

Proposed Annual Budget Fiscal Year 2019

Montgomery County

The Maryland-National Capital Park and Planning
Commission

www.mncppc.org

Proposed Annual Budget
Fiscal Year 2019

Commissioners

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

Dorothy F. Bailey
Gerald R. Cichy
William M. Doerner
Norman Dreyfuss

Natali Fani-Gonzalez
Manuel R. Geraldo
Tina Patterson
A. Shaunise Washington



Officers

Patricia Colihan Barney, Executive Director
Joseph Zimmerman, Secretary-Treasurer
Adrian R. Gardner, General Counsel

Prince George's County Directors

Andree G. Checkley
Director of Planning

(To be Filled)
Director of Parks and Recreation

Montgomery County Directors

Gwen Wright
Director of Planning

Michael F. Riley
Director of Parks



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Maryland-National Capital Park & Planning Comm
Maryland**

For the Fiscal Year Beginning

July 1, 2017

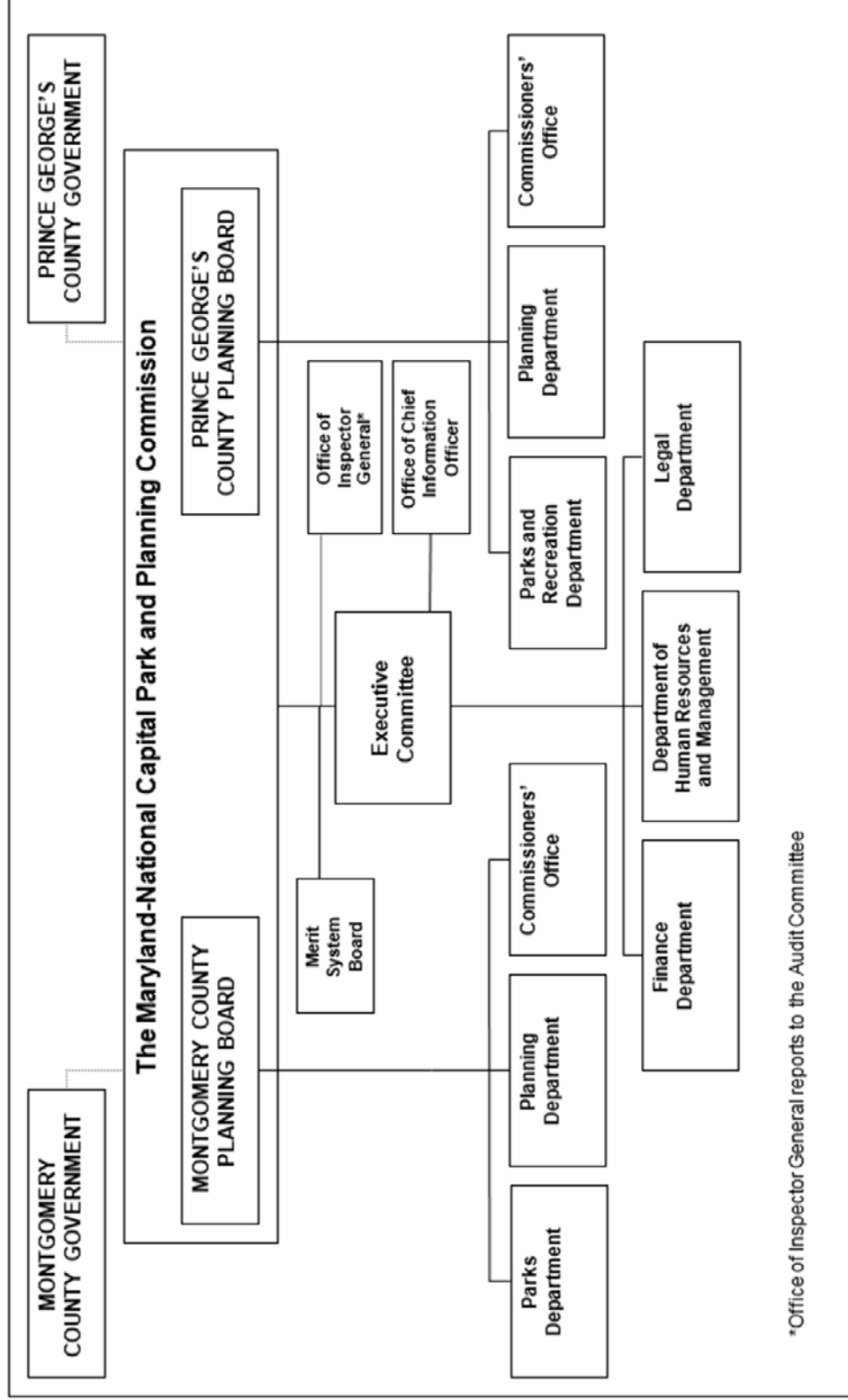
Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Parks and Planning Commission for its annual budget for the fiscal year beginning July 1, 2017. 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 2019
Montgomery County**

CREDITS

Executive Director

Patricia Colihan Barney

Budget Team

John Kroll
Melinda Duong

Department Budget Staff

Anju Bennett
Chip Bennett
Shawna Facht
Joyce Garcia
Stephanie Knox
Carl Morgan
Nathan Shearer
Anjali Sood
Nancy Steen
Shuchi Vera
Karen Warnick
Gayla Williams

Technical Staff

James Adams

Print Shop

Nakiia Buyck
Lawana Bush
Xavier Cary
Vanessa Gyamfi
Darin Hensley
Lucas Lopez
Bill Sumler
Britnee Wade



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

January 15, 2018

The Honorable Isiah Leggett
Montgomery County Executive
Executive Office Building
101 Monroe Street
Rockville, MD 20850

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

Dear Mr. Leggett and Mr. Riemer:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, the Montgomery County Planning Board is pleased to transmit the FY19 Proposed Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This comprehensive document is presented at the budget appropriate departmental and divisional levels, including lists of the programs and services provided by each division.

We have been made aware of the County's fiscal challenges, both in the current year and in FY19. Consequently, we have adopted a savings plan for FY18. However, our budget development and submission calendar did not allow for adequate and timely consideration of the direction provided to the County's internal departments and agencies, and therefore this document is submitted as proposed.

Although we have proposed increases where needed to address critical needs, we fully understand the ongoing economic challenges and will work with the Council and Executive to incorporate adjustments as needed.

On-going Service Provision

The Commission's primary mission remains unchanged: providing clean and safe parks, and delivering a timely, comprehensive development review program, key master plans, and other critical planning programs which drive economic development. It is our goal to continue to give our customers/residents excellent service. We are proud to have been awarded the National Gold Medal Award for excellence in Parks and Recreation Management in 2015. This is the sixth time we have been so recognized by the American Academy for Park and Recreation Administration in partnership with the National Recreation and Park Association.

Cognizant of the limited resources available, we will continue to work with the County to reach an appropriate balance with service delivery demands. The FY19 Proposed Budget focuses on maintaining service levels, responding to federal/state/local mandates, and addressing a limited number of critical needs. The FY19 Proposed Budget includes increases related to necessary planning studies, legislative mandates, and operating costs of new parks.

The FY19 proposed tax-supported operating budget is \$143.5 million. This is \$8.4 million more than the FY18 adopted budget, a 6.2 percent change, reflecting the critical needs requests. The total

proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$171.9 million, an increase of \$14.1 million or 8.9 percent from the FY18 adopted budget.

**Summary of FY19 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)**

	FY18 Adopted	FY19 Proposed	\$ Change	% Change
Administration (1)	\$ 31,728,741	\$ 33,241,989	\$ 1,513,248	4.8%
Park (2)	101,362,780	108,196,921	6,834,141	6.7%
ALA Debt	1,941,740	2,031,100	89,360	4.6%
Subtotal Tax Supported	135,033,261	143,470,010	8,436,749	6.2%
Enterprise (3)	10,347,797	13,902,775	3,554,978	34.4%
Property Management	1,311,100	1,532,800	221,700	16.9%
Special Revenue	5,634,625	6,519,833	885,208	15.7%
Park Debt	5,511,210	6,521,285	1,010,075	18.3%
Total Montgomery	\$157,837,993	\$171,946,703	\$14,108,710	8.9%

(1) Includes transfer to Special Revenue Fund in both years, and to Park Fund in FY18

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

(3) Includes transfer to Capital Projects in both years

Fiscal challenges remain at all levels of government, including the Commission. Although for FY19 there are several positive indicators – assessable base is projected to grow at a rate of about 4.26 percent; the Economic and Revenue Update from the Montgomery County Department of Finance released in December 2017 shows a drop in unemployment from 3.4 percent in October 2016 to 3.1 percent in October 2017, an increase in resident employment, and an estimated 4.1 percent increase in wage and salary income for 2017 – the County is experiencing a shortfall of income tax receipts that is necessitating a retrenchment of expenditures in FY18, and which will also impact the FY19 budget process.

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

The following table begins with our FY18 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 6.3 percent.

M-NCPPC
Summary of FY19 Proposed Budget Major Changes
Montgomery County General Fund Accounts
Administration and Park Funds (excludes property management and reserves)

	Budget Amount	% Change
FY18 Adopted Budget	\$ 133,091,521	
<i>FY19 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo and prefunding	1,864,259	
Health Insurance	(414,307)	
Pension (ERS)	(240,845)	
Employee Compensation Marker	2,008,875	
Reclassification Marker	191,459	
Subtotal Major Personnel Changes	3,409,441	2.6%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	1,010,075	
Transfer to Development Review	200,000	
Transfer from Admin Fund to Park Fund	(500,000)	
Park- NPDES	526,834	
OBI	343,995	
Investment in Critical Needs	2,644,462	
Operating Major Known Commitments	712,582	
Subtotal FY18 Major NonPersonnel Changes	4,937,948	3.7%
Total Dollar Change for Major Changes	8,347,389	6.3%
TOTAL FY19 Proposed Budget	\$ 141,438,910	6.3%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY19 that includes increases for major known commitments and investments in critical needs, and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY19:

- Medical insurance and benefit costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- Dollar markers to adjust employee compensation, and possible reclassification due to a multi-year classification study.

In recent years, the Commission has taken a number of pro-active steps to reduce or slow the growth of benefit costs. These have included instituting a new pension plan and adopting a credited service model for retiree medical benefits for new hires; new health related initiatives such as incentives for annual exams and offering a lower cost health plan, while continuing to ask our employees to share more of the cost. These actions continue to free up resources to support our delivery of services.

As shown in the following table, personnel expenses reflect an increase of \$3.41 million.

		FY19 Proposed Budget			
		Summary of Changes in Major Personnel Costs			
		Montgomery County Administration Fund and Park Fund			
		FY18	FY19	\$	%
		Adopted	Proposed	Change	Change
The compensation marker represents the largest cost increase, followed by the increased cost for Other Post-Employment Benefits (OPEB).	OPEB				
	OPEB Paygo & Prefunding	\$ 6,382,400	\$ 8,246,659	\$ 1,864,259	29.2%
	Pension (ERS)				
	Pension (ERS)	10,418,528	10,177,683	(240,845)	-2.3%
	Health and Benefits(1)				
Employee Health Benefits	13,591,548	13,177,241	(414,307)	-3.0%	
Subtotal Personnel Costs		\$ 30,392,476	\$ 31,601,583	\$ 1,209,107	4.0%
Employee Compensation					
The net change for total OPEB costs is \$1.86 million, an increase of 29.2 percent. Total OPEB funding is \$8.25 million.	Marker for Changes to Employee Comp.		2,008,875	2,008,875	
	Marker for Possible Reclassifications	412,094	603,553	191,459	
	Total Major Personnel Costs			\$ 3,409,441	

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

This increase is a result of a new actuary utilizing updated medical trend projections, which are more in line with those used by our parent counties. OPEB is shown in the Non-Departmental accounts in individual funds rather than being allocated to each department.

As determined by the actuary, pension costs will decrease by 2.3 percent in FY19, representing a savings of \$241 thousand from the FY18 budget. Health benefit costs are projected to decrease by 3.0 percent, resulting in savings of \$414 thousand from the FY18 Budget.

As for employee compensation, the budget includes a dollar marker of \$2.01 million. We are in the second year of our contract with the FOP and are in full contract negotiations with MCGEO for FY19, the results of which will be presented for approval at the Joint County Council Meeting in May 2018. Also included is \$604 thousand for possible reclassification adjustments based on the multi-year classification study that is under way.

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

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$2.7 million to address critical maintenance, equipment, and essential service needs. Each department's budget sections provide detailed information on how this increased investment

is proposed to be used. The following is a summary of the requests by department.

Fund	Department	Essential Needs	
		Investment Amount	
Administration	Planning	\$	531,609
Administration	Commissioners' Office		-
Administration	DHRM		98,655
Administration	Legal		37,729
Administration	Finance		74,757
Administration	Inspector General		5,969
Administration	Corporate IT		43,700
Park	Parks		1,852,043
Total		\$	2,644,462

Summary of FY19 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY19 proposed budget to the FY18 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 FY19 Proposed Budget General Fund Accounts
By Fund by Department (excludes reserves)

	FY18 Adopted	FY19 Proposed	\$ Change	% Change
Administration Fund				
Commissioners' Office	\$ 1,204,588	\$ 1,262,647	\$ 58,059	4.8%
Planning Department Operating	19,909,147	20,298,849	389,702	2.0%
CAS	8,028,346	8,392,153	363,807	4.5%
Transfer to Development Review	300,000	500,000	200,000	66.7%
Transfer to Park	500,000	-	(500,000)	-100.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	1,636,660	2,638,340	1,001,680	61.2%
Subtotal Admin Fund	31,728,741	33,241,989	1,513,248	4.8%
Park Fund				
Park Department Operating	89,935,434	92,699,689	2,764,255	3.1%
Transfer to Debt Service	5,511,210	6,521,285	1,010,075	18.3%
Transfer to Capital Projects	350,000	350,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	5,166,136	8,225,947	3,059,811	59.2%
Subtotal Park Operating	101,362,780	108,196,921	6,834,141	6.7%
Montgomery Operating Subtotal	133,091,521	141,438,910	8,347,389	6.3%
Property Management	1,311,100	1,532,800	221,700	16.9%
Montgomery General Fund Total	\$ 134,402,621	\$ 142,971,710	\$ 8,569,089	6.4%

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

PROGRAM HIGHLIGHTS

We are committed to a FY19 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in each Department's section of the Budget Book.

Parks Department

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

The Commission continues to develop and maintain one of the largest and most diverse park systems in the nation with over 36,800 acres in 419 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active life styles, and serving as stewards and interpreters of Montgomery County's natural and cultural resources by conserving parkland. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn and grow. Proximity to parks has been shown to increase property values.

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

The Department's FY19 budget includes increases for:

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

In addition, the FY19 budget includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the future needs of the department such as:

- Delivering Urban Parks through Placemaking;
- Maintaining and Improving Existing Facilities;
- Enhancing Social Equity; and
- Expanding Wi-Fi in the Parks (funded by County's Cable Fund).

Together, we have created a highly popular, valued and nationally-recognized park system. Our entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible, safe, and green park system that promotes a strong sense of community through shared spaces and

experiences and is treasured by the people it serves.” We will continue to aggressively seek new funding opportunities and to improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with our stakeholders and within our communities.

The FY19 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 FY19 work plan that is detailed in the Department’s budget section, the following critical needs are proposed:

One-Time projects:

- Aspen Hill Vision Zero Pedestrian Study and Zoning Analysis
- Shady Grove Sector Plan - Minor Master Plan
- Ashton Minor Master Plan Amendment
- General Plan Update
- University of Maryland's National Center for Smart Growth assistance on General Plan Update; Bicycle Master Plan; Pedestrian Connectivity Mapping; Purple Line Impacts to Small Business
- Implementation of Traffic Generation from Mixed-Use Development Projects Study
- Creative Sector Needs Assessment Study
- Pedestrian Connectivity Mapping
- Open Space Benefits and Values Assessment Study
- White Flint II Implementation
- Policy Area and Local Area Transportation Test Update (every four years)

On-going projects:

- New County Legislation – Land Use Information – Burial Sites – New Position and One-time Supplies/Vehicle
- Increase in Transfer to Development Review Special Revenue Fund

Central Administrative Services (CAS)

For FY19, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- DHRM:
 - Two career positions in the Corporate Policy and Management Operations Division, one to address a critically understaffed Division, and one to provide administrative support to a Division chief currently with none.
 - Two career positions in Human Resources Division to support the ERP system. Positions will review and validate personnel transactions, provide guidance to field offices, and perform complex transaction analysis, business process reviews, develop reports and train operating department staff.
- Finance Department: One career position to focus on IT purchasing.
- Legal Department: One career position to provide administrative support.
- Corporate IT Division (split off from Finance and now under the CIO's office) – funding for a regular computer replacement schedule.

Commissioners' Office

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

In addition to known operating commitments, the FY19 Proposed Budget for the Commissioners' Office includes increased training funds for the Commissioners, and freezes a part-time position in order to fund a full-time administrative position.

Capital Budget

This transmittal also includes the Capital Budget (the second year of the six year Capital Improvements Program (CIP), since the County adopts the CIP every other year). 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 FY19 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise more than 94 percent of operating revenue in the tax-supported funds. The Commission, in proposing this budget, is requesting a change in the property tax rates for the Park Fund. The requested increase in the real property tax rate 0.14 cent for the Park Fund. At this level, the total tax rate is still below what it was in FY07.

The FY19 Proposed Budget requests a total tax rate for property tax supported funds of 7.50 cents real property and 18.75 cents personal property. The breakdown by fund is as follows:

- Administration Fund: 1.72 cents real and 4.30 cents personal, unchanged;
- Park Fund: 5.68 cents real and 14.20 cents personal, an increase of .14 and .35, respectively; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.25 cents personal, unchanged.

At these tax rates, the Commission will have sufficient property tax revenues to meet the FY19 proposed expenditures and reserve requirements for the Administration and Park Funds provided the tax increase is approved.

MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)													
FUNDS	ACTUAL FY07	ACTUAL FY08	ACTUAL FY09	ACTUAL FY10	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ADOPTED FY18	PROPOSED FY19
Administration Fund													
Real	2.00	1.90	1.90	1.80	1.50	1.70	1.80	1.80	1.70	1.80	1.70	1.72	1.72
Personal	5.00	4.70	4.70	4.50	3.80	4.30	4.50	4.50	4.25	4.50	4.25	4.30	4.30
Park Fund													
Real	5.70	5.80	5.30	5.00	4.50	4.80	5.40	5.30	5.60	5.52	5.48	5.54	5.68
Personal	14.30	14.50	13.20	12.50	11.20	12.00	13.50	13.25	14.00	13.80	13.70	13.85	14.20
Advance Land Acquisition Fund													
Real	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Personal	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.25	0.25	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)													
Real	7.80	7.80	7.30	6.90	6.10	6.60	7.30	7.20	7.40	7.42	7.28	7.36	7.50
Personal	19.60	19.50	18.20	17.30	15.30	16.60	18.30	18.00	18.50	18.55	18.20	18.40	18.75

CONCLUSION

The Proposed 2019 Budget is respectfully submitted for your consideration. In this document, we are proposing a budget that not only moves us forward incrementally, but allows us to address several 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. We look forward to working with you and your staffs on this budget. Working together, we will do everything in our power to ensure that taxpayer dollars are invested wisely in our collective future.

Sincerely,



Casey Anderson
 Chair

THIS PAGE LEFT INTENTIONALLY BLANK

	<u>Page</u>
CHAIR'S MESSAGE	i
TABLE OF CONTENTS	xi
 OVERVIEW	
Budget Guide	3
Background.....	10
Policies.....	15
Budget Issues	20
Fiscal and Budget Summary Schedules	26
Commission Summary by County and Fund Type	27
Commission Summary of Fund Balances/Net Position	28
Fund Summary by Department and by Division	29
Revenue and Expenditure Charts	31
Expenditure Summary by Major Object.....	32
Budget Presentation in County Council Resolution Format	34
Governmental Funds Summary.....	36
Fund Balance and Revenue/Expenditure Graphs	37
CAS Summary by County	38
Fund Schedules	40
Tax Rates and Assessable Base.....	54
Summary of Positions and Workyears	55
 COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)	
Montgomery County Commissioners' Office	58
CAS Overview	61
Department of Human Resources and Management	67
Finance Department.....	81
Legal Department	86
Office of Inspector General	90
Corporate IT.....	93
Merit System Board	98
CAS Support Services	101
Departmental Summaries	103
Non-Departmental, Other and Transfers	111
 MONTGOMERY COUNTY PLANNING DEPARTMENT	
Executive Overview	115
Division Budgets	
Director's Office.....	138
Management Services	141
Information Technology and Innovation	145
Research and Special Projects.....	149
Area 1	153

Area 2	157
Area 3	161
Development Applications and Regulatory Coordination	165
Functional Planning and Policy	168
Support Services	173
Divisional Summaries.....	174

MONTGOMERY COUNTY DEPARTMENT OF PARKS (Park and Other Funds)

Introduction.....	180
Executive Overview.....	183
Division Budgets	
Director’s Office.....	199
Management Services	202
Information Technology and Innovation	208
Park Development.....	212
Park Planning and Stewardship	216
Public Affairs and Community Partnerships	222
Park Police	227
Horticulture, Forestry and Environmental Education.....	230
Facilities Management.....	237
Northern Parks	242
Southern Parks.....	247
Support Services	252
Property Management.....	253
Non-Departmental, Other and Transfers	255
Divisional Summaries.....	256
Enterprise Operations.....	262
Capital Improvement Program	287
Capital Projects Fund.....	290

OTHER FUNDS

Special Revenue Funds.....	292
Advance Land Acquisition Funds	308
Park Debt Service Fund	311
Internal Service Funds	
Risk Management Fund.....	315
Capital Equipment Fund	319
Commission-wide CIO & IT Initiatives Fund.....	321
Commission-wide Executive Office Building Fund	325
Commission-wide Group Insurance Fund	329

APPENDICES

Glossary	332
Acronyms	337
Historical Data	340
Pay Schedules.....	348

Overview

OVERVIEW

Budget Guide 3

Background..... 10

Policies 15

Budget Issues 20

Fiscal and Budget Summary Schedules 26

 Commission Summary by County and Fund Type 27

 Commission Summary of Fund Balances/Net Position 28

 Fund Summary by Department and by Division 29

 Revenue and Expenditure Charts 31

 Expenditure Summary by Major Object..... 32

 Budget Presentation in County Council Resolution Format 34

 Governmental Funds Summary..... 36

 Fund Balance and Revenue/Expenditure Graphs 37

 CAS Summary by County 38

 Fund Schedules 40

 Tax Rates and Assessable Base 54

 Summary of Positions and Workyears 55



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 FY19 budget and the Commission’s long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget’s development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



Montgomery County

Overview - Budget Guide

The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide the reader summary level information about the budget as a fiscal plan for the coming year. Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2019 are included:

- Commission Summary of FY19 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY17 and Budgeted Use of Fund Balance/Net Position for FY18 and FY19;
- Montgomery County FY19 Proposed Budget Summary by Fund Summary by Department by Division;
- Montgomery County FY19 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$175,968,803;
- Montgomery County FY19 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$175,968,803;
- Montgomery County FY19 Proposed Budget Expenditure Summary by Major Object;
- Montgomery County FY19 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$175,968,803;
- Montgomery County Budget Presentation in County Council Resolution Format and Groupings;
- Montgomery County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Ending Fund Balance General Fund Accounts FY10 Actual to FY19 Proposed;
- Montgomery County Revenues and Expenditures General Fund Accounts FY10 Actual to FY19 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Montgomery County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Property Management Subfund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position;
- Montgomery County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;



Montgomery County Overview - Budget Guide

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

Department Budget Section

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

The Department sections are comprised of:

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

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

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

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



Montgomery County

Overview - Budget Guide

- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts;
- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY19 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 Fund
 - ALA Revolving Fund
- **Park Debt Service Fund**
- **Internal Service Funds**
 - Risk Management Fund
 - Capital Equipment Fund
 - Commission-wide CIO & IT Initiatives Fund
 - Commission-wide Executive Office Building Fund
 - Commission-wide Group Insurance Fund

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

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



Montgomery County Overview - Budget Guide

Capital Improvement Program

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

Appendices

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

BUDGETARY BASIS

Basis of Accounting

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

Basis of Budgeting

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

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

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



Montgomery County Overview - Budget Guide

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

BUDGET PROCESS

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

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

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

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

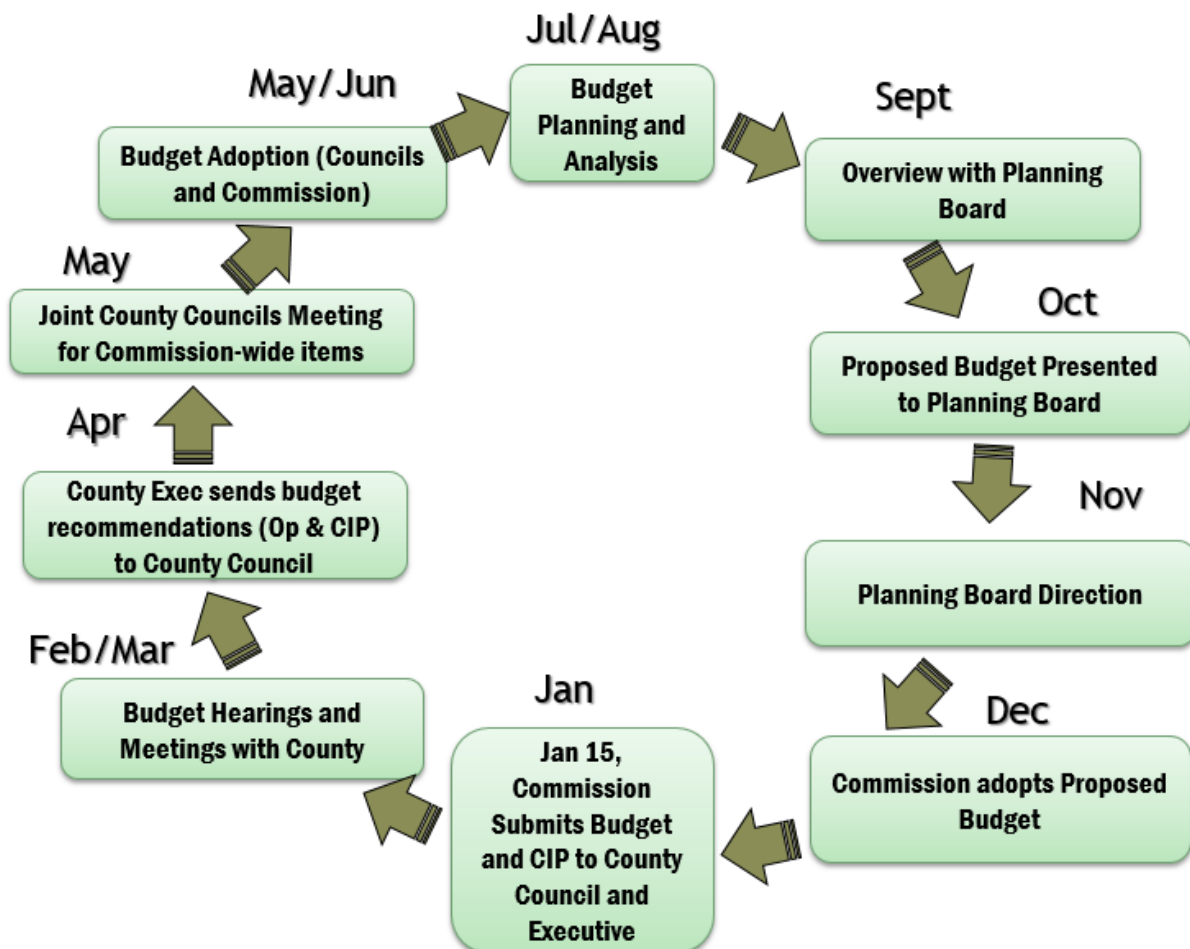
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



Montgomery County Overview - Budget Guide

Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2017
• Budget Overview with Planning Board	September to November 2017
• Staff Develops Budget	September to November 2017
• Planning Board Work Sessions	September to December 2017
• Commission Approves Proposed Budget	December 20, 2017
• Staff Produce Proposed Budget Book	December 2017 to January 2018
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2018
• County Executive Makes Recommendations	January 15 to March 1, 2018
• County Council Holds Public Hearings	April 2018
• County Council Reviews Budget	April 2018
• County Councils Meet Jointly	May 2018
• County Councils Adopt Budget	By June 1, 2018
• Commission Adopts Budget Resolution	June 20, 2018



Montgomery County Overview – Background

BACKGROUND

AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 1.9 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 166 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

MONTGOMERY COUNTY PROFILE

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

Montgomery County contains 491 square miles (or 317,000 acres) of land area, with the Commission providing over 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 1,043,863 as of July 1, 2016, Montgomery County is the most populous county in Maryland. One of the County's greatest resources and strengths lies in the diversity of its population, according to census data compiled by the Commission's Research and Special Projects Division. According to most recent Census Bureau data, minorities comprise about 55 percent of the population; 19.1 percent of residents are Hispanic or Latino; 19.5 percent are black or African American; 15.5 percent are Asian; and 44.7 percent are non-Hispanic white. About



Montgomery County Overview – Background

32.6 percent are foreign born, compared to the state of Maryland which shows about 14.7 percent. According to the 2012-2016 American Community Survey, of the population above age 5, over 39.8 percent speak a language other than English at home. This is substantially greater than it is statewide (17.6 percent).

Over the past four decades, the median age of the county's population has matured from 30 in 1970 to 38.6 in 2016 with the maturing of baby boomers and improving life expectancy of the U.S. population. About 23.4 percent of the population is under 18 years old and another 14.5 percent is age 65 or older. About 35 percent of households have school age children. Student enrollment in public grades K-12 was projected to be 149,001 during the school year 2016-2017. In Montgomery County, one of the most highly educated counties in the nation, over half of adults age 25 and over have at least a bachelor's degree. Less than 9 percent did not graduate from high school.

Based on the American Community Survey, the 2016 median household income is \$100,352 compared to the state median household income of \$76,067. The median value of owner occupied housing units between 2012 and 2016 in Montgomery County is \$460,100 compared to the state median of \$290,400.

CUSTOMER DEFINITION AND FOCUS

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

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

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

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



Montgomery County Overview – Background

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

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

ORGANIZATION

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

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

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

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



Montgomery County Overview – Background

FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning and general administrative functions are financed primarily by five statutorily designated property taxes that must be levied on a separate county basis. In Montgomery County, county-assessed property taxes support more than 92 percent of the Commission's tax-supported operations. Remaining funding is derived from grants, interest income, fees and charges, and fund balance.

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

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

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

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

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

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

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

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



Montgomery County

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

Capital Projects Fund

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

Enterprise Fund

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

Internal Service Funds

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



Montgomery County

Overview – Policies

POLICIES

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 FY19, the proposed budget includes a designated fund reserve equaling 3 percent of expenditures in the General Fund accounts in Montgomery County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability, and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission’s goal is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

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

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



Montgomery County

Overview – Policies

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

INVESTMENT POLICY

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

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

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

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

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

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



Montgomery County

Overview – Policies

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

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

DEBT MANAGEMENT POLICY

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

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

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

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 three and six-tenths cents of real property tax and nine cents of personal property tax, per \$100 of assessed value. For the Advance Land Acquisition Fund, the limit is the equivalent to the revenue generated by a one and two-tenths cents real property tax rate (three cents personal property).
3. Debt service as a percentage of General Fund expenditures in the Montgomery County Administration Fund and Park Fund should not exceed 10 percent.
4. Debt service as a percentage of General Fund expenditures in the Prince George's County Administration Fund, Park Fund and Recreation Fund should not exceed 10 percent.
5. Financing a major project critical to Commission business that will cause the debt service ratio to exceed 10 percent may be permitted as a special exception by a vote of the Commission that specifically grants the exception; however, the debt ratio will be brought back into conformance with the target within the next six-year period.
6. The percentage of principal to be paid over the next ten years should remain between 60 percent and 70 percent of the outstanding debt in each of the Commission's county debt portfolios.

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

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

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

LONG-TERM SUSTAINABILITY

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



Montgomery County

Overview – Policies

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

- The County's total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation and Montgomery County Finance Department. Based on historical patterns, a collection factor is calculated (we currently assume collecting 99.7 percent for real property taxes and 99.8 percent for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year, unless trend changes on collection factors warrant modifications.
- Fees and Charges are generally projected with modest annual growth (2-4 percent), unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

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

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

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

PERFORMANCE MEASURES

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



Montgomery County Overview – Budget Issues

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission’s FY19 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

For FY19, assessable base is projected to grow at a modest rate of about 4.18 percent, and general economic indicators show job growth, declining rates of unemployment, and low inflation. However, costs continue to grow at higher rates than the revenues that support them. Secondly, NPDES mandates and Operating Budget Impacts (OBI) from previously approved CIP projects impact the base budget. Thirdly, the Commission has budget needs that have been deferred over the last few years, particularly maintenance needs that grow more expensive to address the longer they are deferred. With property tax revenue making up more than 94 percent of operating revenues in the Administration and Park Funds, a modest growth means the Commission must manage its resources carefully to sustain a stable financial position.

Property Tax Revenue

The FY19 Proposed Budget reflects minimal changes in the real and personal property tax rates for the Administration Fund and the Park Fund from the FY18 Adopted Budget. At this level, the total tax rate is still below what it was in FY07.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$8.0 million or 6.4 percent in FY19 to \$132.5 million.

The FY19 Proposed Budget reflects a total tax rate for property tax supported funds of 7.50 cents real property and 18.75 cents personal property. The breakdown by fund is:

- Administration Fund: 1.72 cents real and 4.30 cents personal, unchanged;
- Park Fund: 5.68 cents real and 14.20 cents personal, an increase of .14 and .35, respectively; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.25 cents personal, unchanged.

At these tax rates, the Commission will have sufficient property tax revenues to meet the proposed expenditures and reserve requirements for the Administration Fund and the Park Fund although both funds will continue to utilize fund balance in FY19.

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

Fees, Charges, and Rentals

Revenues resulting from operations and functions of the Parks and Planning Departments are considered non-tax operating revenues. These are mainly fees and charges from services and programs, and revenues from the rental of Commission properties. Some small miscellaneous fees are collected, such as parking fines from Park Police enforcement operations. Service charges and fees of the two major tax-supported funds (Administration and Park) are projected at \$3.15 million in FY19, a 6.3 percent increase from the FY18 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



Montgomery County

Overview – Budget Issues

affordable and desirable. FY19 numbers reflect the ongoing effort and cost recovery pyramid approach to setting fees.

Interest Income

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

Total General Fund interest income for FY19 is proposed at \$140,000, an increase of 86.7 percent from the FY18 budget in line with expected FY18 estimates.

Grant Revenues

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

Other Revenues

The FY19 Proposed Budget includes \$391,700 of continued funding from the Water Quality Protection Fund for the Administration Fund. In the Park Fund, funding from the Water Quality Protection Fund is increased to \$3,611,475. This is a total increase of 15.5 percent from FY18. The increase is necessary to cover staffing and other costs for the Parks Department to meet NPDES requirements. \$700,000 is proposed from the County Cable fund to continue the extension of Wi-Fi in additional parks. The budget also includes \$117,100 of miscellaneous revenue in the Park Fund.

Enterprise Fund Revenues

In FY19, total Enterprise Fund revenues are proposed at \$11.2 million and expenditures at \$9.8 million before transfer to the Capital Projects Fund. Due to strong fiscal and operational management, the Enterprise Fund budget no longer depends on any subsidies from the Park Fund.

EXPENDITURES

The Commission is putting forth a budget for FY19 that includes increases for major known commitments, invests in critical needs, and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY19:

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

As can be seen in Exhibit 1, personnel expenses are proposed to increase by \$3.4 million, mostly due to increased OPEB costs and employee compensation markers.



Montgomery County Overview – Budget Issues

Exhibit 1

**FY19 Proposed Budget
Summary of Changes in Major Personnel Costs
Montgomery County Administration Fund and Park Fund**

	FY18 Adopted	FY19 Proposed	\$ Change	% Change
OPEB				
OPEB Paygo & Prefunding	\$ 6,382,400	\$ 8,246,659	\$ 1,864,259	29.2%
Pension (ERS)				
Pension (ERS)	10,418,528	10,177,683	(240,845)	-2.3%
Health and Benefits(1)				
Employee Health Benefits	13,591,548	13,177,241	(414,307)	-3.0%
Subtotal Personnel Costs	<u>\$ 30,392,476</u>	<u>\$ 31,601,583</u>	<u>\$ 1,209,107</u>	<u>4.0%</u>
Employee Compensation				
Marker for Changes to Employee Comp.		2,008,875	2,008,875	
Marker for Possible Reclassifications	412,094	603,553	191,459	
Total Major Personnel Costs			<u>\$ 3,409,441</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 FY19 have been determined by a new actuary utilizing updated medical trend projections, which are more in line with those used by our parent counties.

The net change for total OPEB costs is about a \$1.86 million increase or 29.2 percent greater than FY18 Adopted.

Total OPEB funding is \$8.2 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension (ERS)

As determined by the actuary, pension costs are decreasing by 2.3 percent in FY19. This represents a savings of \$241 thousand from the FY18 adopted budget.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to decrease by 3.0 percent in FY19, resulting in a savings of \$414 thousand from the FY18 adopted budget. Good experience in our self-insured plan can be partially credited to previous restructuring of employee benefits and the focus on wellness initiatives.

Employee Compensation

The Commission's FY19 budget includes a compensation adjustment marker of \$2.01 million in the General Fund. The Commission is in full contract negotiations with MCGEO, and in the second year of our contract with the FOP for FY19. Also included in the budget is \$603,553 of funding for possible reclassification adjustments based on the multi-year classification study that is under way.



Montgomery County

Overview – Budget Issues

Total expenditures for tax supported funds in the FY19 Proposed Budget (excluding reserves) are \$143.5 million, a 6.2 percent increase from FY18. The total FY19 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 \$171.9 million, 8.9 percent higher than the FY18 budget. Exhibit 2 provides a comparative total funds summary.

Exhibit 2

Summary of FY19 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)

	FY18 Adopted	FY19 Proposed	\$ Change	% Change
Administration (1)	\$ 31,728,741	\$ 33,241,989	\$ 1,513,248	4.8%
Park (2)	101,362,780	108,196,921	6,834,141	6.7%
ALA Debt	1,941,740	2,031,100	89,360	4.6%
Subtotal Tax Supported	135,033,261	143,470,010	8,436,749	6.2%
Enterprise (3)	10,347,797	13,902,775	3,554,978	34.4%
Property Management	1,311,100	1,532,800	221,700	16.9%
Special Revenue	5,634,625	6,519,833	885,208	15.7%
Park Debt	5,511,210	6,521,285	1,010,075	18.3%
Total Montgomery	\$ 157,837,993	\$ 171,946,703	\$ 14,108,710	8.9%

(1) Includes transfer to Special Revenue Fund in both years, and to Park Fund in FY18

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

(3) Includes transfer to Capital Projects in both years

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

One of the primary objectives in the FY19 proposed budget is to meet core public service needs in the present and future. Included in the funding levels of the Administration Fund and the Park Fund is a funding request of \$2.64 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 an expanded effort to maintain and improve existing facilities, the Placemaking initiative for urban parks, enhancing social equity, and increased Information Technology (IT) charges and projects. In the Planning Department, new initiatives include compliance with new County legislation, various planning studies and analyses, and two minor master plan amendments. Each department's budget section provides detailed information on how this increased investment will be used. Below is a summary of the investment by department.



Montgomery County Overview – Budget Issues

Fund	Department	Essential Needs Investment Amount
Administration	Planning	\$ 531,609
Administration	Commissioners' Office	-
Administration	DHRM	98,655
Administration	Legal	37,729
Administration	Finance	74,757
Administration	Inspector General	5,969
Administration	Corporate IT	43,700
Park	Parks	1,852,043
Total		\$ 2,644,462

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

FUND BALANCE

At the end of FY17, the Commission had \$5.8 million in fund balance in the Administration Fund and \$7.9 million fund balance in the Park Fund (which includes \$986,760 from the Property Management subfund). Based on current estimates, \$1.9 million and \$2.5 million respectively, of these fund balances will be utilized in FY18. This will leave \$3.9 million in the Administration Fund and \$4.4 million in the Park Fund (or \$5.4 million when the Property Management subfund is included) going into FY19. Therefore, coupled with the proposed tax rate increases, the fund balance in the Administration Fund and Park Fund is anticipated to be adequate to meet the proposed budgeted revenue, expenditure, and reserve requirements for both funds. This is based on the FY19 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 increase, projected expenditures and other uses, the ending fund balances after meeting reserve requirements for FY19 are projected to be \$826,822 in the Administration Fund and \$2,138,368 million in the Park Fund (which includes \$886,760 from the Property Management subfund).

