF.



Montgomery County Capital Equipment Service Fund

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges to Departments					
Planning	144,400	-	-	-	-
Parks	3,535,200	1,122,300	1,122,300	1,713,663	52.7%
Corporate IT	166,250	142,500	142,500	95,000	-33.3%
Miscellaneous (Sale of Equipment, etc.)	192,726	-	-	-	-
Total Operating Revenues	<u>4,038,576</u>	<u>1,264,800</u>	<u>1,264,800</u>	<u>1,808,663</u>	<u>43.0%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	16,018	-	-	-	-
Other Services and Charges:	27,634	-	-	-	-
Debt Service:					
Debt Service Principal	-	1,321,000	1,321,000	1,020,000	-22.8%
Debt Service Interest	70,000	210,400	210,400	155,583	-26.1%
Depreciation & Amortization Expense	2,917,518	-	-	-	-
Capital Outlay	-	2,225,000	2,225,000	2,832,000	27.3%
Other Classifications	-	-	-	-	-
Chargebacks	50,186	56,714	56,714	66,502	17.3%
Total Operating Expenses	<u>3,081,356</u>	<u>3,813,114</u>	<u>3,813,114</u>	<u>4,074,085</u>	<u>6.8%</u>
Operating Income (Loss)	<u>957,220</u>	<u>(2,548,314)</u>	<u>(2,548,314)</u>	<u>(2,265,422)</u>	<u>-11.1%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	48,300	-	-	-	-
Interest Income	(28,057)	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(9,483)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>10,760</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>967,980</u>	<u>(2,548,314)</u>	<u>(2,548,314)</u>	<u>(2,265,422)</u>	<u>-11.1%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	967,980	(2,548,314)	(2,548,314)	(2,265,422)	-11.1%
Total Net Position - Beginning	<u>10,346,344</u>	<u>10,096,508</u>	<u>11,314,324</u>	<u>8,766,010</u>	<u>-13.2%</u>
Total Net Position - Ending	<u>\$ 11,314,324</u>	<u>\$ 7,548,194</u>	<u>\$ 8,766,010</u>	<u>\$ 6,500,588</u>	<u>-13.9%</u>
Note: Future Financing Plans					
Capital equipment financed for Planning	\$ -	\$ -	\$ -	\$ -	
Capital equipment financed for Parks		2,100,000	2,100,000	2,832,000	
Capital equipment financed for Corporate IT		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 Fund

OVERVIEW

Construction of the Wheaton Headquarters Building (Wheaton HQ) was completed in August 2020. This Commission-owned facility consolidated the headquarters of both the Montgomery 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 3rd floor. This building accommodates nearly 1,000 staff, including approximately 360 Commission employees.

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

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 THE FY24 PROPOSED BUDGET

For FY24, the Wheaton HQ budget remains at the same level as the FY23 budget of \$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 FY24 remains at \$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 FY24 is \$2,625,103, a decrease of \$12,000. 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.
- Chargebacks: The chargeback cost of \$212,000 is for salaries, uniform allowance, and equipment for two Park Police positions.



Montgomery County Wheaton Headquarters Building Fund

SUMMARY OF FY24 PROPOSED BUDGET

WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Montgomery County	1,383,052	1,688,833	1,688,833	1,688,833	0.0%
Charges for Services (Office Space Rental):					
MC Planning	509,740	624,135	624,135	624,135	0.0%
MC Parks	509,740	624,135	624,135	624,135	0.0%
Rental Revenues	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Operating Revenues	<u>2,402,532</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	19,453	-	-	-	-
Supplies and Materials	111,502	100,000	100,000	100,000	0.0%
Other Services and Charges	1,993,719	2,637,103	2,637,103	2,625,103	-0.5%
Depreciation & Amortization Expense	4,454,248	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	192,000	200,000	200,000	212,000	6.0%
Total Operating Expenses	<u>6,770,922</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>0.0%</u>
Operating Income (Loss)	<u>(4,368,390)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	(4,433)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(4,433)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(4,372,823)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Capital Contributions	<u>(4,372,823)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Contributions	-	-	-	-	-
Change in Net Position	(4,372,823)	-	-	-	-
Total Net Position - Beginning	<u>131,487,330</u>	<u>131,487,330</u>	<u>127,114,507</u>	<u>127,114,507</u>	<u>-3.3%</u>
Total Net Position - Ending	<u>\$ 127,114,507</u>	<u>\$ 131,487,330</u>	<u>\$ 127,114,507</u>	<u>\$ 127,114,507</u>	<u>-3.3%</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 Fund

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.

FY23 PROGRAM ACCOMPLISHMENTS

Continuous progress has been made during FY23 to advance the agency's IT infrastructure, systems, and security.

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 and projected usage of each department. This information is essential to future agency-wide IT strategic planning and needs development. Analysis has been completed, the next phase of the project is solution selection and implementation.

Enterprise Attribute Governance

The objective of this initiative is to establish enterprise attribute standardization and governance, identify source data mapping between ERP and Active Directory (AD) systems, and automate the process of creating and deactivating AD records based on the creation and termination of employee records in ERP/HRIS.

Digital Transformation Platform

The objective of this effort is to identify solutions and digitize internal and external business processes and artifacts (including pdf, word, excel, email, paper, fax forms, etc.) that support these processes within and outside of the organization.

External Website Redesign

Redesign of the agency's public facing websites is underway and expected to be completed in FY23.



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

Security Improvements

Progress had continued in the agency's advancement of Enterprise IT Systems capabilities in the face of increased information technology security threats and breaches. Security Policies and Standard Operating Procedures continued to be updated and advanced. Governance initiatives were updated under the guidance of the CIO/Information Security Officer to ensure compliance with National Security Standards. Ongoing efforts include security improvements to Microsoft 365, annual cybersecurity assessments, and security awareness training for all active network users.

Collaborations with the Inspector General

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

FY24 STRATEGIC GOALS

Data and Information Security

To ensure the security of and appropriate access to sensitive information.

Automation and Integration

To improve efficiency, productivity, and how different tools and platforms work together.

Business Processes and Communication

To improve workflows and collaboration across all departments.

Risk Management

To identify threats and mitigate risks as they arise.

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

Chief Information Officer Internal Service Fund

The FY24 proposed budget is \$6,536,526 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 \$1,873,526 and includes an increase of \$212,658 (or 12.8%) over FY23 adopted levels. This increase can be attributed to changes in compensation and the need for expert consulting, where there has been a spike in consulting costs due to increased global demand for such expertise. No new initiatives are proposed for FY24.

The FY24 CIO budget allocation is 44.2% to Montgomery and 55.8% to Prince George's, which remains unchanged from FY23. The cost distribution to each county is:

- Montgomery County – \$828,010
- Prince George's County – \$1,045,516



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

Licenses and Subscriptions

The proposed budget for licenses and subscriptions is \$4,663,000 and includes an increase of 10.2% due to the need to budget for two ERP licenses in the event we decide to migrate to a different system instead of upgrading the current system.