DEBT

Debt Service in the Park Fund is proposed to be \$6.5 million in FY19. Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$152,850 in FY19, as part of the continuing debt service repayment. Tax rates for the ALA debt service fund are proposed without change from the FY18 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, 2017 is estimated at \$1.7 billion. This represents the excess of anticipated tax revenue from the mandatory 9-cent personal property and 3.6-cent real property tax available during the next 30 years over the debt service on the \$54.1 million of outstanding Park Acquisition and Development bonds. The Commission's Montgomery County bonds are rated AAA by Standard & Poor's Rating Services and Fitch Ratings, and Aaa by Moody's Investor Services Inc.



Montgomery County Overview – Budget Issues

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, and is proposed as well for FY19.



FY19 Proposed Budget
Fiscal and Budget Summary Schedules



Montgomery County Overview - Fiscal and Budget Summary Schedules

COMMISSION SUMMARY OF FY19 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			% Change
	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	\$ 50,886,287	\$ 51,942,200	\$ 55,219,300	\$ 28,230,072	\$ 29,848,460	\$ 31,162,200	\$ 79,116,359	\$ 81,790,660	\$ 86,381,500	3.4%
Park Fund	140,198,260	142,612,300	152,189,300	93,928,608	100,555,238	108,107,375	234,126,868	243,167,538	260,296,675	3.9%
Recreation Fund	79,833,954	82,333,475	87,595,175	-	-	-	79,833,954	82,333,475	87,595,175	3.1%
General Funds Total	270,918,501	276,887,975	295,003,775	122,158,680	130,403,698	139,269,575	393,077,817	407,291,673	434,273,350	3.6%
ALA Debt/Service Fund	455	-	-	1,859,182	1,941,740	2,031,100	1,859,182	1,941,740	2,031,100	4.4%
Tax Supported Funds Total	270,918,956	276,887,975	295,003,775	124,017,862	132,345,438	141,300,675	394,936,998	409,233,413	436,304,450	3.6%
Park Debt/Service Fund	10,830,748	11,053,742	13,753,538	4,838,893	5,111,210	6,521,285	15,669,641	16,564,952	20,274,823	5.7%
Property Management Fund	-	-	-	1,291,619	1,311,100	1,432,800	1,291,619	1,311,100	1,432,800	1.5%
Capital Projects Fund	10,842,179	49,015,701	46,175,000	25,291,363	26,632,000	42,897,000	36,133,542	75,647,701	89,072,000	109.4%
Special Revenue Funds	8,399,215	8,399,215	8,101,615	5,054,657	4,096,770	5,122,030	12,381,430	12,495,985	13,223,645	0.9%
Governmental Funds Total	299,918,656	345,356,633	363,033,928	160,494,374	169,895,518	197,273,790	460,413,030	515,253,151	560,307,718	11.9%
Proprietary Funds:										
Enterprise Fund	18,379,647	19,829,221	19,383,055	10,779,619	10,715,981	11,225,962	29,159,266	30,545,202	30,609,017	4.8%
Internal Service Funds:										
Risk Management Fund	5,143,302	3,827,200	3,493,200	3,959,061	2,686,500	2,462,800	9,102,363	6,513,700	5,956,000	-28.4%
Capital Equipment Fund	1,618,728	3,723,927	1,976,777	3,766,279	8,859,500	4,758,250	5,385,007	12,583,427	6,735,027	133.7%
CIO & Comm-wide IT Initiatives Fund	1,297,368	1,590,065	2,188,482	747,783	897,423	1,340,902	2,045,151	2,487,488	3,529,384	21.6%
Executive Office Building Fund*	-	-	-	-	-	-	1,209,552	1,357,000	1,357,000	12.2%
Group Insurance Fund*	-	-	-	-	-	-	46,639,673	59,378,006	59,112,696	27.3%
Internal Service Funds Total	8,059,398	9,141,192	7,658,469	8,473,123	12,443,423	8,561,952	64,381,746	82,319,621	76,690,117	27.9%
Proprietary Funds Total	26,439,045	28,970,413	27,041,524	19,252,742	23,159,404	19,787,914	93,541,012	112,864,823	107,299,134	20.7%
Private Purpose Trust Funds:										
ALA Revolving Fund	3,785	-	-	1,844,266	1,816,190	1,928,250	1,848,051	1,816,190	1,928,250	-1.7%
GRAND TOTAL	\$ 326,361,486	\$ 374,327,046	\$ 390,075,452	\$ 181,591,382	\$ 194,872,112	\$ 218,989,954	\$ 555,802,093	\$ 629,934,164	\$ 669,535,102	13.3%
Total Uses and Funds Required: (Includes reserve in budget amounts but not in actual)										
Governmental Funds:										
General Funds:										
Administration Fund	41,472,971	53,141,247	55,697,791	27,825,322	32,656,641	34,224,289	69,298,283	85,797,888	89,922,080	23.8%
Park Fund	131,348,336	151,771,821	163,710,318	94,298,046	104,227,780	111,236,721	225,646,382	255,999,601	274,947,039	13.5%
Recreation Fund	67,802,662	81,715,083	95,268,299	-	-	-	67,802,662	81,715,083	95,268,299	20.5%
General Funds Total	240,623,969	286,628,151	314,676,408	122,123,368	136,884,421	145,461,010	362,747,337	423,512,572	460,137,418	16.8%
ALA Debt/Service Fund	430	-	-	1,861,720	1,941,740	2,031,100	1,862,150	1,941,740	2,031,100	4.3%
Tax Supported Funds Total	240,624,399	286,628,151	314,676,408	123,985,088	138,826,161	147,492,110	364,609,487	425,454,312	462,168,518	16.7%
Park Debt/Service Fund	10,830,748	11,053,742	13,753,538	4,838,893	5,111,210	6,521,285	15,669,641	16,564,952	20,274,823	5.7%
Property Management Fund	-	-	-	1,270,406	1,311,100	1,532,800	1,270,406	1,311,100	1,532,800	3.2%
Capital Projects Fund	24,803,132	49,015,701	46,175,000	26,029,473	26,632,000	42,897,000	50,832,605	75,647,701	89,072,000	48.8%
Special Revenue Funds	6,999,310	9,144,545	8,442,397	5,352,881	5,634,625	6,519,833	12,352,191	14,779,170	14,962,230	19.6%
Governmental Funds Total	283,257,589	355,842,139	383,047,343	161,476,741	177,915,096	204,963,028	444,734,330	533,757,235	588,010,371	20.0%
Proprietary Funds:										
Enterprise Fund	20,976,605	19,829,221	19,383,055	9,898,025	10,347,797	13,902,775	30,874,630	30,177,018	33,285,830	-2.3%
Internal Service Funds:										
Risk Management Fund	6,067,606	4,998,544	4,304,868	3,777,332	3,359,940	2,938,058	9,844,938	8,358,484	7,242,926	-15.1%
Capital Equipment Fund	1,087,831	2,463,842	100,800	2,258,149	8,100,151	4,578,500	2,258,149	10,563,993	4,679,300	215.7%
CIO & Comm-wide IT Initiatives Fund	1,324,936	1,580,504	2,216,131	892,275	892,095	1,353,491	2,217,211	2,472,599	3,569,622	11.5%
Executive Office Building Fund*	-	-	-	-	-	-	722,362	1,577,000	1,357,000	118.3%
Group Insurance Fund*	-	-	-	-	-	-	44,956,668	60,035,927	59,514,635	33.5%
Internal Service Funds Total	8,480,373	9,042,890	6,621,799	6,927,756	12,352,186	8,870,049	61,087,159	83,008,003	76,363,483	35.9%
Proprietary Funds Total	29,456,978	28,872,111	26,004,854	16,825,781	22,699,983	22,772,824	91,961,789	113,185,021	109,649,313	23.1%
Private Purpose Trust Funds:										
ALA Revolving Fund	9,074,071	226,791	288,347	(5,086)	2,845,876	6,944,780	9,068,985	3,072,667	7,233,127	-66.1%
GRAND TOTAL	\$ 321,788,638	\$ 384,941,041	\$ 409,340,544	\$ 178,297,436	\$ 203,460,955	\$ 234,680,632	\$ 545,765,104	\$ 650,014,923	\$ 704,892,811	19.1%

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

Explanatory Note: This schedule summarizes the total revenues and total funds required for FY19. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to provide a fuller picture of the financial condition of each fund.



Montgomery County Overview - Fiscal and Budget Summary Schedules

COMMISSION SUMMARY Summary of Changes in Actual Fund Balance/Net Position for FY17 and Budgeted Use of Fund Balance/Net Position for FY18 and FY19

	Prince George's County			Montgomery County			Total Commission		
	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	FY 17 Actual	FY 18 Adopted	FY 19 Proposed
Governmental Funds:									
Administration Fund	9,413,316	(1,199,047)	(478,491)	404,750	(2,808,181)	(3,062,089)	9,818,066	(4,007,228)	(3,540,580)
Park Fund	8,849,924	(9,159,521)	(11,521,018)	(369,438)	(3,672,542)	(3,129,346)	8,480,486	(12,832,063)	(14,650,364)
Recreation Fund	12,031,292	618,392	(7,673,124)	-	-	-	12,031,292	618,392	(7,673,124)
General Funds Total	30,294,532	(9,740,176)	(19,672,633)	35,312	(6,480,723)	(6,191,435)	30,329,844	(16,220,899)	(25,864,068)
ALA Debt Service Fund	25	-	-	(2,558)	-	-	(2,533)	-	-
Tax Supported Funds Total	30,294,557	(9,740,176)	(19,672,633)	32,754	(6,480,723)	(6,191,435)	30,327,311	(16,220,899)	(25,864,068)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	21,213	-	(100,000)	21,213	-	(100,000)
Capital Projects Fund	(13,960,953)	-	-	(738,110)	-	-	(14,699,063)	-	-
Special Revenue Funds	327,463	(745,330)	(340,782)	(298,224)	(1,537,855)	(1,397,803)	29,239	(2,283,185)	(1,738,585)
Governmental Funds Total	16,661,067	(10,485,506)	(20,013,415)	(982,367)	(8,018,578)	(7,689,238)	15,678,700	(18,504,084)	(27,702,653)
Proprietary Funds:									
Enterprise Fund	(2,596,958)	-	-	881,594	368,184	(2,676,813)	(1,715,364)	368,184	(2,676,813)
Risk Management Fund	(924,304)	(1,171,344)	(811,668)	181,729	(673,440)	(475,258)	(742,575)	(1,844,784)	(1,286,926)
Capital Equipment Fund	530,897	1,260,085	1,875,977	1,508,130	759,349	179,750	2,039,027	2,019,434	2,055,727
Comm-wide CIO & IT Initiatives Fund	(27,568)	9,561	(27,639)	(144,492)	5,328	(12,589)	(172,060)	14,889	(40,228)
Executive Office Building Fund*	-	-	-	-	-	-	487,190	(220,000)	-
Group Insurance Fund *	-	-	-	-	-	-	1,683,005	(657,921)	(401,939)
Internal Service Funds Total	(420,975)	98,302	1,036,670	1,545,367	91,237	(308,097)	3,294,587	(688,382)	326,634
Proprietary Funds Total	(3,017,933)	98,302	1,036,670	2,426,961	459,421	(2,984,910)	1,579,223	(320,198)	(2,350,179)
Private Purpose Trust Funds:									
ALA Revolving Fund	(9,070,286)	(226,791)	(288,347)	1,849,352	(1,029,686)	(5,016,530)	(7,220,934)	(1,256,477)	(5,304,877)
GRAND TOTAL	4,572,848	(10,613,995)	(19,265,092)	3,293,946	(8,588,843)	(15,690,678)	10,036,989	(20,080,759)	(35,357,709)

* 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 FY17 Actual. For the current and proposed budget amounts, the change represents the gain (use) of fund balance necessary to balance the budget. This includes any fund balance needed to fund the reserve requirement. Fund balance used to fund the budgeted reserve requirements will not actually be spent. Therefore, the actual change in fund balance will be less.



Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY19 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Comm-wide IT Initiatives Internal Service Fund	Total
Sources:													
Property Taxes	\$ 30,316,300	\$ 100,166,700	\$ -	\$ -	\$ 2,031,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,514,100
Intergovernmental	541,700	4,811,475	-	-	-	-	27,267,000	1,276,700	-	-	-	-	33,896,875
Sales	1,200	-	-	-	-	-	-	8,500	755,600	-	-	-	765,300
Charges for Services	203,000	2,207,400	-	-	-	-	-	3,025,730	6,337,960	2,389,800	2,104,250	1,340,902	17,609,042
Rentals and Concessions	-	739,700	1,424,800	-	-	-	-	133,200	3,311,177	-	-	-	5,608,877
Interest	100,000	40,000	8,000	-	-	50,000	25,000	28,000	110,000	73,000	4,000	-	438,000
Miscellaneous	-	117,100	-	-	-	1,878,250	1,050,000	149,900	711,225	-	-	-	3,906,475
Total Revenues	31,162,200	108,082,375	1,432,800	-	2,031,100	1,928,250	28,342,000	4,622,030	11,225,962	2,462,800	2,108,250	1,340,902	194,738,669
Transfers In	-	25,000	-	-	-	-	4,475,000	500,000	-	-	-	-	11,521,285
Bond Proceeds	-	-	-	6,521,285	-	-	10,080,000	-	-	-	2,850,000	-	12,730,000
Use of Fund Balance/Net Assets	3,062,089	3,129,346	100,000	-	-	5,016,530	-	1,397,803	2,676,813	475,258	-	12,589	15,870,428
Total Available Funds	\$ 34,224,289	\$ 111,236,721	\$ 1,532,800	\$ 6,521,285	\$ 2,031,100	\$ 6,944,780	\$ 42,897,000	\$ 6,519,833	\$ 13,902,775	\$ 2,938,058	\$ 4,758,250	\$ 1,353,491	\$ 234,860,382
Uses:													
Commissioner's Office	\$ 1,262,647	-	-	-	-	-	-	-	-	-	-	-	1,262,647
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-
Office of The Planning Director	1,104,116	-	-	-	-	-	-	-	-	-	-	-	1,104,116
Management Services	2,422,688	-	-	-	-	-	-	-	-	-	-	-	2,422,688
Functional Planning & Policy	3,146,394	-	-	-	-	-	-	-	-	-	-	-	3,146,394
Area 1	1,821,227	-	-	-	-	-	-	-	-	-	-	-	1,821,227
Area 2	1,921,859	-	-	-	-	-	-	-	-	-	-	-	1,921,859
Area 3	1,768,230	-	-	-	-	-	-	-	-	-	-	-	1,768,230
Dev. Applications & Regulatory Coordination	996,114	-	-	-	-	-	-	-	-	-	-	-	996,114
Center for Research and Information Systems	-	-	-	-	-	-	-	-	-	-	-	-	-
Information Technology and Innovation	3,600,468	-	-	-	-	-	-	-	-	-	-	-	3,600,468
Research and Special Projects	1,231,654	-	-	-	-	-	-	-	-	-	-	-	1,231,654
Support Services	2,286,099	-	-	-	-	-	-	-	-	-	-	-	2,286,099
Grants	150,000	-	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	4,022,300	-	-	-	-	-	4,022,300
Planning Operations Total	20,448,849	-	-	-	-	-	-	4,022,300	-	-	-	-	24,471,149
Central Administrative Services (CAS):													
Dept of Human Resources and Mgmt	2,374,330	-	-	-	-	-	-	-	-	-	-	-	2,374,330
Department of Finance	1,968,312	-	-	-	-	-	-	-	-	-	-	-	1,968,312
Legal Department	1,459,554	-	-	-	-	-	-	-	-	-	-	-	1,459,554
Merit System Board	84,116	-	-	-	-	-	-	-	-	-	-	-	84,116
Office of Inspector General	272,413	-	-	-	-	-	-	-	-	-	-	-	272,413
Corporate IT	1,583,564	-	-	-	-	-	-	-	-	-	-	-	1,583,564
Support Services	649,864	-	-	-	-	-	-	-	-	-	-	-	649,864
CAS Total	8,392,153	-	-	-	-	-	-	-	-	-	-	-	8,392,153



Montgomery County Overview - Fiscal and Budget Summary Schedules

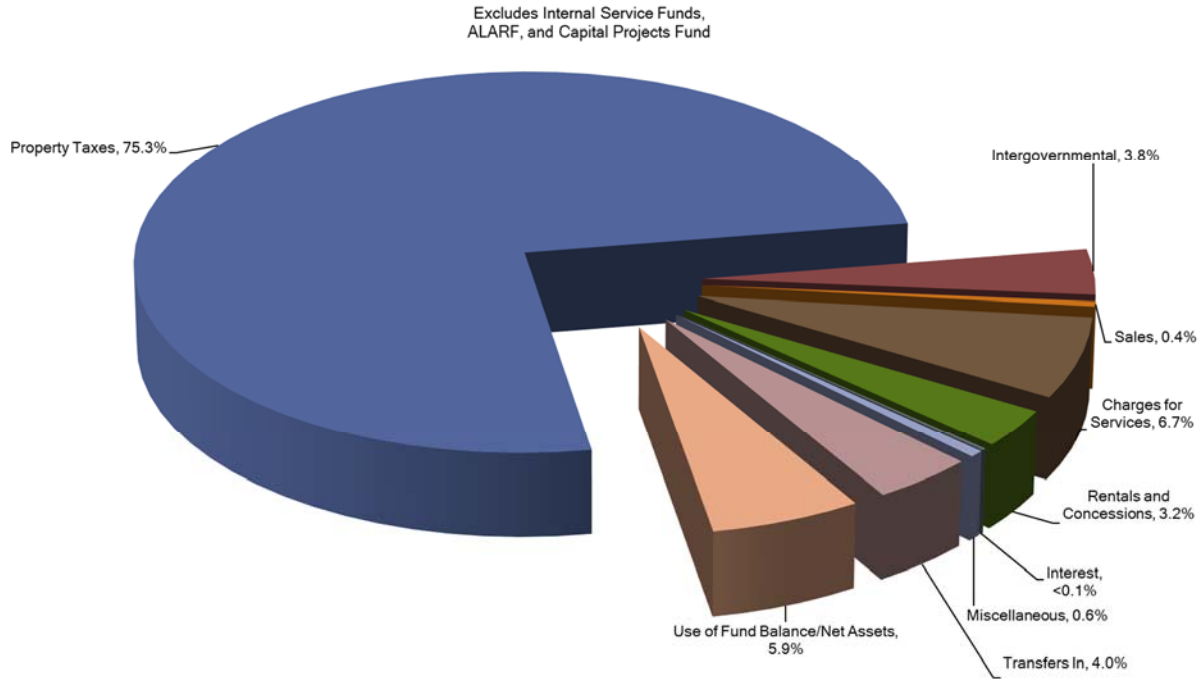
MONTGOMERY COUNTY FY19 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Commission-wide IT Initiatives Internal Service Fund	Total
Park Department/Operating Divisions:													
Office of the Director	-	1,828,951	-	-	-	-	-	-	-	-	-	-	1,828,951
Public Affairs & Community Partnerships Management Services	-	3,329,648	-	-	-	-	-	-	-	-	-	-	3,329,648
Information Technology & Innovation	-	2,017,413	-	-	-	-	-	-	-	-	-	-	2,017,413
Park Planning & Stewardship	-	3,285,796	-	-	-	-	-	-	-	-	-	-	3,285,796
Park Development	-	5,481,457	-	-	-	-	-	-	-	-	-	-	5,481,457
Park Police	-	3,658,675	-	-	-	-	-	-	-	-	-	-	3,658,675
Horticulture, Forestry & Environmental Education	-	14,195,756	-	-	-	-	-	-	-	-	-	-	14,195,756
Facilities Management	-	10,551,141	-	-	-	-	-	-	-	-	-	-	10,551,141
Northern Parks	-	12,538,040	-	-	-	-	-	-	-	-	-	-	12,538,040
Southern Parks	-	10,538,908	-	-	-	-	-	-	-	-	-	-	10,538,908
Support Services	-	14,040,839	-	-	-	-	-	-	-	-	-	-	14,040,839
Special Revenue Operations	-	11,233,065	-	-	-	-	-	2,497,533	-	-	-	-	11,233,065
Grants	-	400,000	-	-	-	-	-	-	-	-	-	-	400,000
Property Management	-	-	1,532,800	-	-	-	-	-	-	-	-	-	1,532,800
Enterprise Operations	-	-	-	-	-	-	-	-	9,777,775	-	-	-	9,777,775
Total Park Department/Operations	-	99,099,689	1,532,800	-	-	-	-	2,497,533	9,777,775	-	-	-	106,907,797
Non-Departmental	2,638,340	8,225,947	-	-	-	-	-	-	-	-	-	-	10,864,287
Debt Service	-	-	-	6,521,285	152,850	-	-	-	-	-	-	-	6,674,135
Capital Projects	-	-	-	-	-	-	42,872,000	-	-	-	-	-	42,872,000
Transfer to Debt Service	-	6,521,285	-	-	-	-	-	-	-	-	-	-	6,521,285
Advanced Land Acquisition	-	-	-	-	1,878,250	6,944,780	-	-	-	-	-	-	8,823,030
Risk Management Operating	-	-	-	-	-	-	-	-	-	2,938,068	-	-	2,938,068
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	4,578,500	-	4,578,500
CIO & Commission-wide IT Operating	-	-	-	-	-	-	-	-	-	-	-	1,353,491	1,353,491
Transfers Out	500,000	350,000	-	-	-	-	25,000	-	4,125,000	-	-	-	5,000,000
Total Uses	\$ 33,241,989	\$ 108,196,921	\$ 1,532,800	\$ 6,521,285	\$ 2,031,100	\$ 6,944,780	\$ 42,897,000	\$ 6,519,833	\$ 13,902,775	\$ 2,938,068	\$ 4,578,500	\$ 1,353,491	\$ 230,658,532
Designated Expenditure Reserve @ 3%	982,300	3,039,800	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	4,022,100
Total Required Funds	\$ 34,224,289	\$ 111,236,721	\$ 1,532,800	\$ 6,521,285	\$ 2,031,100	\$ 6,944,780	\$ 42,897,000	\$ 6,519,833	\$ 13,902,775	\$ 2,938,068	\$ 4,578,500	\$ 1,353,491	\$ 234,680,632
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179,750	\$ -	\$ 179,750
Total Funded Career/Term Positions	226.02	760.00	4.00	-	-	-	-	-	38.00	3.00	-	3.00	1,034.02
Total Funded Workyears	186.11	737.00	7.00	-	-	-	-	34.15	125.40	3.40	-	3.00	1,096.06

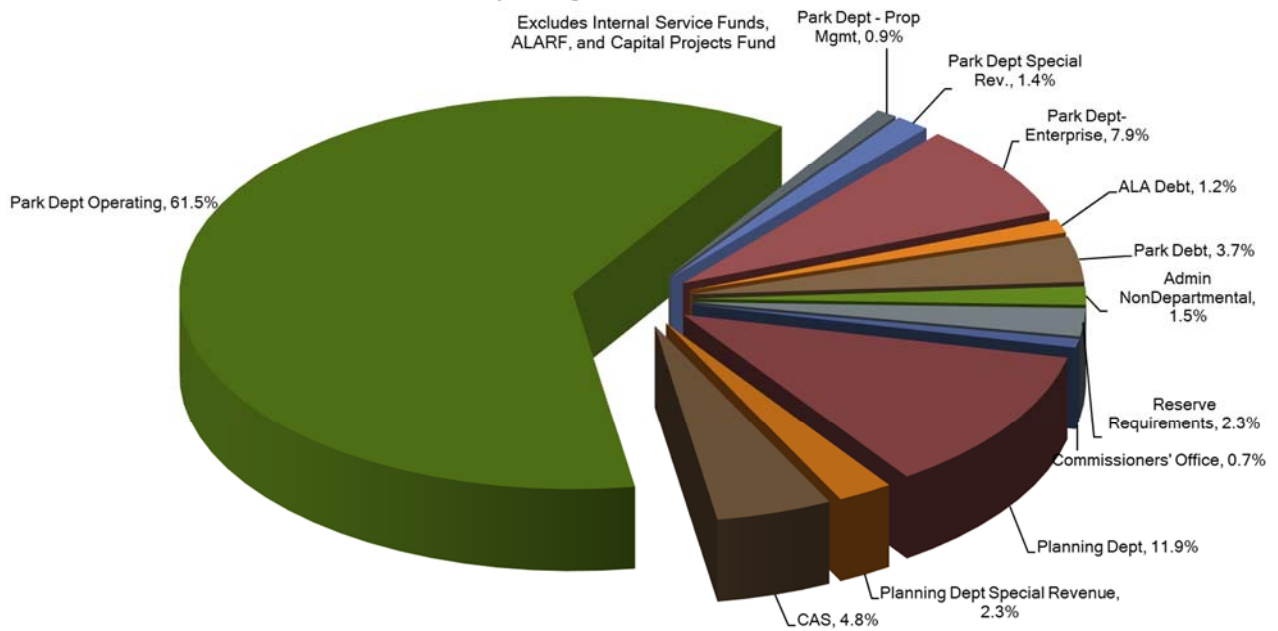


Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County FY19 Proposed Budget
Revenue Sources (Percent of Total by Type)
Operating Funds Total \$175,968,803



Montgomery County FY19 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$175,968,803



Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY19 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:									
General Funds:									
Administration Fund									
Commissioners' Office	\$ 1,213,247	\$ 26,100	\$ 23,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,262,647
Planning Department	18,299,272	449,169	4,805,808	30,000	(3,135,400)	-	-	-	20,448,849
DHRM	2,212,653	28,015	316,683	-	(183,021)	-	-	-	2,374,330
Department of Finance	2,348,744	26,438	240,630	-	(647,500)	-	-	-	1,968,312
Legal Department	1,862,442	16,477	204,703	-	(624,068)	-	-	-	1,459,554
Ment System Board	63,329	918	19,869	-	-	-	-	-	84,116
Office of Inspector General	253,016	2,250	17,147	-	-	-	-	-	272,413
Corporate IT	1,086,346	100,160	741,803	-	(344,745)	-	-	-	1,583,564
CAS Support Services	2,215	21,322	626,327	-	-	-	500,000 *	-	649,864
Non-Departmental	2,638,340	-	-	-	-	-	-	982,300	3,138,340
Budgetary Reserve	-	-	-	-	-	-	500,000	982,300	982,300
Administration Fund Total	29,979,604	670,849	6,996,270	30,000	(4,934,734)	-	500,000	982,300	34,224,289
Park Fund									
Parks Department	80,198,173	8,328,968	15,201,994	510,090	(2,913,589)	-	6,871,285 **	3,039,800	111,236,721
Park Fund Total	80,198,173	8,328,968	15,201,994	510,090	(2,913,589)	-	6,871,285	3,039,800	111,236,721
General Funds Total	110,177,777	8,999,817	22,198,264	540,090	(7,848,323)	-	7,371,285	4,022,100	145,461,010
ALA Debt Service Fund						152,850			
Tax Supported Funds Total	110,177,777	8,999,817	24,076,514	540,090	(7,848,323)	152,850	7,371,285	4,022,100	147,492,110
Park Debt Service Fund						6,521,285			
Property Management Fund									
Parks Department	483,365	187,434	693,201	-	168,800	-	-	-	1,532,800
Property Management Fund Total	483,365	187,434	693,201	-	168,800	-	-	-	1,532,800
Capital Projects Fund				42,872,000			25,000		42,897,000
Special Revenue Funds									
Planning Department	-	16,000	605,000	-	3,401,300	-	-	-	4,022,300
Parks Department	787,000	297,297	1,339,876	28,960	44,400	-	-	-	2,497,533
Special Revenue Funds Total	787,000	313,297	1,944,876	28,960	3,445,700	-	-	-	6,519,833
Governmental Funds Total	111,448,142	9,500,548	26,714,591	43,441,050	(4,233,823)	6,674,135	7,396,285	4,022,100	204,963,028
Proprietary Funds:									
Enterprise Funds									
Parks Department	6,326,878	813,070	2,474,327	29,000	134,500	-	4,125,000	-	13,902,775
Enterprise Funds Total	6,326,878	813,070	2,474,327	29,000	134,500	-	4,125,000	-	13,902,775
Internal Service Funds:									
Risk Management Fund	478,310	33,720	2,171,258	-	254,770	-	-	-	2,938,058
Capital Equipment Internal Service Fund	-	-	2,650,000	-	42,000	1,886,500	-	-	4,578,500
CIO & Commission-wide IT Initiatives Fund	402,377	26,439	886,553	-	-	38,122	-	-	1,353,491
Internal Service Funds Total	880,687	60,159	3,057,811	2,650,000	296,770	1,924,622	-	-	8,870,049
Proprietary Funds Total	7,207,565	873,229	5,532,138	2,679,000	431,270	1,924,622	4,125,000	-	22,772,824
Private Purpose Trust Funds:									
ALA Revolving Fund				6,944,780					6,944,780
Private Purpose Trust Funds Total				6,944,780					6,944,780
GRAND TOTAL	\$ 118,655,707	\$ 10,373,777	\$ 32,246,729	\$ 53,064,830	\$ (3,802,553)	\$ 8,598,757	\$ 11,521,285	\$ 4,022,100	\$ 234,680,632

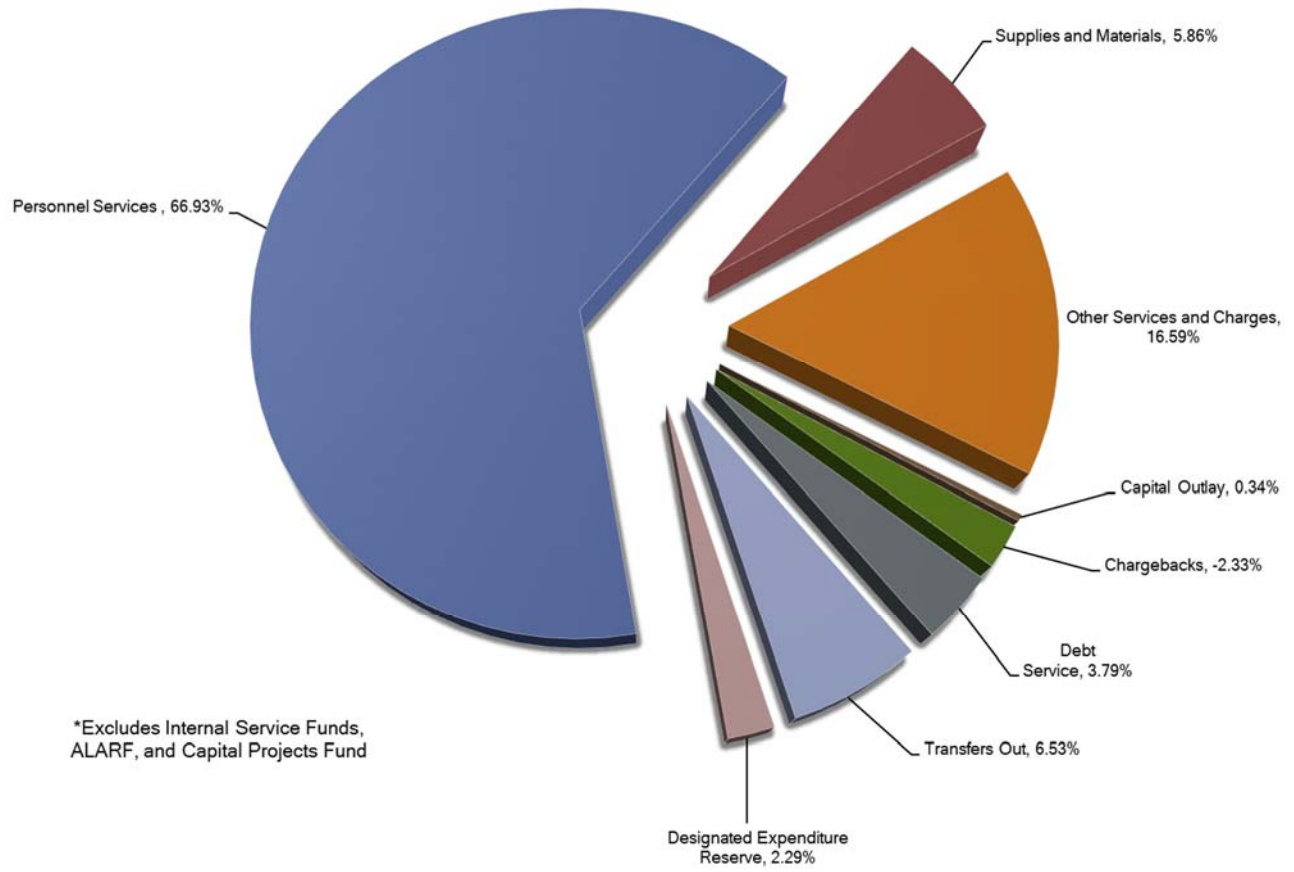
* Administration Fund transfers out reflects the transfers to the Special Revenue Fund (\$500K).

** Park Fund transfers out includes the transfers to Capital Projects Fund (Pay-Go) (\$350K) and to Debt Service (\$6.52M).



Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County FY19 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$175,968,803



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2019

Part I. Administration Fund

	FY 18 Adopted	FY 19 Proposed	% Change
Commissioners' Office	1,204,588	1,262,647	4.8%
Planning Department			
Planning Director's Office	1,135,684	1,104,116	-2.8%
Management Services	2,344,513	2,422,688	3.3%
Functional Planning & Policy	3,039,495	3,146,394	3.5%
Area 1	1,257,458	1,821,227	44.8%
Area 2	2,183,745	1,921,859	-12.0%
Area 3	1,795,526	1,768,230	-1.5%
Dev. Applications & Regulatory Coordination	972,157	996,114	2.5%
Information Technology and Innovation	3,524,796	3,600,468	2.1%
Research and Special Projects	1,438,483	1,231,654	-14.4%
Support Services	2,217,290	2,286,099	3.1%
Subtotal Planning	19,909,147	20,298,849	2.0%
Central Administrative Services			
Department of Human Resources and Management	2,252,021	2,374,330	5.4%
Department of Finance	3,375,656	1,968,312	-41.7%
Legal Department	1,400,844	1,459,554	4.2%
Merit System Board	85,307	84,116	-1.4%
Office of Inspector General	261,337	272,413	4.2%
Corporate IT	-	1,583,564	-
Support Services	653,181	649,864	-0.5%
Subtotal Central Administrative Services	8,028,346	8,392,153	4.5%
Non-Departmental	1,636,660	2,638,340	61.2%
Total Expenditures	30,778,741	32,591,989	5.9%

Part II. Park Fund

	FY 18 Adopted	FY 19 Proposed	% Change
Director of Parks	1,732,085	1,828,951	5.6%
Public Affairs & Community Partnerships	2,876,425	3,329,648	15.8%
Management Services	2,031,693	2,017,413	-0.7%
Information Technology & Innovation	2,437,616	3,285,796	34.8%
Park Planning and Stewardship	5,172,451	5,481,457	6.0%
Park Development	3,411,318	3,658,675	7.3%
Park Police	14,928,991	14,195,756	-4.9%
Horticulture, Forestry & Environmental Education	10,020,215	10,551,141	5.3%
Facilities Management	12,466,323	12,538,040	0.6%
Northern Parks	10,491,085	10,538,908	0.5%
Southern Parks	13,864,104	14,040,839	1.3%
Support Services	10,503,128	11,233,065	6.9%
Subtotal Park Operations	89,935,434	92,699,689	3.1%
Non-Departmental	5,166,136	8,225,947	59.2%
Debt Service	5,511,210	6,521,285	18.3%
Total Expenditures	100,612,780	107,446,921	6.8%



Montgomery County Overview – Fiscal and Budget Summary Schedules

-CONTINUED-
MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2019

Part III. Grants

	FY 18 Adopted	FY 19 Proposed	% Change
Admin Fund Future Grants	150,000	150,000	0.0%
Park Fund Future Grants	400,000	400,000	0.0%
Total Expenditures	550,000	550,000	0.0%

Part IV. Self Supporting Funds

	FY 18 Adopted	FY 19 Proposed	% Change
Enterprise Fund	9,297,797	9,777,775	5.2%
Property Management	1,311,100	1,532,800	16.9%
Total Expenditures	10,608,897	11,310,575	6.6%

Part V. Advance Land Acquisition Debt Service Fund

	FY 18 Adopted	FY 19 Proposed	% Change
Debt Service	155,550	152,850	-1.7%
Total Expenditures	155,550	152,850	-1.7%

Part VI. Internal Service Funds

	FY 18 Adopted	FY 19 Proposed	% Change
Risk Management Fund	3,359,940	2,938,058	-12.6%
Capital Equipment Fund	8,100,151	4,578,500	-43.5%
Total Expenditures	11,460,091	7,516,558	-34.4%

Part VII. Special Revenue Funds

	FY 18 Adopted	FY 19 Proposed	% Change
Park Activities	1,846,425	2,497,533	35.3%
Planning Activities	3,788,200	4,022,300	6.2%
Total Expenditures	5,634,625	6,519,833	15.7%

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
* CIO & Comm-wide IT Initiatives Fund	Not Included	Included
* Park Debt Service Fund	Not Included	Included
* Capital Projects Fund	Not Included	Included



Montgomery County Overview - Fiscal and Budget Summary Schedules

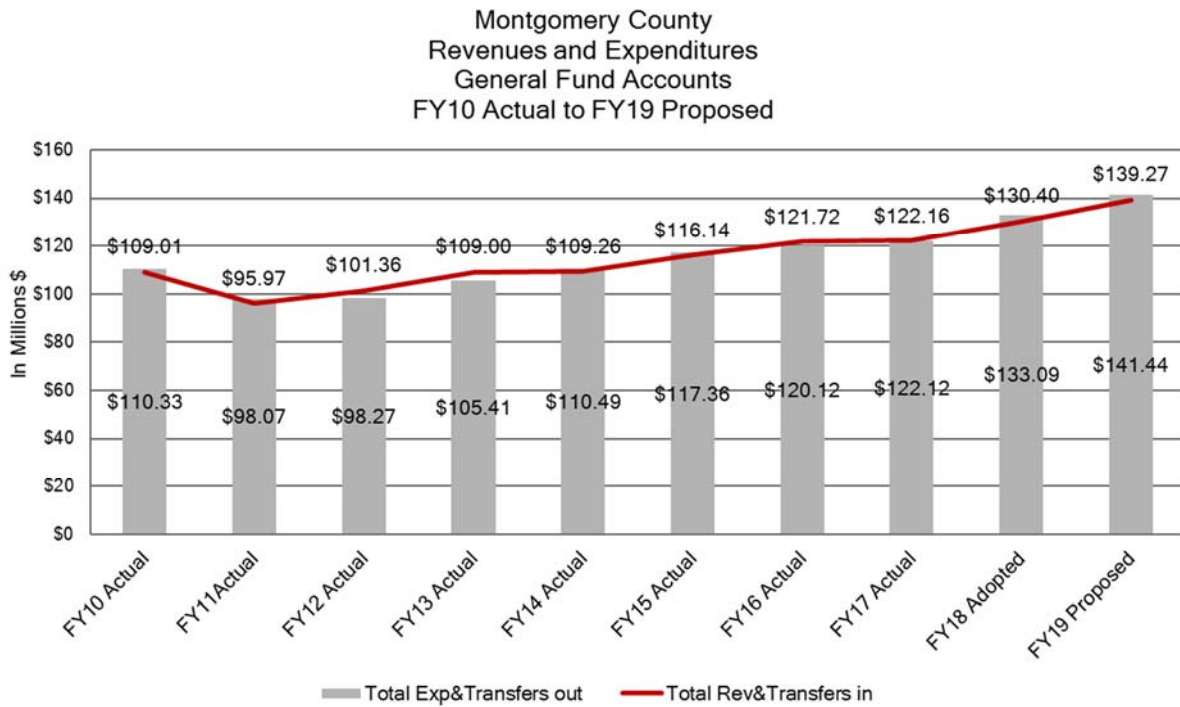
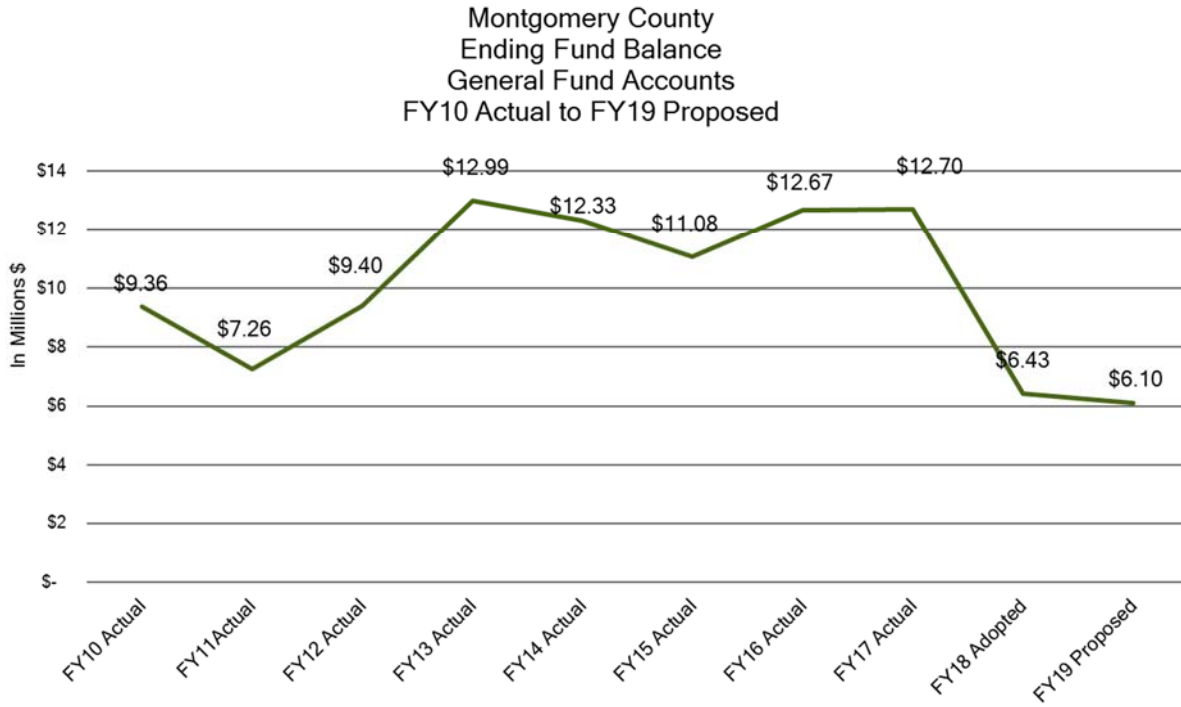
MONTGOMERY COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2019