The cost distribution for licenses and subscriptions are calculated based on license and/or employee counts. The total amount for each county is:

- Montgomery County – \$1,937,296
- Prince George’s County – \$2,725,704

Ongoing software license fees include:

- Microsoft licenses
- Kronos Cloud services
- Infor ERP
- Potential new ERP system
- Adobe Pro 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
- Learning Management System
- Data loss prevention solution
- Microsoft Azure
- Microsoft 365 backup
- Enterprise content management



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

BUDGET AT A GLANCE

		<u>FY23</u> <u>Adjusted</u> <u>Adopted</u>	<u>FY24</u> <u>Proposed</u>	<u>%</u> <u>Change</u>	<u>%</u> <u>Allocated</u>
Montgomery County Budget					
	Expenditures	\$2,467,564	\$2,765,306	12.1%	42.3%
Staffing					
	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Prince George's County Budget					
	Expenditures	\$3,424,710	\$3,771,220	10.1%	57.7%
Staffing					
	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Combined Department Total Budget					
	Expenditures	\$5,892,274	\$6,536,526	10.9%	100.0%
Staffing					
	Funded Career Positions	7.00	7.00	0.0%	100.0%
	Funded Workyears	7.00	7.00	0.0%	100.0%

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



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

SUMMARY OF FY24 PROPOSED BUDGET

MONTGOMERY COUNTY COMMISSION-WIDE CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	-	-	-	-	-
Charges to Departments/Funds:					
DHRM	12,620	49,825	49,825	63,245	26.9%
CIO	-	3,356	3,356	4,626	37.8%
Finance	11,899	47,770	47,770	58,604	22.7%
Legal	8,654	23,497	23,497	29,770	26.7%
Inspector General	901	5,805	5,805	7,377	27.1%
Corporate IT	10,817	142,980	142,980	147,485	3.2%
Parks	591,352	1,706,135	1,706,135	1,943,816	13.9%
Planning	90,145	488,196	488,196	491,284	0.6%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>726,388</u>	<u>2,467,564</u>	<u>2,467,564</u>	<u>2,746,207</u>	<u>11.3%</u>
Operating Expenses:					
Personnel Services	559,730	609,978	609,978	675,860	10.8%
Supplies and Materials	4,720	21,435	21,435	21,656	1.0%
Other Services and Charges:	117,421	1,836,151	1,836,151	2,067,790	12.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>681,871</u>	<u>2,467,564</u>	<u>2,467,564</u>	<u>2,765,306</u>	<u>12.1%</u>
Operating Income (Loss)	<u>44,517</u>	<u>-</u>	<u>-</u>	<u>(19,099)</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	(19,436)	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(19,436)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>25,081</u>	<u>-</u>	<u>-</u>	<u>(19,099)</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	25,081	-	-	(19,099)	-
Total Net Position - Beginning	<u>(274,621)</u>	<u>(271,429)</u>	<u>(249,540)</u>	<u>(249,540)</u>	<u>-8.1%</u>
Total Net Position - Ending	<u>\$ (249,540)</u>	<u>\$ (271,429)</u>	<u>\$ (249,540)</u>	<u>\$ (268,639)</u>	<u>-1.0%</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 Fund

Commission-wide IT Internal Service Fund

The FY24 request to fund ongoing, financed, and one new project is \$1,453,804, an 8.8% decrease from FY23 Adopted levels. This decrease is due to three projects, the Learning Management System (LMS), Continuity of Operations (COOP) and Alliance replacement (which has been fully funded) from FY23 that are not included in the FY24 request. Existing projects including the External Website Upgrade and Security Remediation require additional funding and one new project to develop content for the new LMS has been added.

Base Continuing Projects Budget Request

The continuing projects proposed have been reviewed and supported to move forward by the IT Council. They total \$660,000 and include:

- **ERP Enhancements (\$200,000, no change)** – The agency is required to comply with various regulations (PII, HIPPA, COBRA, etc.), which are always evolving. These funds will address any changing mandates, critical operational needs, and other updates needed to meet requirements identified by our Departments.
- **Kronos Management (\$60,000, no change)** – 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.
- **Security Remediation (\$150,000, change of \$50,000)** – 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. The additional funding will be used to expand the assessments and implement any corrective action recommended by the findings.
- **External Website (\$250,000)** – The agency’s main webpage is undergoing a complete redesign to meet modern standards of web design and communicate our programs and services in a clean and simple format. The website is scheduled to be launched in May and this additional funding will be used to ensure the website is operating in the manner we intended and allow for any technical refinements necessary to address issues that usually present themselves after the site’s launch.

Financed Continuing Project Budget Requests

The only financed project is the **ERP Upgrade**. The amount requested in FY24 is \$693,804 and represents the third year of six for financing a total projected cost of \$4M. Montgomery Planning and the Department of Human Resources and Management prepaid their contributions for years three through six in FY22.

New Project Budget Requests

The only new project proposed is the development of **Learning Management System (LMS) Training Modules** for \$100,000. The LMS is an agency-wide system that was approved for funding and will be implemented in FY23 with minimal, introductory training modules. This funding is



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

needed to develop compliance focused training modules for multiple disciplines across the agency (for example: safety, ethics, business applications, finance, etc.) that are relevant to employees in all job classifications.

The proposed budgetary impact of this new request for each department is:

FY24 CWIT New Projects Funding Needs - Montgomery				
	Planning	Parks	CAS	Total
LMS Content	6,060	32,000	3,150	41,240

FY24 CWIT New Projects Funding Needs - Prince George's					
	Planning	Parks	Recreation	CAS	Total
LMS Content	8,280	32,420	14,940	3,150	58,790

BUDGET AT A GLANCE

	FY23 <u>Adjusted</u> <u>Adopted</u>	FY24 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$646,301	\$535,666	-17.1%	36.8%
Prince George's County Budget				
Expenditures	\$946,965	\$918,138	-3.0%	63.2%
Combined Department Total Budget				
Expenditures	\$1,593,266	\$1,453,804	-8.8%	100.0%

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



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

SUMMARY OF FY24 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 2024

	FY 22	FY 23	FY 23	FY 24	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	312,950	41,355	41,355	22,758	-45.0%
CIO	3,993	351	351	436	24.2%
Finance	355,017	43,793	43,793	26,054	-40.5%
Legal	15,431	9,200	9,200	10,972	19.3%
Inspector General	6,246	3,371	3,371	6,456	91.5%
Corporate IT	228,365	11,650	11,650	9,874	-15.2%
Parks	1,032,255	427,268	427,268	395,086	-7.5%
Planning	747,888	64,093	64,093	64,030	-0.1%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,702,145</u>	<u>601,081</u>	<u>601,081</u>	<u>535,666</u>	<u>-10.9%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	(1,179)	-	-	-	-
Other Services and Charges:	1,564,829	646,301	646,301	535,666	-17.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	34,568	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>1,598,218</u>	<u>646,301</u>	<u>646,301</u>	<u>535,666</u>	<u>-17.1%</u>
Operating Income (Loss)	<u>1,103,927</u>	<u>(45,220)</u>	<u>(45,220)</u>	<u>-</u>	<u>-100.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>1,103,927</u>	<u>(45,220)</u>	<u>(45,220)</u>	<u>-</u>	<u>-100.0%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	1,103,927	(45,220)	(45,220)	-	-100.0%
Total Net Position - Beginning	<u>1,553,063</u>	<u>1,573,291</u>	<u>2,656,990</u>	<u>2,611,770</u>	<u>66.0%</u>
Total Net Position - Ending	<u>\$ 2,656,990</u>	<u>\$ 1,528,071</u>	<u>\$ 2,611,770</u>	<u>\$ 2,611,770</u>	<u>70.9%</u>
Note: Future Financing Plans					
Capital equipment financed for IT Initiatives		\$ 1,642,800	\$ 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

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for the expenses of operating the Executive Office Building in Riverdale, MD. This facility houses the bi-county operations of the agency including the departments of Finance, Legal, Human Resources and Management (“DHRM”), the Office of the Chief Information Officer, the Office of the Inspector General, the Merit System Board, and the Employees’ Retirement System. The Recruitment and Selection Office of DHRM and the agency-wide Archives program are located offsite.