	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 19 Adopted	FY 19 Proposed	FY 18 Adopted	FY 19 Proposed	FY 18 Adopted	FY 19 Proposed	FY 18 Adopted	FY 19 Proposed	FY 18 Adopted	FY 19 Proposed	FY 18 Adopted	FY 19 Proposed	FY 18 Adopted	FY 19 Proposed
Revenues:														
Property Taxes	122,573,814	130,483,000	194,174,000	2,031,100	124,515,554	132,514,100							124,515,554	132,514,100
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	-	-	1,035,700	1,276,700
State	550,000	550,000	-	-	-	-	-	-	-	-	-	-	3,880,000	12,960,000
County - Other	140,000	800,000	-	-	550,000	800,000	-	-	3,330,000	12,410,000	-	-	15,830,000	15,657,000
County - Water Quality Protection	3,464,941	4,003,175	4,003,175	4,003,175	4,003,175	4,003,175	-	-	14,857,000	14,857,000	-	-	4,003,175	4,003,175
Sales	1,200	1,200	1,200	1,200	1,200	1,200	-	-	-	-	8,800	8,500	10,000	9,700
Charges for Services	2,209,568	2,410,400	2,209,568	2,410,400	2,209,568	2,410,400	-	-	-	-	2,420,470	3,025,730	4,630,038	5,436,130
Rentals and Concessions	753,275	739,700	753,275	739,700	753,275	739,700	-	-	-	-	114,500	133,200	867,775	873,900
Interest	75,000	140,000	-	-	75,000	140,000	-	-	15,000	25,000	-	-	106,500	193,000
Miscellaneous	120,900	117,100	-	-	120,900	117,100	-	-	600,000	1,030,000	-	-	921,700	1,317,000
Total Revenues	129,865,698	139,244,575	194,174,000	2,031,100	131,830,438	141,275,675	-	-	19,635,000	28,342,000	-	-	155,262,208	174,239,705
Expenditures by Major Object:														
Personnel Services	105,325,677	110,177,777	-	-	105,325,677	110,177,777	-	-	-	-	560,300	787,000	105,885,977	110,964,777
Supplies and Materials	8,008,318	8,998,817	-	-	8,008,318	8,998,817	-	-	-	-	216,000	313,297	8,224,318	9,313,114
Other Services and Charges	20,249,464	22,198,264	1,786,190	1,878,250	22,026,654	24,075,514	-	-	-	-	1,488,125	1,944,876	23,512,779	26,021,390
Debt Service	-	-	155,550	152,850	155,550	152,850	-	-	5,511,210	6,521,285	-	-	5,666,760	6,674,135
Capital Outlay	554,550	540,090	-	-	554,550	540,090	-	-	26,617,000	42,872,000	29,600	28,960	27,201,150	43,441,050
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Chargebacks	(7,698,698)	(7,848,323)	-	-	(7,698,698)	(7,848,323)	-	-	-	-	3,342,600	3,445,700	(4,356,098)	(4,402,623)
Total Expenditures	126,430,311	134,067,625	1,941,740	2,031,100	128,372,051	136,098,725	5,511,210	6,521,285	26,617,000	42,872,000	5,634,625	6,519,833	166,134,886	192,011,843
Excess of Revenues over Expenditures	3,435,387	5,176,950	-	-	3,458,387	5,176,950	(5,511,210)	(6,521,285)	(6,982,000)	(14,530,000)	(1,837,855)	(1,897,803)	(10,872,678)	(17,772,138)
Other Financing Sources (Uses):														
Bond Proceeds	-	-	-	-	-	-	-	-	5,597,000	10,080,000	-	-	5,597,000	10,080,000
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Park Fund	-	-	-	-	-	-	5,511,210	6,521,285	350,000	350,000	-	-	5,861,210	6,871,285
Capital Projects Fund	15,000	25,000	-	-	15,000	25,000	-	-	-	-	-	-	15,000	25,000
Capital Equipment Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Enterprise Fund	-	-	-	-	-	-	-	-	1,050,000	4,125,000	-	-	1,050,000	4,125,000
Administration Fund	500,000	500,000	-	-	500,000	500,000	-	-	300,000	300,000	-	-	800,000	800,000
Total Transfers In	515,000	25,000	-	-	515,000	25,000	5,511,210	6,521,285	1,400,000	4,475,000	300,000	500,000	7,726,210	11,521,285
Transfers (Out) To:														
Park Fund	(500,000)	-	-	-	(500,000)	-	-	-	(15,000)	(25,000)	-	-	(5,500)	(25,000)
Special Revenue Fund	(300,000)	(500,000)	-	-	(300,000)	(500,000)	-	-	-	-	-	-	(300,000)	(500,000)
Capital Projects Fund	(350,000)	(350,000)	-	-	(350,000)	(350,000)	-	-	-	-	-	-	(350,000)	(350,000)
Debt Service Fund	(5,511,210)	(6,521,285)	-	-	(5,511,210)	(6,521,285)	-	-	-	-	-	-	(5,511,210)	(6,521,285)
Enterprise Fund	(6,661,210)	(7,371,285)	-	-	(6,661,210)	(7,371,285)	-	-	(15,000)	(25,000)	-	-	(6,676,210)	(7,396,285)
Total Transfers (Out)	(6,146,210)	(7,346,285)	-	-	(6,146,210)	(7,346,285)	5,511,210	6,521,285	6,982,000	14,530,000	300,000	500,000	6,647,000	14,203,000
Total Other Financing Sources (Uses)	133,091,521	141,438,910	1,941,740	2,031,100	135,033,261	143,470,010	(5,511,210)	(6,521,285)	26,632,000	42,897,000	5,634,625	6,519,833	172,811,096	199,408,128
Total Uses	(2,687,823)	(2,168,335)	-	-	(2,687,823)	(2,168,335)	-	-	-	-	(1,537,855)	(1,397,803)	(4,225,678)	(3,567,138)
Excess of Sources over (under) Total (Uses)	3,792,900	4,022,100	-	-	3,792,900	4,022,100	-	-	-	-	-	-	3,792,900	4,022,100
Designated Expenditure Reserve @ 3%	136,884,421	145,461,010	1,941,740	2,031,100	138,826,161	147,492,110	5,511,210	6,521,285	26,632,000	42,897,000	5,634,625	6,519,833	176,603,996	203,430,228
Total Required Funds	(6,480,723)	(6,191,435)	-	-	(6,480,723)	(6,191,435)	-	-	-	-	-	-	(1,537,855)	(1,397,803)
Excess of Sources over (under) Total Funds Required	9,120,132	8,269,885	-	-	9,120,132	8,269,885	-	-	9,455,844	8,717,734	-	-	22,205,213	20,738,431
Fund Balance - Beginning	6,432,309	6,100,530	-	-	6,432,309	6,100,530	-	-	9,455,844	8,717,734	-	-	2,091,382	2,353,029
Fund Balance - Ending	12,864,648	12,201,060	-	-	12,864,648	12,201,060	-	-	18,911,688	17,435,468	-	-	14,186,594	13,091,460
Classification of Ending Fund Balance:														
Designated Expenditure Reserve	3,792,900	4,022,100	not applicable	not applicable	3,792,900	4,022,100	not applicable	not applicable	not applicable	not applicable	845,194	977,975	4,638,094	5,000,075
Undesignated Fund Balance	2,639,409	2,078,430	-	-	2,639,409	2,078,430	-	-	9,455,844	8,717,734	-	-	1,246,188	1,375,054
Total Ending Fund Balance	6,432,309	6,100,530	-	-	6,432,309	6,100,530	-	-	9,455,844	8,717,734	-	-	2,091,382	2,353,029
Total Ending Fund Balance	17,171,283	16,191,060	-	-	17,171,283	16,191,060	-	-	17,979,535	17,171,283	-	-	17,979,535	17,171,283

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 Overview - Fiscal and Budget Summary Schedules

**CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2019**

	Montgomery County			Prince George's County			Combined Department Total				
	FY 18 Adopted	FY 19 Proposed	% Change	Allocation*	FY 18 Adopted	FY 19 Proposed	% Change	Allocation*	FY 18 Adopted	FY 19 Proposed	% Change
DHRM											
Personnel Services	2,052,871	2,212,663	7.8%	42.8%	2,793,880	2,956,414	5.8%	57.2%	4,846,751	5,169,067	6.7%
Supplies and Materials	40,083	28,015	-30.1%	43.1%	52,917	36,985	-30.1%	56.9%	93,000	65,000	-30.1%
Other Services and Charges	300,598	316,683	5.4%	44.4%	382,141	396,154	3.7%	55.6%	682,739	712,837	4.4%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,393,552	2,557,351	6.8%	43.0%	3,228,938	3,389,553	5.0%	57.0%	5,622,490	5,946,904	5.8%
Chargebacks	(141,531)	(183,021)	29.3%	29.6%	(399,213)	(436,089)	9.2%	70.4%	(540,744)	(619,110)	14.5%
Total	2,252,021	2,374,330	5.4%	44.6%	2,829,725	2,953,464	4.4%	55.4%	5,081,746	5,327,794	4.8%
Department of Finance											
Personnel Services	3,330,772	2,348,744	-29.5%	43.7%	4,342,553	3,025,964	-30.3%	56.3%	7,673,325	5,374,708	-30.0%
Supplies and Materials	79,900	26,438	-66.9%	43.7%	104,300	34,062	-67.3%	56.3%	184,200	60,500	-67.2%
Other Services and Charges	920,564	240,630	-73.9%	46.2%	1,159,594	279,757	-75.9%	53.8%	2,080,158	520,387	-75.0%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	4,331,236	2,615,812	-39.6%	43.9%	5,606,447	3,339,783	-40.4%	56.1%	9,937,683	5,955,595	-40.1%
Chargebacks	(955,580)	(647,500)	-32.2%	35.6%	(1,746,965)	(1,173,100)	-32.8%	64.4%	(2,702,545)	(1,820,600)	-32.6%
Total	3,375,656	1,968,312	-41.7%	47.6%	3,859,482	2,166,683	-43.9%	52.4%	7,235,138	4,134,995	-42.8%
Legal Department											
Personnel Services	1,800,940	1,862,442	3.4%	49.9%	1,771,307	1,869,908	5.6%	50.1%	3,572,247	3,732,350	4.5%
Supplies and Materials	15,019	16,477	9.7%	49.9%	14,781	16,543	11.9%	50.1%	29,800	33,020	10.8%
Other Services and Charges	200,023	204,703	2.3%	49.9%	193,089	205,523	6.4%	50.1%	393,112	410,226	4.4%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,015,982	2,083,622	3.4%	49.9%	1,979,177	2,091,974	5.7%	50.1%	3,995,159	4,175,596	4.5%
Chargebacks	(615,138)	(624,068)	1.5%	44.2%	(775,041)	(788,604)	1.7%	55.8%	(1,390,179)	(1,412,672)	1.6%
Total	1,400,844	1,459,554	4.2%	52.8%	1,204,136	1,303,370	8.2%	47.2%	2,604,980	2,762,924	6.1%
Merit System Board											
Personnel Services	64,500	63,329	-1.8%	50.0%	64,500	63,329	-1.8%	50.0%	129,000	126,658	-1.8%
Supplies and Materials	918	918	0.0%	50.0%	918	918	0.0%	50.0%	1,836	1,836	0.0%
Other Services and Charges	19,889	19,869	-0.1%	50.0%	19,889	19,869	-0.1%	50.0%	39,778	39,738	-0.1%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	85,307	84,116	-1.4%	50.0%	85,307	84,116	-1.4%	50.0%	170,614	168,232	-1.4%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
Total	85,307	84,116	-1.4%	50.0%	85,307	84,116	-1.4%	50.0%	170,614	168,232	-1.4%



Montgomery County Overview - Fiscal and Budget Summary Schedules

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2019

	Montgomery County			Prince George's County			Combined Department Total		
	FY 18 Adopted	FY 19 Proposed	% Change	FY 18 Adopted	FY 19 Proposed	% Change	FY 18 Adopted	FY 19 Proposed	% Change
Office of Inspector General									
Personnel Services	246,905	253,016	2.5%	463,592	482,493	4.1%	710,497	735,509	3.5%
Supplies and Materials	2,250	2,250	0.0%	4,100	4,100	0.0%	6,350	6,350	0.0%
Other Services and Charges	12,182	17,147	40.8%	19,175	19,929	3.9%	31,357	37,076	18.2%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	261,337	272,413	4.2%	486,867	506,522	4.0%	748,204	778,935	4.1%
Chargebacks	-	-	-	(121,332)	(127,118)	4.8%	(121,332)	(127,118)	4.8%
Total	261,337	272,413	4.2%	365,535	379,404	3.8%	626,872	651,817	4.0%
Corporate IT									
Personnel Services	-	1,086,346	-	-	1,399,579	-	-	2,485,925	-
Supplies and Materials	-	100,160	-	-	129,040	-	-	229,200	-
Other Services and Charges	-	741,803	-	-	887,274	-	-	1,629,077	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	-	1,928,309	-	-	2,415,893	-	-	4,344,202	-
Chargebacks	-	(344,745)	-	-	(635,970)	-	-	(980,715)	-
Total	-	1,583,564	-	-	1,779,923	-	-	3,363,487	-
CAS Support Services									
Personnel Services	2,230	2,215	-0.7%	2,770	2,785	0.5%	5,000	5,000	0.0%
Supplies and Materials	21,370	21,322	-0.2%	26,760	26,808	0.2%	48,130	48,130	0.0%
Other Services and Charges	629,581	626,327	-0.5%	785,466	788,720	0.4%	1,415,047	1,415,047	0.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	653,181	649,864	-0.5%	814,996	818,313	0.4%	1,468,177	1,468,177	0.0%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	653,181	649,864	-0.5%	814,996	818,313	0.4%	1,468,177	1,468,177	0.0%
Total Central Administrative Services									
Personnel Services	7,498,218	7,828,745	4.4%	9,438,602	9,800,472	3.8%	16,936,820	17,629,217	4.1%
Supplies and Materials	159,540	195,580	22.6%	203,776	248,456	21.9%	363,316	444,036	22.2%
Other Services and Charges	2,082,837	2,167,162	4.0%	2,559,354	2,597,226	1.5%	4,642,191	4,764,388	2.6%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	9,740,595	10,191,487	4.6%	12,201,732	12,646,154	3.6%	21,942,327	22,837,641	4.1%
Chargebacks	(1,712,249)	(1,799,334)	5.1%	(3,042,551)	(3,160,881)	3.9%	(4,754,800)	(4,960,215)	4.3%
Total	\$ 8,028,346	\$ 8,392,153	4.5%	\$ 9,159,181	\$ 9,485,273	3.6%	\$ 17,187,527	\$ 17,877,426	4.0%

* % 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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Property Taxes	\$ 27,326,044	\$ 29,044,760	\$ 28,978,200	\$ 30,316,300	4.4%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	150,000	150,000	150,000	0.0%
County - Other	25,307	40,000	40,000	-	-100.0%
County - Water Quality Protection	369,900	380,300	380,300	391,700	3.0%
Sales	2,484	1,200	1,200	1,200	0.0%
Charges for Services	393,026	162,200	162,200	203,000	25.2%
Rentals and Concessions	-	-	-	-	-
Interest	106,457	70,000	70,000	100,000	42.9%
Miscellaneous	6,854	-	-	-	-
Total Revenues	<u>28,230,072</u>	<u>29,848,460</u>	<u>29,781,900</u>	<u>31,162,200</u>	<u>4.4%</u>
Expenditures by Major Object:					
Personnel Services	24,403,534	28,461,005	28,434,087	29,979,604	5.3%
Supplies and Materials	806,904	626,259	626,259	670,849	7.1%
Other Services and Charges	5,867,400	6,595,426	6,595,426	6,996,270	6.1%
Capital Outlay	789,000	-	-	30,000	-
Other Classifications	-	-	-	-	-
Chargebacks	(4,541,516)	(4,753,949)	(4,753,949)	(4,934,734)	3.8%
Total Expenditures	<u>27,325,322</u>	<u>30,928,741</u>	<u>30,901,823</u>	<u>32,741,989</u>	<u>5.9%</u>
Excess of Revenues over (under) Expenditures	904,750	(1,080,281)	(1,119,923)	(1,579,789)	46.2%
Other Financing Sources (Uses):					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	-	(500,000)	(500,000)	-	-100.0%
Special Revenue Fund	(500,000)	(300,000)	(300,000)	(500,000)	66.7%
Total Transfers (Out)	(500,000)	(800,000)	(800,000)	(500,000)	-37.5%
Total Other Financing Sources (Uses)	<u>(500,000)</u>	<u>(800,000)</u>	<u>(800,000)</u>	<u>(500,000)</u>	<u>-37.5%</u>
Total Uses	<u>27,825,322</u>	<u>31,728,741</u>	<u>31,701,823</u>	<u>33,241,989</u>	<u>4.8%</u>
Excess of Sources over (under) Total Uses	404,750	(1,880,281)	(1,919,923)	(2,079,789)	10.6%
Designated Expenditure Reserve @ 3%	-	927,900	-	982,300	5.9%
Total Required Funds	<u>\$ 27,825,322</u>	<u>\$ 32,656,641</u>	<u>\$ 31,701,823</u>	<u>\$ 34,224,289</u>	<u>4.8%</u>
Excess of Sources over (under) Total Funds Required	\$ 404,750	\$ (2,808,181)	\$ (1,919,923)	\$ (3,062,089)	9.0%
Fund Balance - Beginning	5,404,084	3,310,332	5,808,834	3,888,911	17.5%
Fund Balance - Ending	<u>\$ 5,808,834</u>	<u>\$ 1,430,051</u>	<u>\$ 3,888,911</u>	<u>\$ 1,809,122</u>	<u>26.5%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	927,900	-	982,300	5.9%
Undesignated Fund Balance	5,808,834	502,151	3,888,911	826,822	64.7%
Total Ending Fund Balance	<u>\$ 5,808,834</u>	<u>\$ 1,430,051</u>	<u>\$ 3,888,911</u>	<u>\$ 1,809,122</u>	<u>26.5%</u>

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PARK FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Property Taxes	\$ 88,051,405	\$ 93,529,054	\$ 91,823,800	\$ 100,166,700	7.1%
Intergovernmental:					
Federal	10,000	-	-	-	-
State	101,408	400,000	400,000	400,000	0.0%
County - Other	-	100,000	100,000	800,000	700.0%
County - Water Quality Protection	2,817,413	3,084,641	3,084,641	3,611,475	17.1%
Local	-	-	-	-	-
Sales	4,168	-	-	-	-
Charges for Services	2,011,545	2,047,368	2,047,368	2,207,400	7.8%
Rentals and Concessions	695,163	753,275	753,275	739,700	-1.8%
Interest	46,240	5,000	5,000	40,000	700.0%
Miscellaneous	169,097	120,900	120,900	117,100	-3.1%
Total Revenues	93,906,439	100,040,238	98,334,984	108,082,375	8.0%
Expenditures by Major Object:					
Personnel Services	68,487,243	76,864,672	76,864,672	80,198,173	4.3%
Supplies and Materials	7,298,892	7,382,059	7,382,059	8,328,968	12.8%
Other Services and Charges	14,843,179	13,645,038	13,645,038	15,201,994	11.4%
Capital Outlay	1,418,941	554,550	554,550	510,090	-8.0%
Other Classifications	-	-	-	-	-
Chargebacks	(2,939,102)	(2,944,749)	(2,944,749)	(2,913,589)	-1.1%
Total Expenditures	89,109,153	95,501,570	95,501,570	101,325,636	6.1%
Excess of Revenues over (under) Expenditures	4,797,286	4,538,668	2,833,414	6,756,739	48.9%
Other Financing Sources (Uses):					
Transfers In					
Capital Projects Funds	22,169	15,000	15,000	25,000	66.7%
Capital Equipment Fund	-	-	-	-	-
Administration Fund	-	500,000	500,000	-	-100.0%
Total Transfers In	22,169	515,000	515,000	25,000	-95.1%
Transfers(Out)					
Capital Projects Funds	(350,000)	(350,000)	(350,000)	(350,000)	0.0%
Debt Service Fund	(4,838,893)	(5,511,210)	(5,511,210)	(6,521,285)	18.3%
Total Transfers (Out)	(5,188,893)	(5,861,210)	(5,861,210)	(6,871,285)	17.2%
Total Other Financing Sources (Uses)	(5,166,724)	(5,346,210)	(5,346,210)	(6,846,285)	28.1%
Total Uses	94,298,046	101,362,780	101,362,780	108,196,921	6.7%
Excess of Sources over (under) Total Uses	(369,438)	(807,542)	(2,512,796)	(89,546)	-88.9%
Designated Expenditure Reserve @ 3%	-	2,865,000	-	3,039,800	6.1%
Total Required Funds	\$ 94,298,046	\$ 104,227,780	\$ 101,362,780	\$ 111,236,721	6.7%
Excess of Sources over (under) Total Funds Required	\$ (369,438)	\$ (3,672,542)	\$ (2,512,796)	\$ (3,129,346)	-14.8%
Fund Balance - Beginning	7,263,188	5,809,800	6,893,750	4,380,954	-24.6%
Fund Balance - Ending	\$ 6,893,750	\$ 5,002,258	\$ 4,380,954	\$ 4,291,408	-14.2%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,865,000	-	3,039,800	6.1%
Undesignated Fund Balance	6,893,750	2,137,258	4,380,954	1,251,608	-41.4%
Total Ending Fund Balance	\$ 6,893,750	\$ 5,002,258	\$ 4,380,954	\$ 4,291,408	-14.2%

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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,250,934	1,306,600	1,282,831	1,424,800	9.0%
Interest	7,632	4,500	4,500	8,000	77.8%
Miscellaneous	33,053	-	-	-	-
Total Revenues	1,291,619	1,311,100	1,287,331	1,432,800	9.3%
Expenditures by Major Object:					
Personnel Services	365,704	476,570	463,170	483,365	1.4%
Supplies and Materials	108,176	194,090	183,721	187,434	-3.4%
Other Services and Charges	650,904	471,140	471,140	693,201	47.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	143,000	169,300	169,300	168,800	-0.3%
Total Expenditures	1,267,784	1,311,100	1,287,331	1,532,800	16.9%
Excess of Revenues over Expenditures	23,835	-	-	(100,000)	-
Other Financing Sources (Uses):					
Transfer to Special Revenue Fund	(2,622)	-	-	-	-
Total Other Financing Sources (Uses)	(2,622)	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ 21,213	\$ -	\$ -	\$ (100,000)	-
Fund Balance - Beginning	965,547	965,547	986,760	986,760	2.2%
Fund Balance - Ending	\$ 986,760	\$ 965,547	\$ 986,760	\$ 886,760	-8.2%



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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Property Taxes	\$ 1,859,162	\$ 1,941,740	\$ 1,932,000	\$ 2,031,100	4.6%
Intergovernmental -					-
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,859,162</u>	<u>1,941,740</u>	<u>1,932,000</u>	<u>2,031,100</u>	<u>4.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,785,591	1,786,190	1,782,066	1,878,250	5.2%
Debt Service:	76,129	155,550	155,550	152,850	-1.7%
Debt Service Principal	55,000	135,000	135,000	135,000	0.0%
Debt Service Interest	21,129	19,050	19,050	16,350	-14.2%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,861,720</u>	<u>1,941,740</u>	<u>1,937,616</u>	<u>2,031,100</u>	<u>4.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(2,558)</u>	<u>-</u>	<u>(5,616)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (2,558)</u>	<u>-</u>	<u>(5,616)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	8,174	-	5,616	-	-
Fund Balance, Ending	<u>\$ 5,616</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	58,675	30,000	30,000	50,000	66.7%
Miscellaneous (Contributions)	1,785,591	1,786,190	1,782,066	1,878,250	5.2%
Total Revenues	<u>1,844,266</u>	<u>1,816,190</u>	<u>1,812,066</u>	<u>1,928,250</u>	<u>6.2%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	(5,086)	2,845,876	8,500,000	6,944,780	144.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(5,086)</u>	<u>2,845,876</u>	<u>8,500,000</u>	<u>6,944,780</u>	<u>144.0%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>1,849,352</u>	<u>(1,029,686)</u>	<u>(6,687,934)</u>	<u>(5,016,530)</u>	<u>387.2%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ 1,849,352</u>	<u>(1,029,686)</u>	<u>(6,687,934)</u>	<u>(5,016,530)</u>	<u>387.2%</u>
Total Net Position - Beginning	<u>9,855,112</u>	<u>1,029,686</u>	<u>11,704,464</u>	<u>5,016,530</u>	<u>387.2%</u>
Total Net Position - Ending	<u>\$ 11,704,464</u>	<u>\$ -</u>	<u>\$ 5,016,530</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY DEBT SERVICE FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	67,579	-	-	-	-
Debt Service -	4,771,314	5,511,210	5,511,210	6,521,285	18%
Debt Service Principal	3,050,000	3,660,000	3,660,000	4,470,600	22%
Debt Service Interest	1,632,851	1,701,210	1,701,210	1,900,685	12%
Debt Service Fees	88,463	150,000	150,000	150,000	0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	4,838,893	5,511,210	5,511,210	6,521,285	18%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(4,838,893)	(5,511,210)	(5,511,210)	(6,521,285)	18%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	4,838,893	5,511,210	5,511,210	6,521,285	18%
Total Transfers In	4,838,893	5,511,210	5,511,210	6,521,285	18%
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	4,838,893	5,511,210	5,511,210	6,521,285	18%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	\$ -	\$ -	\$ -	\$ -	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	1,289,277	3,050,000	3,050,000	12,235,000	301.1%
State (Other)	941,553	280,000	280,000	175,000	-37.5%
County	12,577,533	15,690,000	15,690,000	14,857,000	-5.3%
Interest	22,171	15,000	15,000	25,000	66.7%
Contributions	1,497,840	600,000	600,000	1,050,000	75.0%
Miscellaneous	98,241	-	-	-	-
Total Revenues	<u>16,426,615</u>	<u>19,635,000</u>	<u>19,635,000</u>	<u>28,342,000</u>	<u>44.3%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	26,007,304	26,617,000	26,617,000	42,872,000	61.1%
Park Acquisition	697,500	5,265,000	5,265,000	7,650,000	45.3%
Park Development	25,309,804	21,352,000	21,352,000	35,222,000	65.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>26,007,304</u>	<u>26,617,000</u>	<u>26,617,000</u>	<u>42,872,000</u>	<u>61.1%</u>
Excess of Revenues over Expenditures	<u>(9,580,689)</u>	<u>(6,982,000)</u>	<u>(6,982,000)</u>	<u>(14,530,000)</u>	<u>108.1%</u>
Other Financing Sources (Uses):					
Bond Proceeds	8,514,748	5,597,000	5,597,000	10,080,000	80.1%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	350,000	0.0%
Transfer from Enterprise Fund	-	1,050,000	1,050,000	4,125,000	292.9%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>350,000</u>	<u>1,400,000</u>	<u>1,400,000</u>	<u>4,475,000</u>	<u>219.6%</u>
Transfers Out					
Transfer to Park Fund	(22,169)	(15,000)	(15,000)	(25,000)	66.7%
Total Transfers Out	<u>(22,169)</u>	<u>(15,000)</u>	<u>(15,000)</u>	<u>(25,000)</u>	<u>66.7%</u>
Total Other Financing Sources (Uses)	<u>8,842,579</u>	<u>6,982,000</u>	<u>6,982,000</u>	<u>14,530,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(738,110)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>9,455,844</u>	<u>9,455,844</u>	<u>8,717,734</u>	<u>8,717,734</u>	<u>-7.8%</u>
Fund Balance, Ending	<u>\$ 8,717,734</u>	<u>\$ 9,455,844</u>	<u>\$ 8,717,734</u>	<u>\$ 8,717,734</u>	<u>-7.8%</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental:	\$ 1,076,813	\$ 1,035,700	\$ 1,118,700	\$ 1,276,700	23.3%
Sales	4,690	8,800	11,501	8,500	-3.4%
Charges for Services	3,050,730	2,420,470	2,396,350	3,025,730	25.0%
Rentals and Concessions	115,988	114,500	123,000	133,200	16.3%
Interest	29,483	16,500	17,060	28,000	69.7%
Miscellaneous	274,331	200,800	166,000	149,900	-25.3%
Total Revenues	4,552,035	3,796,770	3,832,611	4,622,030	21.7%
Expenditures by Major Object:					
Personnel Services	534,977	560,300	582,000	787,000	40.5%
Supplies and Materials	107,161	216,000	103,334	313,297	45.0%
Other Services and Charges	1,425,853	1,486,125	1,477,159	1,944,876	30.9%
Capital Outlay	33,820	29,600	30,000	28,960	-2.2%
Other Classifications	-	-	-	-	-
Chargebacks	3,251,070	3,342,600	3,342,600	3,445,700	3.1%
Total Expenditures	5,352,881	5,634,625	5,535,093	6,519,833	15.7%
Excess of Revenues over Expenditures	(800,846)	(1,837,855)	(1,702,482)	(1,897,803)	3.3%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	500,000	300,000	300,000	500,000	66.7%
Property Management Fund	2,622	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	502,622	300,000	300,000	500,000	66.7%
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	502,622	300,000	300,000	500,000	66.7%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(298,224)	(1,537,855)	(1,402,482)	(1,397,803)	-9.1%
Fund Balance - Beginning	5,451,538	3,629,237	5,153,314	3,750,832	3.4%
Fund Balance - Ending	\$ 5,153,314	\$ 2,091,382	\$ 3,750,832	\$ 2,353,029	12.5%



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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Operating Revenues:					
Intergovernmental -	\$ -	\$ -	\$ -	\$ -	-
Sales	602,961	689,400	747,100	755,600	9.6%
Charges for Services	6,171,837	5,953,875	6,228,985	6,337,960	6.5%
Rentals and Concessions	3,177,740	3,314,020	3,273,527	3,311,177	-0.1%
Miscellaneous	718,340	698,686	697,686	711,225	1.8%
Total Operating Revenues	<u>10,670,878</u>	<u>10,655,981</u>	<u>10,947,298</u>	<u>11,115,962</u>	<u>4.3%</u>
Operating Expenses:					
Personnel Services	5,218,691	6,068,975	5,950,103	6,326,878	4.2%
Goods for Resale	293,684	302,600	330,450	333,500	10.2%
Supplies and Materials	693,294	516,250	562,382	479,570	-7.1%
Other Services and Charges	2,384,602	2,265,495	2,531,275	2,474,327	9.2%
Depreciation & Amortization Expense	1,110,258	-	-	-	-
Capital Outlay	(7,947)	-	-	29,000	-
Other Classifications	-	-	-	-	-
Chargebacks	205,443	144,477	144,477	134,500	-6.9%
Indirect Charges (Admin Chargeback)	-	-	-	-	-
Total Operating Expenses	<u>9,898,025</u>	<u>9,297,797</u>	<u>9,518,687</u>	<u>9,777,775</u>	<u>5.2%</u>
Operating Income (Loss)	<u>772,853</u>	<u>1,358,184</u>	<u>1,428,611</u>	<u>1,338,187</u>	<u>-1.5%</u>
Nonoperating Revenue (Expenses):					
Interest Income	108,741	60,000	69,600	110,000	83.3%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenues (Expenses)	<u>108,741</u>	<u>60,000</u>	<u>69,600</u>	<u>110,000</u>	<u>83.3%</u>
Income (Loss) Before Operating Transfers	<u>881,594</u>	<u>1,418,184</u>	<u>1,498,211</u>	<u>1,448,187</u>	<u>2.1%</u>
Operating Transfers In (Out):					
Transfer in - Park Fund	-	-	-	-	-
Transfer - Other	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfer Out - Capital Projects Funds	-	(1,050,000)	(1,050,000)	(4,125,000)	292.9%
Net Operating Transfer	-	<u>(1,050,000)</u>	<u>(1,050,000)</u>	<u>(4,125,000)</u>	<u>292.9%</u>
Change in Net Position	881,594	368,184	448,211	(2,676,813)	-827.0%
Total Net Position - Beginning	24,721,756	26,414,936	25,603,350	26,051,561	-1.4%
Total Net Position - Ending	<u>\$ 25,603,350</u>	<u>\$ 26,783,120</u>	<u>\$ 26,051,561</u>	<u>\$ 23,374,748</u>	<u>-12.7%</u>

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2019

	FY17 Actual	FY18 Adopted	FY18 Estimate	FY19 Proposed	%
					Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,637,500	2,550,500	2,550,500	2,332,100	-8.6%
Planning	52,400	83,900	83,900	45,600	-45.6%
CAS	4,800	5,900	5,900	2,600	-55.9%
Enterprise	500	1,200	1,200	9,500	691.7%
Miscellaneous (Claim Recoveries, etc.)	478,630	-	-	-	-
Total Operating Revenues	3,173,830	2,641,500	2,641,500	2,389,800	-9.5%
Operating Expenses:					
Personnel Services	415,116	484,459	484,459	478,310	-1.3%
Supplies and Materials	22,696	30,000	30,000	33,720	12.4%
Other Services and Charges:					
Insurance Claims:					
Parks	1,915,672	1,942,800	1,942,800	1,524,257	-21.5%
Planning	7,768	65,500	65,500	36,200	-44.7%
CAS	7,756	7,100	7,100	4,700	-33.8%
Enterprise	192,674	24,700	24,700	9,100	-63.2%
Misc., Professional services, etc.	267,588	558,345	558,345	597,001	6.9%
Depreciation & Amortization Expense	626	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	235,289	247,036	247,036	254,770	3.1%
Total Operating Expenses	3,065,185	3,359,940	3,359,940	2,938,058	-12.6%
Operating Income (Loss)	108,645	(718,440)	(718,440)	(548,258)	-23.7%
Nonoperating Revenue (Expenses):					
Interest Income	73,084	45,000	45,000	73,000	62.2%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	73,084	45,000	45,000	73,000	62.2%
Income (Loss) Before Operating Transfers	181,729	(673,440)	(673,440)	(475,258)	-29.4%
Operating Transfers In (Out):					
Transfer In	712,147	-	-	-	-
Transfer (Out)	(712,147)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	181,729	(673,440)	(673,440)	(475,258)	-29.4%
Total Net Position - Beginning	5,684,312	5,184,357	5,866,041	5,192,601	0.2%
Total Net Position - Ending	\$ 5,866,041	\$ 4,510,917	\$ 5,192,601	\$ 4,717,343	4.6%
Designated Position	3,046,796	3,246,902	3,404,066	3,734,348	15.0%
Unrestricted Position	2,819,245	1,264,015	1,788,535	982,995	-22.2%
Total Net Position, June 30	\$ 5,866,041	\$ 4,510,917	\$ 5,192,601	\$ 4,717,343	4.6%

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

Parks	\$ 416,500	\$ 438,900	\$ 438,900	\$ 473,000	7.8%
Planning	11,300	14,800	14,800	11,200	-24.3%
CAS	1,700	1,600	1,600	1,500	-6.3%
Enterprise	5,300	5,600	5,600	2,800	-50.0%
Total	\$ 434,800	\$ 460,900	\$ 460,900	\$ 488,500	6.0%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Planning	-	95,000	95,000	140,600	48.0%
Parks	3,676,500	2,498,500	2,498,500	1,814,500	-27.4%
Finance/OCIO	80,150	113,000	113,000	149,150	32.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>3,756,650</u>	<u>2,706,500</u>	<u>2,706,500</u>	<u>2,104,250</u>	<u>-22.3%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	240,938	-	-	-	-
Other Services and Charges:	-	-	-	-	-
Debt Service:					
Debt Service Principal	-	1,517,350	1,517,350	1,499,250	-1.2%
Debt Service Interest	-	391,850	391,850	387,250	-1.2%
Depreciation & Amortization Expense	1,976,536	-	-	-	-
Capital Outlay	-	6,150,000	6,150,000	2,650,000	-56.9%
Other Classifications	-	-	-	-	-
Chargebacks	40,675	40,951	40,951	42,000	2.6%
Total Operating Expenses	<u>2,258,149</u>	<u>8,100,151</u>	<u>8,100,151</u>	<u>4,578,500</u>	<u>-43.5%</u>
Operating Income (Loss)	<u>1,498,501</u>	<u>(5,393,651)</u>	<u>(5,393,651)</u>	<u>(2,474,250)</u>	<u>-54.1%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	6,150,000	6,150,000	2,650,000	-56.9%
Interest Income	7,712	3,000	3,000	4,000	33.3%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	1,917	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>9,629</u>	<u>6,153,000</u>	<u>6,153,000</u>	<u>2,654,000</u>	<u>-56.9%</u>
Income (Loss) Before Operating Transfers	<u>1,508,130</u>	<u>759,349</u>	<u>759,349</u>	<u>179,750</u>	<u>-76.3%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>1,508,130</u>	<u>759,349</u>	<u>759,349</u>	<u>179,750</u>	<u>-76.3%</u>
Total Net Position - Beginning	<u>9,173,151</u>	<u>9,981,676</u>	<u>10,681,281</u>	<u>11,440,630</u>	<u>14.6%</u>
Total Net Position - Ending	<u>\$ 10,681,281</u>	<u>\$ 10,741,025</u>	<u>\$ 11,440,630</u>	<u>\$ 11,620,380</u>	<u>8.2%</u>

Note: Future Financing Plans

Capital equipment financed for Planning	\$	500,000	\$	250,000
Capital equipment financed for Parks		5,400,000		2,400,000
Capital equipment financed for Finance		250,000		-

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



Montgomery County Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CIO & COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds	\$	\$	\$	\$	
DHRM	13,593	27,396	27,396	44,879	63.8%
CIO	-	2,500	2,500	3,000	20.0%
Finance	57,160	92,438	92,438	41,077	-55.6%
Legal	8,190	18,831	18,831	29,586	57.1%
Inspector General	250	3,488	3,488	8,457	142.5%
Corporate IT	-	-	-	74,729	-
Parks	269,290	481,605	481,605	780,990	62.2%
Planning	390,220	267,665	267,665	358,184	33.8%
Enterprise	400	3,500	3,500	-	-100.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	739,103	897,423	897,423	1,340,902	49.4%
Operating Expenses:					
Personnel Services	235,571	328,947	328,947	402,377	22.3%
Supplies and Materials	376,675	20,144	20,144	26,439	31.3%
Other Services and Charges:	209,819	504,901	504,901	886,553	75.6%
Debt Service:					
Debt Service Principal	-	30,283	30,283	31,063	2.6%
Debt Service Interest	-	7,820	7,820	7,059	-9.7%
Depreciation & Amortization Expense	70,199	-	-	-	-
Capital Outlay	11	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	892,275	892,095	892,095	1,353,491	51.7%
Operating Income (Loss)	(153,172)	5,328	5,328	(12,589)	-336.3%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	8,680	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	8,680	-	-	-	-
Income (Loss) Before Operating Transfers	(144,492)	5,328	5,328	(12,589)	-336.3%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(144,492)	5,328	5,328	(12,589)	-336.3%
Total Net Position - Beginning	1,713,901	1,647,867	1,569,409	1,574,737	-4.4%
Total Net Position - Ending	\$ 1,569,409	\$ 1,653,195	\$ 1,574,737	\$ 1,562,148	-5.5%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND

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

PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	212,449	126,178	126,178	126,178	0.0%
Retirement System	96,015	108,680	108,680	108,680	0.0%
Chief Information Office	-	59,644	59,644	59,644	0.0%
Risk Management	-	54,808	54,808	54,808	0.0%
Group Insurance	-	65,338	65,338	65,338	0.0%
CAS Departments	885,976	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,194,440	1,352,000	1,352,000	1,352,000	0.0%
Operating Expenses:					
Personnel Services	196,847	240,805	240,805	240,396	-0.2%
Supplies and Materials	23,885	35,500	35,500	35,500	0.0%
Other Services and Charges:	333,993	637,815	637,815	955,146	49.8%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	166,006	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	1,631	662,880	662,880	45,000	-93.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	80,958	-
Total Operating Expenses	722,362	1,577,000	1,577,000	1,357,000	-14.0%
Operating Income (Loss)	472,078	(225,000)	(225,000)	(5,000)	-97.8%
Nonoperating Revenue (Expenses):					
Interest Income	15,112	5,000	5,000	5,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	15,112	5,000	5,000	5,000	0.0%
Income (Loss) Before Operating Transfers	487,190	(220,000)	(220,000)	-	-100.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	487,190	(220,000)	(220,000)	-	-100.0%
Total Net Position - Beginning	3,831,318	3,831,318	4,318,508	4,098,508	7.0%
Total Net Position - Ending	\$ 4,318,508	\$ 3,611,318	\$ 4,098,508	\$ 4,098,508	13.5%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Grant-Medicare Part D Subsidy	-	-	-	-	-
EGWP Subsidy	1,396,311	1,769,000	1,769,000	1,681,000	-5.0%
Charges for Services:					
Employer Contributions, Other	15,680	13,900	13,900	13,490	-2.9%
Employee/Retiree Contributions	7,812,947	10,421,294	10,421,294	11,916,655	14.3%
Employer Contributions/Premiums	34,322,327	47,113,812	47,113,812	45,351,551	-3.7%
Miscellaneous (Claim Recoveries, etc.)	2,969,672	-	-	-	-
Total Operating Revenues	46,516,937	59,318,006	59,318,006	58,962,696	-0.6%
Operating Expenses:					
Personnel Services	586,334	700,198	700,198	784,328	12.0%
Supplies and Materials	9,689	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	2,793,160	662,203	662,203	437,088	-34.0%
Insurance Claims and Fees	35,328,705	50,052,368	50,052,368	49,334,171	-1.4%
Insurance Premiums	5,920,262	8,210,772	8,210,772	8,555,408	4.2%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	318,518	360,386	360,386	353,640	-1.9%
Total Operating Expenses	44,956,668	60,035,927	60,035,927	59,514,635	-0.9%
Operating Income (Loss)	1,560,269	(717,921)	(717,921)	(551,939)	-23.1%
Non-operating Revenue (Expenses):					
Interest Income	122,736	60,000	60,000	150,000	150.0%
Total Non-operating Revenue (Expenses)	122,736	60,000	60,000	150,000	150.0%
Income (Loss) Before Operating Transfers	1,683,005	(657,921)	(657,921)	(401,939)	-38.9%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,683,005	(657,921)	(657,921)	(401,939)	-38.9%
Total Net Position, Beginning	14,856,085	14,783,085	16,539,090	15,881,169	7.4%
Total Net Position, Ending	16,539,090	14,125,164	15,881,169	15,479,230	9.6%
Designated Position	3,821,317	5,403,233	5,403,233	5,356,317	-0.9%
Unrestricted Position	12,717,773	8,721,931	10,477,936	10,122,913	16.1%
Total Net Position, June 30	\$ 16,539,090	\$ 14,125,164	\$ 15,881,169	\$ 15,479,230	9.6%

Policy requires a reserve equal to 9% of Total Operating Expense



Montgomery County Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY TAX RATES AND ASSESSABLE BASE

		FY 17 Actual	FY 18 Adopted	FY 19 Proposed	Rate Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration					
	Real	1.70	1.72	1.72	-
	Personal	4.25	4.30	4.30	-
Park					
	Real	5.48	5.54	5.68	0.14
	Personal	13.70	13.85	14.20	0.35
Adv. Land Acquisition					
	Real	0.10	0.10	0.10	-
	Personal	0.25	0.25	0.25	-
Total Tax Rates (Cents)					
	Real	<u>7.28</u>	<u>7.36</u>	<u>7.50</u>	<u>0.14</u>
	Personal	<u>18.20</u>	<u>18.40</u>	<u>18.75</u>	<u>0.35</u>

		FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
<u>Assessable Base:</u>					
(in billions \$)					
Administration Fund*					
	Real	155.997	161.431	167.861	3.98%
	Personal	3.084	3.136	3.426	9.25%
Park Fund*					
	Real	155.997	161.431	167.861	3.98%
	Personal	3.084	3.136	3.426	9.25%
Adv. Land Acquisition (Entire County)					
	Real	179.260	185.671	193.219	4.07%
	Personal	3.803	3.862	4.238	9.74%

* 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 17 Actual		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	207.70	207.00	208.20	207.71	211.08	210.00
Unfunded Career (Planning Dept)	3.00	-	3.00	-	3.00	-
Part-Time Career	8.90	5.15	8.90	5.15	8.94	4.57
Career Total	219.60	212.15	220.10	212.86	223.02	214.57
Term Contract	2.50	2.25	3.00	2.50	3.00	2.50
Seasonal/Intermittent	-	-	-	0.20	-	0.20
Chargebacks	-	(23.55)	-	(23.55)	-	(23.55)
Less Lapse	-	(8.11)	-	(8.22)	-	(7.61)
TOTAL ADMINISTRATION FUND	222.10	182.74	223.10	183.79	226.02	186.11
PARK FUND						
Full-Time Career	715.00	715.00	731.00	731.00	746.00	746.00
Part-Time Career	10.00	6.70	8.00	5.40	6.00	4.10
Career Total	725.00	721.70	739.00	736.40	752.00	750.10
Term Contract	10.00	9.80	7.00	6.80	8.00	7.80
Seasonal/Intermittent	-	67.60	-	74.00	-	72.60
Chargebacks	-	(35.50)	-	(36.10)	-	(36.30)
Less Lapse	-	(56.00)	-	(55.80)	-	(57.20)
TOTAL PARK FUND	735.00	707.60	746.00	725.30	760.00	737.00
TOTAL TAX SUPPORTED (Admin. and Park)						
Full-Time Career	922.70	922.00	939.20	938.71	957.08	956.00
Unfunded Career (Planning Dept)	3.00	-	3.00	-	3.00	-
Part-Time Career	18.90	11.85	16.90	10.55	14.94	8.67
Career Total	944.60	933.85	959.10	949.26	975.02	964.67
Term Contract	12.50	12.05	10.00	9.30	11.00	10.30
Seasonal/Intermittent	-	67.60	-	74.20	-	72.80
Chargebacks	-	(59.05)	-	(59.65)	-	(59.85)
Less Lapse	-	(64.11)	-	(64.02)	-	(64.81)
TOTAL TAX SUPPORTED (Admin. and Park)	957.10	890.34	969.10	909.09	986.02	923.11
ENTERPRISE FUND						
Full-Time Career	33.00	33.00	36.00	36.00	37.00	37.00
Part-Time Career	-	-	-	-	-	-
Career Total	33.00	33.00	36.00	36.00	37.00	37.00
Term Contract	1.00	1.00	-	-	1.00	1.00
Seasonal/Intermittent	-	84.40	-	91.30	-	88.00
Chargebacks	-	0.90	-	(0.60)	-	(0.60)
Less Lapse	-	-	-	-	-	-
TOTAL ENTERPRISE FUND	34.00	119.30	36.00	126.70	38.00	125.40
PROPERTY MANAGEMENT FUND						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	3.00	-	3.00	-	3.00
Less Lapse	-	-	-	-	-	-
TOTAL PROPERTY MANAGEMENT FUND	4.00	7.00	4.00	7.00	4.00	7.00
SPECIAL REVENUE FUND						
Seasonal/Intermittent	-	29.55	-	32.05	-	34.15
INTERNAL SERVICE FUNDS						
Full-Time Career	4.50	4.90	5.50	5.90	6.00	6.40
Part-Time Career	0.50	0.25	-	-	-	-
Career Total	5.00	5.15	5.50	5.90	6.00	6.40
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	964.20	963.90	984.70	984.61	1,004.08	1,003.40
Unfunded Career (Planning Dept)	3.00	-	3.00	-	3.00	-
Part-Time Career	19.40	12.10	16.90	10.55	14.94	8.67
Career Total	986.60	976.00	1,004.60	995.16	1,022.02	1,012.07
Term Contract	13.50	13.05	10.00	9.30	12.00	11.30
Seasonal/Intermittent	-	181.55	-	197.55	-	194.95
Chargebacks	-	(55.15)	-	(57.25)	-	(57.45)
Less Lapse	-	(64.11)	-	(64.02)	-	(64.81)
GRAND TOTAL	1,000.10	1,051.34	1,014.60	1,080.74	1,034.02	1,096.06



THIS PAGE LEFT INTENTIONALLY BLANK



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

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

Montgomery County Commissioners' Office	58
CAS Overview	61
Department of Human Resources and Management	67
Finance Department.....	81
Legal Department	86
Office of Inspector General	90
Corporate IT	93
Merit System Board	98
CAS Support Services	101
Departmental Summaries	103
Non-Departmental, Other and Transfers	111



Montgomery County Commissioners' Office

EXECUTIVE OVERVIEW

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 site, sketch, and project plans. The Board makes recommendations to the County Council, the Board of Appeals, Montgomery County Public Schools, and other local, county, state, and federal agencies on projects affecting land use. The Planning Board reviews and makes recommendations on the County's Capital Improvements Program, reviews and approves land acquisitions and major park development plans, and approves plans to develop park facilities. The Planning Board also exercises general oversight authority over the Parks Department and the Planning Department.



The five Planning Board members, appointed by the Montgomery County Council, consist of one full-time Chair and four Commissioners who meet weekly (or more often if 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 develops and manages Montgomery County's nearly 37,000 acre nationally recognized park system.

In addition to the Planning Board, the Montgomery County Commissioners' Office includes staff in the Chair's Office and the Technical Writers/Editors Unit.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Commissioners' Office staffing for FY19 is as follows, including a proposed minor change from FY18, as noted:

- The Planning Board includes one (1) full-time Chair position and four (4) part-time Commissioner positions.
- The Chair's Office staff currently includes three (3) full-time career positions (one position is currently frozen), one (1) part-time career position, and one (1) term contract position. In FY19, the Commissioners' Office proposes to unfreeze the one (1) full-time career position and freeze the one (1) part-time career position.
- The Technical Writers/Editor's unit includes two (2) full-time career positions.



Montgomery County Commissioners' Office

CHAIR'S OFFICE UNIT

In FY19, the Commissioners' Office will continue to carry out the following responsibilities:

- Coordinate and provide administrative, technical, and public support at Board hearings.
- Develop and manage the Planning Board meeting agenda.
- Web post the Board's meeting agenda, meeting minutes, and resolutions.
- Receive, acknowledge, and distribute correspondence directed to the Chair and Planning Board members for hearings.
- Assist members of the public to access online Board hearings and documents.
- Serve as point of contact for local, county, state, regional, and federal officials and agencies.
- Manage the Board correspondence tracking system and ensure timely response to written and verbal inquiries concerning parks and planning issues.
- Act as liaison to the public to assist with resolution of issues.
- Develop and manage the budget for the Commissioners' Office.
- Manage the human resource functions for the Commissioners' Office.
- Serve as primary point of contact for callers and visitors to the Chair and Planning Board.
- Represent the Commission on internal committees related to outreach, diversity, and special events.

TECHNICAL WRITERS/EDITORS UNIT

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

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

ACCOMPLISHMENTS

Achievements by the Commissioners' Office staff in calendar year 2017 include the following:

- Core participant in the development, integration, and customization of an updated customer relationship management (CRM) system, which replaces the former correspondence-tracking system and offers improved interaction with the Planning and Parks Departments.
- Staffed 43 Planning Board meetings as clerks/webcasters and technical writers.
- Coordinated and produced Planning Board agendas and meeting minutes for each meeting, including timely web postings.
- Processed correspondence and other documents directed to the Chair and Planning Board related to Board hearings and general planning and parks issues.
- Participated in various mandatory and general Commission trainings.
- Served on various Montgomery and bi-county internal committees and work groups including Diversity Council, Black History Month, Asian Pacific American Heritage Month, and Women's History Month.



Montgomery County Commissioners' Office

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- The Montgomery County Commissioners' Office proposes an FY19 Operating Budget of \$1,262,647 an increase of 4.8 percent from the FY18 adopted budget, an increase of \$58,059.
- The proposed staff complement for FY19 remains generally the same as in FY18 with the exception of a proposed request to unfreeze and fund one (1) full-time career position and freeze one (1) part-time career position with the following result: Six (6) full-time (includes chair and five full-time career staff positions), five (5) part-time positions (includes four commissioners and one frozen career staff position), and one (1) term/contract position. The total position count for FY19 will remain the same as in FY18 for a total of 11 career positions and 1 term contract position, 9.00 workyears.

The proposed FY19 Operating Budget includes the following major categories:

- \$1,213,247 in Personnel Services, an increase of \$47,559 or 4.1%, from the FY18 adopted budget for known operating commitments and activation of the frozen full-time career position (funded, in part, by freezing an active part-time position in FY19).
- \$26,100 in Supplies and Materials, which represents a modest increase of \$500 over the FY18 adopted budget in this major category for inflation costs for supplies and services.
- \$23,300 for Other Services and Charges, which represents an increase of \$10,000 over the FY18 adopted budget in this major category for Board member trainings and conferences.

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Commissioners' Office				
Personnel Services	1,046,011	1,165,688	1,213,247	4.1%
Supplies and Materials	18,377	25,600	26,100	2.0%
Other Services and Charges	20,400	13,300	23,300	75.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,084,788	1,204,588	1,262,647	4.8%

	FY18 Adopted	FY19 Proposed	% Change
Budget			
Expenditures	\$ 1,204,588	\$ 1,262,647	4.8%
Staffing			
Funded Career Positions	11.00	11.00	0.0%
Funded Term Positions	1.00	1.00	0.0%
Funded Workyears	9.50	9.00	-5.3%



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



*Office of the Inspector General reports to the Audit Committee



Central Administrative Services Overview

EXECUTIVE OVERVIEW

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

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

The Commission's three Officers -- the Executive Director, the Secretary-Treasurer, and the General Counsel -- are responsible for corporate functions as well as leading their respective departments. The Inspector General (IG) is appointed by the Audit Committee, which has technical and substantive oversight of the IG's work program. The Chief Information Officer (CIO) reports to the Executive Committee (Chair, Vice-Chair, and Executive Director) to enable focus on Enterprise-wide IT initiatives. Enterprise-wide IT initiatives are recommended by the IT Council which is comprised of the leadership from each of the departments and the Secretary-Treasurer. The Executive Director serves as a non-voting member of the Council.

CAS services include oversight of enterprise-wide administrative, human resources, corporate budgeting and governance; financial business services; legal counsel and representation; internal controls and compliance with rules and regulations; IT strategic planning and agency-wide systems; and risk mitigation and workplace safety to protect and support the Commission's employees, patrons and operations.

CAS also includes funding for the Merit System Board and CAS Support Services. The budget for the Office of the Chief Information Officer is split. Corporate IT (previously part of the Finance Department) is shown here under CAS and the CIO's Office and Commission-wide IT initiatives are shown in the Internal Service Fund section of this budget document, under the Commission-wide CIO & IT Initiatives Internal Service Fund.

PROGRAMS AND SERVICES PROVIDED

Department of Human Resources and Management

The Department of Human Resources and Management (DHRM), which operates under the direction of the Executive Director, provides quality corporate budgeting, corporate governance, and enterprise-wide administrative and human resource management systems/services. 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: Office of the Executive Director, Corporate Budget Division, Corporate Policy and Management Operations Division, and the Corporate Human Resources Division.

Finance Department

The Finance Department operates under the direction of the Secretary-Treasurer, and is organized into three divisions: Administrative Services, Accounting, and Central Purchasing. The Department is responsible for Corporate Financial Policy, Management of Debt and Investments, Payroll Administration and Disbursements, Accounting and Financial Reporting, Procurement, and



Central Administrative Services

Overview

Corporate Enterprise Resource Planning (ERP) Operations Management. In FY18, the IT division was moved from Finance and is now under the CIO and is presented as Corporate IT.

Legal Department

The Office of the General Counsel (OGC or Legal Department) provides a comprehensive program of legal services to the Commission, supporting almost every facet of the Commission'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.

Office of the Inspector General

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

Office of the Chief Information Officer

The Office of the Chief Information Officer (CIO) strategically plans and implements enterprise-wide IT systems in collaboration with departments in order to meet business needs. The CIO Office also functions as the Commission's Chief Technology Security Officer, ensuring confidentiality, availability, and the integrity of Commission data. New this year, Corporate IT (previously the IT division under Finance) is presented here. The role of this team has been expanded to support both Enterprise IT and Executive Office Building IT, which includes Central Administrative Services and the Employees' Retirement System (ERS).

Merit System Board

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

Support Services

Central Administrative Services Support Services accounts for non-discretionary shared operating expenses attributable to the Departments of Human Resources and Management (DHRM), Finance, Legal, the Merit System Board, the Office of Inspector General, and the Office of the Chief Information Officer, collectively known as Central Administrative Services (CAS). These expenses include unemployment insurance, workers' compensation costs, shared document production services (the print and reproduction center), centralized office supplies, and the costs associated with housing the CAS Departments and Offices.

Full descriptions of the CAS Departments/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	FY17 Budget	FY18 Adopted	FY19 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	61,255	66,250	66,250	0.0%
	Park Fund - Park Police Support	DHRM	58,345	45,000	45,000	0.0%
	Risk Management	DHRM	20,963	13,892	20,387	46.8%
	Capital Equipment Fund	Finance	40,675	40,951	42,000	2.6%
	Enterprise Funds	Finance	203,377	196,565	204,000	3.8%
	Park Fund - Single Audit	Finance	7,500	6,760	-	-100.0%
	Park Fund - Data Center	Finance	315,576	411,616	-	-100.0%
	Park Fund - ERP Operations	Finance	-	-	93,400	-
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Risk Management	Finance	8,135	32,761	34,000	3.8%
	Spec Rev Fund - Development Review	Finance	23,948	25,083	28,000	11.6%
	Park Fund - Data Center	Corporate IT	-	-	344,745	-
	Admin Fund - Planning	Legal	85,000	85,000	85,000	0.0%
	Park Fund	Legal	145,377	149,232	153,709	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	197,035	200,383	200,383	0.0%
	Spec Rev Fund - Development Review	Legal	144,422	148,423	152,876	3.0%
	Subtotal Montgomery		1,428,508	1,538,816	1,586,650	3.1%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	23,551	20,766	19,641	-5.4%
	Admin Fund - Planning - Recruitment	DHRM	17,665	13,982	12,860	-8.0%
	Park Fund - HRIS/CC	DHRM	58,884	46,599	42,844	-8.1%
	Park Fund - Labor Relations	DHRM	61,255	66,250	66,250	0.0%
	Park Fund - Park Police Support	DHRM	58,345	45,000	45,000	0.0%
	Park Fund - Recruitment	DHRM	58,884	51,903	49,091	-5.4%
	Rec Fund - Recruitment	DHRM	58,884	51,903	49,091	-5.4%
	Recreation Fund - HRIS/CC	DHRM	58,884	72,529	70,311	-3.1%
	Risk Management	DHRM	20,963	13,892	20,387	46.8%
	Capital Equipment Fund	Finance	4,881	31,942	44,000	37.7%
	Enterprise Funds	Finance	328,403	311,228	306,000	-1.7%
	Park Fund - Single Audit	Finance	7,500	6,800	-	-100.0%
	Park Fund - New Positions	Finance	125,000	108,000	108,000	0.0%
	Park Fund - Data Center	Finance	562,144	758,817	-	-100.0%
	Park Fund - ERP Operations	Finance	-	-	190,000	-
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Risk Management	Finance	16,270	49,141	43,000	-12.5%
	Special Revenue Funds (multiple)	Finance	154,566	139,233	136,000	-2.3%
	Park Fund - Data Center	Corporate IT	-	-	635,970	-
	Park Fund	Inspector General	97,502	121,332	127,118	4.8%
	Admin Fund - Planning	Legal	252,702	265,430	273,393	3.0%
	Park Fund	Legal	186,653	186,653	192,253	3.0%
	Park Fund - Atty support	Legal	80,000	80,000	80,000	0.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	207,212	210,858	210,858	0.0%
	Subtotal Prince George's		2,657,048	2,869,158	2,938,967	2.4%
Commission-Wide						
	EOB	DHRM	-	-	80,958	-
	Group Insurance	DHRM	41,925	32,778	31,040	-5.3%
	Group Insurance	Finance	276,592	327,608	322,600	-1.5%
	Subtotal Commission-Wide		318,517	360,386	434,598	20.6%
COMBINED TOTAL			4,404,073	4,768,360	4,960,215	4.0%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		599,803	540,744	619,110	14.5%
	Finance		2,344,167	2,716,105	1,820,600	-33.0%
	Corporate IT		-	-	980,715	-
	Legal		1,362,601	1,390,179	1,412,672	1.6%
	Inspector General		97,502	121,332	127,118	4.8%
TOTAL			4,404,073	4,768,360	4,960,215	4.0%



Central Administrative Services

Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The bi-county proposed FY19 operating budget for Central Administrative Services before chargebacks is \$22,837,641, which is a 4.1% increase over FY18. The budget sustains, at a minimum, the same service level as FY18, 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.

During FY18, a reorganization of IT functions resulted in the IT division of the Finance Department now placed under the Office of the CIO. Corporate IT is now displayed separately within the CAS budgets in the Administration Funds.

Annual Review of Cost Allocation and Chargebacks

Each year, cost drivers and labor distribution are analyzed to better reflect county service levels. The FY19 proposed budget is based on the analysis performed in the Fall of 2017.

The FY19 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 FY19, the proposed budget addresses major known commitments and essential needs. The proposed budget focuses on such core needs as:

- Upgrading the Enterprise Resource Planning (ERP) system to Version 10.
- Responding to workload increases in Corporate Policy and Management Operations division of DHRM, and Human Resources Information Systems.
- Addressing need for administrative support in the Corporate Policy division.
- Providing a dedicated purchasing professional focusing on information technology.
- Addressing need for administrative support in the Legal Department.
- Providing for ongoing funding to keep our desktop computers updated.

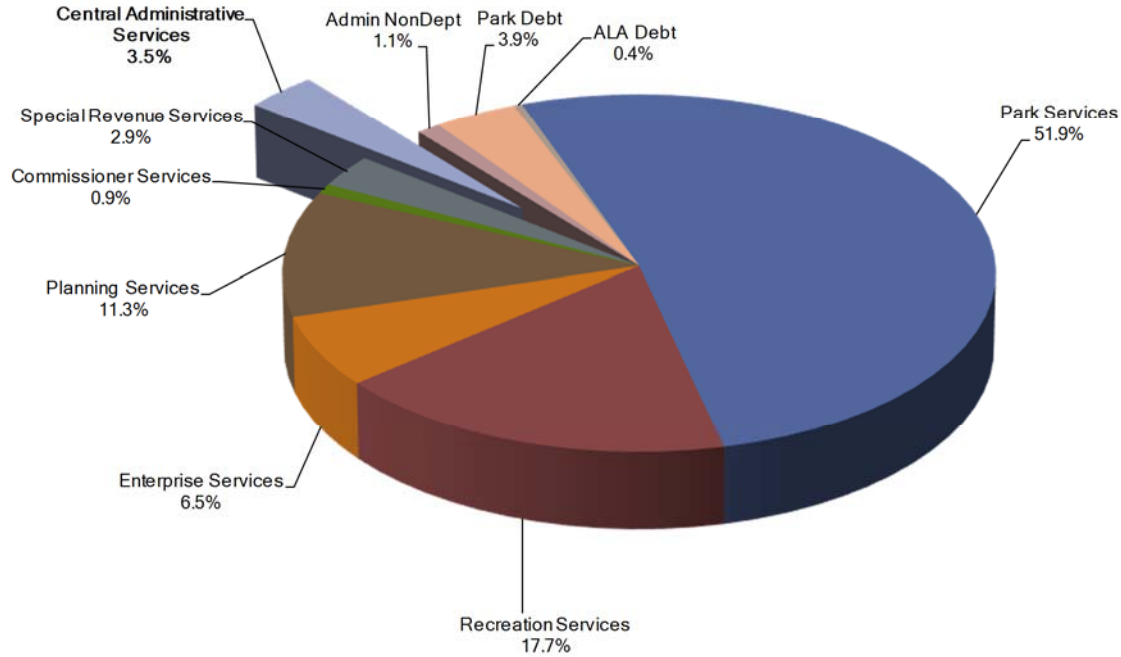
The CAS budget proposal reflects positions and workyears comparable to FY 2009 levels, even while work program demands have increased over the past several years. Work program demands such as, increased cost analyses for alternative medical designs to contain costs, preparation for and compliance with health care reform regulations, required policy revisions, zoning ordinance review, legal advice, and the continued rollout of ERP functionality, increase the demand for CAS departments' services.

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



Central Administrative Services Overview

Central Administrative Services (CAS)
FY19 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

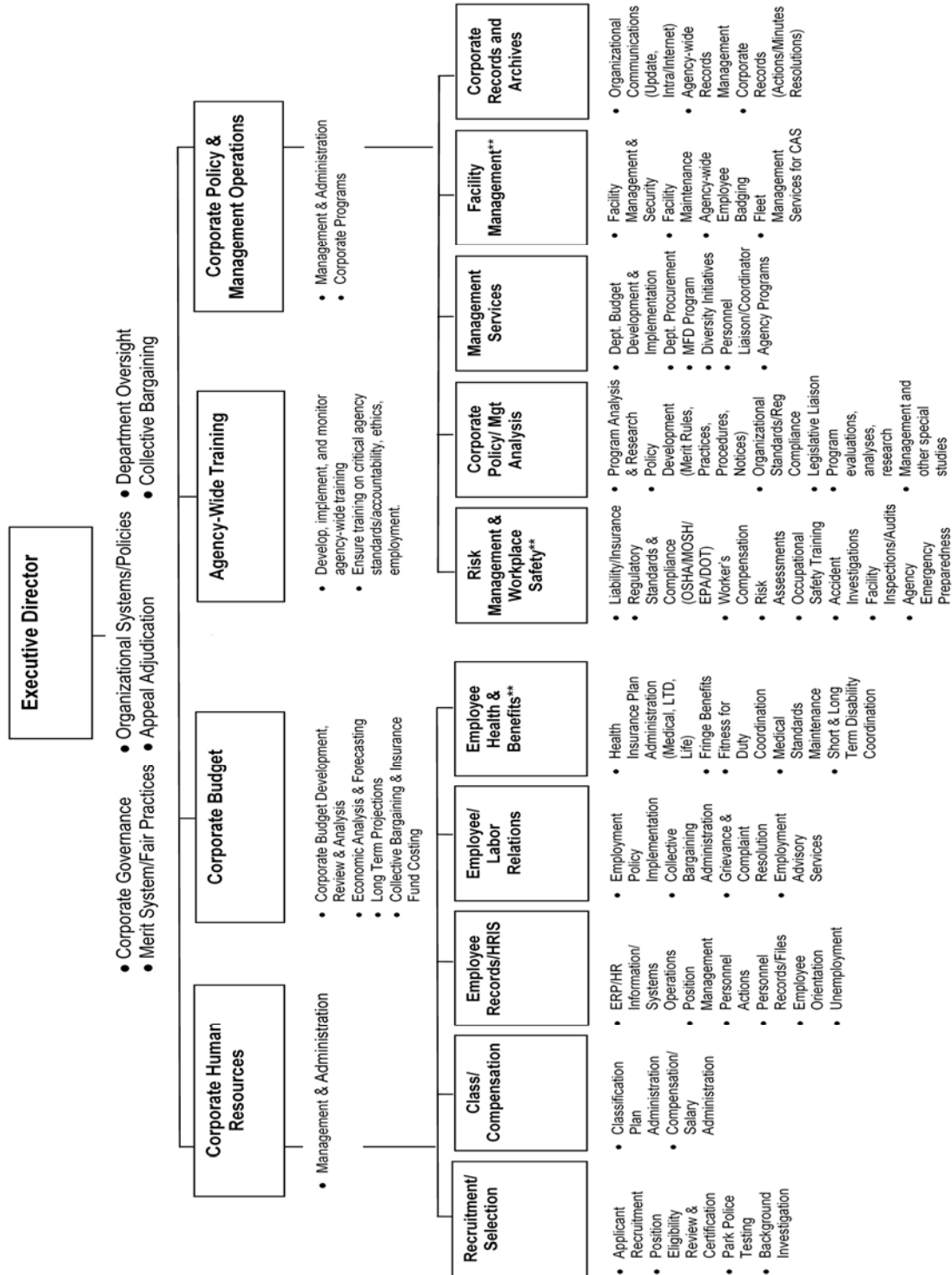


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



ORGANIZATIONAL STRUCTURE

Department of Human Resources and Management



** Internal Service Funds.



Central Administrative Services

Department of Human Resources and Management

MISSION AND OVERVIEW

The mission of the Department of Human Resources and Management (DHRM) is to provide quality corporate governance and budget services, effective organizational standards, and human resource management systems; to perform with integrity, innovation, and responsiveness; and, to deliver excellent customer service to the agency, its employees, elected and appointed officials, and the communities served in the bi-county region. The Executive Director provides executive functions for the Commission and also oversees the work of DHRM. The Executive Director meets regularly with the two respective Planning Board Chairs as the Executive Committee to support and administer the business of the Commission.

Under the leadership of the Executive Director, DHRM includes:

- Office of the Executive Director
- Corporate Budget Division
- Corporate Human Resources Division
- Corporate Policy and Management Operations Division
- Agency-wide Training

Collectively these operations provide corporate governance and administer agency-wide initiatives to ensure fair and equitable practices/programs, competitive and cost-effective employment compensation and benefits, prudent fiscal planning, and sound workplace and liability protections. Programs administered by the Department/Divisions are presented on the organizational chart.

Most of the DHRM functions are funded in the Administration Funds. However, the Employee Health and Benefits, and the Risk and Workplace Safety functions are included in the Group Insurance and Risk Management Internal Service Funds, respectively. DHRM also manages the Executive Office Building (EOB) Internal Service Fund. The EOB activities include facility operation, building/safety code compliance, landlord-tenant relations, energy conservation, major maintenance and repair projects, and space planning.

PROGRAMS AND SERVICES PROVIDED

Over the past few years, the Department has implemented a number of initiatives to ensure that the needs of operating departments are actively considered in the establishment of work program priorities. This is accomplished through regular meetings with senior management, formal input on recommended programs and policies, and other collaborative efforts. Highlights of programs managed by each Division are described in the following pages.

Office of the Executive Director

The Office of the Executive Director provides executive leadership, coordination, and administrative direction for the operation of the agency and the DHRM. The Executive Director assures public accountability through a set of responsible, best-management practices, systems and programs to meet local, State, County, and Federal regulatory requirements, and sustain the agency and its employees in the bi-county region. Services provided by the Office include ensuring fair and prudent workplace practices, implementation of the Merit System Rules and Regulations, and oversight of organizational compliance with adopted policies; monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program; conducts contract execution and procurement waiver reviews; reviews employment concerns and handles adjudication of grievance appeals; negotiates collective bargaining agreements; serves as liaison with both County Councils



Central Administrative Services

Department of Human Resources and Management

and County Executives; and provides oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs. The Office oversees other corporate functions of the agency including policy development, administration of workforce programs/benefits/insurance, budget development and fiscal planning, and coordination of Commission, Executive Committee, and Department Directors meetings.

The Executive Director and both Planning Board Chairs comprise the Executive Committee. The Executive Committee, pursuant to Commission practices, meets regularly to conduct business, and effectively leads the administrative bi-county operations of the agency.

Corporate Budget Division

The Corporate Budget Division promotes the responsible and sustainable use of public resources to meet the needs of the bi-county residents by providing the Commission and departments with strategic information, central budget coordination, and fiscal planning for the agency. The Office delivers an array of services, including:

- Comprehensive fiscal and budget analysis
- Coordination of agency-wide budget needs
- Strategic information regarding the development of the Commission's annual operating budget
- Long-term fiscal policies and strategies
- Fiscal information to support labor negotiations

It is the strategic goal of the Corporate Budget Division to make the budget function a value-added service by working collaboratively with all customers, and by providing sound, timely, and transparent fiscal information to support effective resource allocation decisions. The Division provides agency-wide planning, analysis and reporting. It works to understand customer needs and applies creative analyses to develop information that helps governance and operations to better meet customer needs. The Corporate Budget Division oversees the Commission's budget preparation process to ensure accuracy and uniformity throughout the Commission.

Corporate Policy and Management Operations Division

This Division is responsible for assisting with organizational governance, developing organizational policy and standards, issuing employee communications and emergency announcements, and administering corporate programs which support the Office of the Executive Director, the Executive Committee, and the Commission. This Division performs analysis and research to ensure that business operations are effective, efficiently utilizing resources, and upholding public accountability. Staff incorporates management principles of responsibility and transparency into operational standards, and provides systems analysis and resource planning. Federal, State, and local mandates are implemented through policies and programs to assure compliance and due diligence in business operations. The Division manages four cross-functional teams: Corporate Policy and Corporate Records, Management Operations and Internal Services, Risk Management and Workplace Safety, and EOB Facility Operations.



Central Administrative Services

Department of Human Resources and Management

Corporate Policy and Corporate Records conduct research and analysis of organizational needs, regulatory mandates, and best practices for greater efficiency, cost containment, and effective programs. Analysis is used to develop policy and operational standards through a collaborative review with departments, Merit System Board, union representatives, and the Commission.

The Corporate Policy unit also conducts specialized management studies, implements organizational development initiatives, and provides legislative support on bills or actions impacting policy or operational standards. The Commission's policy system, as issued through Merit System Rules and Regulations, Notices, Administrative Practices/Procedures, and Resolutions, is managed by this team. These policies address organizational functions, employment regulations, financial systems, and other operational standards. The Corporate Records unit manages the agency's archive program to ensure official records are safeguarded and retained in accordance with Federal and State public record mandates. It is also responsible for coordinating and supporting corporate meetings of the Commission, the Executive Committee, Directors, and other ad hoc or standing committees; formally documenting the actions of the Commission; and conducting research of historical records/actions.

Management Services carries out corporate and departmental activities including: budget management and procurement administration for the following departmental and CAS operations: DHRM, Risk Management, Group Insurance, the Executive Office Building, CAS Support Services, and the Merit System Board; development and dissemination of corporate communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.); management of agency-wide training initiatives; management of Maryland Public Information Act (MPIA) requests; and support for agency-wide programs including diversity initiatives.

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

EOB Facility Operations

Staff manages the facility operations that house the Central Administrative Services departments/units, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board. Operations include facility maintenance, support, and compliance with State/local fire/workplace codes. Staff also manages facility security and agency-wide employee identification badging program.



Central Administrative Services

Department of Human Resources and Management

Human Resources Division

The goals of the Human Resources (HR) Division are to ensure an applicant pool that is diverse, qualified and available; employee recognition and compensation that reflect performance; and an affordable, responsive, and attractive array of benefits and health programs with effective service delivery.

The HR Division strives to ensure fair and equitable treatment of all employees, and administers a personnel system to create and maintain a diverse, qualified, healthy, and motivated workforce. The Merit System Rules and Regulations, Administrative Practices, Administrative Procedures, and union contracts are the foundation for this work. The two collective bargaining agreements cover Park Police Officers through the rank of Sergeant (FOP), and general service career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO). The Division includes the HR Director and cross-functional teams to carry out HR employee and employment services activities.

The HR Director provides expert guidance and advice on human resources management for the agency. The HR Director also provides supervision of all programs and activities provided to the agency relating to employment and working conditions. Services include training coordination, employment for disabled persons, personnel management review, and areas described below.

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

Human Resources Information System (HRIS)/Employment Records safeguards and maintains official employee records (physical and electronic) according to Federal and State regulations. Staff uses 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 garnishments tracking, provision of ad hoc and regular employee-data reporting, and support and integration with existing timekeeping (KRONOS) and payroll systems.

Recruitment and Selection Services supports the provision of a diverse, skilled, and effective workforce. Staff provides whole-cycle recruitment activities to the agency from advertising, testing, application processing, selection, employment/promotion offers, and orientation. This team manages an outsourced online applicant tracking system. Two options are provided to the operating departments: either full-service recruitment or online recruitment support as requested. Related tasks involve administration of background/reference checks, and Park Police entry and advancement testing.

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



Central Administrative Services

Department of Human Resources and Management

for managers and employees. This unit also reviews reasonable accommodation requests for compliance with the Americans with Disabilities Act.

Employee Health and Benefits administers a comprehensive health benefits program, including medical, dental, vision service, prescription drug plans and life and long-term disability insurance programs. Programs aimed at improving the health and well-being of our employees, such as health screenings, financial wellness counseling, smoking cessation classes and weight loss programs are handled by this office as well. The Office also ensures implementation of programs such as the Affordable Care Act, Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA). Related work covers administration of benefit programs, the flexible spending account program, the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees' Sick Leave Bank, deferred compensation plans, and a tuition assistance program. The team also coordinates specialized medical testing and monitoring such as return to work, pre-employment, police physicals, fitness for duty examinations, and psychological evaluations. It also oversees the family medical leave program (FMLA). Other services include workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with Federal and State mandates.

FY18 ACCOMPLISHMENTS

Below is a summary of major accomplishments.

- **Corporate governance:** Provided guidance and oversight in areas related to upholding the Merit System, organizational policies and standards, collective bargaining and agency-wide programs such as Diversity Council, Enterprise Resource Planning, conflict resolution (administrative grievances), Equal employment opportunity, and employee appeals adjudication, etc. Human Resources Classification and Compensation expanded the number of pay grades to provide more flexibility to new classification and compensation job specifications.
- **Corporate Budget:** Continued enhancing the role of the corporate budget office to assure prudent use of funds, providing long-range strategic budget planning, streamlining budget processes, and improving transparency of budget information.
 - **GFOA Award:** Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 32nd consecutive year in FY2018.
 - Revised both the Prince George's County operation's and the Montgomery County operation's long term fiscal plans to guide the FY19 budget submission.
- **Collective Bargaining:** Negotiated full contract with the Fraternal Order of Police effective February 1, 2017 through January 31, 2020, with a two-year wage deal and a FY20 wage reopener. Negotiated the MCGEO wage reopener for FY18.
- **Succession Planning/Workforce Development:** Continued to restore agency-wide employee development training to address deficit in available workforce training and critical succession planning concerns. 34% of the workforce is eligible to retire in less than 5 years (74.7% of officials/administrators will become eligible). Web-based and other training is being



Central Administrative Services

Department of Human Resources and Management

implemented to enhance understanding of critical systems/policies, equal employment standards, ethics and internal controls, performance management, and leadership development. Continued staff development efforts are being implemented through initiatives such as the Language and Literacy program, which develops reading/writing/communication skills for native English speakers and individuals who speak English as a second language.