HIGHLIGHTS AND MAJOR CHANGES IN FY24 PROPOSED BUDGET

The FY24 proposed budget is \$1,614,123 and includes an increase of 2.8% (or \$43,864) over FY23 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, the proposed budget includes an occupancy rate of \$29.25, which is a 4% increase over the FY23 adopted rate.

Interest: Interest income is projected to remain flat compared to FY23.

Fund Balance: Fund balance of \$89,307 will be used to absorb the proposed FY24 budget balance.

Expenditures

Personnel Services: This category includes an increase of 3.3% (\$8,507). 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 3.5% (\$39,320) 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 FY23 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 5.3% (\$6,037) for salary and benefit allocations of Department of Human Resources and Management staff time. These allocations have been adjusted to more accurately reflect the time required by DHRM staff to support the facility’s operations.



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

FY24 WORK PROGRAM PRIORITIES

Maintain Operations: Continue to ensure the facility is clean and fully functioning through maintenance and repair of systems and equipment, implementing necessary improvements, and addressing any concerns of employees, tenants and visitors.

Address Building Infrastructure Issues: Make upgrades to building infrastructure to ensure adequate building operations and employee safety. This would include:

- Replace bathroom fixtures that are past their useful life;
- Repair or replace flooring in areas that show signs of extensive wear, may contain asbestos, or create trip hazards; and
- Make incremental and needed upgrades to HVAC systems to provide improved airflow and heating/cooling.

COVID-19 Response: Continue to respond to any emergence of new variants or other pandemics by procuring personal protective equipment and cleaning supplies and assessing building systems (including HVAC systems) and conducting necessary updates to those systems.

Program Goals & Objectives

The primary goal of the Executive Office Building fund is the continued effective operation of building systems to ensure that employees have a safe, healthy, and productive work environment. To reach this goal, the fund covers expenses related to the ongoing maintenance and repairs of the facility and grounds. Due to the age of the building, over the next several years additional building infrastructure issues will be addressed through incremental upgrades such as those to HVAC and plumbing systems.

FY24 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	FY23 Adjusted Adopted	FY24 Proposed	% Change
Staffing			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY24 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	131,225	-	-	-	-
Retirement System	113,027	117,548	117,548	123,917	5.4%
Chief Information Office	62,030	64,511	64,511	37,143	-42.4%
Risk Management	57,000	59,280	59,280	65,717	10.9%
Group Insurance	67,952	70,670	70,670	80,428	13.8%
CAS Departments	1,124,846	1,150,314	1,150,314	1,213,611	5.5%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,556,080</u>	<u>1,462,323</u>	<u>1,462,323</u>	<u>1,520,816</u>	<u>4.0%</u>
Operating Expenses:					
Personnel Services	246,851	258,176	258,176	266,683	3.3%
Supplies and Materials	24,536	64,000	64,000	66,500	3.9%
Other Services and Charges:	412,281	1,044,300	1,044,300	1,071,120	2.6%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	59,663	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	110,426	113,783	113,783	119,820	5.3%
Total Operating Expenses	<u>853,757</u>	<u>1,570,259</u>	<u>1,570,259</u>	<u>1,614,123</u>	<u>2.8%</u>
Operating Income (Loss)	<u>702,323</u>	<u>(107,936)</u>	<u>(107,936)</u>	<u>(93,307)</u>	<u>-13.6%</u>
Nonoperating Revenue (Expenses):					
Interest Income	(40,435)	4,000	4,000	4,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(40,435)</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>661,888</u>	<u>(103,936)</u>	<u>(103,936)</u>	<u>(89,307)</u>	<u>-14.1%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	661,888	(103,936)	(103,936)	(89,307)	-14.1%
Total Net Position - Beginning	<u>5,846,070</u>	<u>5,800,945</u>	<u>6,507,958</u>	<u>6,404,022</u>	<u>10.4%</u>
Total Net Position - Ending	<u>\$ 6,507,958</u>	<u>\$ 5,697,009</u>	<u>\$ 6,404,022</u>	<u>\$ 6,314,715</u>	<u>10.8%</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 Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission’s Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The Fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Pay-go costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 6 full-time positions.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY24 PROPOSED BUDGET

The proposed FY24 expenditure budget is \$79.0 million, which reflects a 10.3% increase over FY23 budget levels.

The FY24 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 FY24 Proposed Budget contains a designated reserve of \$7.9 million, which is enough to meet the 10.0% of total operating expenses reserve policy.

Essential Needs

No essential needs are proposed for FY24.

Staffing	FY23 Adjusted Adopted	FY24 Proposed	% Change
Funded Career Positions	6.00	6.00	0.0%
Funded Workyears	6.00	6.00	0.0%



Montgomery County Commission-wide Group Insurance Internal Service Fund

SUMMARY OF FY24 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2024

	FY 22 Actual	FY 23 Adjusted Adopted	FY 23 Estimate	FY 24 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 3,054,903	\$ 2,500,000	\$ 2,500,000	\$ 3,000,000	20.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	13,003,620	13,621,900	13,621,900	16,000,000	17.5%
Employer Contributions/Premiums	44,590,893	54,074,732	54,074,732	60,000,000	11.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>60,649,416</u>	<u>70,196,632</u>	<u>70,196,632</u>	<u>79,000,000</u>	<u>12.5%</u>
Operating Expenses:					
Personnel Services	838,708	835,983	835,983	909,621	8.8%
Supplies and Materials	22,592	53,000	53,000	62,500	17.9%
Other Services and Charges:					
Professional Services	3,269,202	698,870	698,870	967,328	38.4%
Insurance Claims and Fees	47,839,959	59,571,841	59,571,841	68,528,863	15.0%
Insurance Premiums	7,753,840	10,000,000	10,000,000	8,200,000	-18.0%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	402,939	499,938	499,938	357,688	-28.5%
Total Operating Expenses	<u>60,127,240</u>	<u>71,659,632</u>	<u>71,659,632</u>	<u>79,026,000</u>	<u>10.3%</u>
Operating Income (Loss)	<u>522,176</u>	<u>(1,463,000)</u>	<u>(1,463,000)</u>	<u>(26,000)</u>	<u>-98.2%</u>
Non-operating Revenue (Expenses):					
Interest Income	(174,818)	10,000	10,000	10,000	0.0%
Total Non-operating Revenue (Expenses)	<u>(174,818)</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>347,358</u>	<u>(1,453,000)</u>	<u>(1,453,000)</u>	<u>(16,000)</u>	<u>-98.9%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	347,358	(1,453,000)	(1,453,000)	(16,000)	-98.9%
Total Net Position, Beginning	<u>13,109,513</u>	<u>12,877,334</u>	<u>13,456,871</u>	<u>12,003,871</u>	<u>-6.8%</u>
Total Net Position, Ending	<u>13,456,871</u>	<u>11,424,334</u>	<u>12,003,871</u>	<u>11,987,871</u>	<u>4.9%</u>
Designated Position	5,901,537	7,165,963	7,165,963	7,902,600	10.3%
Unrestricted Position	7,555,334	4,258,371	4,837,908	4,085,271	-4.1%
Total Net Position, June 30	<u>\$ 13,456,871</u>	<u>\$ 11,424,334</u>	<u>\$ 12,003,871</u>	<u>\$ 11,987,871</u>	<u>4.9%</u>

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



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Montgomery County

Appendices - Glossary

Accrual Basis of Accounting – Method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned and 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*)

Career Employee – An employment status for full and part time employees. Career employees occupy positions and their work effort is measured in workyears. (see *Workyears*)

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. The Commission submits its CIP annually to Prince George’s County by January 15 and every odd numbered year to Montgomery County by November 1.