- Enterprise Resource Planning System (ERP) and HRIS Programs: DHRM, in partnership with the Office of the Chief Information Officer, implemented the following:
 - Implemented employee self-serve components for online benefits enrollment.
 - Continued training departments on human resources inquiry capabilities of Manager Self-Service component.
 - Developed management reports to meet the needs of the departments.
 - Conducted comprehensive review of current HRIS processes and implemented efficient improvements in daily operations.
 - In process of implementing recommendations stemming from an Internal Audit for needed enhancements for more timely and accurate processing of employment actions.
 - Prepared and planned for ERP Infor Systems upgrade and automation.
- Employee Benefits: Implemented pension, medical, and prescription benefits plan designed to maintain competitive benefits at sustainable funding levels.
 - Offered a new long-term care plan to reduce the financial impact to employees and retirees in need of caregiving.
 - Enhanced the wellness program by offering monetary incentives to employees for participating in certain wellness activities to improve their health and well-being. The department continues to enhance its agency-wide Wellness Program.
 - Received \$1.3 million in subsidies from the Federal government for retiree drug expenses.
 - Implemented on-line open enrollment for over 1,000 employees, eliminating use of paper, reducing time spent on data entry, and providing a confidential and secure method of benefits enrollment.
 - Successfully distributed the IRS 1095-C forms to employees and retirees; and submitted the corresponding 1094-C form to the IRS as required by the Affordable Care Act.
- Policy Development and Management Studies: The agency's policy system requires extensive review and update. Continued extensive analysis, review and update of agency standards/policies, to ensure greater operational efficiency and organizational accountability, consistency with ERP platforms, compliance with evolving employment regulations, and workplace/public safety. The following policy areas are among those being addressed in FY18:
 - Internal controls and ethics standards such as financial disclosures, handling of awards/gifts, secondary employment, etc.
 - Employment policies focused on terms/ conditions of employment and employee programs/ benefits, such as the handling of employment disputes, privacy and handling of employment records, contract employee regulations, emergency work compensation, alternate commuting resources, time and attendance, telework and compressed workweeks.
 - Records management and archive standards to ensure compliance with State laws.
 - Risk management and workplace safety standards.



Central Administrative Services

Department of Human Resources and Management

- Organization and functions policies, which communicate operational duties and related authority of key offices/positions including the Audit Committee, the Office of the Inspector General, and the Office of the Chief Information Officer.
- **Records Management:** Continued reviewing agency-wide archives program to ensure ongoing compliance with State archiving requirement and updated digital records to enhance inventory and access. Launched collaborative reviews with operating departments to ensure critical records are appropriately catalogued.
- **Workplace Excellence:** Achieved several prestigious awards for innovative programs and policies such the Workplace Excellence Award for exceptional commitment to overall workforce initiatives such as management practices, workplace standards, and comprehensive work/life policies; Health and Wellness Trailblazer Award; Diversity Champion Award; and EcoLeadership Award for Visionary leadership and commitment to environmentally sustainable workplace practices.
- **Workforce Analysis/ Employee Classification and Compensation:** Continue to implement management-supported recommendations from the Classification and Compensation Study, including job class series reviews prioritized by operating departments. Expanded the number of pay grades to provide more flexibility to new classification and compensation job specifications. Continued working on contract pay schedules to reflect changes in work programs. Revitalized internship program as a resource for trades positions.
- **Recruitment**
Performed comprehensive review to streamline and improve effectiveness of recruitment and selection procedures. Enhanced integration of social media platforms, including Facebook, Twitter, LinkedIn, and Glassdoor, to better market job opportunities and to promote a positive employment brand for the Commission. Implemented an integrated new employee onboarding solution to facilitate employee engagement and to improve efficiency of current manual processes.

FY19 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY19 include:

- Implementation of Version 10 upgrade for ERP to effectively enable timely and accurate processing of personnel actions related to employee compensation, recruitment, benefits, and self-service modules. In addition, the upgrade will deliver better on-line information to operating departments for management and decision-making purposes.
- Managing the intake, tracking and response of Public Information Act program. The Executive Director is the designated Public Information Representative for the agency. With changes in State law, the requirements for tracking, monitoring and compliance have grown extensively.
- Continuing the analysis and critical updates of agency standards/policies, encompassing nearly 200 areas covering organizational functions, employment, procurement, financial systems, and risk/liability and safety regulations. Many operational standards are more



Central Administrative Services

Department of Human Resources and Management

than 20-30 years old due to lack of staff resources. The current team has been diligent in its review; however, significant and ongoing work is needed to ensure policies remain current in the future. The need to maintain these policies is critical to ensure regulatory compliance, fair practices, and accountability. This is a high priority supported by operating departments, the Office of the Inspector General, and the findings of the external accreditation process of the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

- Working with the State to implement changes in public record laws and protocols pertaining to the agency-wide archives program. Continue digitization of permanent, historical records.
- Continuing the implementation of the agency-wide employee development program to address critical succession planning, mentoring, and other critical needs identified by operating departments.
- Developing a central platform for agency-wide training with subject matter experts for core areas such as: legal issues, financial systems, employment, organizational policy/regulatory compliance, and workplace safety, delivered by CAS, that provides consistent access and content to employees across the agency.
- Continuing the implementation of management-supported recommendations from Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.
- Providing dedicated and regular briefings on adopted organizational standards/procedures as requested by operating departments.



Central Administrative Services

Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	FY18 <u>Adopted</u>	FY19 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$2,252,021	\$2,374,330	5.4%	44.6%
Staffing				
Funded Career Positions	16.50	18.35	11.2%	42.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	16.26	17.50	7.6%	41.7%
Prince George's County Budget				
Expenditures	\$2,829,725	\$2,953,464	4.4%	55.4%
Staffing				
Funded Career Positions	22.50	24.65	9.6%	57.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.24	24.50	5.4%	58.3%
Combined Department Total Budget				
Expenditures	\$5,081,746	\$5,327,794	4.8%	100.0%
Staffing				
Funded Career Positions	39.00	43.00	10.3%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	39.50	42.00	6.3%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The FY19 proposed budget is \$5,327,794, representing an increase of 4.8% (\$246,048) over the FY18 adopted budget level. This increase is allocated \$123,739 to Prince George's and \$122,309 to Montgomery County, after the application of charge backs. Please note that the proposed compensation marker is not included in this number. Based on a recent cost allocation analysis by the Corporate Budget Division, the Commission supported adjusting the FY19 funding allocation before chargebacks to 43.1% Montgomery and 56.9% Prince George's. This shifts 0.5% of the funding allocation from Prince George's to Montgomery, as compared to FY18. Major components of the budget are described below:

- **Personnel Services:** This category, which includes salaries and benefits, has a proposed increase of 6.7% (\$322,316). The proposed DHRM budget includes 43 career and 2 term contract positions, with 42 WYS (of which 17.5 WYS are allocated to Montgomery and 24.5 WYS to Prince George's, respectively). The additional positions/workyears are being requested to address critical operational needs and deficiencies as described below:

1. **Add one Merit Management Analyst:** (MC \$23,407/PGC \$30,901 for salary and benefits. 6-month delay)



Central Administrative Services

Department of Human Resources and Management

The work program assigned to the Policy and Management Operations Division has grown extensively over the past 5 years. The Division administers Commission-wide programs through three functional units of Risk Management/Workplace Safety, Policy/Corporate Records, and Management Services. Two teams are critically understaffed: the Management Services unit and the Policy unit, requiring the Unit leads and the Division Chief to regularly work extended hours and weekends to maintain the work program. The Management Services Unit is presently staffed by one technical lead, who is responsible for administering 5 budgets, handling all departmental procurement, managing the EOB facility and offsite CAS offices, conducting specialized feasibility studies, and administrating a number of Commission wide programs such as the Literacy program and monitoring/tracking the Public Information Act inquiries. Additionally, this position coordinates the review of all public information requests which are received by the Office of the Executive Director. The Executive Director is the designated Public Information Representative for the agency, and with changes in State law, the requirements for tracking, monitoring and compliance have grown extensively and are managed by this unit. The Policy Unit inherited a tremendous backlog of organizational policies, and is struggling to meet the critical needs expressed by operating departments, the Inspector General, and external accreditation units. This is a critical need for which we are requesting a skilled analyst. Hiring will be deferred for 6 months.

2. **Add one Merit HRIS Specialist:** (MC \$21,170/PGC \$27,949 for salary and benefits. 6-month delay)

The HRIS unit is responsible for ensuring that every personnel action for Merit and Contract employees is reviewed and validated in a timely manner. The team is also responsible for operating and ensuring the data integrity of the HRIS system, implementing and administrating all support to operating departments which includes day to day guidance on various employment actions that apply to different employee groups (represented, non-represented Merit, contract and appointed positions). The team is currently staffed by a manager, one specialist, and administrative staff. Administrative staff is primarily responsible for input of data and review of basic information. A critical need exists to support and deliver technical and complex analysis/reports needed by operating departments, collective bargaining, and agency leadership. The position would also be responsible for leading in-person, and continual training efforts on HRIS which is desperately needed by departments and cannot be delivered due to staff shortages. This effort will reduce the number of employment action errors that are encountered in data submitted by operating departments.

3. **Add one Merit HRIS Specialist:** (MC \$17,710/PGC \$23,381 for salary and benefits. 6-month delay)

The HRIS unit needs an HRIS technical specialist who can document and validate critical system processes and instruction. Within the former HRIS system, more than 200 departmental representatives assisted with entering and validating electronic personnel actions. The validation process must now be accomplished by three administrative staff in HRIS team to ensure integrity, accuracy and consistency. The Inspector General (formerly Internal Audit) has identified a need to better track the accuracy and timeliness of data validation. The team requires this additional position to support the organization's needs.

4. **Add one Administrative Specialist position:** (MC \$17,710/PGC \$23,381 for salary and benefits. 6-month delay)

The CPMO division requires an Administrative Assistant to assist with division projects assigned by the Division Chief who oversees Risk Management and Safety, Corporate Policy



Central Administrative Services

Department of Human Resources and Management

and Records Management, DHRM Budget and Executive Office Building. The new hire will assist the Division Chief in handling day to day administrative items including project schedules, calendars and leave requests, developing and maintaining an efficient filing system, document tracking, and preparation of material for meetings. The position will also assist with research on special projects for the division, prepare correspondence, and assist division units with administrative support. The CPMO division does not have its own dedicated administrative person, resulting in time being taken away from the team. Work program is very intensive and staff regularly works extended hours to manage programs. Administrative support is needed for project management across 5 units, and to shift some of the administrative tasks being performed by the Division Chief.

- **Supplies and Materials:** These charges reflect a net decrease of 30.1% (\$28,000, primarily due to transferring the funding to Other Services & Charges category as the CIO will now be responsible for consolidating procurement of IT supplies and equipment.
- **Other Service and Charges:** These charges reflect a net increase of 4.4% (\$30,098), primarily due to the increase to internal service charges to pay for the CIO's coordinated purchase of IT supplies and equipment.
- **Chargebacks:** Have been adjusted for wage and benefit allocations.



Central Administrative Services Department of Human Resources and Management

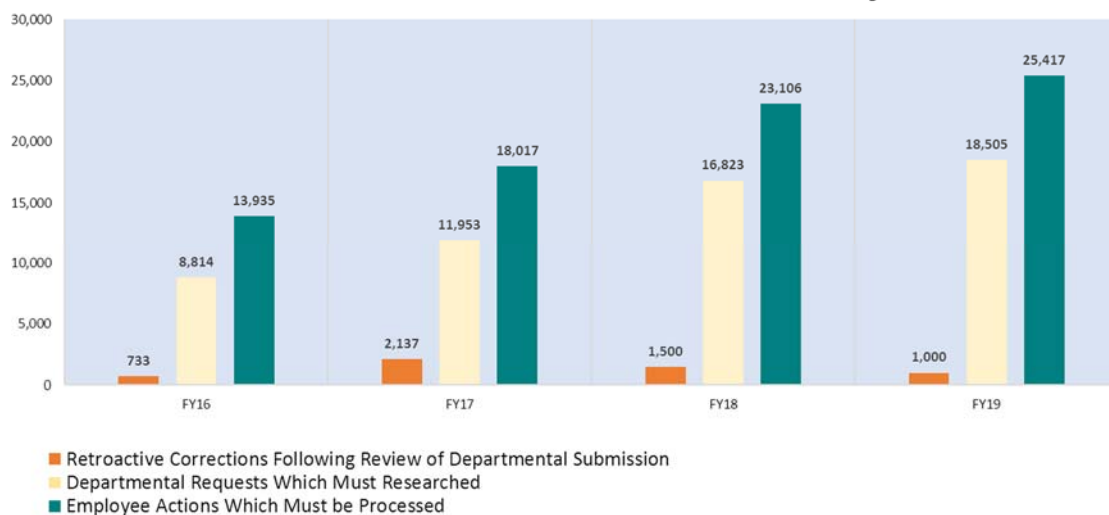
GOALS AND PERFORMANCE MEASURES

Goal: To perform with integrity, innovation and responsiveness; and to provide caring customer service.

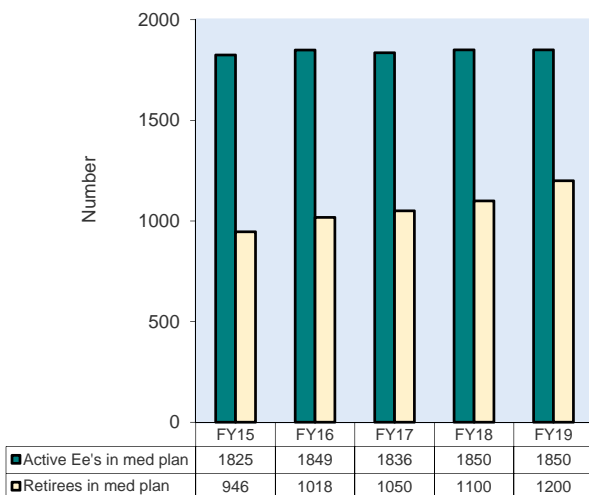
Objective: To provide quality corporate management and human resources systems.

Outcome for Human Resources: An affordable, responsive, attractive and diverse array of benefits and health programs that are provided with effective service delivery; an applicant pool that is diverse, qualified and available; employee recognition and compensation that reflect performance; and a safe work environment.

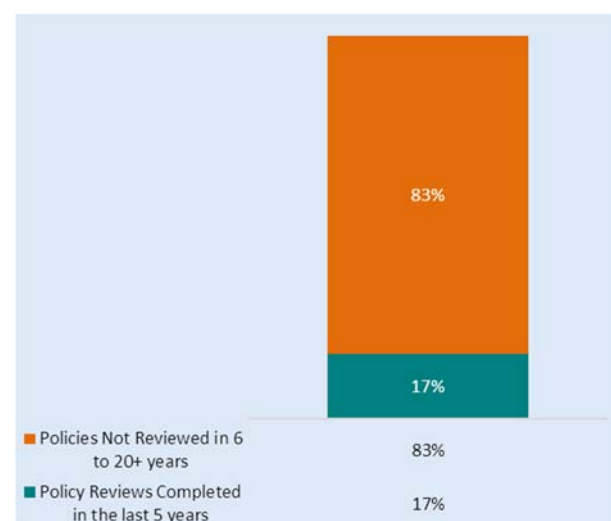
Increase in Volume of HRIS Transactions Handled by DHRM



Employee Health and Benefits

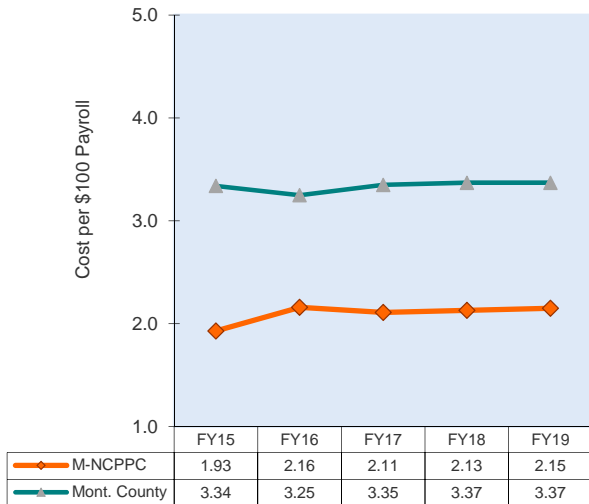


Policy Reviews Completed as of FY18

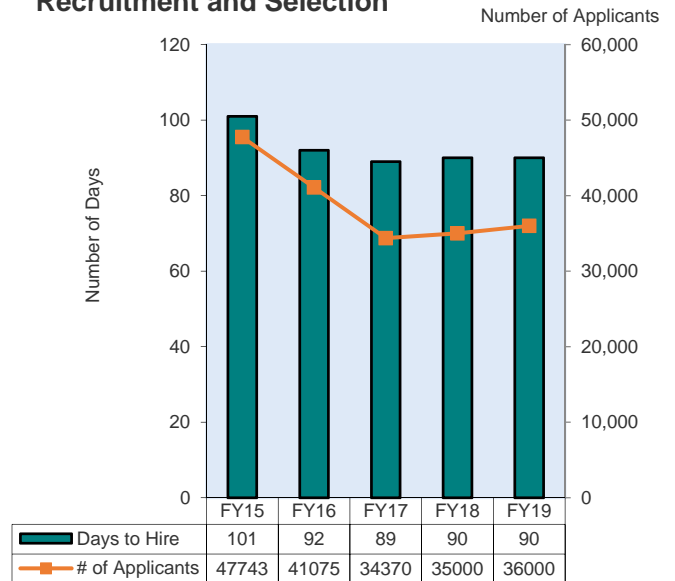


Central Administrative Services Department of Human Resources and Management

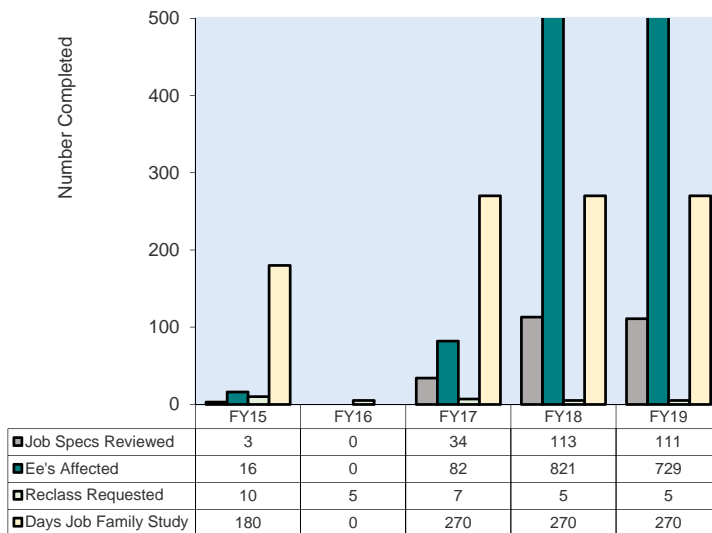
Risk and Safety Management Claims and Workers' Compensation Costs



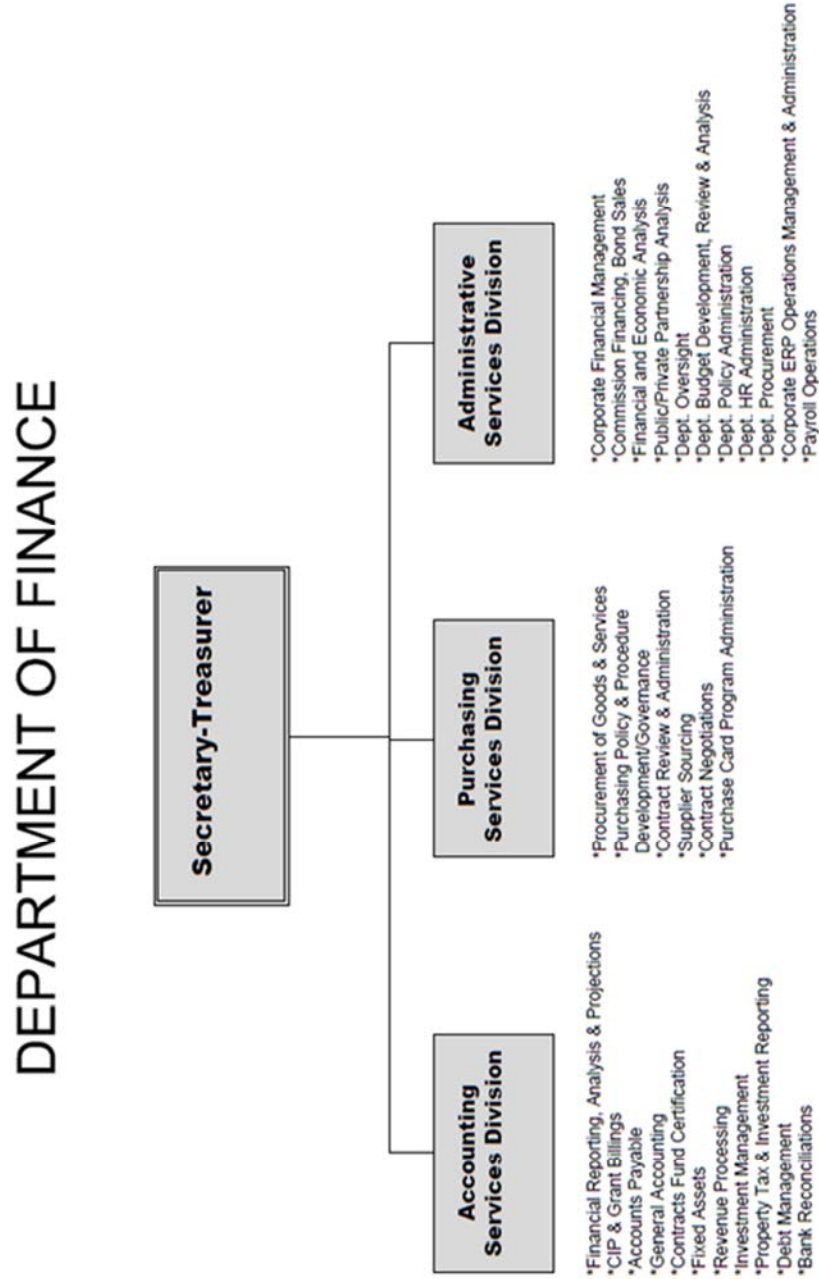
Recruitment and Selection



Classification and Compensation



ORGANIZATIONAL STRUCTURE



Central Administrative Services

Finance Department

OVERVIEW

The Finance Department operates under the direction of the Secretary-Treasurer and is organized into three divisions: Administrative Services, Accounting, and Central Purchasing. 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) Operations Management.

MISSION

The Finance Department's mission is to provide comprehensive financial services, maintain strong internal controls, and operate the Corporate ERP System for Commission management and staff, Montgomery and Prince George's County governments, and other relevant outside entities to maintain a financially sound organization and support Commission's delivery of services to the bi-county region.

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer – Administrative Services

The Office of the Secretary-Treasurer – Administrative Services has three (3) major work programs: Department Management, Payroll Operations, and ERP Operations Management. Department Management has three (3) major functions: Provide corporate financial oversight. Direct the overall operations of the Finance Department. Manage the debt program to finance capital equipment and the Commission's capital improvement projects. Payroll Operations processes two bi-weekly payrolls for all agency employees; ERP Operations Management is responsible for oversight, management, user-security, change management & change control of the ERP system, and supports the payroll system. The Division also offers financial advice and financial analysis expertise to other Commission departments to enable them to make informed judgments and strategic financial planning decisions.

Accounting Division

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

Central Purchasing

The major function of the Central Purchasing Division is to oversee the procurement of all



Central Administrative Services

Finance Department

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

ACCOMPLISHMENTS

The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 45th consecutive year in FY2017. The Commission has received this award longer than any other organization in its category.

BUDGET AT A GLANCE

Summary of Finance Department Budget

		FY18 Adopted	FY19 Proposed	% Change	% Allocated*
Montgomery County					
Budget					
	Expenditures	\$ 3,375,656	\$ 1,968,312	-41.7%	47.6%
Staffing					
	Funded Career Positions	26.40	19.27	-27.0%	43.8%
	Funded Workyears	25.19	18.57	-26.3%	43.7%
Prince George's County					
Budget					
	Expenditures	\$ 3,859,482	\$ 2,166,683	-43.9%	52.4%
Staffing					
	Funded Career Positions	34.60	24.73	-28.5%	56.2%
	Funded Workyears	32.81	23.93	-27.1%	56.3%
Combined Department Total					
Budget					
	Expenditures	\$ 7,235,138	\$ 4,134,995	-42.8%	100.0%
Staffing					
	Funded Career Positions	61.00	44.00	-27.9%	100.0%
	Funded Workyears	58.00	42.50	-26.7%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The FY19 Proposed Budget is \$4,134,995 reflects a decrease from the FY18 adopted budget after



Central Administrative Services

Finance Department

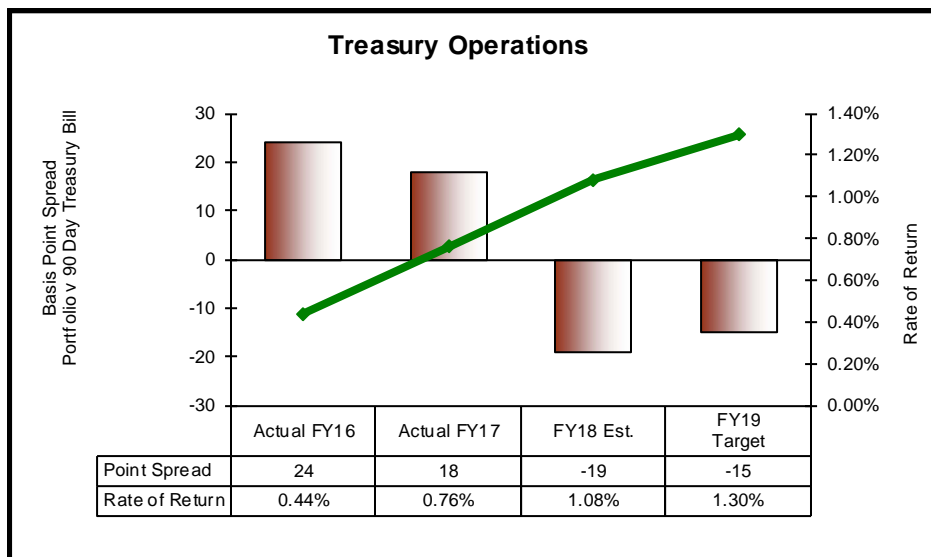
chargebacks. This large reduction is a result of the moving of our IT Division out of Finance and under the CIO's office. If compared to an adjusted FY18 budget, this reflects a 4.4% budgetary increase and the increase of one position and workyear.

The Personnel Services budget decreased by \$2,298,617 in salaries and benefits, primarily due to the reallocation of IT Division out of Finance to the CIO's office. Permission is sought for a purchasing position to increase support for Commission wide procurement efforts, focusing on technology. Permission is also sought to reduce lapse, reflecting full staffing.

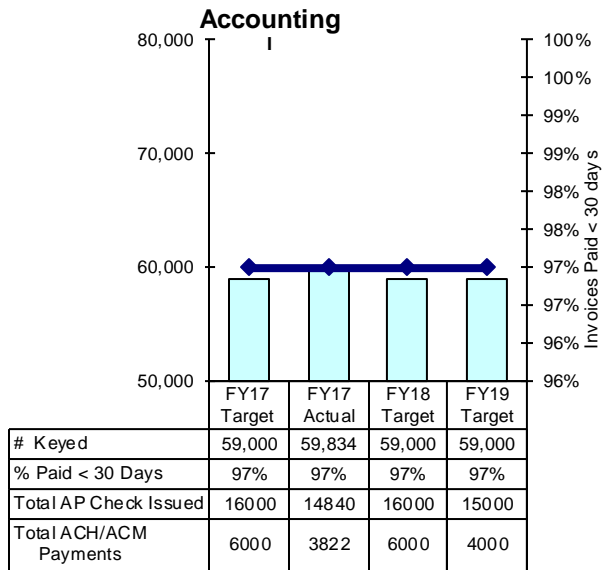
Supplies and Materials are proposed to decrease by \$123,700. Other Services and Charges are proposed to decrease by \$1,559,771 from FY18 levels. The decrease is due to the reallocation of the IT Division out of Finance to the CIO's office.

The Department's only major initiative is to continue the Enterprise Resource Planning System (ERP) project to implement a more efficient and user-friendly corporate financial systems that will better meet the needs of the Commission for accurate, timely management information. The various software modules are now live and continued work is necessary to achieve the full potential of the project.

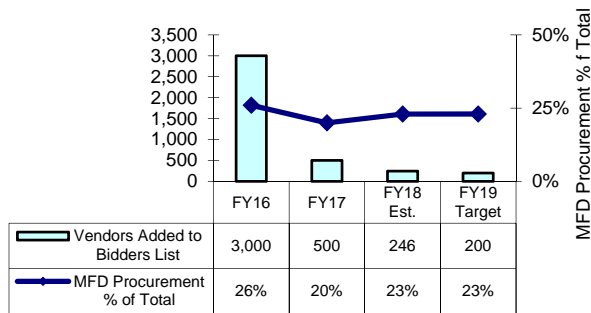
GOALS AND PERFORMANCE MEASURES



Central Administrative Services Finance Department



MFD Procurement Opportunity Minority, Female or Disability Owned



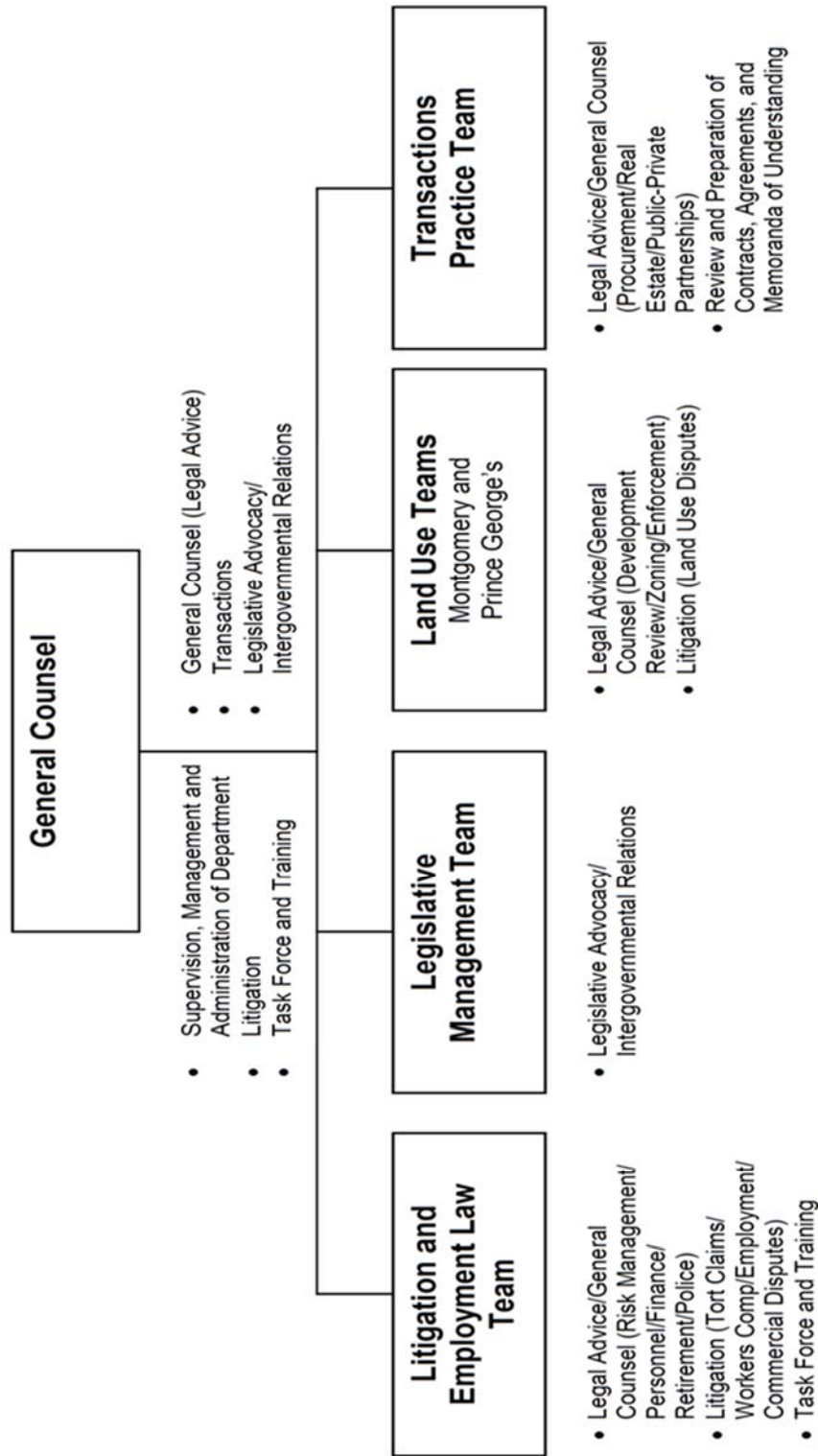
Bond Rating Data

Rating Agency Information	FY16	FY17	FY18 Est.	FY19 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aa1	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

LEGAL DEPARTMENT



Central Administrative Services

Legal Department

OVERVIEW

The Office of the General Counsel (OGC or Legal Department) provides a comprehensive program of legal services to the Commission, supporting almost every facet of the Commission'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

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY 2017, the OGC handled 23 new cases and closed 38 cases – ending the Fiscal Year with 22 cases still pending in the state and federal courts. This litigation workload included conventional disputes involving various tort claims, workers compensation laws or judicial review of Commission land use decisions in both Montgomery and Prince George's counties. For this year, the OGC chalked-up a perfect record protecting Planning Board land use decisions, winning affirmation of every case taken up for review in either county circuit court or the Maryland Court of Special Appeals. The Legal Department also defended several more atypical cases, including the federal lawsuit seeking the destruction or removal of the Bladensburg Peace Cross historic monument, a challenge to the Commission's wildlife



Central Administrative Services

Legal Department

management initiatives, and judicial review involving the transportation mitigation components of Prince George's County's adequate public facilities law.

Proactive Legal Support for Commission Policy Makers: The Legal Department continued its tradition of delivering real-time, preventive counsel to support sound business and public policy decisions. During FY 2017, this included assisting with the ongoing development of a new zoning ordinance in Prince George's County and the development of updated Subdivision Regulations in Montgomery County, including regulations for administering a variety of regulatory cases to assure consistency with the Zoning Ordinance adopted in 2014. The Legal Department also consulted with the National Capital Planning Commission for several projects, including an effort to compile data for a searchable database of Commission properties acquired under the federal Capper-Cramton Act. Additionally, both OGC Land Use teams helped staff manage several development projects under profound public scrutiny, such as the expansion of the National Cancer Institute in Montgomery County and public/private elements of the New Carrollton Metro project in Prince George's County.

Building Quality of Life – One Transaction at a Time: Commission attorneys represented staff and the Planning Boards in the negotiation and development of dozens of complex agreements, memoranda of understanding, and policies related to the Commission's park and recreation functions. An example of important projects initiated or completed during FY 2017 include completing the total rewrite of the Park Rules and Regulations governing the use of the Park Facilities in Montgomery and Prince George's Counties. Other projects ongoing or completed during the year include: agreements related to construction of the new Brookside Gardens Greenhouse; a new Dog Park at Ellsworth; construction of solar photo voltaic projects on parkland in both counties; and, various technology agreements for upgrading the Commission's enterprise resource planning technology systems.

Legislative Support: In its role as legislative advocate for the Commission, the OGC Legislative Management Team lobbied or monitored over 250 bills during the 2017 Session of the Maryland General Assembly.

BUDGET AT A GLANCE

The Legal Department's FY 2019 funding request will show supplies and other non-personnel items in the base budget retained at flat levels, although it does reflect shifts between categories to reflect recent usage. Increases in non-departmental charges passed through for capital equipment and the CIO allocation are due to charges passed through the department. Please refer to the CIO budget estimate for specific details. Additionally, this budget reflects the updated allocation formula ("split") for Montgomery/Prince George's County at 49.9%/50.1% respectively.

Proposal to Improve Legal Service Efficiencies:

In addition to the base budget, this budget proposes partial funding for one additional administrative work year that is needed to free up lawyer and paraprofessional time currently diverted to filing duties and other routine office tasks.

At our current staffing levels, two paraprofessional/administrative support people support the nine attorneys who are responsible for our most document and process-intensive work programs – litigation and transactions. As a result, inefficiencies occur because higher-cost personnel are handling routine office functions, and more important work frequently is disrupted while lawyers and other staff must attend to less important work that nevertheless is more urgent. Dedicating administrative capacity resources to fit this structural deficiency will enable those lawyers and



Central Administrative Services

Legal Department

paraprofessionals to delegate routine matters, thereby increasing productivity for their core operational functions.

By deferring this position until January 2019, the net impact above the base level budget for this position would be \$52,217 allocable as follows:

- Montgomery County Administration Fund: \$26,057
- Prince George's County Administration Fund: \$26,161

Summary of Legal Department Budget

		FY18 Adopted	FY19 Proposed	% Change
Montgomery County				
Budget				
	Expenditures	\$1,400,844	\$1,459,554	4.2%
Staffing				
	Funded Career Positions	13.70	13.00	-5.1%
	Funded Work Years	13.70	13.00	-5.1%
Prince George's County				
Budget				
	Expenditures	\$1,204,136	\$1,303,370	8.2%
Staffing				
	Funded Career Positions	10.30	12.00	16.5%
	Funded Work Years	10.30	12.00	16.5%
Combined Departmental Total				
Budget				
	Expenditures	\$2,604,980	\$2,762,924	6.1%
Staffing				
	Funded Career Positions	24.00	25.00	4.2%
	Funded Work Years	24.00	25.00	4.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

Note that the position/workyear splits between counties for FY18 was mistaken. Corrected for FY19, it would have resulted in percentage increases of 4.0% for Montgomery and 4.3% for Prince George's.

The FY19 Proposed Budget requests funding for a case administrative professional to free up lawyer and paraprofessional time currently diverted to filing duties and other routine office tasks.



Central Administrative Services

Office of Inspector General

OVERVIEW

Annotated Code of Maryland requires an Office of the Inspector General in the Commission. Effective October 1, 2017, the Office of Internal Audit (OIA) was eliminated and the Office of the Inspector General (OIG) was established within the Commission. An Inspector General was appointed by the Commission's Audit Committee (AC).

The OIG assists the 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. In addition to the Inspector General, OIG personnel consist of three Assistant Inspectors General and one IT Audit Manager.

The Inspector General is appointed by and reports to the Maryland-National Capital Park and Planning Commission's AC. Annotated Code of Maryland defines the membership of the 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

- In October 2017, The OIA passed an external peer review. The Association of Local Government Auditors concluded, "the Maryland-National Capital Park and Planning Commission Office of Internal Audit's internal quality control system was suitably designed and operating effectively to provide reasonable assurance of compliance with *Government Auditing Standards* for audits completed during the period of July 1, 2014 – June 30, 2017."
- The OIA exceeded FY17 Audit Plan objectives, with the completion of 19 performance audits, 11 fraud, waste, and abuse reviews, 7 management advisories, and 22 follow-up reviews. As a result of these reviews, to improve M-NCPPC operations, OIA identified vulnerabilities in, and made a number of recommendations to improve, the effective and efficient operation of M-NCPPC programs.
- The OIA facilitated a Commission wide risk assessment in May 2017. As part of the assessment process, the OIA 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 FY18 Audit Plan, which was subsequently approved by the Audit Committee. These activities furthered OIA's obligation to timely identify the most critical risks and vulnerabilities in Commission programs and operations to allow the Commission to take necessary corrective actions.



Central Administrative Services Office of Inspector General

BUDGET AT A GLANCE

Summary of Office of the Inspector General

		FY18 <u>Adopted</u>	FY19 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$261,337	\$272,413	4.2%	41.8%
Staffing	Funded Career Positions	2.00	2.00	0.0%	40.0%
	Funded Workyears	2.20	2.20	0.0%	40.0%
Prince George's County Budget					
Budget	Expenditures	\$365,535	\$379,404	3.8%	58.2%
Staffing	Funded Career Positions	3.00	3.00	0.0%	60.0%
	Funded Workyears	3.30	3.30	0.0%	60.0%
Combined Department Total Budget					
Budget	Expenditures	\$626,872	\$651,817	4.0%	100.0%
Staffing	Funded Career Positions	5.00	5.00	0.0%	100.0%
	Funded Workyears	5.50	5.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The FY19 proposed budget of \$651,817 represents a 4.0% (or \$24,945) increase over FY18 adopted budget of \$626,872. Please note that the proposed compensation marker is not included in this number. The increase can be attributed to \$25,012 in approved salary and wage adjustments, \$5,719 increase in inter-departmental transfers, offset with (\$5,786) of increases in chargebacks.

Increases in inter-departmental transfers can primarily be attributed to increased information technology costs for the Office of the Chief Information Officer. The increase in chargebacks is due to approved salary and benefit costs for a position within the OIG assigned to Prince George's County Department of Parks and Recreation.

The OIG is not requesting any additional funding in FY19 to support new programs or staffing levels.



Central Administrative Services

Office of Inspector General

GOALS AND PERFORMANCE MEASURES

Goals:

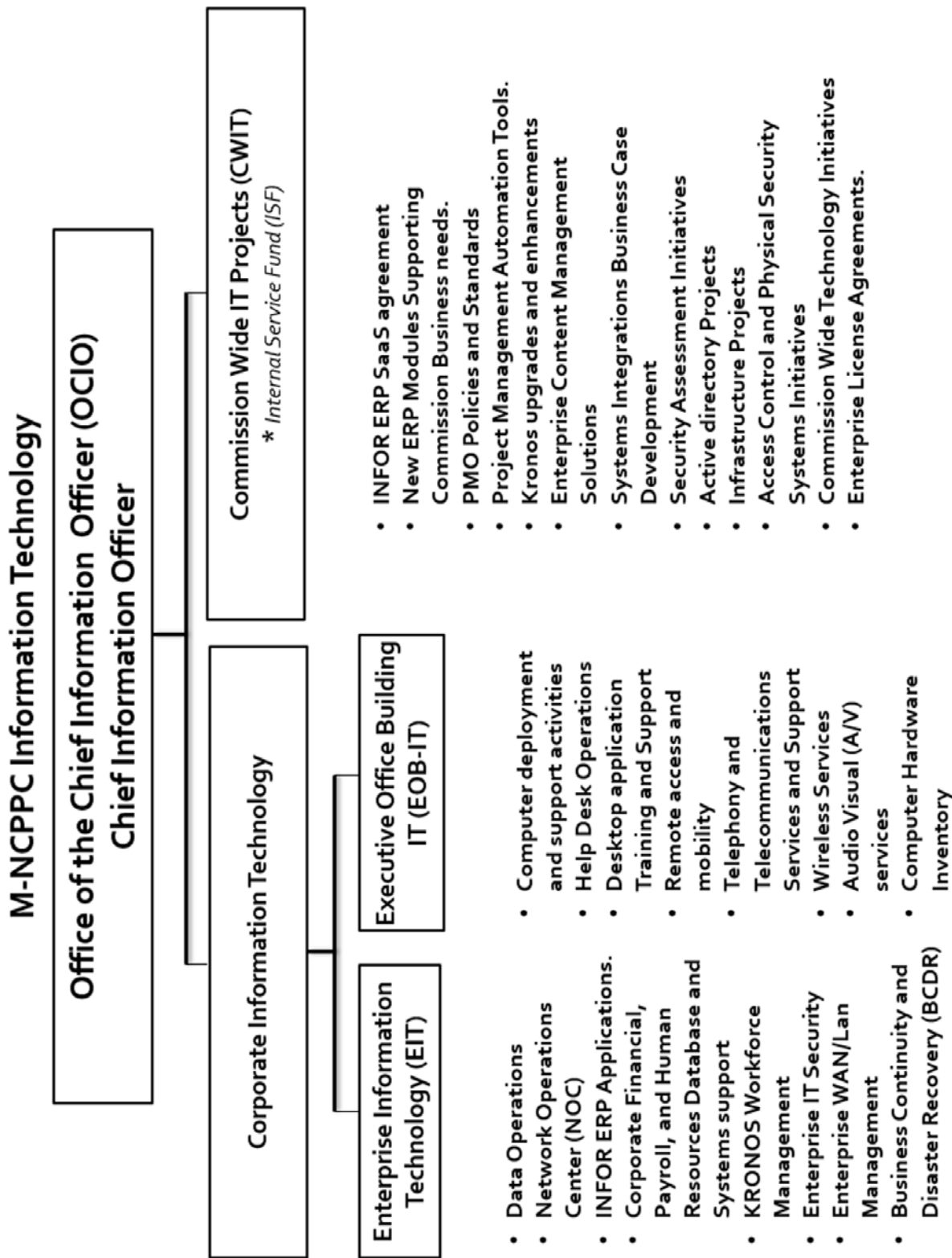
- The Inspector General shall coordinate with the AC to develop a written Audit Plan based on an assessment of relative risks.
- Provide independent objective audit/review and consulting services designed to add value and improve the operations of the Commission.
- Maintain a systematic disciplined approach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

Performance Measures:

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



ORGANIZATIONAL STRUCTURE



* Internal Service Fund (ISF)



Central Administrative Services

Corporate IT

OVERVIEW

Split out of the Finance Department in FY18, Corporate IT consists of two divisions: Enterprise IT and Executive Office Building IT. Guided by IT governance policies, Enterprise Information Technology (EIT) executes the CIO's objectives to deliver IT infrastructure, Systems, Applications, Services and Security, accountability and consistent, timely communication of enterprise IT standards. EIT implements and administers OCIO security governance policies to ensure the protection of Commission data, security administration, accountability and maintenance. Executive Office Building IT (EOB-IT) objectives are to deliver Applications and end user services to EOB staff.

MISSION

The Enterprise IT (EIT) team is responsible for Enterprise infrastructure and ensures the delivery of cutting edge technology based solutions to address Commission requirements to integrate and automate information systems and all relevant data. EIT is also accountable to produce consistent and timely communication of enterprise IT standards and procedures. EIT implements and administers OCIO security governance policies to ensure the protection of Commission data, security administration, accountability and maintenance. EOB-IT manages all desktop computing, telephony, and Audio Visual (A/V) needs of users. The team also has a robust help desk solution and delivers against a well-defined Service Level Agreement (SLA) and supports the virtual desktop environment.

PROGRAMS AND SERVICES PROVIDED

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

Financial Systems

<ul style="list-style-type: none"> Financial Management (3 Lawson ERP Modules--Accounting, Purchasing, Fixed Assets) 	<ul style="list-style-type: none"> SYMPRO Investment and Debt Management
<ul style="list-style-type: none"> Purchasing Bidders List and Contract Log 	<ul style="list-style-type: none"> Lawson Budgeting & Planning
<ul style="list-style-type: none"> EnergyCAP Utility/Energy Management 	<ul style="list-style-type: none"> Performance series- prior financial system for archive.
<ul style="list-style-type: none"> Purchase Card System 	

Human Resources Systems

<ul style="list-style-type: none"> Lawson (modules include: HR, Benefits Administration, Salary Administration, Training & Development, Safety & Health) NEOGOV workforce recruitment 	<ul style="list-style-type: none"> Employees' Retirement System ePersonality
---	--



Central Administrative Services

Corporate IT

Program Support Systems

• Contract management	• Mobile Devices
• eCounsel hosted service	• Microsoft Office 365 hosted email service
• NeoGov hosted service	• Kronos timekeeping hosted service
• Safety Shoe program	• Labor Soft Grievance hosted service
• Performance metric system	• INSITE and Training Calendar
• Symantec Enterprise Backup System	• VMware virtualized servers and desktops
• Archive Records Management System	• Disaster recovery and Business Continuity program
• ARMS	• Alliance
• SharePoint service	• AOS
• Verdiem Surveyor system	

EOB-IT provides management and support to all CAS departments and the Employees Retirement System in the Executive Office Building. EOB-IT also supports the office of the Inspector General located at Walker Drive.

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

Major EOB-IT efforts include: Provide expert level support to ensure optimal desktop performance; expand virtualized architecture to deploy additional Virtual Desktop Computers. This support ensures business continuity, secure integration and optimal performance.

ACCOMPLISHMENTS

EIT developed and modified several crystal reports on LBI (Lawson Business Intelligence) for accounting. The client/web application access was upgraded to the most current version to ensure compatibility with the environment. The Alliance security software and database were upgraded and exported to new servers worked on creating the server environment for MHC document management implementation for the procurement modules on the ERP. The team updated EOB print server and installed new DMZ network switch to further secure the EIT networks. Converted many servers to the Virtual server farms, including the ERP windows servers. Performed network upgrades to take advantage of newly released enhancements. Upgraded SFTP server for secure data transfers.



Central Administrative Services Corporate IT

BUDGET AT A GLANCE

Summary of Corporate IT Budget

		<u>FY18</u> <u>Adopted</u>	<u>FY19</u> <u>Proposed</u>	<u>%</u> <u>Change</u>	<u>%</u> <u>Allocated*</u>
<i>Montgomery County</i>					
Budget					
	Expenditures	\$ -	\$ 1,583,564	-	47.1%
Staffing					
	Funded Career Positions	0.00	7.90	-	43.9%
	Funded Workyears	0.00	7.90	-	43.9%
<i>Prince George's County</i>					
Budget					
	Expenditures	\$ -	\$ 1,779,923	-	52.9%
Staffing					
	Funded Career Positions	0.00	10.10	-	56.1%
	Funded Workyears	0.00	10.10	-	56.1%
<i>Combined Department Total</i>					
Budget					
	Expenditures	\$ -	\$ 3,363,487	-	100.0%
Staffing					
	Funded Career Positions	0.00	18.00	-	100.0%
	Funded Workyears	0.00	18.00	-	100.0%

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

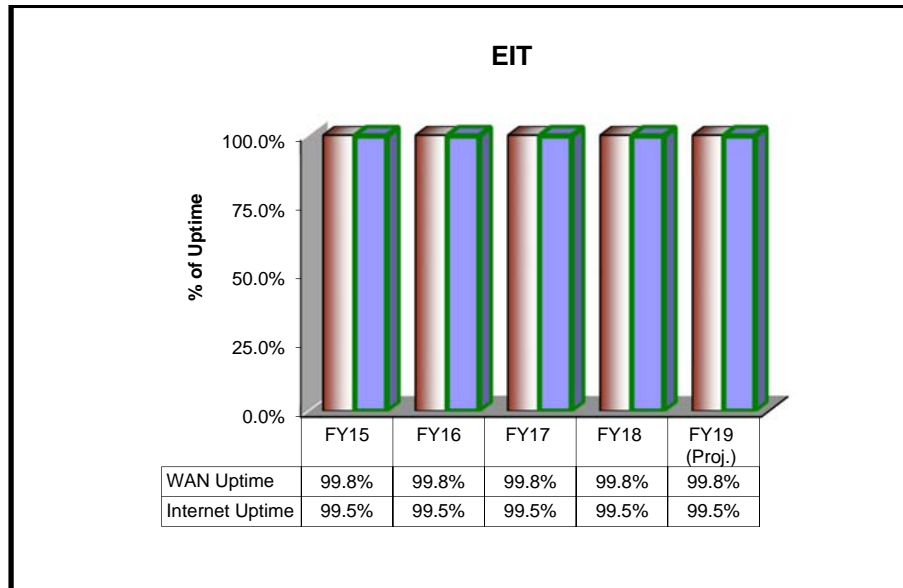
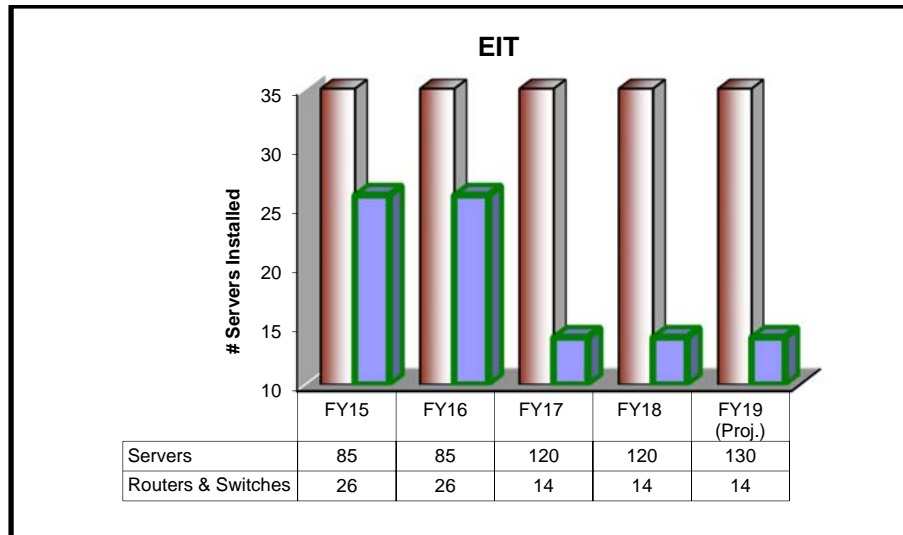
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The FY19 Corporate IT budget is proposed at \$3,363,487, which is an increase of 100%, as Corporate IT was not a separate budget in FY18. If compared to just that division of the Finance Department, this budget represents a 2.7% increase. No change in staffing is proposed.

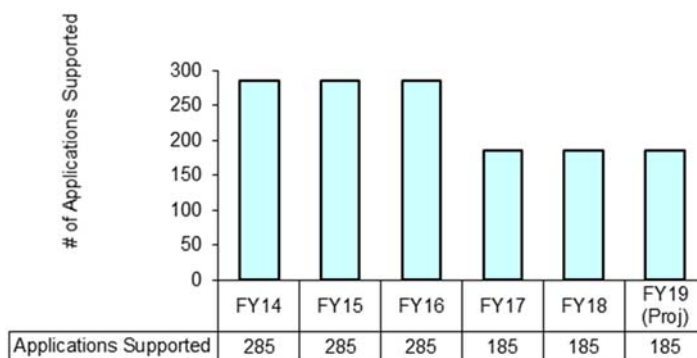
The only new initiative proposed for FY19 is \$100,000 to provide for annual funding for appropriately timed replacements of office computer hardware, software and peripherals, for all CAS departments. Rarely budgeted in the past, replacements have previously been funded by year-end savings, which does not allow for appropriate timing.



GOALS AND PERFORMANCE MEASURES



EIT - EOB-IT
Applications Supported



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.
- With support of the agency's Corporate Policy Division and with input from employees and management, recommend changes to Merit System Rules and Regulations (personnel policies). Recommendations are submitted to the Commission for adoption.
- With support of the Human Resources Division, review proposed changes to compensation and classification plans and submit recommendations to the Commission.
- Report periodically, or as requested, to the Commission on matters relating to the Merit System.

FY18 ACCOMPLISHMENTS

In addition to other duties, the Merit System Board provided objective and timely review of cases and other matters before the Board.

FY19 PRIORITIES

Continue to provide:

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



Central Administrative Services Merit System Board

BUDGET AT A GLANCE

Summary of Merit System Board Budget

	<u>FY18 Adopted</u>	<u>FY19 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
Montgomery County Budget				
Expenditures	\$85,307	\$84,116	-1.4%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Prince George's County Budget				
Expenditures	\$85,307	\$84,116	-1.4%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Combined Department Total Budget				
Expenditures	\$170,614	\$168,232	-1.4%	100.0%
Staffing				
Funded Career Positions	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

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

Position and workyears remain unchanged from FY18 levels.

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The FY19 Merit System Board Budget is proposed at \$168,232, which reflects a 1.4% decrease (or \$2,382) from FY18 levels. This decrease is primarily due to a decrease in pension numbers, as reported by the Corporate Budget Office.

Both counties fund the Merit Board's budget equally. The budget provides for one part-time Merit system position that serves as administrator, and three part-time contract Board positions (one part-time chair, and two part-time Board members). The salaries of appointed Board members are determined by the Commission through Resolution. Thus, Board member salaries are determined by contract and are not subject to employee wage adjustments. No changes are expected in FY19 to Board member salaries. The proposed salary for the one part-time Merit employee is based on maintaining similar work hours. Total positions remain unchanged for FY19.

In order to maintain its impartiality, the Merit Board has its own funding and office space in the Executive Office Building. The Board's operating budget provides for a small amount of supplies and materials specifically for the Board and its office. The Other Services and Charges category funds mostly outside legal counsel fees and the cost of transcription for Board hearings. The projected expenditures in this category vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may have to request supplemental funding.



Central Administrative Services Merit System Board

- Personnel Services: This category covers salaries and benefits, which have been adjusted to cover projected personnel cost, including decreases related to pension numbers. Total expenses decreased 1.82% (\$2,343) compared to FY18.
- Supplies and Materials: These charges remain unchanged compared to FY18.
- Other Services and Charges: These charges essentially remain flat as compared to FY18.



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 Central Administrative Services (CAS).

PROGRAMS AND SERVICES PROVIDED

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

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

Expenses covered by the CAS Support Services budget include:

- Operating costs for housing CAS operations (office space and building operations).
- Personnel Services costs for reimbursement of unemployment insurance for the State of Maryland. There are no staff positions/work years assigned to this budget.
- Supplies and Materials, which covers small office fixtures, communication equipment and other office supplies shared by departments/units.
- Other Services and Charges (OS&C), which includes expenses for technology, utilities, postage, document production, and equipment repair/maintenance. OS&C also provides funds for the CAS share of Risk Management and the majority of funding for equipment and services charges related to the Document Production Services Center.

FY18 ACCOMPLISHMENTS

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

FY19 PRIORITIES

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



Central Administrative Services

CAS Support Services

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY18 Adopted	FY19 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$653,181	\$649,864	-0.5%	44.3%
Prince George's County Budget				
Expenditures	\$814,996	\$818,313	0.4%	55.7%
Combined Department Total Budget				
Expenditures	\$1,468,177	\$1,468,177	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The total FY19 proposed budget will remain flat at \$1,468,177.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY19 budget funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.3% Montgomery County and 55.7% Prince George's County. This allocation shifts 0.1% from Montgomery to Prince George's, as compared to FY18.

The CAS Support Services budget does not include funding for any staff. The largest portion of the CAS budget (69% or \$1,016,002) is attributed to charges paid by CAS to house its operations. The remaining portion of the proposed budget covers Personnel Services, Supplies and Materials, and Other Services and Charges not related to EOB operations.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,566,519	2,052,871	2,212,653	7.8%
Supplies and Materials	27,438	40,083	28,015	-30.1%
Other Services and Charges	315,811	300,598	316,683	5.4%
Capital Outlay	30,605	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(161,527)	(141,531)	(183,021)	29.3%
Total	1,778,846	2,252,021	2,374,330	5.4%
Prince George's County				
Personnel Services	2,130,718	2,793,880	2,956,414	5.8%
Supplies and Materials	37,321	52,917	36,985	-30.1%
Other Services and Charges	429,554	382,141	396,154	3.7%
Capital Outlay	41,627	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(438,278)	(399,213)	(436,089)	9.2%
Total	2,200,942	2,829,725	2,953,464	4.4%
Combined Total				
Personnel Services	3,697,237	4,846,751	5,169,067	6.7%
Supplies and Materials	64,759	93,000	65,000	-30.1%
Other Services and Charges	745,365	682,739	712,837	4.4%
Capital Outlay	72,232	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(599,805)	(540,744)	(619,110)	14.5%
Total	3,979,788	5,081,746	5,327,794	4.8%
Department of Finance				
Montgomery County				
Personnel Services	2,998,121	3,330,772	2,348,744	-29.5%
Supplies and Materials	159,522	79,900	26,438	-66.9%
Other Services and Charges	640,045	920,564	240,630	-73.9%
Capital Outlay	222,388	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(819,584)	(955,580)	(647,500)	-32.2%
Total	3,200,492	3,375,656	1,968,312	-41.7%
Prince George's County				
Personnel Services	3,989,254	4,342,553	3,025,964	-30.3%
Supplies and Materials	212,325	104,300	34,062	-67.3%
Other Services and Charges	851,901	1,159,594	279,757	-75.9%
Capital Outlay	295,998	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,514,083)	(1,746,965)	(1,173,100)	-32.8%
Total	3,835,395	3,859,482	2,166,683	-43.9%
Combined Total				
Personnel Services	6,987,375	7,673,325	5,374,708	-30.0%
Supplies and Materials	371,847	184,200	60,500	-67.2%
Other Services and Charges	1,491,946	2,080,158	520,387	-75.0%
Capital Outlay	518,386	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,333,667)	(2,702,545)	(1,820,600)	-32.6%
Total	7,035,887	7,235,138	4,134,995	-42.8%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,515,799	1,800,940	1,862,442	3.4%
Supplies and Materials	22,022	15,019	16,477	9.7%
Other Services and Charges	416,591	200,023	204,703	2.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(603,905)	(615,138)	(624,068)	1.5%
Total	1,350,507	1,400,844	1,459,554	4.2%
Prince George's County				
Personnel Services	1,399,929	1,771,307	1,869,908	5.6%
Supplies and Materials	20,335	14,781	16,543	11.9%
Other Services and Charges	384,700	193,089	205,523	6.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(758,696)	(775,041)	(788,604)	1.7%
Total	1,046,268	1,204,136	1,303,370	8.2%
Combined Total				
Personnel Services	2,915,728	3,572,247	3,732,350	4.5%
Supplies and Materials	42,357	29,800	33,020	10.8%
Other Services and Charges	801,291	393,112	410,226	4.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,362,601)	(1,390,179)	(1,412,672)	1.6%
Total	2,396,775	2,604,980	2,762,924	6.1%
Merit System Board				
Montgomery County				
Personnel Services	57,036	64,500	63,329	-1.8%
Supplies and Materials	76	918	918	0.0%
Other Services and Charges	183	19,889	19,869	-0.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	57,295	85,307	84,116	-1.4%
Prince George's County				
Personnel Services	57,037	64,500	63,329	-1.8%
Supplies and Materials	75	918	918	0.0%
Other Services and Charges	183	19,889	19,869	-0.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	57,295	85,307	84,116	-1.4%
Combined Total				
Personnel Services	114,073	129,000	126,658	-1.8%
Supplies and Materials	151	1,836	1,836	0.0%
Other Services and Charges	366	39,778	39,738	-0.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	114,590	170,614	168,232	-1.4%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Office of Inspector General				
Montgomery County				
Personnel Services	217,122	246,905	253,016	2.5%
Supplies and Materials	1,065	2,250	2,250	0.0%
Other Services and Charges	12,022	12,182	17,147	40.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	230,209	261,337	272,413	4.2%
Prince George's County				
Personnel Services	409,313	463,592	482,493	4.1%
Supplies and Materials	2,006	4,100	4,100	0.0%
Other Services and Charges	22,664	19,175	19,929	3.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(97,502)	(121,332)	(127,118)	4.8%
Total	336,481	365,535	379,404	3.8%
Combined Total				
Personnel Services	626,435	710,497	735,509	3.5%
Supplies and Materials	3,071	6,350	6,350	0.0%
Other Services and Charges	34,686	31,357	37,076	18.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(97,502)	(121,332)	(127,118)	4.8%
Total	566,690	626,872	651,817	4.0%
Corporate IT				
Montgomery County				
Personnel Services	-	-	1,086,346	-
Supplies and Materials	-	-	100,160	-
Other Services and Charges	-	-	741,803	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(344,745)	-
Total	-	-	1,583,564	-
Prince George's County				
Personnel Services	-	-	1,399,579	-
Supplies and Materials	-	-	129,040	-
Other Services and Charges	-	-	887,274	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(635,970)	-
Total	-	-	1,779,923	-
Combined Total				
Personnel Services	-	-	2,485,925	-
Supplies and Materials	-	-	229,200	-
Other Services and Charges	-	-	1,629,077	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(980,715)	-
Total	-	-	3,363,487	-



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
CAS Support Services				
Montgomery County				
Personnel Services	1,626	2,230	2,215	-0.7%
Supplies and Materials	14,145	21,370	21,322	-0.2%
Other Services and Charges	550,906	629,581	626,327	-0.5%
Capital Outlay	51,515	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	618,192	653,181	649,864	-0.5%
Prince George's County				
Personnel Services	2,053	2,770	2,785	0.5%
Supplies and Materials	17,858	26,760	26,808	0.2%
Other Services and Charges	695,488	785,466	788,720	0.4%
Capital Outlay	65,034	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	780,433	814,996	818,313	0.4%
Combined Total				
Personnel Services	3,679	5,000	5,000	0.0%
Supplies and Materials	32,003	48,130	48,130	0.0%
Other Services and Charges	1,246,394	1,415,047	1,415,047	0.0%
Capital Outlay	116,549	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,398,625	1,468,177	1,468,177	0.0%
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	6,356,223	7,498,218	7,828,745	4.4%
Supplies and Materials	224,268	159,540	195,580	22.6%
Other Services and Charges	1,935,558	2,082,837	2,167,162	4.0%
Capital Outlay	304,508	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,585,016)	(1,712,249)	(1,799,334)	5.1%
Total	7,235,541	8,028,346	8,392,153	4.5%
Prince George's County				
Personnel Services	7,988,304	9,438,602	9,800,472	3.8%
Supplies and Materials	289,920	203,776	248,456	21.9%
Other Services and Charges	2,384,490	2,559,354	2,597,226	1.5%
Capital Outlay	402,659	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,808,559)	(3,042,551)	(3,160,881)	3.9%
Total	8,256,814	9,159,181	9,485,273	3.6%
Combined Total				
Personnel Services	14,344,527	16,936,820	17,629,217	4.1%
Supplies and Materials	514,188	363,316	444,036	22.2%
Other Services and Charges	4,320,048	4,642,191	4,764,388	2.6%
Capital Outlay	707,167	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(4,393,575)	(4,754,800)	(4,960,215)	4.3%
Total	15,492,355	17,187,527	17,877,426	4.0%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	15.50	15.25	16.00	15.76	17.85	17.50
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	16.00	15.50	16.50	16.01	18.35	17.75
Term Contract	0.50	0.50	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(0.50)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	16.50	15.00	17.50	16.26	19.35	17.50
<i>Prince George's County</i>						
Full-Time Career	21.50	20.75	22.00	22.24	24.15	24.00
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	22.00	21.00	22.50	22.49	24.65	24.25
Term Contract	0.50	0.50	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		-		-
Less Lapse		(0.50)		(0.50)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	22.50	21.00	23.50	23.24	25.65	24.50
TOTAL						
Full-Time Career	37.00	36.00	38.00	38.00	42.00	41.50
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	38.00	36.50	39.00	38.50	43.00	42.00
Term Contract	1.00	1.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		-		-
Less Lapse		(1.50)		(1.00)		(2.00)
Total Dept of Hmn. Res. & Mgmt.	39.00	36.00	41.00	39.50	45.00	42.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	26.00	26.00	26.00	26.00	18.83	18.35
Part-Time Career	0.40	0.30	0.40	0.30	0.44	0.22
Career Total	26.40	26.30	26.40	26.30	19.27	18.57
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.11)		(1.11)		-
Subtotal Department of Finance	26.40	25.19	26.40	25.19	19.27	18.57
<i>Prince George's County</i>						
Full-Time Career	34.00	34.00	34.00	34.00	24.17	23.65
Part-Time Career	0.60	0.30	0.60	0.30	0.56	0.28
Career Total	34.60	34.30	34.60	34.30	24.73	23.93
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.49)		(1.49)		-
Subtotal Department of Finance	34.60	32.81	34.60	32.81	24.73	23.93
TOTAL						
Full-Time Career	60.00	60.00	60.00	60.00	43.00	42.00
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.50
Career Total	61.00	60.60	61.00	60.60	44.00	42.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(2.60)		(2.60)		-
Total Department of Finance	61.00	58.00	61.00	58.00	44.00	42.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	13.70	13.50	13.70	13.70	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.70	13.50	13.70	13.70	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.70	13.50	13.70	13.70	13.00	13.00
<i>Prince George's County</i>						
Full-Time Career	10.30	10.00	10.30	10.30	12.00	12.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	10.00	10.30	10.30	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	10.30	10.00	10.30	10.30	12.00	12.00
TOTAL						
Full-Time Career	24.00	23.50	24.00	24.00	25.00	25.00
Part-Time Career	-	-	-	-	-	-
Career Total	24.00	23.50	24.00	24.00	25.00	25.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	24.00	23.50	24.00	24.00	25.00	25.00
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 17		FY 18		FY 19	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
OFFICE OF INSPECTOR GENERAL						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	2.00	2.00	2.00	2.20	2.00	2.20
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	3.00	3.00	3.00	3.30	3.00	3.30
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
Total Inspector General	5.00	5.00	5.00	5.50	5.00	5.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	-	-	-	-	7.90	7.90
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	7.90	7.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	-	-	-	-	7.90	7.90
<i>Prince George's County</i>						
Full-Time Career	-	-	-	-	10.10	10.10
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	10.10	10.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	-	-	-	-	10.10	10.10
TOTAL						
Full-Time Career	-	-	-	-	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Corporate IT	-	-	-	-	18.00	18.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 17		FY 18		FY 19	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	57.70	57.00	58.20	57.71	60.08	59.00
Part-Time Career	0.90	0.55	0.90	0.55	0.94	0.47
Career Total	58.60	57.55	59.10	58.26	61.02	59.47
Term Contract	0.50	0.50	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		0.20		0.20
Less Lapse		(2.11)		(1.61)		(1.00)
Subtotal CAS	59.10	55.94	60.10	57.60	62.02	59.42
<i>Prince George's County</i>						
Full-Time Career	69.30	68.00	69.80	69.79	73.92	73.00
Part-Time Career	1.10	0.55	1.10	0.55	1.06	0.53
Career Total	70.40	68.55	70.90	70.34	74.98	73.53
Term Contract	0.50	0.50	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		0.30		0.30
Less Lapse		(1.99)		(1.99)		(1.00)
Subtotal CAS	70.90	67.06	71.90	69.90	75.98	74.08
TOTAL						
Full-Time Career	127.00	125.00	128.00	127.50	134.00	132.00
Part-Time Career	2.00	1.10	2.00	1.10	2.00	1.00
Career Total	129.00	126.10	130.00	128.60	136.00	133.00
Term Contract	1.00	1.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		0.50		0.50
Less Lapse		(4.10)		(3.60)		(2.00)
Total CAS	130.00	123.00	132.00	127.50	138.00	133.50



Central Administrative Services

Administration Fund – Non-Departmental, Other and Transfers

OVERVIEW

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

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

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget		FY18 Adopted	FY19 Proposed	% Change
OPEB Prefunding	\$	464,250	\$ 733,718	58.0%
OPEB PayGo		980,848	1,117,512	13.9%
Marker for Changes to Employee Comp.		<i>(Included in Divisional Budgets)</i>	520,046	-
Marker for Possible Reclasifications		191,562	266,564	39.2%
Other Personnel		-	500	-
Transfer to Special Revenue Fund		300,000	500,000	66.7%
Transfer to Park Fund		500,000	-	-100.0%
Operating Expenditure Reserve 3%		927,900	982,300	5.9%
Total Expenditures	\$	3,364,560	\$ 4,120,640	22.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo increase by \$406,132 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$786,610 is included for: 1) a compensation marker. We will be in the second year of our contract with the FOP and are in full contract negotiation with MCGEO this year, 2) fund for possible reclassification adjustments based on the study that is currently being completed.



THIS PAGE LEFT INTENTIONALLY BLANK



Planning Department
(Administration Fund)

MONTGOMERY COUNTY PLANNING DEPARTMENT

Executive Overview 115

Division Budgets

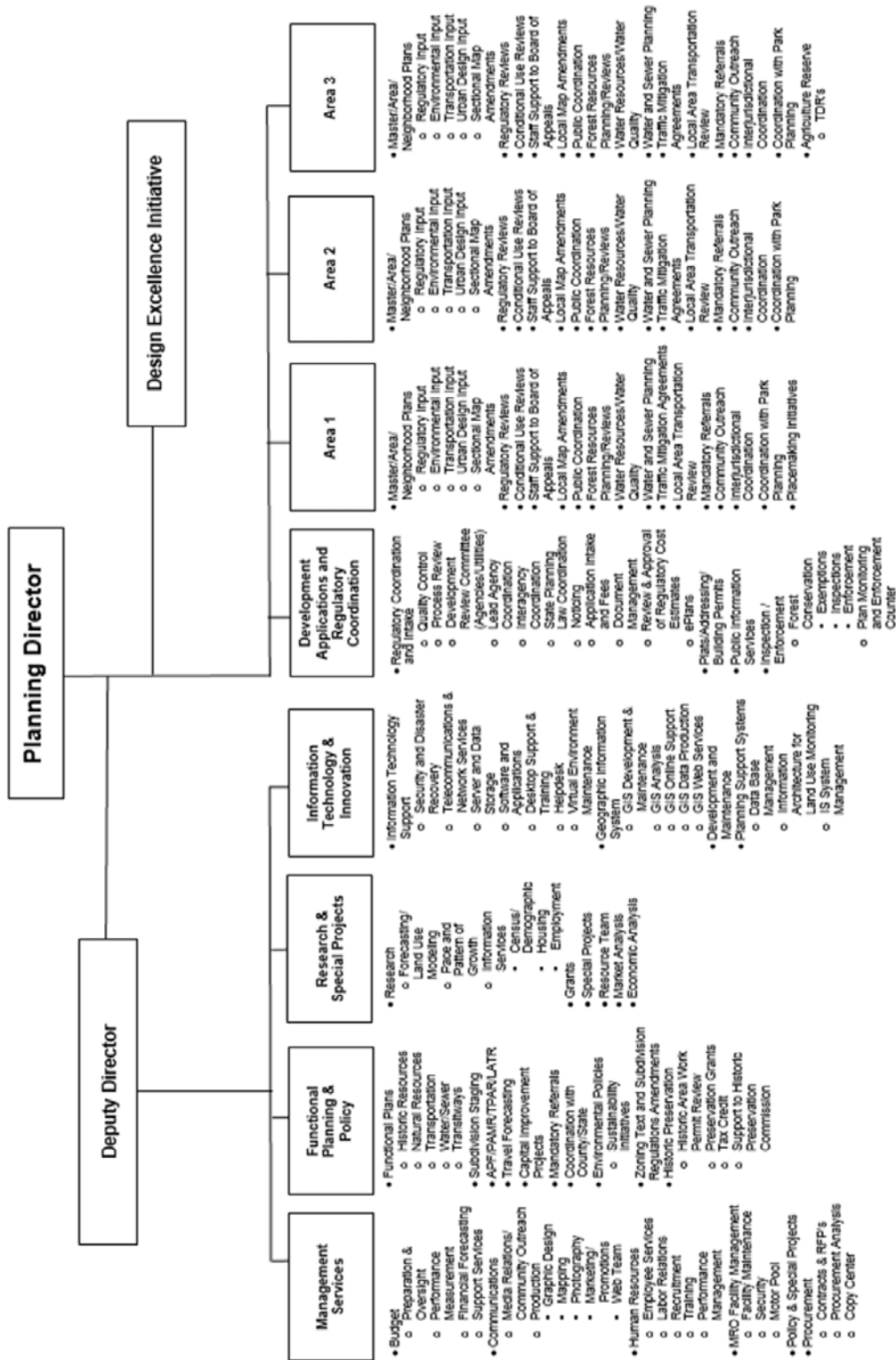
- Director’s Office 138
- Management Services 141
- Information Technology and Innovation 145
- Research and Special Projects 149
- Area 1 153
- Area 2 157
- Area 3 161
- Development Applications and Regulatory Coordination 165
- Functional Planning and Policy 168
- Support Services 173

Divisional Summaries 174



ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY PLANNING DEPARTMENT



Montgomery County Planning Department

EXECUTIVE OVERVIEW

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

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

Land Use Division I: 3-101; 3-106

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

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

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

MISSION

The Department endeavors to balance economic development opportunities with community needs and stewardship of natural, cultural, and historic resources consistent with the General Plan and in concert with planned public facilities and infrastructure.

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.

Eight Divisions contribute planning expertise to the four major programs through a matrix management structure. County-wide planning, including transportation modeling, environmental policies, historic preservation and zoning and subdivision text amendments, are the domain of the Functional Planning and Policy Division (FPP). Local area land use planning and regulatory reviews are assigned to the three geographic divisions (Areas 1, 2, and 3). The Area Divisions cross-train staff to enable them to both prepare area master plans and provide regulatory review expertise,



Montgomery County Planning Department

depending on the number of applications received and the plans assigned by the Council in the given geography. FPP and the Area Divisions are supported through the administrative tasks and coordination efforts of the Development Applications and Regulatory Coordination (DARC) Division. DARC manages the Information Counter and is also responsible for those aspects of development that occur after Planning Board approval: plats, building permits, and street addressing. DARC is tasked with regulatory enforcement and processing Forest Conservation Plan exemptions. The Research and Special Projects Division (RSP) provides detailed research (economic and demographic) in support of the master planning program, and manages unusually complex or sensitive projects on an as needed basis. The Management Services Division provides administrative and personnel support to all of the Divisions and oversees the budget and procurement processes, as well as 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.

MASTER PLANNING

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

Accomplishments for FY17 (From July 2016 through June 2017)

- Plans Approved by the Council
 - Greater Lyttonsville Sector Plan (Area 1)
 - Bethesda Downtown Sector Plan (Area 1)
- Sectional Map Amendments (SMAs) Approved by the Council
 - Westbard Sector Plan (Area 1)
- Plans That Have Received Planning Board Approval and Have Been Transmitted to Council
 - Rock Spring Plan (Area 2)
 - White Flint 2 Sector Plan (Area 2)
 - Grosvenor/Strathmore Metro Area Minor Master Plan Amendment (Area 2)
- Studies/Initiatives Approved by the Planning Board
 - Forest Conservation Program Annual Report (Area 3)
 - Recreation Guidelines Updates (Area 3)
 - Master Plan Reality Check (RSP)
 - Rental Housing Study (RSP)
- Plans Currently Underway
 - Veirs Mill Corridor Master Plan (Wheaton to Rockville) (Area 2)
 - MARC Rail Communities Plan (Area 3)
 - Master Plan of Highways and Transitways /Tech. Corrections and Updates (FPP)
 - Bicycle Master Plan (FPP)
- Studies/Initiatives Currently Underway
 - Colocation of Public Facilities Study (RSP)
 - Evolving Retail Trends Study (RSP)



Montgomery County Planning Department

- Study of Employment Trends (RSP)
- Study of Housing for Seniors (RSP)
- Design Guidelines Being Developed in Coordination with Master Plans
 - Bethesda Downtown Street Scope Guidelines (Area 1)
 - Greater Lyttonsville Plan (Area 1)
 - Silver Spring CBD Streetscape Guidelines (Area 1)
 - Rock Spring/White Flint II Sector Plan (Area 2)
- Functional Planning
 - New Subdivision Staging Policy approved
 - Mobility Assessment Report presented to Planning Board
- Completed 15 mandatory referrals in FY17

Goals and Performance Measures

Goal Promote the orderly development of livable, safe, inclusive, accessible and economically viable communities and employment centers by fostering public participation in the preparation, approval and implementation of master plans, sector plans, functional plans, special studies and public projects.				
Objective				
Deliver master/sector plans/special studies/ functional plans (Plans) consistent with countywide goals and the approved work program in coordination with local, state and regional planning agencies and adjoining jurisdictions (where applicable).				
Program Indicators	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
# of Plans being worked on in FY (does not include studies but does include Subdivision Staging)	Varies per Council Directive	10	8	4
# of Master Plans and SMAs approved by the Council in FY	Varies per Council Directive	3	6	2
Objective				
Review and comment on mandatory referrals submitted to ensure timely provision of infrastructure and achievement of master plan recommendations including mandatory referrals for on-the-ground Federal, State and local projects.				
Program Indicators	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Mandatory referrals completed within the 60-day review period*				
% Completed	100%	33%	95%	95%
# Completed		15	20	25



Montgomery County Planning Department

REGULATORY PLANNING

This Program ensures compliance with applicable zoning and subdivision requirements, adopted master plans, Planning Board and County Council actions. The Department provides: planning and urban design expertise for the regulatory caseload (review of project plans, sketch plans, preliminary plans, site plans, and amendments to these plans); technical expertise on zoning matters including special exceptions/conditional uses, local map amendments, development map amendments; review of: historic area work permits, water quality plans in special protection areas, forest conservation plans and forest conservation exemptions, inspection and enforcement.

Accomplishments for FY17 (From July 2016 through June 2017)

- Completed the review of 485 development applications in FY17.
- Completed the review of 15 mandatory referral applications for FY17.
- Continued to work closely with the Department of Permitting Services to streamline the development review and platting process.
- Approved several notable plans (Bradford's Landing, Dowden's Station, St. Elmo Apartments, Ripley II, 7272 Wisconsin) that will increase the number of residential units throughout the County.
- Obtained County Council approval of a comprehensive rewrite of the subdivision regulations.