Capital Outlay – Funds in the operating budget for capital purchases other than land and improvements to the land, such as furniture, vehicles, and equipment. To qualify as capital outlay, an item must be a fixed asset and have a unit cost 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 (CWIT) 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



Montgomery County

Appendices - Glossary

employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA) – An upward increment in an employee’s rate of pay to make up for the annual change in the Cost-of-Living rate.

Debt Service – Amount of funds needed to repay 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.

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.

Fiscal Year (FY) – The time period designed by the Commission signifying the beginning and ending period for recording financial transactions. The Commission’s fiscal year begins on July 1 and ends on June 30.

Fund – A set of accounts reserved for types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear legal compliance and with accounting standards and practices.

Fund Balance – Amounts left unexpended or unencumbered in a fund at the end of a fiscal year.

General Fund – Fund used to account for all assets and liabilities of an 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.

Generally Accepted Accounting Principles (GAAP) – The minimum standards governing financial reporting in both the public and private sector.

Governmental Accounting Standards Board (GASB) – The independent organization that establishes and improves standards of financial

accounting and reporting for state and local governments.

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, information systems, and risk management.

Land Use Article of the Annotated Code of Maryland – Establishes the purpose, powers, and duties of the Commission.

Merit Increase – An upward increment in an employee’s rate of pay within the salary range for a given class of work recognizing 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.

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



Montgomery County

Appendices - Glossary

maintenance on equipment, rents and leases, and insurance.

Park Fund/Tax – 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 eliminating the need to pay interest charges on those bonds.

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.

Personnel Services – Category of expenditure reflecting salaries, wages and benefits.

Position – An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period.

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. These funds use 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 portion of funds in a budget that is legally restricted for a certain purpose.

Salary Lapse – Amount deducted from Personnel Services to account for assumed savings resulting from vacancies.

Seasonal/Intermittent – An employment status for temporary, intermittent, seasonal or as-needed employees. Employees do not occupy positions but their work is measured in workyears (see *Workyear*).

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”.

Special Revenue Funds – Funds used to account for and report on the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Spending Affordability – A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George’s County, a three-member Spending Affordability Committee (SAC) reviews the Commission’s financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit – When current revenue from taxes, fees, investments, grants and other sources is less than current expenditures. If available, fund balance is employed to cover the difference.

Support Services – Budget accounting for expenses that are shared by more than one division within a department or by more than one department. These expenses cannot be appropriately or feasibly allocated to the budgets of departments or their sub-units.

Tax Rate – The rate, expressed in cents per \$100.00 of assessed valuation (see *Assessable*)



Montgomery County Appendices - Glossary

Base), applied to real and commercial personal property to determine taxes levied to fund Commission operations.

Term Contract – An employment status of at least 30 hours per week for a period of less than two years. Term contract employees occupy positions and their work effort is 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 equivalent to 2,080 work hours per year.



Montgomery County

Appendices - Acronyms

ACRONYMS

Audit Committee	AC
Annual Comprehensive Financial Report	ACFR
Americans with Disabilities Act	ADA
American National Standards Institute	ANSI
Advance Land Acquisition	ALA
Agricultural Preservation Advisory Board	APAB
Adequate Public Facilities Ordinance	APFO
All-Terrain Vehicle	ATV
Bi-county Transitway	BCT
Business Intelligence	BI
Building Lot Termination	BLT
Base Realignment and Closure (Military)	BRAC
Bus Rapid Transit	BRT
Computer Aided Dispatch	CAD
Climate Action Plan	CAP
Commission for Accreditation of Park and Recreation Agencies	CAPRA
Central Administrative Services	CAS
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 Equipment Internal Service Fund	CEISF
Community Engagement Officer	CEO
Chief Information Officer	CIO
Capital Improvement Program	CIP
Certified Local Government	CLG
Council of Governments	COG
Continuity of Operations	COOP
Consumer Price Index	CPI
Consumer Price Index – Urban	CPI-U
Countywide Planning and Policy	CPP
Crime Prevention Through Environmental Design	CPTED
Census Question Resolution	CQR
Commercial-Residential Zone	CR
Customer Relationship Management	CRM
Consolidated Transportation Program	CTP
Community Use of Public Facilities	CUPF
Commission-wide Information Technology	CWIT



Montgomery County

Appendices - Acronyms

Drug Abuse Resistance Education	D.A.R.E.
Development Activity Monitoring System	DAMS
Department of Economic Development	DED
Diversity, Equity and Inclusion	DEI
Draft Environmental Impact Statement	DEIS
Department of Environmental Protection	DEP
Department of Housing and Community Affairs	DHCA
Maryland Department of Housing and Community Development	DHCD
Deaf and Hard of Hearing	DHOH
Department of Human Resources and Management	DHRM
Development Information Activity Center	DIAC
Maryland Department of Natural Resources	DNR
Department of Public Works and Transportation	DPWT
Development Review Committee	DRC
Development Review Committee Special Revenue Fund	DRC-SRF
Disabled Student Programs and Services	DSPS
Enterprise Asset Management	EAM
Equity Focus Areas	EFA
Enterprise Financial Management	EFM
Enterprise Information Technology	EIT
Environmental Protection Agency	EPA
Enterprise Resource Planning	ERP
Employees' Retirement System (Pension)	ERS
Environmental Systems Research Institute	ESRI
Engineered Wood Fiber	EWF
Floor Area Ratio	FAR
Federal Bureau of Investigation	FBI
Forest Conservation Plan	FCP
Facilities Management Division	FMD
Fraternal Order of Police	FOP
Forest Stand Delineation	FSD
Full Time	FT
Gang Resistance Education and Training	G.R.E.A.T.
Generally Accepted Accounting Principals	GAAP
Governmental Accounting Standards Board	GASB
Government Finance Officers Association	GFOA
Greenhouse Gas	GHG
Growth and Infrastructure Policy	GIP
Geographic Information System	GIS
Historic Area Work Permit	HAWP
Highway Capacity Manual	HCM



Montgomery County

Appendices - Acronyms

Horticulture Forestry and Environmental Education Division	HFEE
Housing Opportunities Commission	HOC
Montgomery County Historic Preservation Commission	HPC
Human Resources	HR
Human Resources Information Systems	HRIS
Inter County Connector	ICC
Interstate Commission on The Potomac River Basin	ICPRB
Integrated Pest Management	IPM
Intake and Regulatory Coordination	IRC
Internal Revenue Service	IRS
Information Systems	IS
Internal Service Fund	ISF
Information Technology	IT
Information Technology and Innovation	ITI
Interagency Technology Policy and Coordination Committee	ITPCC
Key Performance Indicators	KPIs
Local Area Network	LAN
Local Area Transportation Review	LATR
Light Emitting Diode	LED
Leadership in Environmental Education Design	LEED
Law Enforcement Officers Bill of Rights	LEOBR
Lesbian, Gay, Bisexual, Transgender, Queer or Questioning	LGBTQ+
Light Detection and Ranging	LIDAR
Learning Management System	LMS
Legacy Open Space	LOS
Locally Preferred Alignment	LPA
Land Preservation, Parks, and Recreation Plans	LPPRP
Long-Term Disability	LTD
Mid County Highway	M-83
Multi-Agency Service Park	MASP
Minority, Female, and Disabled-Owned Business Enterprises	MBEs
Montgomery County Data Community	MCDC
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department of Housing and Community Affairs	MCDHCA
Montgomery County Department of Transportation	MCDOT
Montgomery County Department of Permitting Services	MCDPS
Montgomery County Department of Economic Development	MCEDC
Montgomery County Government	MCG
Municipal and County Government Employees Organization/UFCWU Local 1994	MCGEO
Montgomery County Police	MCP
Montgomery County Public Schools	MCPS



Montgomery County

Appendices - Acronyms

Montgomery County Revenue Authority	MCRA
Montgomery County Recreation Department	MCRD
Montgomery County Self Insurance Program	MCSIP
Montgomery County Tennis Association	MCTA
Maryland Department of Environment	MDE
Maryland Department of Planning	MDP
Maryland Economic Development Corporation	MEDCO
Minority, Female and Disabled	MFD
Managed Lanes Study	MLS
Major Maintenance	MM
Minor Master Plan Amendment	MMA
Maryland-National Capital Park and Planning Commission	M-NCPPC
Memorandum of Understanding	MOU
Moderately Priced Dwelling Unit	MPDU
Maryland Public Information Act	MPIA
Master Plan of Transportation	MPOT
Municipal Separate Store Sewer Systems	MS4s
Metropolitan Service Area	MSA
Montgomery County Soil Conservation District	MSCD
Maryland Transit Administration	MTA
Metropolitan Washington Council of Governments	MWCOG
National Environmental Policy Act	NEPA
National Hockey League	NHL
National Oceanic Atmospheric Administration	NOAA
Nature on Wheels	NOW
National Pollutant Discharge Elimination System	NPDES
National Parks Service	NPS
Natural Resources Inventory	NRI
Microsoft Office 365	O365
Operating and Maintenance Costs	O&M
Operating Budget Impacts	OBI
Office of the General Counsel	OGC
Office of the Inspector General	OIG
Maryland Open Meetings Act	OMA
Other Post-Employment Benefits	OPEB
Public Affairs and Community Partnership Division	PACP
Partnership for Action Learning in Sustainability	PALS
Planning Assistance to Municipalities and Communities	PAMC
Policy Area Mobility Review	PAMR
Portable Document Format	PDF
Police Executive Research Forum	PERF



Montgomery County

Appendices - Acronyms

Paid Family and Medical Leave	PFML
Planning, Housing and Economic Development	PHED
Parks Information and Customer Service	PICS
Personally Identifiable Information	PII
Planned Lifetime Asset Replacement	PLAR
Program Management Office	PMO
Passive Optical Network	PON
Program Open Space	POS
Parks and Recreation Advisory Board	PRAB
Park, Recreation, and Open Space	PROS
Public Safety Answering Points	PSAPs
Part Time	PT
Post-Traumatic Stress	PTS
Rural Density Transfer Zone	RDT
Regional Economic Development Strategy	REDS
Right of Way	ROW
Research and Strategic Projects	RSP
Research & Technology Center	RTC
Spending Affordability Committee	SAC
Spending Affordability Guidelines	SAG
State Department of Assessments and Taxation	SDAT
Sustainable Education Every Day	SEED
State Highway Administration	SHA
Security Information and Event Management	SIEM
Small-Local-Owned Business Enterprises	SLBEs
Sectional Map Amendment	SMA
Special Revenue Fund	SRF
Silver Spring Transit Center	SSTC
Science, Technology, Engineering and Mathematics	STEM
Transportation Action Partnership	TAP
Transferable Development Rights	TDR
Total Maximum Daily Load	TMDL
Transit Oriented Development	TOD
Transportation Policy Area Review	TPAR
Town Sector Zone	T-S
Uninterruptible Power Supply	UPS
United States Army Core of Engineers	USACE
United States Forest Service	USFS
United States Fish & Wildlife Service	USFWS
Washington Area Bicycle Association	WABA
Wide Area Network	WAN



Montgomery County

Appendices - Acronyms

Woodland Conservation Ordinance	WCO
Wheaton Headquarters	WHQ
Washington Metropolitan Area Transit Authority	WMATA
Water Quality Protection Funds	WQP
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA





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				
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2013	1,015,534	\$ 140,577,467	\$ 32,462	0.02 %	\$ 31.97	\$ 161,877,310	\$ 1,665	0.001 %	\$ 1.64
2014	1,025,063	141,899,535	44,616	0.03	43.53	163,601,193	1,430	0.001	1.40
2015	1,033,370	142,418,524	41,464	0.03	40.13	163,656,758	1,200	0.001	1.16
2016	1,039,327	151,113,059	51,857	0.03	49.89	174,057,795	1,075	0.001	1.03
2017	1,047,239	157,476,558	56,953	0.04	54.38	181,546,725	1,020	0.001	0.97
2018	1,048,794	163,053,038	52,924	0.03	50.46	188,182,436	885	0.000	0.84
2019	1,051,129	167,427,077	64,917	0.04	61.76	193,106,472	750	0.000	0.71
2020	1,062,061	171,202,657	69,749	0.04	65.67	197,588,106	620	0.000	0.58
2021	1,069,095	175,812,274	65,965	0.04	61.70	203,030,055	490	0.000	0.46
2022	1,076,176	178,388,570	60,728	0.03	56.43	206,800,000	365	0.000	0.34

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds				
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
2013	890,081	\$ 73,123,809	\$ 47,086	0.06 %	\$ 52.90	\$ 75,744,055	\$ -	- %	n.a.
2014	904,430	70,551,045	67,280	0.10	74.39	75,744,055	-	-	n.a.
2015	909,535	71,578,363	58,860	0.08	64.71	76,747,781	-	-	n.a.
2016	908,049	74,240,911	73,329	0.10	80.75	79,385,919	-	-	n.a.
2017	912,756	78,488,744	64,534	0.08	70.70	83,863,174	-	-	n.a.
2018	909,308	84,361,738	92,162	0.11	101.35	90,065,188	-	-	n.a.
2019	909,327	89,052,828	110,946	0.12	122.01	95,038,631	-	-	n.a.
2020	909,612	100,289,916	110,946	0.11	121.97	100,289,916	-	-	n.a.
2021	910,551	99,283,346	103,467	0.10	113.63	105,862,549	-	-	n.a.
2022	n.a.	110,821,221	125,092	0.11	n.a.	110,821,221	-	-	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