Goals and Performance Measures

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	FY17 Actuals	FY18 Estimated	FY19 Proposed
# applications received and processed (Preliminary, Pre-Preliminary, Project, Sketch, Site Plan, Amendments, Natural Resources Inventory (NRI)/ Forest Stand Delineation(FSD), Forest Conservation Plans (FCPs) and Exemptions, Record Plats, Subdivision Regulations)	485	480	480
% regulatory cases decided within 4-6 months after accepted	66%	70%	75%
# Special Exceptions/Conditional Uses Applications Received in FY	18	16	16
# of local map amendments and development plans / amendments received and processed	4	3	3



Montgomery County Planning Department

INFORMATION RESOURCES

This program provides current statistical, economic and demographic information to the public. Public access to information is available through the Website, in print and electronic formats, and through walk-in and phone services.

Accomplishments for FY17 (From July 2016 through June 2017)

- Implemented SharePoint for both Departments, launching MC Pulse in a pilot project for three divisions.
- Implemented Customer Relationship Management (CRM) tool for both Departments, launching MC Tracker for correspondence tracking using Microsoft's Dynamics 365.
- Continue to develop and implement web-based solutions that support Department GIS workflows, interagency access to land use information, and public access to geographic information.
- Deployed point of sale and online payment options through the Infor HANSEN system as a result
- Developed and deployed a new interactive tool for gathering and publishing public feedback. The tool was first implemented for the Bikeways Functional Plan project this year.
- In conjunction with Metropolitan Washington Council of Governments (MWCOC) Planning Director's Technical Committee, Montgomery County Economic Development Corporation (MCEDC), and the County Executive's Office, conducted analysis to define Central Business Areas and established boundaries that will be preferred locations for General Services Administration(GSA) facilities once formally adopted.
- Provided extensive demographic analysis and survey support to the Parks Department's Park, Recreation, and Open Space (PROS) Plan.

Goals and Performance Measures

Goal To provide the departments and constituents with the tools to model land use in the County.				
Objective				
To continually refine, update and initiate data collection and analysis while ensuring the delivery and integrity of a publicly accessible information technology infrastructure.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Number of regulatory project views through our Development Activity Information Center (DAIC)	n/a	317,858	320,000	330,000
Number of users accessing GIS in both Departments	n/a	179	182	185



Montgomery County Planning Department

Goal To help inform decisions by Planning staff, the Planning Board, and County Council through research; providing insightful data to support trend analysis, impact assessments, and recommendations for Montgomery County.				
Objective				
Provide objective, efficient, and reliable information and analysis				
Program Indicators	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Publications	16	11	10	16
Information Requests	200	200	200	200
Special Studies	3	2	4	2
Objective				
Provide timely and accurate demographic, housing, and economic data and analysis of County trends and policies to support master plans and program initiatives, and plan County services.				
Program Indicators	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Market Analyses (Various Product Types)	Varies	9	8	5
Objective				
Establish and maintain demographic, economic, land use, housing, and other data and decision-making resources that are regularly updated and accurate.				
Program Indicators	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Master Plan Support - Demographic and Development Economic Reports and Other Elements	Varies	9	8	5

MANAGEMENT AND ADMINISTRATION

This program provides all aspects of operational support for the effective and efficient coordination of the Department's day-to-day operations.

Accomplishments for FY17 (From July 2016 through June 2017)

- Executed the successful 2017 Winter Speakers Series that focused on the Planning Department's legacy in preserving farmland, creating public open spaces and zoning for affordable housing.
- Secured two national American Planning Association (APA) awards which were presented at the APA's national conference in May 2017. The awards recognized the Agricultural Reserve with the 2017 National Excellence Award for a Planning Landmark and the Bicycle Stress Map with the Gold 2017 National Planning Achievement Award for Transportation Planning.
- Won four 2017 Communicator Awards from the New York-based Academy of Interactive and Visual Arts. These honors included an Excellence Award for the promotion of the Makeover Montgomery 3 Conference and three Distinction Awards for brochures about the Montgomery County Agricultural Reserve and the Montgomery Modern bus tour of significant mid-20th-century landmarks and neighborhoods and the Smart Moves promotional campaign for the Department's 2016 Winter Speaker Series on transportation.
- Continued to support the countywide Bicycle Master Plan, including using innovative outreach tools such as a photo contest, a coloring book and digital ReactMap.



Montgomery County Planning Department

- Celebrated the 90th anniversary of the Maryland-National Capital Park and Planning Commission with promotional items, website content, and semiannual reports to the County Council.

Goals and Performance Measures

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 on Twitter and YouTube by promoting planning updates, videos, photos and montgomeryplanning.org				
Program Indicators	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Total Annual # of page views for the Planning Department websites	750,000	724,164	737,930	750,000
Total Annual # of page views for the Planning Board websites	200,000	197,948	178,524	200,000
Tweet impressions on Twitter per month*	23,000	20,858	22,000	23,000
# of YouTube views per video**	100/ video	124	50	100
*Tweet impressions pertain to the times a user is served a Tweet in timeline or search results. **YouTube views are unique views on a video. The amount of views that your video is getting is one of the most important metrics to consider when trying to determine the success of your content.				

SUMMARY OF DEPARTMENT BUDGET

	FY18 Approved Budget	FY19 Proposed Budget	% Change
Planning Department			
Office of The Planning Director	1,135,684	1,104,116	-2.8%
Management Services	2,344,513	2,422,688	3.3%
Information Technology & Innovation	3,524,796	3,600,468	2.1%
Research & Special Projects	1,438,483	1,231,654	-14.4%
Functional Planning & Policy	3,039,495	3,146,394	3.5%
Area 1	1,257,458	1,821,227	44.8%
Area 2	2,183,745	1,921,859	-12.0%
Area 3	1,795,526	1,768,230	-1.5%
Dev. Applications & Regulatory	972,157	996,114	2.5%
Support Services	2,217,290	2,286,099	3.1%
Grants	150,000	150,000	0.0%
Total Planning Department Operating*	\$ 20,059,147	\$ 20,448,849	1.9%

Note:

* Total does not include transfer to the Development Review Special Revenue Fund, compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non-departmental account.



Montgomery County Planning Department

Goal To implement processes in recruitment, employee development and employee relations to positively impact employee morale and turnover rate.				
Objective				
To increase staff proficiencies to more efficiently perform their work program				
Program Indicators	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of hiring managers receiving Recruitment Manual and Interviewing skills training*	100%	N/A	25%	50%
% of new hires go through comprehensive departmental orientation within first 90 days	100%	N/A	20%	20%
*New program started in FY18				

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

ESSENTIAL NEEDS/NEW INITIATIVES

There are many new initiatives that are being proposed which focus on ways to both reimagine and reinvigorate our master planning activities, as well as ways to address significant planning issues and concerns that face Montgomery County.

- New County Legislation – Land Use Information – Burial Sites - (\$153,907) (\$117,907) on-going funding and (\$36,000) one-time funding

Bill 24-17, Land Use Information – Burial Sites, requires the Planning Board to establish and maintain an inventory of burial sites in the County. Subdivision Regulation 17-01 requires burial sites identified in the inventory to be respected in the subdivision approval process.

The work program that is necessary to implement the requirements of this legislation will be ongoing and requires one full-time position. Establishment of the inventory to professional standards will be a time-consuming endeavor that will stretch over multiple work years. Information about each cemetery must be assessed, and in many cases, fieldwork will be necessary to gather additional information about a cemetery and record it to professional standards. In addition, enhanced mapping will be required for each cemetery. New cemeteries may be identified over time.

A considerable amount of work effort will be required to implement the regulatory review mandated by the legislation. Staff will need to review development applications to verify the presence or absence of an identified cemetery, and in those cases where a cemetery exists, it will be necessary to develop a regulatory framework for protecting the cemetery consistent with the requirements of the legislation. A staff archaeologist will also need to review the reports produced by applicants to certify that the study and recommendations are consistent with archaeological best practices and the requirements of the legislation.

The Planning Department currently does not have a position qualified to implement the technical requirements required in these bills. The Planning Department will need one full-time archaeologist to fulfill the programmatic obligations associated with these bills. The work program requirements include:



Montgomery County Planning Department

1. Subdivision review: review all subdivision proposals, consistent with the requirements of the proposed legislation.
2. Enhance and manage a Montgomery County Cemetery Inventory: review of the existing cemetery inventory to make such improvements as are necessary to satisfy the requirements established in Bill 24-17, including field-checking information, professionalizing the inventory by documenting sites to state-established standards (which would require the preparation of Maryland Inventory of Historic Property forms for each site), and making improvements to existing GIS information.
3. Establish a process for adding newly identified cemeteries to the Inventory: develop a system to allow for additional cemeteries to be added to the Inventory, as is required by Bill 24-17.
4. Conduct educational outreach activities in furtherance of Bill 24-17 and SRA 17-01: develop and implement a campaign to make the public aware of the requirements established by Bill 24-17 and SRA 17-01 to insure broad understanding of and compliance with the new laws.

These duties require an advanced understanding of archaeological best practices and the ability to work independently on complex projects. Information regarding the on-going personnel costs and one-time costs for the new position to meet the requirements of this legislation are provided in the chart below.

On-Going Costs	Salary and benefits – 1 Full Time Position	\$117,907
One-Time Costs	4Wheel Drive SUV for field work - \$30,000 Computer/start up furniture and supplies - \$6,000	\$36,000
Total First Year Costs		\$153,907

- Aspen Hill Vision Zero Pedestrian Study and Zoning Analysis (\$75,000)
The 1994 Aspen Hill Master Plan covered a large geographic area, as was typical of master plans in the 1990s. In 2015, the Planning Department completed the Aspen Hill Minor Master Plan Amendment, which encompassed 14 acres and focused on the former Vitro office building, located on the northwest corner of Connecticut Avenue and Aspen Hill Road. In 2017, the Department initiated the Veirs Mill Corridor Master Plan, which traverses several master plan areas, including a small portion of the Aspen Hill Master Plan as well as the 1990 Master Plan for Kensington-Wheaton.

Because much of the Aspen Hill area is comprised of stable single-family neighborhoods that are not going to experience significant change, there are only limited issues to be addressed in a comprehensive update of the plan – and some of the key issues have already been addressed in the 2015 amendment and the current Veirs Mill planning effort.

Rather than diving into a comprehensive amendment to the Aspen Hill Master Plan, staff is proposing to study some key issues in the area during FY19. During the planning process for the 2015 Aspen Hill Minor Master Plan Amendment, some community members expressed interest in an update to the larger Aspen Hill vicinity master plan. Their concerns focused on pedestrian safety at major intersections – prompting us to look at a Vision Zero Pedestrian Study. In



Montgomery County Planning Department

addition, there is a need to look strategically at zoning categories that were assigned as part of the 2014 zoning rewrite to determine if adjustments should be considered.

The FY19 study may result in future master plan updates in Aspen Hill, but would allow these updates to be more focused.

- Shady Grove Sector Plan – Minor Master Plan (\$25,000)

The 2006 Shady Grove Sector Plan put forth a bold vision to transform an industrial area into a new mixed-use community, with a focus on residential, to make the best use of the area's proximity to the Shady Grove Metro Station. To implement this vision, the light industrial uses in the County Service Park had to be relocated. The County created the Smart Growth Initiative program and funded numerous Capital Improvement Program (CIP) projects to find new sites and build new facilities for various County functions. Many of these uses have been relocated to the new Multi-Agency Service Park on Snouffer School Road. A new site has not yet been identified for the MCPS bus depot.

The Sector Plan has staging requirements that limit the amount of development that can occur until specific triggers have been met. The Stage 1 triggers, which included adopting the Plan's recommended zoning (through a Section Map Amendment (SMA)) and establishing a total maximum daily load (TMDL), have been met. In order to begin Stage 2, funding of significant transportation infrastructure is required as well as an evaluation of the need for a new elementary school. The Sector Plan requires that the Planning Board make a determination that Stage 2 can proceed, once the triggers have been met, and the Planning Board has analyzed the aggregate performance of the Traffic Mitigation Agreements (TMAs) and evaluated congestion levels at the Plan area's major intersections. The September 2017 Biennial Master Plan Monitoring Report notes that there are currently two TMAs, but the projects that they are associated with are only partially completed, therefore the aggregate performance of the TMAs has not been conducted. The major transportation infrastructure improvements required to open Stage 2 have not been funded.

The Planning Department proposes initiation of a study to analyze the timing and potential achievement of the Stage 2 triggers given that there is limited residential capacity remaining in Stage 1. The Department will work closely with the Shady Grove Implementation Advisory Committee and County agencies to develop a specific scope of work for the study.

- Ashton Minor Master Plan Amendment (\$25,000)

Ashton's business district, around the intersection of New Hampshire Avenue and MD 108, is subject to the Sandy Spring/Ashton Rural Village Overlay Zone, which was designed to foster preservation of rural village character under the county's previous zoning ordinance, which generally did not provide for mixing of land uses and allowed activities and densities that were not in keeping with village character.

The 2015 Sandy Spring Rural Village Plan, among other recommendations, removed the Overlay Zone from parts of Sandy Spring, after its analysis determined that the Commercial-Residential Town Zone, with its ability to set commercial densities, residential densities and building heights that closely responded to community context and character, could manage uses, densities and heights at levels appropriate to a rural village. Because the Rural Village Plan's geographic boundaries had been set at the beginning of the Plan, there was no opportunity to review the Overlay Zone's use in Ashton.



Montgomery County Planning Department

This proposed minor master plan amendment would evaluate the appropriateness of the Overlay Zone in Ashton and look in detail at the zones placed on Ashton as part of the county's comprehensive revision of its zoning code in 2014.

- General Plan Update

The proposal to update the General Plan is a major work effort and is not proposed lightly. "A General Plan for the Maryland-Washington Regional District in Montgomery and Prince George's Counties," also called the 1964 General Plan or the Wedges and Corridors Plan, is widely recognized as one of the country's most significant long-range planning documents of the past 50 years.

The General Plan, which was last updated in 1993, has stood the test of time, influencing the County's growth and planning policies of the past 53 years and underpinning all of the County's planning initiatives and master plans. The Goals of the General Plan -- efficient use of land, open spaces and opportunities for outdoor recreation, protection of environmental resources, an efficient transportation system, and a variety of living environments, among others are as valid today as they were in 1964, but need to be revisited in light of the technological, social, environmental and economic changes that have occurred since the Plan's adoption.

Recent innovations in cyberspace (cell phones, cloud computing, social media) and other anticipated technological innovations (e.g. driver-less cars, robotic delivery systems for everything from packages to healthcare) are disrupting the old land use model and assumptions about how to plan for growth and provide the infrastructure needed to serve residents and workers in the next 40-50 years. The County has already seen a steady decline in its office market over the past 10 years, and it has been challenging to meet the affordable housing need of a growing population. A new era of digital innovations will change the way we live, work, travel and communicate, creating a need to rethink how we can keep the County in the forefront of planning and development, maintain its competitive edge, and preserve the quality of life that the County is known for.

An update of the General Plan would look to the next 40-50 years and incorporate the latest thinking and best practices to address a variety of issues: changing travel patterns and modes of transportation, the need to take advantage of new technologies in our schools and other institutions, the changing nature of employment and retail, as well as climate change, sustainability, social equity and how we retrofit existing neighborhoods and build new communities.

A major element of the General Plan Update effort will be an inclusive outreach program to gather input at the local, county and regional level. A comprehensive list of stakeholders will include local civic and homeowners' associations, umbrella and countywide civic groups, business groups, religious institutions, ethnic and social activist groups, development entities, parent's associations, and all others who are concerned about the future of the county.

This is a project that will take two years or more. The initial schedule assumes that it will take 27 months of work by the Planning Department and Planning Board to transmit the plan update to the County Council.

3 Months Initial outreach, scoping, defining/framing the issues, pre-requisite data collection, ending with a scoping document for approval by the Board



Montgomery County Planning Department

6 Months	Analyses and preliminary recommendations
6 Months	Finalize recommendations, publish Working Draft
9 Months	Planning Board public hearing and work sessions, finalize Planning Board Draft, transmit to County Council

To assist staff in completing the General Plan Update, we propose using consulting services through our ongoing contract with the University of Maryland's National Center for Smart Growth Contract. See below for more information.

- Continue the University of Maryland's National Center for Smart Growth Contract (\$300,000)
In 2008, the Planning Department initiated a partnership with the University of Maryland that allows the Planning Department to annually hire a number of planning students or recent graduates to help us on a variety of projects. We believe that a continued partnership with the University is in everyone's interest. In FY18, these contractual staff are helping with research for a future General Plan Update, continued work on the Bikeways Plan Update, and assistance with the Makeover Montgomery 4 conference.

To ensure that this partnership will continue moving forward, we are requesting \$300,000 which will cover the costs of four contractual staff from the University of Maryland.

In FY19, the 4 proposed initiatives using the National Center for Smart Growth contract are:

1. General Plan Update Assistance (\$100,000) – See description in section above.
2. Bicycle Master Plan Implementation (\$75,000) – This will provide a staff person from the National Center for Smart Growth to work on completion of the Bicycle Master Plan, final revisions to the analysis, and implementation of major recommendations.
3. Pedestrian Connectivity Mapping (\$75,000) - This will provide a staff person from the National Center for Smart Growth to work on implementing pedestrian connectivity criteria. These criteria will help to create connectivity mapping tools and data to understand the gaps in the pedestrian network and identify where improvements to the network are most critical.
4. Purple Line Impacts to Small Businesses (\$50,000) - What happens to the small businesses during the construction of the purple line? This economic study will create documentation of the ownership and rental businesses that currently operate as well as economic limitations that could be an outcome during the 5-year construction timeline. The study will evaluate the short term and long-term impacts for potential loss of business as a result of construction as well as new business opportunities due to the infrastructure changes being introduced. Relocation and parking strategies for how business currently use on-street parking (restaurants vs. a dry cleaner or nail salon), and any additional alternatives possible should be explored as part of the study. The study will also evaluate the potential benefit to the businesses in areas where increased density and development may occur once the purple line opens. New businesses will definitely have an impact on potential rents and operations.

The primary areas of study should include Bonifant Street in Silver Spring between Fenton Street and Dixon Avenue as well as the section of Longbranch on Piney Branch at Arliss and



Montgomery County Planning Department

Flower Avenues. There will be close coordination with the business owners, the Silver Spring Regional Services Center, CASA de Maryland, and the Purple Line advocacy groups.

- Implementation of Traffic Generation from Mixed Use Development (MXD) Projects Study (\$75,000)

The purpose of this study is to develop a more accurate and robust method of estimating the traffic generation from mixed-use development projects. The latest MXD research shows that traffic studies overestimate impacts of mixed-use development by 35%. The new MXD+ 2.0 analysis tool corrects those errors. This study would apply the MXD+ tool to five or six different sector plan areas as a first step to potential adaptation and validation of the tool countywide.

- Creative Sector Needs Assessment Study (\$75,000)

The creative sector is an important, and often undervalued, component of the economy and an asset in making the county an attractive and high-quality place to live. Numerous studies and articles have pointed to creative sector jobs as important to economic competitiveness. From Richard Florida's "creative class" to recent articles about creative sector jobs being safe from automation, the sector remains critical to overall economic health. Creative uses have long been a driver of revitalization in urban neighborhoods. As we think about the new suburbanism, access to arts and culture is still important in creating dynamic places.

The goals of this study would be two-fold. First, it would help define and estimate the size of the creative sector in Montgomery County. How many jobs, what are average salaries, what are space needs? This project would build on the work in the Employment Trends Study to provide an in-depth look at one specific sector. It would also review and build previous work by other organizations, including economic impact studies completed by the Montgomery County Arts and Humanities Council and the Maryland State Arts Council. Part of the exercise would be developing a definition of the creative sector. It would likely be broad and include everything from administration jobs at the Strathmore to video production jobs at Discovery to Bachata dance instructors.

Second, it would help assess how our creative sector supports the economy and quality of life in the county. Do we have creative and cultural facilities comparable to our peers? How does our sector differentiate itself from the creative sector in DC and other jurisdictions? What kind of space needs does this sector have? We know developing space for creative uses can be challenging as they often require lower rents.

This study would help us better understand the creative sector in Montgomery County and its needs. It could lay the groundwork for future planning exercises to create planning and land use strategies for supporting and enhancing the role of this important sector in our economy. The cost is driven by the complexity of defining the sector, the significant interviews/outreach and benchmarking research required.

- Pedestrian Connectivity Mapping (\$50,000)

This project will create context sensitive criteria to evaluate the pedestrian network throughout the county in a similar way that the bicycle stress map was created to understand bicycle connectivity,

The consulting assistance from the University of Maryland Smart Growth contract will provide a staff person to develop the pedestrian connectivity criteria that will allow us to create the



Montgomery County Planning Department

connectivity mapping tools and data. However, a limited amount of consulting dollars are also necessary to assist with the technology needed to create the mapping tool.

- Open Space Benefits and Values Assessment Study (\$50,000)
The true value of the ecological, economic, and social benefits provided by open spaces like parks, natural areas, and green urban areas is often not well understood and therefore overlooked in land-use decision making. As an agency, we can understand and characterize the value of the open space. It is our responsibility to plan and protect it. If adequate open space is not planned for and provided, future opportunities are much more restricted and expensive, negatively impacting land acquisition and management options, and often necessitating costly retrofits.

Various methodologies exist to evaluate the environmental, economic, and social benefits of parkland and urban open space, but it is not clear which strategies are best to assess these values and benefits within the context of Montgomery County, MD.

A targeted assessment of the true value of open space and natural areas which may include examination of proximity and property value effects, nature-based tourism, environmental benefits, social and health benefits is needed for Montgomery County.

The results of such an assessment will inform open space policies, improve decision making, and advance management strategies. Greater understanding of these values and benefits supports the work of the agency in many ways—from how, when, and where land is acquired and preserved, to how open space is planned for and protected, especially in urban areas where land is scarce and expensive

A separate project in the Department of Parks, a Projects for the Partnership for Action Learning and Sustainability (PALS) Collaboration between Department of Parks and The University of Maryland, is scheduled for completion in calendar year 2017. One task order under the PALS initiative will employ college students for one semester to evaluate economic benefits of parks. The work under the proposed FY19 project will be coordinated with the Department of Parks as a more in-depth and detailed follow-up to the PALS project. Appropriate information and data resulting from the PALS project will be used in the FY19 project.

Funding is requested to hire a consultant to use the most appropriate and current tools and methods to assess the open space values and benefits that are most important to Montgomery County, building on the results of the Department of Parks 2017 PALS project. In addition to providing a big picture view regarding the true values of open space in Montgomery County, the study will also assess context-specific open space values and benefits—with a focus on urban areas, and provide the tools staff need to assess projects into the future. This assessment will be important in supporting the policies, programs, and actions that are needed to plan and implement both new open space and maintain integrity and health of these spaces over time.

- White Flint II Implementation (\$50,000)
This funding is for consulting services to implement the White Flint II Sector Plan. These services may include financial consultations, assistance with design guidelines, and/or transportation consultation for regulatory projects that are anticipated to be submitted.
- Policy Area & Local Area Transportation Test Update - \$125,000 (One-time expense every four years)



Montgomery County Planning Department

New one-time consulting funding needed to prepare the policy area and local area transportation tests update. This update is done every four years in support of the Subdivision Staging Policy. The next update to the Subdivision Staging Policy is required by Council Resolution to occur by November 15, 2020.

YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY19 proposed operating budget is \$20,948,849 which includes grant funding and a \$500,000 transfer to the Development Review Special Revenue Fund (DRSRF) but does not include the compensation increase, OPEB prefunding, or OPEB PayGo. The proposed FY19 base budget is a 0.3% increase. With the new essential needs funding request, the budget increased by 2.9% or \$589,702 over the approved FY18 budget.



Montgomery County Planning Department

MONTGOMERY COUNTY PLANNING DEPARTMENT PROPOSED FY19 OPERATING BUDGET REQUEST

	FY18 Adopted Budget	\$20,359,147	% Change
FY18 BASE BUDGET CHANGES			
Salaries & Benefits *		\$20,926	
CPI Increase for contracts & Supplies (1%)		\$32,000	
Adjustment in Risk Management		(\$38,300)	
Debt Service for Internal Service Fund Capital Equipment		\$45,600	
Major Known Commitments		\$88,750	
Adjustments in Departmental Chargebacks to CIO & Commission Wide IT		\$2,817	
Chargebacks to Development Review Special Revenue Fund		(\$93,700)	
Subtotal - Base Budget Changes		<u>\$58,093</u>	<u>0.3%</u>
Less: FY18 One-time Expenses		<u>(\$760,000)</u>	<u>-3.7%</u>
Add: Departmental Proposed one-time Initiatives			
New County Legislation- Bill 24-17 Land Use Information - Burial Sites - Vehicle/Supplies	\$36,000		
Aspen Hill Vision Zero Pedestrian Study and Zoning Analysis of Commercial Centers	\$75,000		
Shady Grove Sector Plan - Minor Master Plan Amendment	\$25,000		
Ashton Minor Master Plan Amendment	\$25,000		
University of Maryland's National Center for Smart Growth assistance on General Plan Update (\$100,000); Bicycle Master Plan (\$75,000); Pedestrian Connectivity Mapping (\$75,000); Purple Line Impacts to Small Business (50,000) (Total = \$300,000) - one-time	\$300,000		
Implementation of Traffic Generation From Mixed-Use Development Projects Study	\$75,000		
Creative Sector Needs Assessment - Study	\$75,000		
Pedestrian Connectivity Mapping	\$50,000		
Open Space Benefits and Value Assessment	\$50,000		
White Flint II Implementation	\$50,000		
Policy Area and Local Area Transportation Test Update (every four years)	\$125,000		
Subtotal -Proposed One-time Changes		<u>\$886,000</u>	<u>4.4%</u>
Add: Departmental Proposed On-going Changes			
Increase in Transfer to Development Review Special Revenue Fund	\$200,000		
Net Change from FY18 Adopted to FY19 Proposed		\$ 384,093	
*FY19 Proposed Budget Plus New Initiatives and chargeback to DR Special		<u>\$ 20,743,240</u>	<u>1.9%</u>
New County Legislation - Bill 24-17 Land Use Information - Burial Sites - New Position	\$117,907		
Subtotal - Proposed On-going Changes		<u>\$117,907</u>	<u>0.6%</u>
<i>Net Change from FY18 Adopted to FY19 Proposed Budget including funding for New County Legislation</i>		\$502,000	2.5%
*FY19 Proposed Budget Plus New Initiatives including funding for New legislation		<u>\$20,861,147</u>	<u>2.5%</u>
<i>Add: Proposed Chief Information Officer and County - Wide IT Initiatives</i>		\$87,702	0.4%
Net Change from FY18 Adopted to FY19 Proposed Budget including all initiatives listed above		<u>\$589,702</u>	<u>2.9%</u>
*FY19 Proposed Budget including all the initiatives New Initiatives		<u>\$20,948,849</u>	<u>2.9%</u>

Notes:

* Total include \$500K transfer to the Development Review Special Revenue Fund, however it does not include compensation marker, OPEB PayGo and OPEB prefunding. They are budgeted in the Administration Fund's non- departmental account.



Montgomery County Planning Department

LAPSE AND STAFFING

For FY19, the Department plans to maintain an approximate 4.5% lapse rate and its budgeted staffing level of 152 positions (147.85 work years). This level includes: 141.24 funded work years, 6.61 lapsed work years, three (3) unfunded positions and a request for a new position to meet the requirements of Bill 24-17, Land Use Information- Burial Sites.

FEES AND REVENUE ESTIMATES

The majority of the Department's budget is tax supported, funded through the Administration Fund. There are also revenues received through charges for services, fees for materials and established Special Revenue Funds. The Department anticipates \$203,000 in fees from service charges and other program fees in FY19.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund to offset costs that will be incurred in FY19 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY19, the Department is requesting an increase of \$11,400 (a 3% increase) for an overall appropriation of \$391,700 to cover the FY18 compensation increases.

The appropriation was not increased during the FY18 budget process due to the uncertainty of the requested compensation increases being approved.

DEVELOPMENT REVIEW SPECIAL REVENUE FUND (DR-SRF) – CHARGEBACKS AND TRANSFER OUT

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

The Planning Department is proposing to increase the chargebacks to the DR-SRF by \$101,100. Of this increase, \$7,400 is from the Legal and Finance Departments for their services. The remaining \$93,700 (3%) is from the Planning Department to cover the FY18 compensation increases. The chargeback was not increased during the FY18 budget process due to the uncertainty of the requested compensation increases being approved in FY18.

Historically, annual revenues are very volatile ranging from \$1.6 million to \$4 million. The average annual revenues over the past 10 years is \$2.5 million. The Planning Department is proposing to increase the budgeted revenue for FY19 to \$2,500,000 up from \$1,991,000 in FY18 to be in line with the average revenue.

It was originally anticipated that fees could be adjusted as necessary to recover all costs for the DR-SRF. However, previous economic slowdowns led to a gap between costs incurred and fees received leading to transfers from the tax supported Administration Fund to cover the gap. From FY08-13, the average annual transfer was \$1.4 million.

For FY19, the Department is requesting a transfer in the amount of \$500,000 from the Administration Fund to the DR-SRF. This is a \$200,000 increase from the FY18 transfer amount of \$300,000. This transfer will allow the Planning Department to keep a fund balance sufficient to cover potential shortfalls in the volatile revenues.



Montgomery County Planning Department

PROFESSIONAL SERVICES

The Department proposes to spend \$1,323,780 for the professional services outlined in the table below. This level reflects an increase of \$154,680 or a 13.2% from FY18 adopted funding levels due to a combination of changes in new one-time professional services essential needs funding requests in FY19, a reduction of one-time essential needs requests from FY18 adopted, and the redistribution of resources to fund known consulting needs.

PROFESSIONAL SERVICES

Division	Program Element	Description	FY18 Approved Budget	FY19 Proposed Budget
Director's Office				
	Special Projects	Funding for Special Council Request	\$30,000	\$30,000
Area 1				
	Purple Line Impact on Small Businesses	Consulting funding to evaluate physical & economic impacts to areas affected by the Purple Line		\$50,000
	Placemaking Initiatives	Consulting funding to build on the successful Placemaking Program that was conducted for Silver Spring	\$50,000	\$75,000
Area 2				
	Aspen Hill Vision Zero Pedestrian Study & Zoning Analysis	Study and Zoning Analysis of Commercial Centers		\$75,000 *
	Shady Grove Sector Plan-Minor Master Plan Amendment	Consulting funding to analyze economic conditions in the Metrorail Station Area as well as associated effects on land use and transportation infrastructure so that the staging requirements for the Shady Grove Master Plan can be adequately assessed.		\$25,000*
	White Flint II Plan	Various Consulting services		\$50,000
	Gaithersburg East Master Plan	Transportation and Design Studies	\$40,000	
Area 3				
	Ashton Minor Master Plan Amendment (MMPA)	Consulting funding Graphic/Design		\$25,000 *
	Agri-Tourism Study	Agri-Tourism Study	\$50,000	
Research and Special Projects				
	General Plan Update	UMD National Center for Smart Growth assistance with General Plan Update		\$100,000 *
	Creative Sector Needs and Assessment Study	Consultant funding to define and conduct baseline study of creative sector in Montgomery County.		\$75,000 *
	Research	On-Call Economic Services (ongoing)	\$56,000	\$57,680
	Assessment & Research for a Future General Plan Update	Partnership with University of Maryland for Assessment & Research for a Future General Plan Update	\$200,000	
	Assessment and Research for future General Plan Update	Consulting funding for a County Wide Residential market study, State of Montgomery Housing and Neighborhoods Study, and Economic Development Indicators	\$75,000	
Functional Planning and Policy				
	Montgomery Hills and Forest Glen Master Plan	Local Area Modeling assistance		\$18,000
	Shady Grove Sector Plan-Minor Master Plan Amendment	Traffic Count Program - Ongoing support of master plans		\$6,000
	Shady Grove Sector Plan-Minor Master Plan Amendment	Master Plan Local Area Modeling assistance		\$9,000
	Ashton MMPA	Traffic Count Program - Ongoing support of master plans		\$6,000
	Ashton MMPA	Master Plan Local Area Modeling assistance		\$9,000
	Aspen Hill Vision Zero Pedestrian Study & Zoning Analysis	Traffic Count Program - Ongoing support of master plans		\$8,000
	Aspen Hill Vision Zero Pedestrian Study & Zoning Analysis	Master Plan Local Area Modeling assistance		\$18,000



Montgomery County Planning Department

PROFESSIONAL SERVICES

Division	Program Element	Description	FY18 Approved Budget	FY19 Proposed Budget
	Master Plan Staging & Monitoring	Master Plan Local Area Modeling assistance		\$18,000
	Pedestrian Connectivity Mapping	Partnership with UMD for assistance in creating a pedestrian connectivity map		\$75,000 *
	Pedestrian Connectivity Mapping	Consulting funding for assistance in creating a pedestrian connectivity map		\$50,000 *
	Open Space benefits and value assessment	Consulting funding to study the valuation open space		\$50,000*
	Subdivision Staging Policy - Updates and Implementation	Policy Area & Local Area Transportation Test update (updated every four years)		\$125,000*
	Bicycle Master Plan	Partnership with UMD for Bicycle Plan Implementation		\$75,000*
	Implementation of Traffic Generation from Mixed-Use Development Project Study	Implementation of Traffic Generation from Mixed-Use Development Projects Study		\$75,000 *
	Germantown Plan for Town Sector Zone	Traffic Count Program - Ongoing support of master plans	\$6,000	
	Germantown Plan for Town Sector Zone	Master Plan Local Area Modeling assistance	\$6,000	
	Gaithersburg East Master Plan	Master Plan Local Area Modeling assistance	\$2,000	
	Gaithersburg East Master Plan	Traffic Count Program - Ongoing support of master plans	\$18,000	
	Aspen Hill and Vicinity Plan	Traffic Count Program - Ongoing support of master plans	\$10,000	
	Aspen Hill and Vicinity Plan	Master Plan Local Area Modeling assistance	\$6,000	
	Master Plan Staging/Monitoring	Consulting funding for biennial traffic monitoring (Great Seneca Science Corridor & White Flint I)	\$16,000	
	Roadway Functional Classification System	Consulting Funding for New Roadway Functional Classification System	\$100,000	
	Integrated Multi-Modal GIS Network	Consulting Funding to expand bicycle level of traffic stress (LTS) Analysis	\$35,000	
	Traffic Generation from Mixed-Use Development Projects	Traffic Generation from Mixed-Use Development Projects Study	\$75,000	
	Bikeways Plan Update	Funding request for Transportation analysis in support of the Bicycle Planning every two years (Major Known Commitment)	\$50,000	
	Subdivision Staging (Growth Policy)	Tools and analyses for increased biennial transportation monitoring	\$25,000	
	Bikeways Plan Update	Partnership with University of Maryland to assist with the methodology report and concept plans	\$70,000	
Information Technology & Innovation				
	Information Technology	WAN/LAN/Harbernet consulting	\$68,200	\$68,200
		Consulting for Telephone Support (VOIP)	\$33,600	\$33,600
		L3 Helpdesk/Inventory support	\$67,900	\$67,900
		Consulting Support Miscellaneous	\$2,000	\$2,000
		UPS Maintenance	\$3,300	\$3,300
		Black Box licenses for constant upgrades for videoconference units	\$4,100	\$4,100
		Microsoft email Cloud. Email annual license fee	\$30,000	
	IS/GIS	For professional Services related to Project Docx	\$40,000	\$40,000
Planning Department Total			\$1,169,100	\$1,323,780

Note * New onetime for FY19



Montgomery County Planning Department

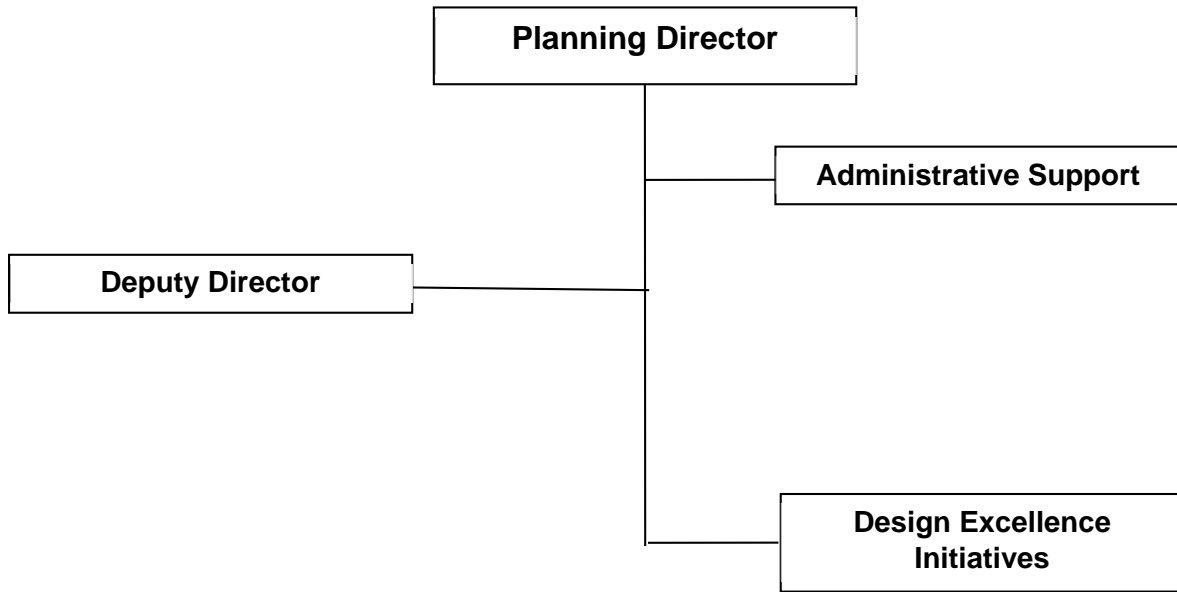
PUBLICATIONS

PUBLICATIONS				
Division	Program Element	Description	FY18 Adopted Budget	FY19 Proposed Budget
Functional Planning and Policy				
	Historic Area Work Permits	HPC Legal Notices in Newspaper	\$11,000	\$11,000
Support Services				
	To be used for all Area teams as needed	Specialized Printing**	\$5,000	
Management Services				
	To be used for all Area teams as needed	Specialized Printing**		\$5,000
Planning Department Total			\$16,000	\$16,000
Note ** Moved funding for Specialized Printing services to communication section of Management Services Division for better management. No change in the budget amount.				



ORGANIZATIONAL STRUCTURE

OFFICE OF THE PLANNING DIRECTOR



Montgomery County Planning Department – Director’s Office

OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

Accomplishments for FY17 (From July 2016 through June 2017)

- Celebrated the 90th Anniversary of The Maryland-National Capital Park & Planning Commission with several special events.
- Won the APA Planning Landmark Award for the County’s 93,000-acre Agricultural Preserve.
- Completed the Master Plan Reality Check, Rental Housing Study and update to Recreation Guidelines. Completed the Bethesda Downtown Sector Plan and the Greater Lyttonsville Sector Plan. Sent the Planning Board drafts of the Rock Spring Master Plan, the White Flint II Sector Plan and the Grosvenor-Strathmore Plan to the Council.
- Won two planning awards for the bicycle stress map: American Planning Association & National Capital Area Chapter of the American Planning Association.
- Held the second annual Design Excellence Awards program.
- Guided work on several ongoing Master Planning efforts, including the Veirs Mill Corridor Plan, the MARC Rail Communities Plan, and the Bicycle Master Plan.
- Continued work on the interior and exterior design of the Planning Department’s new building in Wheaton, and created subcommittees to examine issues including security, parking, and provision of a day care center.
- Undertook several special projects, including the Retail Trends Study, a Colocation Study, and an Employment Trends Study.
- Approved several significant regulatory plans, including plans for 7272 Wisconsin Avenue (the Apex Building) in Bethesda, WMAL in Area 2, and Top Golf and Bradford’s Landing in Area 3.