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	Ratios			Advance Land Acquisition General	Ratios		
	General Obligation Bonds	Revenue Bonds and Notes	Total Primary Government(1)	Percentage Of Personal Income	Outstanding Debt Per Capita	Obligation Bonds(1)	Total Debt (1)	Percentage Of Personal Income	Outstanding Debt Per Capita
2013	\$ 32,240	\$ 222	\$ 32,462	0.04 %	\$ 31.97	\$ 1,665	\$ 34,127	0.05 %	\$ 33.60
2014	44,616	-	44,616	0.05	43.18	1,430	46,046	0.06	44.56
2015	41,464	-	41,464	0.05	39.90	1,200	42,664	0.05	41.05
2016	51,857	-	51,857	0.06	49.52	1,075	52,932	0.06	50.54
2017	56,953	-	56,953	0.06	54.30	1,020	57,973	0.06	55.28
2018	52,924	-	52,924	0.06	50.35	885	53,809	0.06	51.19
2019	64,917	-	64,917	0.07	61.12	750	65,667	0.07	61.83
2020	69,749	-	69,749	0.07	65.24	620	70,369	0.07	65.82
2021	65,965	-	65,965	0.07	61.70	490	66,455	0.07	62.16
2022	60,728	-	60,728	0.06	56.43	365	61,093	0.06	56.77

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)	Business- Type	Ratios			Advance Land Acquisition General	Ratios		
	General Obligation Bonds	Revenue Bonds and Notes	Total Primary Government(1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)	Obligation Bonds(1)	Total Debt (1)	Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2013	\$ 47,086	\$ -	\$ 47,086	0.12 %	\$ 52.90	\$ -	\$ 47,086	0.12 %	\$ 52.90
2014	67,280	-	67,280	0.17	74.39	-	67,280	0.17	74.39
2015	58,860	-	58,860	0.14	64.71	-	58,860	0.14	64.71
2016	73,329	-	73,329	0.17	80.75	-	73,329	0.17	80.75
2017	64,534	-	64,534	0.15	70.70	-	64,534	0.15	70.70
2018	92,162	-	92,162	0.21	101.35	-	92,162	0.21	101.35
2019	119,227	-	119,227	0.26	131.12	-	119,227	0.26	131.12
2020	110,946	-	110,946	0.23	121.97	-	110,946	0.23	121.97
2021	103,467	-	103,467	0.20	113.63	-	103,467	0.20	113.63
2022	125,092	-	125,092	n.a.	n.a.	-	125,092	n.a.	n.a.

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Demographic Statistics table for personal income and population data. Data are not available for Prince George's County for FY 2022.

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

<u>Employer</u>	<u>2022</u>			<u>2013</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
U.S. Department of Health and Human Services	30,000 - 35,000	1	7.17 %	25,000 - 30,000	1	5.77 %
Montgomery County Public Schools	25,000 - 30,000	2	6.07	20,000 - 25,000	2	4.72
Montgomery County Government	10,000 - 15,000	3	2.76	10,000 - 15,000	4	2.62
U.S. Department of Defense	5,000 - 10,000	4	1.65	10,000 - 15,000	3	2.62
U.S. Department of Commerce	5,000 - 10,000	5	1.65	5,000 - 10,000	5	1.57
Adventist Healthcare	5,000 - 10,000	6	1.65	5,000 - 10,000	6	1.57
Holy Cross Hospital of Silver Spring	2,500 - 5,000	7	0.83	*		-
AstraZeneca Pharmaceuticals LP	2,500 - 5,000	8	0.83	*		-
Government Employees Insurance Co.	2,500 - 5,000	9	0.83	*		-
Montgomery Community College	2,500 - 5,000	10	0.83	5,000 - 10,000	7	1.57
Marriott International Admin Svcs, Inc.	**		-	5,000 - 10,000	8	1.57
Lockheed Martin Corporation	**		-	2,500 - 5,000	9	0.79
Verizon	**		-	2,500 - 5,000	10	0.79
Total			24.27 %			23.59 %

PRINCE GEORGE'S COUNTY

<u>Employer</u>	<u>2021 (1)</u>			<u>2012</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
University System of Maryland (2)	20,250	1	4.03 %	17,334	1	3.70 %
Joint Base Andrews Naval Air Facility Washington*	17,500	2	3.48	13,500	2	2.88
U.S. Internal Revenue Service *	4,735	3	0.94	5,539	4	1.18
United States Census Bureau *	4,605	4	0.92	4,414	5	0.94
WMATA (Metro)	3,546	5	0.71	**		-
United Parcel Service	3,000	6	0.60	4,220	6	0.90
NASA/Goddard Space Flight Center *	3,000	7	0.60	3,171	7	0.68
Prince George's Community College	2,045	8	0.41	2,631	10	0.56
MGM National Harbor	2,000	9	0.40	**		-
Gaylord National Resort and Convention Center	2,000	10	0.40	**		-
Prince George's County Government	**		-	5,834	3	1.24
Giant Food, Inc.	**		-	3,000	8	0.64
Verizon	**		-	2,738	9	0.58
Total	62,681		12.46 %	62,381		13.30 %

Note:

- (1) 2022 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)
2013	1,015,534	\$ 74,492,736	\$ 73,353	543,134	4.9 %	148,779
2014	1,025,063	76,427,993	74,559	544,271	4.3	151,298
2015	1,033,370	82,006,462	79,358	547,229	3.8	153,852
2016	1,039,327	86,825,633	83,540	544,649	3.3	156,447
2017	1,047,239	89,382,425	85,351	561,370	3.2	159,010
2018	1,048,794	90,527,613	86,316	564,403	2.9	161,545
2019	1,051,129	90,629,668	86,221	575,351	2.8	162,680
2020	1,062,061	94,191,794	88,688	556,465	6.2	165,267
2021	1,069,095	99,800,000	93,350	547,389	5.5	160,564
2022	1,076,176	102,500,000	95,245	552,640	3.3	158,232

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)
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	43,232,981	47,365	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	493,988	7.9	135,962
2021	910,551	52,461,141	57,615	502,401	6.1	131,657
2022	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 2013-2022 estimated by the Montgomery County, Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2022 is not currently available for Prince George's County)
- (3) Source: Data for 2013-2022 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 2013-2022 estimated by the Montgomery County, Department of Finance
- (8) Source: Data for 2013-2021 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Updated November 16, 2022
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2021.
- (10) Source: www.mdreportcard.org, updated 8/14/2022



Montgomery County

Appendices – Historical Data

MONTGOMERY COUNTY TAX RATES BY FUND: FY10 THRU FY24

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARK</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<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</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 ADOPTED</u>	Real	0.0190	0.0532	0.0080	0.0010	0.0812
	Personal	0.0475	0.1330	0.0200	0.0025	0.2030
<u>FY24 PROPOSED</u>	Real	0.0219	0.0583	0.0080	0.0010	0.0892
	Personal	0.0548	0.1458	0.0200	0.0025	0.2231

NOTE: Rates are per \$100 of assessed valuation



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY REVENUES BY FUND: FY10 THRU FY24

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	\$6,818,114	\$121,082,172
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	\$4,799,972	\$132,470,518
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	\$2,085,302	\$6,892,400	\$4,918,656	\$162,277,095
FY22	\$32,444,688	\$110,515,738	\$2,109,635	\$12,659,192	\$6,991,819	\$164,721,072
FY23 ADOPTED	\$36,969,306	\$125,554,416	\$2,197,763	\$12,543,686	\$6,107,056	\$183,372,227
FY24 PROPOSED	\$42,722,005	\$136,718,039	\$2,211,100	\$12,559,152	\$6,811,263	\$201,021,559

*Includes Property Management Fund



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY EXPENDITURES BY FUND: FY10 THRU FY24

YEAR	ADMINISTRATION	PARK*	ADVANCE LAND ACQUISITION	ENTERPRISE	SPECIAL REVENUE	TOTAL
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	\$92,605,695	\$2,912,617	\$9,754,146	\$4,460,089	\$138,371,623
FY17	\$27,825,322	\$95,568,452	\$1,861,720	\$9,898,025	\$5,352,881	\$140,506,400
FY18	\$29,729,197	\$100,454,633	\$1,929,466	\$10,543,655	\$5,379,406	\$148,036,357
FY19	\$30,343,807	\$103,428,722	\$1,973,388	\$12,704,304	\$5,234,046	\$153,684,267
FY20	\$32,313,578	\$104,935,668	\$2,014,990	\$9,409,636	\$6,334,676	\$155,008,548
FY21	\$30,613,872	\$107,777,819	\$2,079,346	\$7,911,658	\$5,933,657	\$154,316,352
FY22	\$33,646,125	\$116,920,654	\$2,111,759	\$9,402,120	\$6,106,316	\$168,186,974
FY23 ADOPTED**	\$37,497,076	\$126,184,278	\$2,197,763	\$10,613,078	\$7,330,040	\$183,822,235
FY24 PROPOSED**	\$42,678,487	\$136,024,424	\$2,211,100	\$10,833,205	\$7,940,988	\$199,688,204

*Includes Property Management Fund

**Includes Reserves for Administration & Park Funds



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY WORKYEARS BY FUND: FY10 THRU FY24

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY10	216.87	695.00	112.90	27.12	1,051.89
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	111.40	28.55	945.85
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	133.20	34.15	1,092.70
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	191.85	772.60	121.30	38.25	1,124.00
FY23 ADOPTED	191.23	789.00	117.10	37.80	1,135.13
FY24 PROPOSED	201.27	793.20	121.70	43.40	1,159.57

*Includes Property Management Fund



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
General Service Pay Schedule
Effective September 4, 2022

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$31,249 \$15.0236	\$44,693 \$21.4870	\$58,138 \$27.9510
12	\$35,107 \$16.8784	\$48,641 \$23.3851	\$62,176 \$29.8923
14	\$38,843 \$18.6745	\$53,817 \$25.8736	\$68,792 \$33.0731
16	\$43,586 \$20.9548	\$60,389 \$29.0332	\$77,192 \$37.1115
18	\$49,361 \$23.7313	\$68,390 \$32.8798	\$87,419 \$42.0284
20	\$51,829 \$24.9178	\$71,810 \$34.5240	\$91,792 \$44.1308
22	\$55,958 \$26.9029	\$77,532 \$37.2750	\$99,106 \$47.6471
24	\$58,756 \$28.2481	\$81,406 \$39.1375	\$104,057 \$50.0274
26	\$63,374 \$30.4683	\$87,915 \$42.2668	\$112,457 \$54.0659
28	\$67,614 \$32.5067	\$94,785 \$45.5697	\$121,955 \$58.6322
30	\$73,760 \$35.4615	\$103,405 \$49.7139	\$133,049 \$63.9659
32	\$81,932 \$39.3904	\$113,477 \$54.5563	\$145,022 \$69.7221
34	\$88,332 \$42.4673	\$122,386 \$58.8394	\$156,439 \$75.2111
36	\$97,737 \$46.9889	\$135,418 \$65.1048	\$173,099 \$83.2207
38	\$107,141 \$51.5101	\$148,448 \$71.3692	\$189,756 \$91.2288
40	\$117,854 \$56.6606	\$158,549 \$76.2255	\$199,243 \$95.7899

Approved by the Commission
June 15, 2022



**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective June 11, 2023**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$27,912 \$13.4192	\$38,674 \$18.5933	\$49,436 \$23.7673	\$51,042 \$24.5394
HL2	\$31,172 \$14.9865	\$44,584 \$21.4346	\$57,995 \$27.8822	\$59,880 \$28.7885
HL3/HL4	\$35,022 \$16.8375	\$48,524 \$23.3288	\$62,027 \$29.8207	\$64,042 \$30.7894
HL5/HL6	\$38,748 \$18.6288	\$53,688 \$25.8115	\$68,627 \$32.9938	\$70,857 \$34.0659
HL7	\$43,480 \$20.9038	\$60,243 \$28.9630	\$77,006 \$37.0221	\$79,509 \$38.2255

**Approved by the Commission
September 8, 2022**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective June 11, 2023

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$27,995 \$13.4591	\$38,788 \$18.6481	\$49,581 \$23.8370	\$51,192 \$24.6115
HC2	\$29,903 \$14.3764	\$41,432 \$19.9192	\$52,960 \$25.4615	\$54,681 \$26.2889
HC3	\$31,263 \$15.0303	\$44,715 \$21.4976	\$58,166 \$27.9644	\$60,056 \$28.8731
HC4	\$35,125 \$16.8870	\$48,665 \$23.3966	\$62,205 \$29.9063	\$64,226 \$30.8779
HC5	\$38,863 \$18.6841	\$53,846 \$25.8875	\$68,830 \$33.0913	\$71,067 \$34.1668
HC6	\$43,608 \$20.9654	\$60,420 \$29.0481	\$77,233 \$37.1313	\$79,743 \$38.3380

Approved by the Commission
September 8, 2022



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective June 11, 2023

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$29,903 \$14.3764	\$41,432 \$19.9192	\$52,960 \$25.4615	\$54,681 \$26.2889
HT2	\$35,125 \$16.8870	\$48,665 \$23.3966	\$62,205 \$29.9063	\$64,226 \$30.8779
HT3	\$38,863 \$18.6841	\$53,845 \$25.8870	\$68,828 \$33.0904	\$71,064 \$34.1654
HT4	\$43,608 \$20.9654	\$60,420 \$29.0481	\$77,233 \$37.1313	\$79,743 \$38.3380

Approved by the Commission
September 8, 2022



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION FOP Park Police Effective June 11, 2023

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
P02 (annual) (hourly)	\$57,924 \$27,8481	\$59,956 \$28,8250	\$62,056 \$29,8346	\$64,229 \$30,8793	\$66,471 \$31,9572	\$68,802 \$33,0779	\$71,208 \$34,2346	\$73,701 \$35,4332	\$76,277 \$36,6716	\$78,953 \$37,9582	\$81,718 \$39,2875	\$84,571 \$40,6591	\$87,532 \$42,0827	\$90,596 \$43,5558	\$93,767 \$45,0803		
P03 (annual) (hourly)	\$57,901 \$27,8370	\$60,823 \$29,2418	\$62,955 \$30,2668	\$65,166 \$31,3298	\$67,438 \$32,4221	\$69,790 \$33,5529	\$72,241 \$34,7313	\$74,767 \$35,9457	\$77,390 \$37,2067	\$80,095 \$38,5072	\$82,899 \$39,8553	\$85,805 \$41,2524	\$88,809 \$42,6966	\$91,911 \$44,1880	\$95,127 \$45,7341	\$98,456 \$47,3346	
P04 (annual) (hourly)	\$60,795 \$29,2284	\$63,862 \$30,7029	\$66,104 \$31,7808	\$68,416 \$32,8923	\$70,808 \$34,0423	\$73,288 \$35,2346	\$75,850 \$36,4663	\$78,504 \$37,7423	\$81,256 \$39,0654	\$84,095 \$40,4303	\$87,043 \$41,8476	\$90,090 \$43,3125	\$93,240 \$44,8269	\$96,507 \$46,3976	\$99,888 \$48,0231	\$103,384 \$49,7038	
P05 (annual) (hourly)	\$67,026 \$32,2240	\$70,415 \$33,8534	\$72,876 \$35,0365	\$75,428 \$36,2635	\$78,064 \$37,5308	\$80,799 \$38,8457	\$83,627 \$40,2053	\$86,557 \$41,6139	\$89,588 \$43,0712	\$92,719 \$44,5764	\$95,968 \$46,1385	\$99,331 \$47,7553	\$102,799 \$49,4226	\$106,398 \$51,1529	\$110,118 \$52,9413	\$113,972 \$54,7942	\$117,961 \$56,7120
Rank	ASI 1* (3.5%)	ASI 2** (3.5%)															
P02 (annual) (hourly)	\$97,049 \$46,6582	\$100,446 \$48,2913															
P03 (annual) (hourly)	\$101,902 \$48,9913	\$105,469 \$50,7063															
P04 (annual) (hourly)	\$107,002 \$51,4433	\$110,747 \$53,2438															
P05 (annual) (hourly)	\$122,090 \$58,6971	\$126,363 \$60,7514															

*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 15, 2022

**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Park Police Command Officers
Effective June 11, 2023**

<u>Title</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Lieutenant [P06]	(annual)	\$ 78,520	\$ 108,438	\$ 138,354
	(hourly)	\$ 37.7500	\$ 52.1337	\$ 66.5163
Captain [P07]	(annual)	\$ 90,845	\$ 125,451	\$ 160,057
	(hourly)	\$ 43.6755	\$ 60.3130	\$ 76.9505
Commander [P09]	(annual)	\$ 110,976	\$ 147,333	\$ 183,691
	(hourly)	\$ 53.3538	\$ 70.8332	\$ 88.3130

**Officer Candidate Pay Scale
Effective June 11, 2023**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$ 57,924
	(hourly)	\$ 27.8481

**Approved by the Commission
June 15, 2022**



**Montgomery County
 Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 Special Salary Range Pay Schedule for Select Career IT Positions ONLY
 Effective September 4, 2022**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$51,829 \$24.9178	\$71,810 \$34.5240	\$91,792 \$44.1308
EHT	\$58,756 \$28.2481	\$81,406 \$39.1375	\$104,057 \$50.0274
EIT	\$66,540 \$31.9904	\$92,310 \$44.3798	\$118,079 \$56.7688
EJT	\$80,400 \$38.6538	\$112,711 \$54.1880	\$145,022 \$69.7221

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	EGT
GIS Specialist I	EGT
IT Telecommunications Spec I	EGT
Programmer/Analyst II	EHT
GIS Specialist II	EHT
Senior IT Support Specialist	EIT
Programmer/Analyst III	EIT
GIS Specialist III	EIT
IT Systems Manager/Leader	EJT

**Approved by the Commission
 June 15, 2022**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Proposal Effective on or before 5/8/22 (B2) and 5/15/22 (B1)

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
PFA I (920) and RCI/Instructor I (950)	S1	\$15.0000	\$17.1250	\$19.2500
PFA II (921)	S2	\$15.0500	\$17.2570	\$19.5000
PFA III (922)	S3	\$15.1000	\$17.4250	\$19.7500
PFMA I (930) and RCI/Instructor II (951)	S4	\$15.2500	\$17.6900	\$20.1300
PFMA II (931)	S5	\$15.7500	\$18.3488	\$20.9475
PFMA III (932)	S7	\$16.0000	\$18.7200	\$21.4400
Call Center/Help Desk Rep 1 - 936 and RCI/Instructor III (952)	S8	\$16.2500	\$19.1750	\$22.1000
Not in Use	S10	\$16.3700	\$19.3985	\$22.4269
Intern I, Playground Manager and RCI/Instructor IV (953)	S11	\$16.5000	\$19.6350	\$22.7700
Call Center/Help Desk Rep 2 (937)	S12	\$16.7500	\$20.1000	\$23.4500
Intern II, Call Center-Help Desk Rep 3 (938) and RCI/Instructor V (954)	S13	\$17.0000	\$21.5050	\$26.0100
Not in Use	S14	\$17.5395	\$22.3632	\$27.1869
Camp Health Supv (941) and RCI/Instructor VI (955)	S15	\$20.1711	\$25.7179	\$31.2647

Approved by the Commission
September 15, 2021



Montgomery County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective on or before 5/8/22 (B2) and 5/15/22 (B1)**

	<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	\$15.75	\$16.54	\$17.36
906 - Shallow Water Lifeguard	AQ3	\$16.20	\$17.01	\$17.86	\$18.75
901 - Lifeguard	AQ4	\$17.50	\$18.38	\$19.29	\$20.26
902 - Instructor Aide/Swim Lessons	AQ5	\$18.50	\$19.43	\$20.40	\$21.42
903 - Assistant Pool Manager	AQ6	\$20.00	\$21.00	\$22.05	\$23.15
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$22.00	\$23.10	\$24.26	\$25.47
907 - Senior Pool Manager	AQ8	\$25.00	\$26.25	\$27.56	\$28.94

**Approved by the Commission
September 15, 2021**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Proposal Effective on or before 5/8/22 (B2) and 5/15/22 (B1)

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$15.0000	\$18.5000	\$22.0000
Spec Svcs Instructor 2	SS2	\$16.0000	\$21.5000	\$27.0000
Spec Svcs Instructor 3	SS3	\$17.0000	\$25.5000	\$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

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Tennis Instructor Pay Schedule Proposal Effective on or before 5/8/22 (B2) and 5/15/22 (B1)

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$15.0000	\$17.5000	\$20.0000
Tennis Instructor 2	TI2	\$17.5000	\$21.3750	\$25.2500
Tennis Instructor 3	TI3	\$20.0000	\$28.7500	\$37.5000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission
September 15, 2021



**Montgomery County
 Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 Seasonal/Intermittent
 2022 Summer Camp/Playground/Playtime and Safe Summer Staff
 Effective: 5/1/22 (B1) and 5/8/22 (B2)**

JOB TITLE	JOB CODE	GRADE	RATES
Playground Manager/Camp Director	940	S11	\$21.00
Camp Health Supervisor	941	S15	\$21.00 - \$31.2647
Camp/Playground Asst Director	943	S7	\$18.00
Camp/Playground Administrator	944	S5	\$16.75
Camp/Playground Senior Counselor	945	S4	\$16.00
Camp/Playground Counselor	946	S3	\$15.50
Camp/Playground Assistant Counselor	947	S1	\$15.25
Summer Youth Employment Program Counselor	962	S1	\$15.00
Safe Summer Staff	948	S13	\$20.50

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