**Montgomery County
Planning Department – Director’s Office**

BUDGET AT A GLANCE

Summary of Division Budget

	FY18	FY19	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$1,135,684	\$1,104,116	-2.8%
Staffing			
Funded Career Positions	6.00	6.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	6.00	5.89	-1.8%

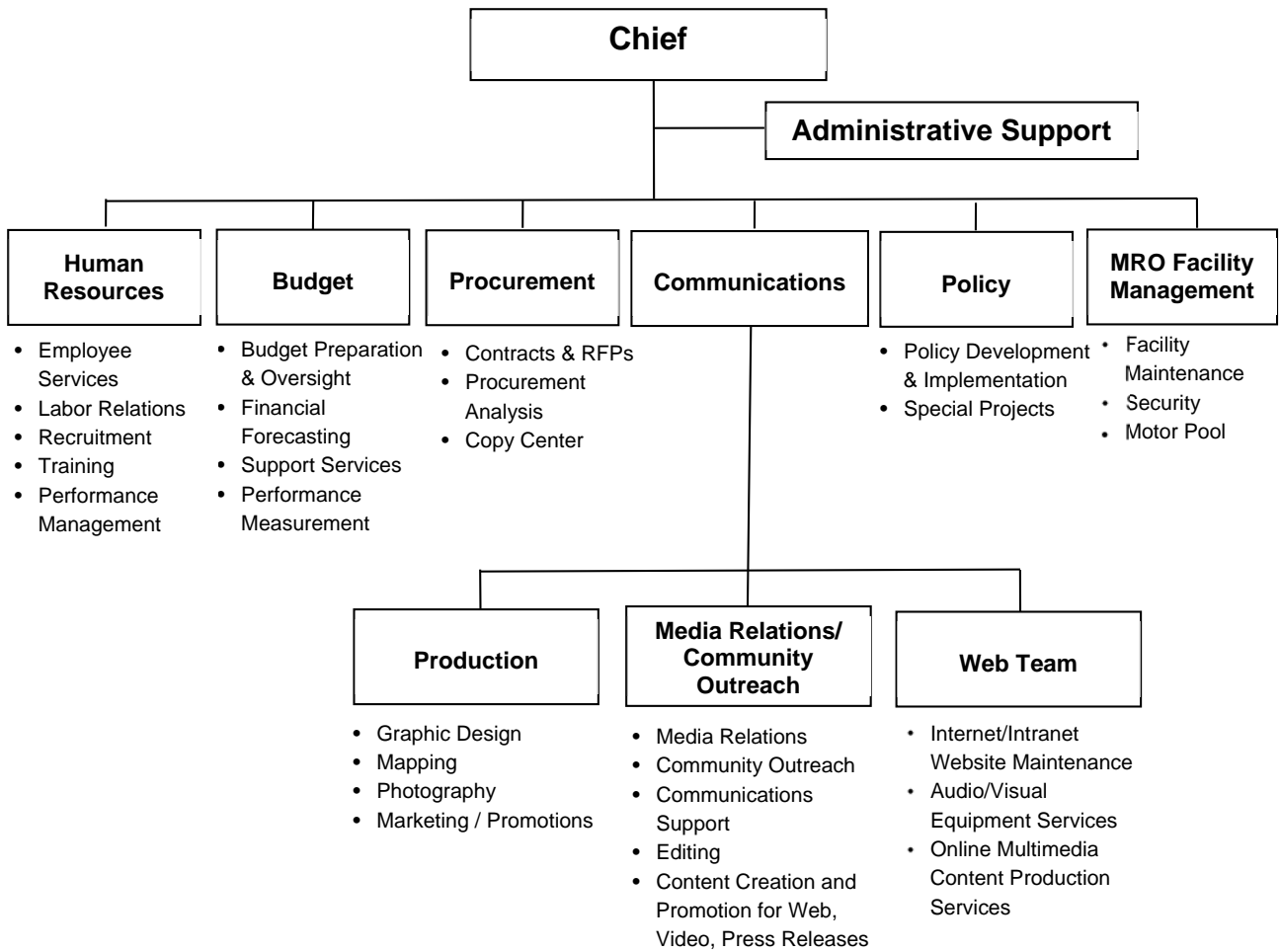
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY19 regulatory work load.



ORGANIZATIONAL STRUCTURE

MANAGEMENT SERVICES



Montgomery County

Planning Department – Management Services

OVERVIEW

The Management Services Division’s activities support a variety of policy, financial, budgetary, procurement, personnel, and communications 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:

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

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

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

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.

Facilities Management provides care and maintenance of the aging Montgomery Regional Office building facility, and manages the motor pool.

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



Montgomery County Planning Department – Management Services

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Human Resources Management
- Training and Development
- Media Relations and Community Outreach
- Web Services and Content Management
- Editing and Graphic Design
- Facilities Management and Motor Pool
- Budget Development and Fiscal Oversight
- Financial Management
- Procurement
- Internal and External Mail Distribution
- Copy Center, Mail Room, Supply Room

Accomplishments for FY17 (From July 2016 through June 2017)

- Conducted and analyzed performance measure data to assess progress toward achieving the department's performance expectations and to improve the management and delivery of services.
- Continued participation in the Commission's Employment Program for People with Disabilities by hiring people with disabilities and providing meaningful work experience for this population which continues to be the largest unemployed population nationally and in Montgomery County.
- Conducted a well-received Leadership Institute this past year which was designed to help our managers and supervisors acquire and/or enhance managerial skills.
- Provided training targeted to move the department towards the goal of meeting the updated standards for ADA - Title II, Section 508 Update, Section 255 Guidelines incorporating the Information and Communications Technology (ICT) Final Rule.
- Hosted training on the real estate development process and Intro to Proforma to give Planners a developer's prospective.
- Provided technical training on Autocad, Kronos, and various Microsoft Office products
- Provided mental health awareness/depression training in order for staff to be able to identify warning signs.
- Upgraded the department's closed captioning service to allow Planning Board meetings to be captioned to achieve a higher level of ADA compliance for our on-screen viewing audience.
- Replaced two 40-year-old air handlers and a 16-year old rooftop HVAC unit that had exceeded their useful life.
- Replace the 20+ year old roof over the mezzanine area to address multiple leaking issues.
- Gave back to the community through partnering with A Wider Circle for a Homeless Veteran House Supplies Drive and a hosting a fundraising event for hurricane relief.
- Updated the Planning Department website to improve user experience and enhance information available. Website also meets ADA standards for usability.
- Received an award from Montgomery County's Business Recycling-SORRT Program for our recycling efforts.
- Centralized the purchase and storage of office supplies to recognize savings through bulk purchasing that also require less staff time.

GOALS AND PERFORMANCE MEASURES

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



**Montgomery County
Planning Department – Management Services**

BUDGET AT A GLANCE

Summary of Division Budget

	FY18	FY19	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$2,344,513	\$2,422,688	3.3%
Staffing			
Funded Career Positions	17.00	18.00	5.9%
Funded Term Positions	1.00	1.00	0.0%
Funded Workyears	16.88	17.60	4.3%

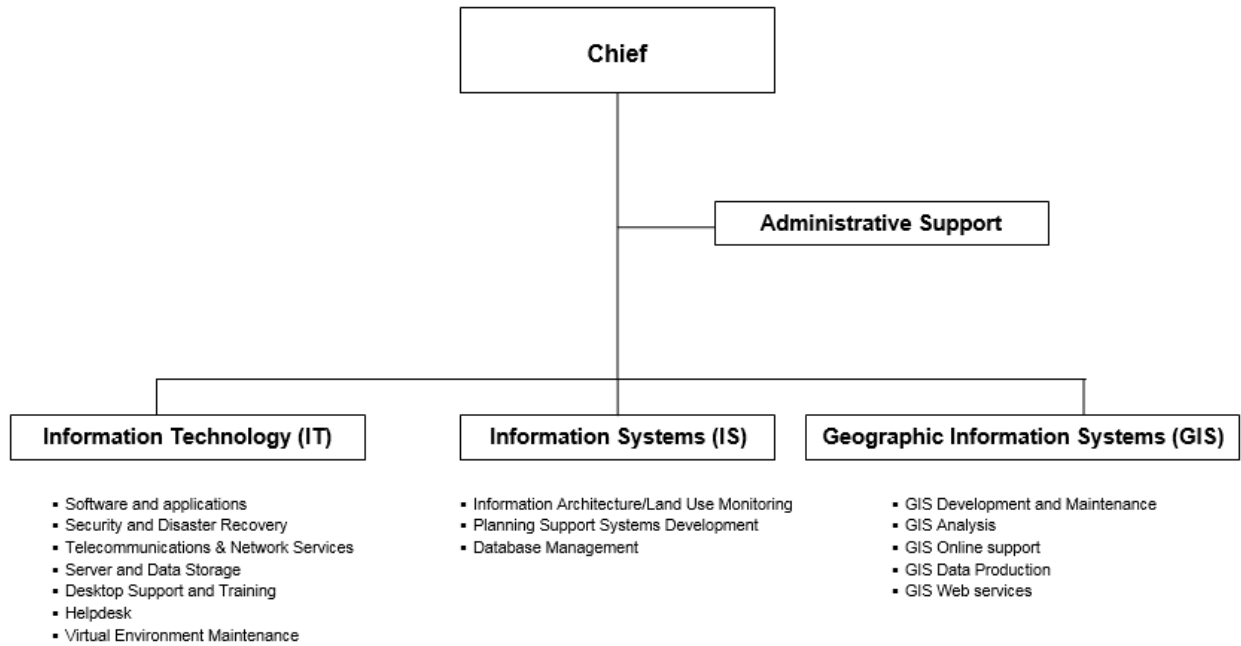
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Consolidates funding for specialized printing for the department in communications unit of the Management Services Division for better tracking purposes.
- Transfers one (1) full-time position, one (1) workyear and the commensurate funding from Area 2 to Management Services division.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY19 regulatory work load.



ORGANIZATIONAL STRUCTURE

INFORMATION TECHNOLOGY AND INNOVATION



Montgomery County

Planning Department – Information Technology and Innovation

OVERVIEW

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

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

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

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

Geographic Information Systems (GIS): The GIS unit maintains the County’s land use and geographic databases. Our GIS development effort is part of a long-term interagency initiative to provide quality GIS data for decision making throughout all levels of County government.

MISSION

The ITI Division provides a solid technology infrastructure as the foundation for essential IT solutions that provide citizens, the business community, and staff with timely and convenient access to information and services required for quality decision making.

Our mission is to provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices; to provide critical data, analysis, and recommendations for the Planning Department and the County Council to guide land development decisions in response to socioeconomic and fiscal trends; and to provide the County’s constituents and the land development community access to this data.

PROGRAMS AND SERVICES PROVIDED TO BOTH PARKS AND PLANNING DEPARTMENTS

- Provide data infrastructure to handle data, voice, and wireless
- Provide departmental Voice Over IP (VOIP) for all sites
- Provide robust infrastructure for video streaming for Planning Board Live
- Manage Cloud-based email system
- Support Hansen/ProjectDox (ePlans) system
- Design, implement and maintain the information system architecture
- Coordinate interagency data transfers between County and State agencies
- Provide an annual report to County Council on regulatory review metrics.



Montgomery County Planning Department – Information Technology and Innovation

- Represent both departments on the Chief Technology Officers (CTO) committee and numerous ad hoc IT committees
- Provide best practices in security through comprehensive remote monitoring
- Maintain virtualized environment for primary server applications
- Provide full range of IS services for all regulatory applications
- Provide GIS mapping desktop and server software capability to parks and planning.
- Provide an annual report to the State Department of Planning on County jurisdictional planning activity
- Ensure data integrity and reliability through redundancy for corporate data
- Represent the Departments on the Interagency Technology Policy Coordinating Committee (ITPCC) and numerous subcommittees along with other Montgomery County agencies
- Desktop Support

Accomplishments for FY17 (From July 2016 through June 2017)

- Upgraded SAN infrastructure to the HP 3PAR StoreServ 7400c including data migration.
- Enhanced conference rooms by providing improved multi-media capability for meeting participants.
- Provided new IT training tools for end users including QuickHelp’s “just-in-time training” and Executive Immersion sessions.
- Continued to develop and implement web-based solutions that support Department GIS workflows, interagency access to land use information, and public access to geographic information.
- Deployed point of sale and online payment options through the Infor HANSEN system resulting from a system upgrade project.
- Retired the department’s first-generation GIS servers and redeployed in the division’s newer data center architecture. Upgraded software version offers additional capabilities.
- Conducted an address quality control project to improve the spatial accuracy of address data, as well as verification and identification of missing addresses.

GOALS AND PERFORMANCE MEASURES

Goal To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.				
Objective				
Maintain uninterrupted network services 24/7				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of network uptime	99.9%	99.9%	100%	100%
Objective				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of trouble tickets resolved on the first call	97.5%	98.4%	98.85%	99%
Objective				
Maintain uninterrupted access to enterprise email				



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

Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of email uptime	99.6%	99.9%	99.9%	100%
Goal To provide the departments and constituents with the tools to model land use in the County.				
Objective				
To continually refine, update and initiate data collection and analysis while ensuring the delivery and integrity of a publicly accessible information technology infrastructure.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Number of regulatory project views through our Development Activity Information Center (DAIC).	n/a	317,858	320,000	330,000
Number of users accessing GIS in both Departments.	n/a	179	182	185

The ITI Division contributed to the Department-wide goals delineated in the Departmental overview.

BUDGET AT A GLANCE

Summary of Division Budget

	FY18 Adopted	FY19 Proposed	% Change
Budget			
Expenditures	\$3,524,796	\$3,600,468	2.1%
Staffing			
Funded Career Positions	18.00	18.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	17.04	17.06	0.1%

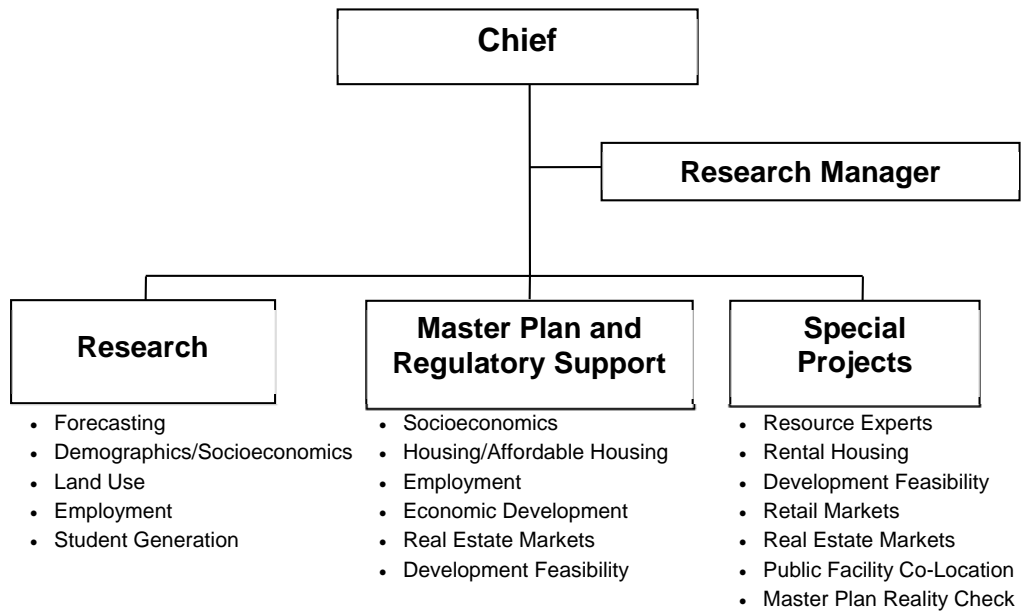
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes \$43,750 for 5 additional ESRI (GIS) shared-use licenses and improved server hardware/increased allowable server CPU cores. This increase is captured under major known commitments.
- Increases supplies and other services and charges by the CPI - \$18,000.



ORGANIZATIONAL STRUCTURE

RESEARCH AND SPECIAL PROJECTS



Montgomery County

Planning Department – Research & Special Projects

OVERVIEW

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

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

Accomplishments for FY17 (From July 2016 through June 2017)

- Provided demographic, employment, economic feasibility, and housing affordability analysis to various master plan efforts through Planning Board and County Council review. These plans included the Greater Lyttonsville Sector Plan, Bethesda Downtown Sector Plan, MARC Rail



Montgomery County

Planning Department – Research & Special Projects

Communities Plan, Rock Spring Sector Plan, White Flint II Plan, Veirs Mill Corridor Master Plan, and Grosvenor Minor Master Plan Amendment.

- Completed “Master Plan Reality Check” study in conjunction with University of Maryland to evaluate the implementation of master plans. RSP staff conducted detailed analysis of three plans (Germantown, Friendship Heights, and Fairland), produced a comprehensive report on each plan as well as a summary comparing findings across all three plans. Provided three briefings to the Planning Board in July, February, and May.
- Completed Rental Housing Study, a two-year effort that provided a comprehensive analysis of rental housing market conditions countywide plus 12 subareas. Report included data analysis, best practices scan, financial feasibility analysis, and a detailed set of recommendations and tools to improve the production and preservation of rental housing in the county, with a focus on housing affordability.
- Made substantial progress on countywide retail market study that analyzes the supply and demand of retail in 12 subareas and makes recommendations to enhance the retail environment in the county.
- Began colocation of public facilities study in conjunction with the County Executive’s office, a director’s oversight committee (DOC) comprised of staff from key agencies, and a consultant. Conducted extensive outreach to agency staff, catalogued existing colocation sites in the county, and conducted several case studies of colocation opportunities to help assess how the county can more systematically and strategically promote colocation. Final report will be completed in FY18.
- Completed analysis of development suitability around Metrorail station areas.
- Responded to a range of one-off requests for data from County Council staff, County Executive Agencies, a range of other stakeholders and the Public.
- Participated in an interdepartmental team to develop solutions for employee parking and daily commuting and assess the demand for child care for the new Wheaton Headquarters.

GOALS AND PERFORMANCE MEASURES

Goal To support the development of data-driven master plans by providing data and analysis on existing demographic, economic, and housing conditions and market potential.				
Objective				
Provide socioeconomic analyses and market research for master plans.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Master plans for which the RSP division provides demographic, commercial, or housing analysis.	Varies per Council directive	9	8	5
Goal To inform major Planning Board and County Council land use policy and affiliated public policy decisions by conducting in-depth special studies.				
Objective				
Conduct policy-relevant special studies that shed light on and offer policy solutions to challenges that the Planning Department and County encounter.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed



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

Number of special studies completed	3	2	4	2
Goal	To provide ongoing thought leadership on data trends and relevant issues by providing timely analyses of land development change and economic, demographic, and market components.			
Objective	Regularly publish the County regional forecast, the County Council District Demographic Snapshot, topical demographic, employment, and housing trend sheets, short policy papers, and blog posts on relevant topical issues.			
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Distribution of division initiated research publications, trend sheets, blogposts, and/or policy briefs.	14	17	20	14
Goal	To serve as a technical expert on data and economic analysis for other planning divisions, Department of Parks, County Council, other government agencies, and the public.			
Objective	Respond to requests for information in a timely manner and provide thoughtful and accurate information. Provide additional demographic, housing, economic, market, feasibility and other ad hoc analyses to support master plans and development review cases.			
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Information request responses.	250	240	250	250

BUDGET AT A GLANCE

Summary of Division Budget

	FY18 Adopted	FY19 Proposed	% Change
Budget			
Expenditures	\$1,438,483	\$1,231,654	-14.4%
Staffing			
Funded Career Positions	8.00	7.00	-12.5%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	8.00	7.00	-12.5%

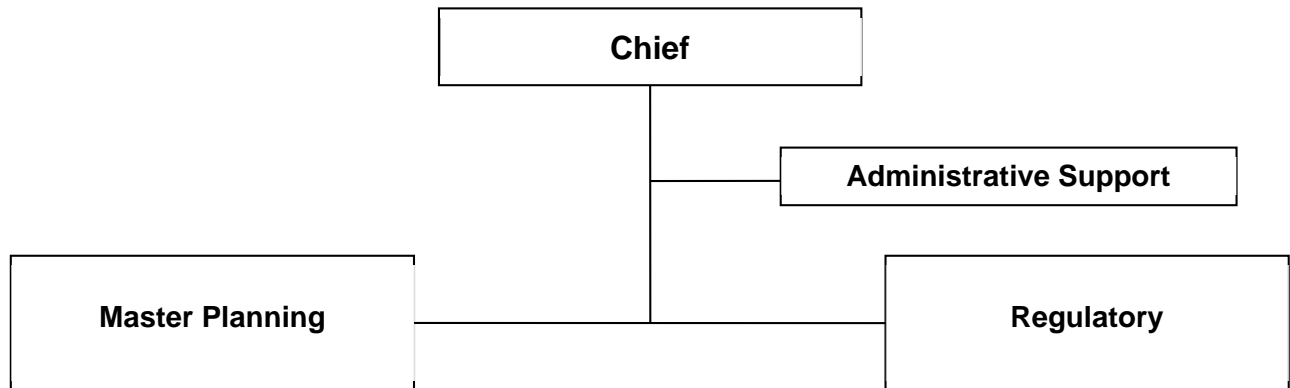
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Transfers one (1) full-time position, one (1) workyear and the commensurate funding from RSP division to Area 1.
- Includes one-time funding request of \$100,000 for University of Maryland's National Center for Smart Growth assistance with General Plan Update.
- Includes one-time funding of \$75,000 for Creative Sector Needs and Assessment Study.



ORGANIZATIONAL STRUCTURE

AREA 1



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

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



Montgomery County

Planning Department – Area 1

OVERVIEW

The Area 1 Division covers the geographical portion of the county south of I-495 including the Silver Spring, Bethesda and Friendship Heights Central Business Districts (CBDs), as well as Takoma Park, Chevy Chase Lake, Greater Lyttonsville and Westbard. The 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 zoning, conditional use and regulatory reviews, 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 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 create great communities by developing comprehensive land use plans, reviewing applications for development and proposed public facilities, and analyzing various types of information to help public officials plan for Montgomery County's future.

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Coordination
 - Environmental Coordination
 - Transportation Coordination
 - Urban Design Coordination
 - Sectional Map Amendment
- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals and Hearing Examiner
- Capital Improvements Program Review
- Sectional Map Amendments
- Amenity Fund Coordination
- Local Area Transportation Review
- Placemaking Initiatives Coordination
- Mandatory Referrals
- Community Outreach
- Interagency coordination
- Coordination with Site Plan Enforcement
- Coordination with Park Planning
- Conditional Use and Zoning Reviews
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Inter-jurisdictional coordination
- Public/Private Coordination



Montgomery County Planning Department – Area 1

Accomplishments for FY17 (From July 2016 through June 2017)

- Westbard Sector Plan approved and adopted by the County Council.
- Greater Lyttonsville Sector Plan approved by Planning Board and transmitted to County Council.
- Bethesda Downtown Sector Plan approved by Planning Board and transmitted to County Council.
- Design Guidelines for Bethesda Downtown presented to the Planning Board.
- In downtown Silver Spring, Elizabeth Square was approved for a significant amount of affordable housing including housing for seniors and recreational amenities and public space.
- 7272 Wisconsin, also known as the Apex building in Bethesda was approved for three towers at approximately 300 feet in height for residential and commercial development on top of the future Purple Line.

GOALS AND PERFORMANCE MEASURES

Goal Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors				
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	0	0	1
# of Approved Sectional and Corrective Map Amendments	Varies per Council Directive	0	2	1
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	0	1	2

BUDGET AT GLANCE

Summary of Division Budget

	FY18 Adopted	FY19 Proposed	% Change
Budget			
Expenditures	\$1,257,458	\$1,821,227	44.8%
Staffing			
Funded Career Positions	16.00	18.00	12.5%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	9.35	12.86	37.5%



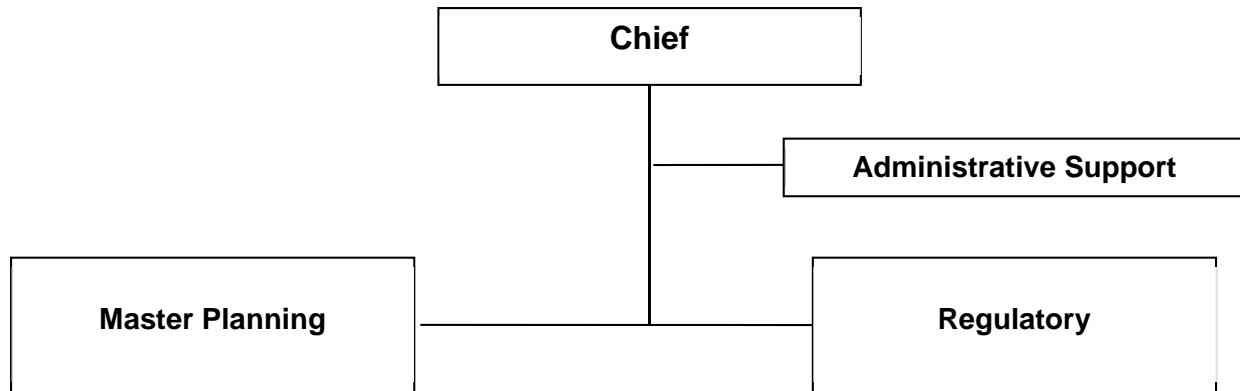
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY19 regulatory work load.
- Transfers two (2) full-time positions, two (2) workyears and the commensurate funding to Area 1 - one from FPP and the other one from RSP.
- Includes \$50,000 in funding for partnership with UMD for Study of Purple Line Impact on small Businesses.



ORGANIZATIONAL STRUCTURE

AREA 2



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

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



Montgomery County

Planning Department – Area 2

OVERVIEW

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

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

MISSION

To create great communities by developing comprehensive land use plans, reviewing applications for development and proposed public facilities, and analyzing various types of information to help public officials plan for Montgomery County's future.

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Input
 - Environmental Input
 - Transportation Input
 - Urban Design Input
 - Sectional Map Amendment
- Monitor and report on master plan implementation and strategy
- Sectional Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals and Hearing Examiner
- Local Map Amendments
- Mandatory Referrals
- Capital Improvements Program Review
- Local Area Transportation Review
- Transportation Policy Area Review
- Interagency coordination
- Community Outreach
- Water Resources/Water Quality
- Coordination with Enforcement Agencies
- Regulatory Reviews—Sketch Plans, Preliminary Plans, Site Plans,
- Coordination with Park Planning
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Inter-jurisdictional coordination
- Public/Private Coordination
- Conditional Use and Zoning Reviews



Montgomery County Planning Department – Area 2

Accomplishments for FY17 (From July 2016 through June 2017)

- Released the Public Hearing Draft for the Rock Spring Master Plan.
- Released the Public Hearing Draft for the White Flint 2 Sector Plan.
- Released the Public Hearing Draft for the Grosvenor-Strathmore Metro Area Minor Master Plan.
- Initiated the Veirs Mill Road Corridor Master Plan.
- East Village North Bethesda Gateway preliminary and site plans were approved
- Montgomery Village Center sketch plan was approved
- WMAL Bethesda preliminary plan was approved

GOALS AND PERFORMANCE MEASURES

Goal	Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors			
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	0	3	1
# of Approved Sectional Map Amendments	Varies per Council Directive	0	3	1
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	0	1	0

BUDGET AT A GLANCE

Summary of Division Budget

	FY18 Adopted	FY19 Proposed	% Change
Budget			
Expenditures	\$2,183,745	\$1,921,859	-12.0%
Staffing			
Funded Career Positions	21.00	20.00	-4.8%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	15.79	13.62	-13.7%



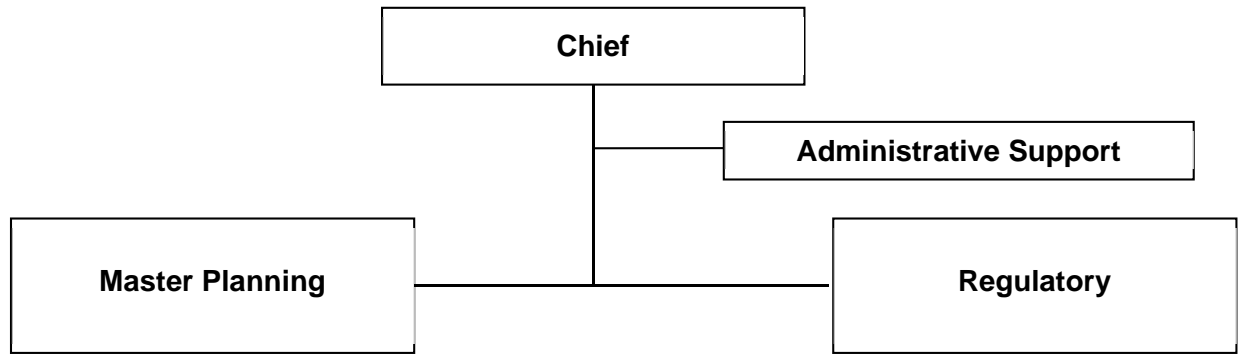
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Transfers one (1) full-time position, one (1) workyear and the commensurate funding from Area 2 to Management Services Division.
- Includes \$75,000 for one-time Aspen Hill Vision Zero Pedestrian Study & Zoning Analysis of Commercial Centers.
- Includes \$25,000 for one-time funding request for Shady Grove Sector Plan - Minor Master Plan Amendment.
- Includes \$50,000 for one-time funding request for White Flint II Implementation Financial Consultant.
- Reduces FY19 proposed budget by \$40,000 for one-time budget request in FY18 for Transportation and Design studies for Gaithersburg East MP.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY19 regulatory work load.



ORGANIZATIONAL STRUCTURE

AREA 3



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

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



Montgomery County Planning Department – Area 3

OVERVIEW

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

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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



Montgomery County Planning Department – Area 3

- Conditional Use Reviews
- Forest Banking
- Monitoring of Building Lot Termination (BLTs) and Transferrable Development Rights (TDRs)

Accomplishments for FY17 (From July 2016 through June 2017)

- Victory Haven Senior Housing approved.
- Top Golf Site Plan approved.
- Thrive Assisted Living approved.
- Arden Woods Senior Housing approved.
- Bradford’s Landing Site Plan approved.
- Water and sewer amendments and comprehensive plan review.
- Completed the Recreation Guidelines and brought to Planning Board for adoption.

GOALS AND PERFORMANCE MEASURES

Goal Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors				
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	0	1	0
# of Approved Sectional & Corrective Map Amendments	Varies per Council Directive	0	0	0
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	0	1	0

BUDGET AT A GLANCE

Summary of Division Budget

	FY18 <u>Adopted</u>	FY19 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,795,526	\$1,768,230	-1.5%
Staffing			
Funded Career Positions	21.00	21.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	13.82	13.94	0.9%



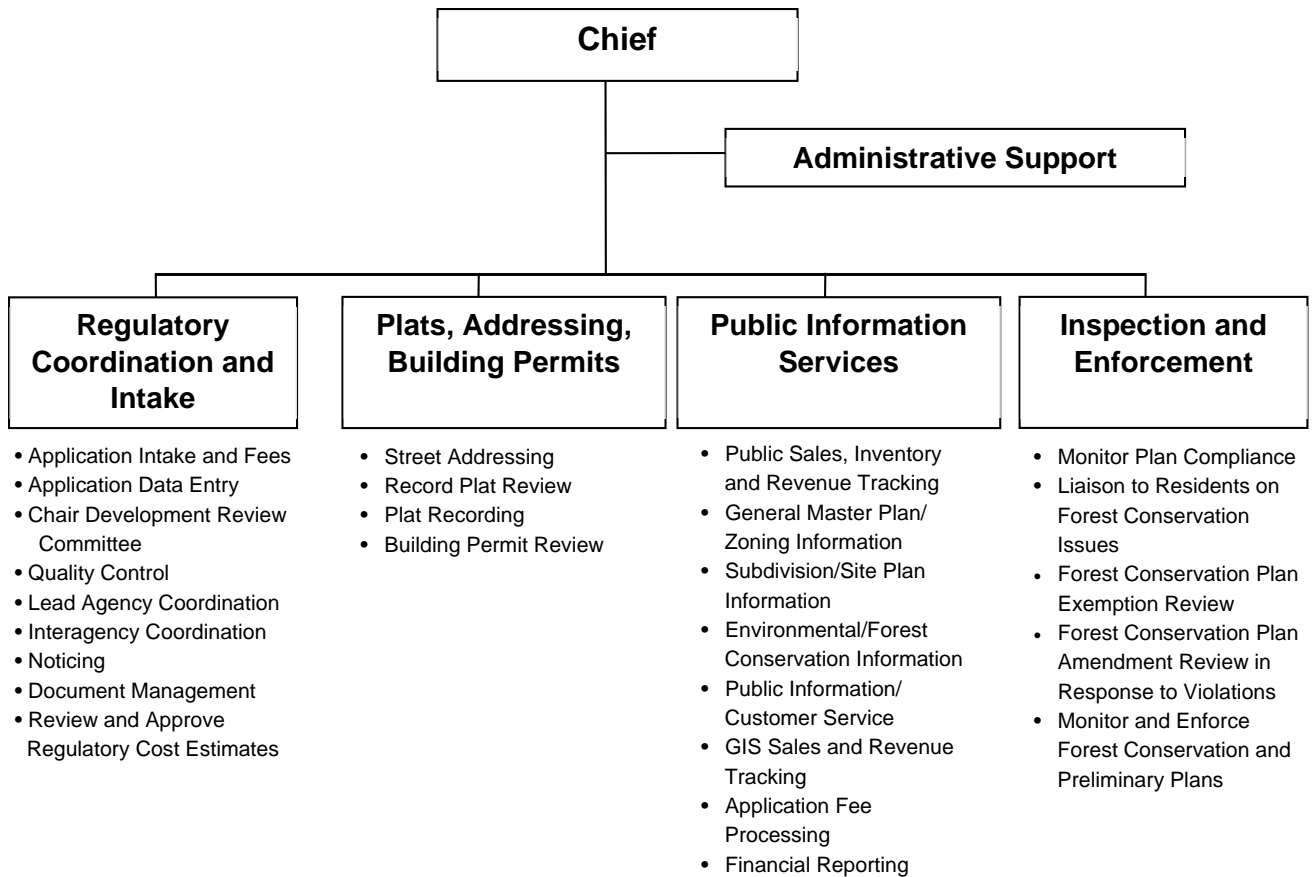
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Transfers one (1) full-time position, one (1) workyear and the commensurate funding from Area 3 to the ITI Division.
 - Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY19 regulatory work load.



ORGANIZATIONAL STRUCTURE

DEVELOPMENT APPLICATIONS AND REGULATORY COORDINATION



Montgomery County

Planning Department – Development Applications and Regulatory Coordination

OVERVIEW

The Development Applications and Regulatory Coordination (DARC) Division manages the assignment, tracking and monitoring of all development applications and provides the sole point of entry for applicants and ensures public access to development applications and information on development. DARC chairs the inter-agency Development Review Committee, manages public noticing requirements for development applications, assigns street names and addresses, building permit sign-off, and plat review/recordation. The Division manages the Information Counter and provides the public with access to current and historic development application records, zoning maps, plats, and department publications. DARC performs inspections and enforcement actions to comply with the Forest Conservation Law.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Development application intake
- Review and approve forest conservation plan exemptions
- Chair the Development Review Committee
- Enforce the Forest Conservation Law and Conservation Easements
- Manage the Department’s Information Counter
- Review records plats
- Review building permits
- Approve road profiles
- Review cost estimates for both site and forest conservation plans
- Approve street names and addresses
- Ensure implementation of forest conservation planting requirements
- Review amendments to preliminary plans submitted in response to violations
- Archive and recordkeeper of all plans

GOALS AND PERFORMANCE MEASURES

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

Accomplishments for FY17 (From July 2016 through June 2017)

- Tracked processing times and review clocks for regulatory plans.
- Wrote and processed major changes to the subdivision regulations.
- Continually looked-for ways to reduce record plat reviews in addition to those already implemented using ePlans.
- Continued to electronically archive all types of development applications (Project, Sketch, Preliminary, Site, Forest Conservation, and Project Plans) so that all plans from 2000 to the present are available on the website through the Development Applications Information Center (DAIC).
- Continuing to scan and archive boxes of paper files to the permanent archives in Saddlebrook. Now there are more than 850 boxes containing approximately 7400 separate cases or master plans in permanent archives.



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

- Initiated revisions for the forest conservation law and the Trees Technical Manual.

BUDGET AT A GLANCE

Summary of Division Budget

	FY18	FY19	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$972,157	\$996,114	2.5%
Staffing			
Funded Career Positions	20.00	20.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	11.34	11.23	-1.0%

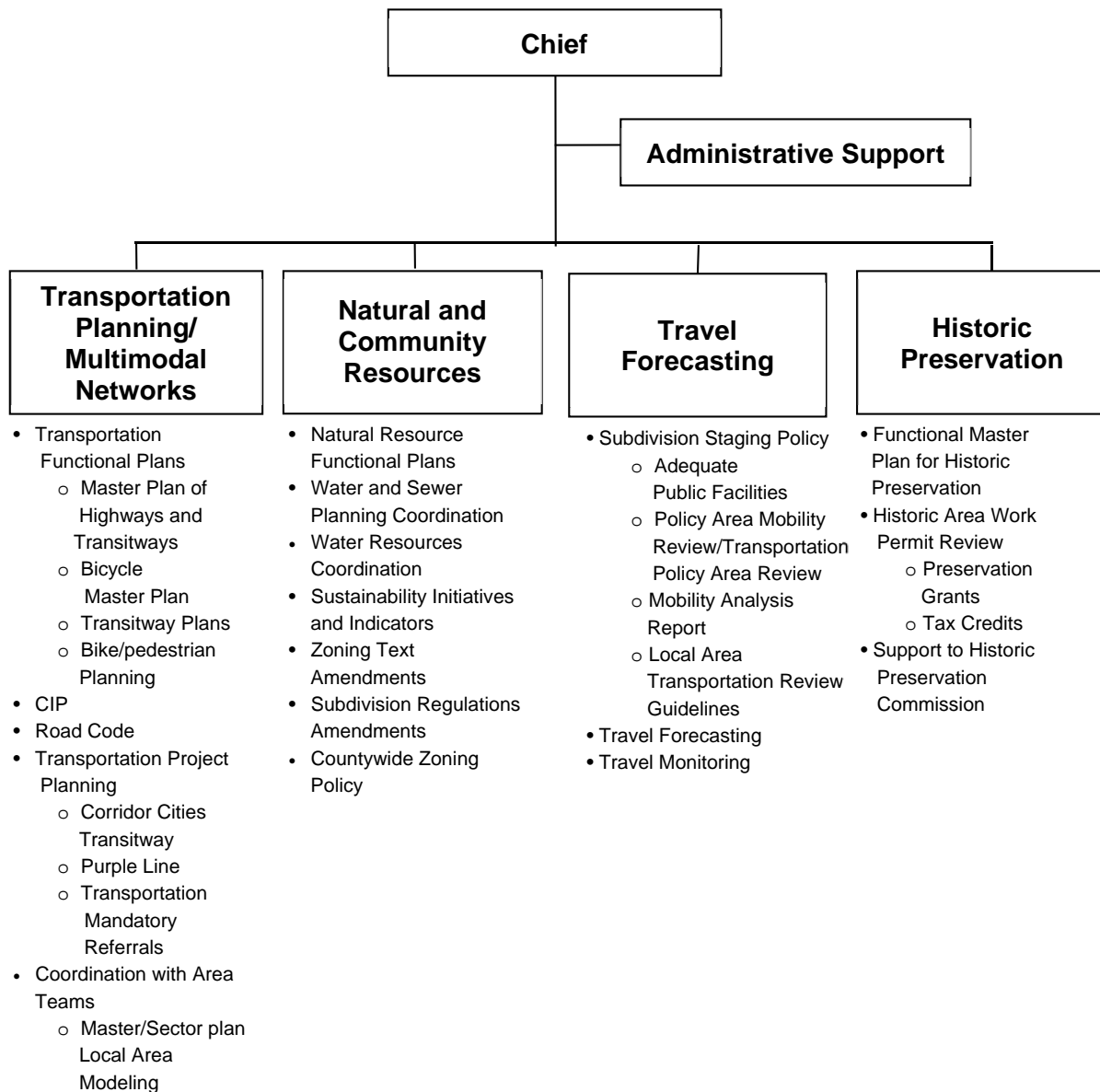
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY19 regulatory work load.



ORGANIZATIONAL STRUCTURE

FUNCTIONAL PLANNING AND POLICY



Montgomery County Planning Department – Functional Planning and Policy

OVERVIEW

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

MISSION

FPP staff prepares, reviews, and implements county-wide functional plans and policies for the elements of the General Plan as defined in the state Land Use Article: Transportation, Historic Preservation, Environmental Resources, and Zoning. FPP staff is also responsible for the preparation of the Subdivision Staging Policy as required by law and for maintaining and applying the regional transportation model and local area models. Historic Preservation Staff serves the Planning Board and Historic Preservation Commission, executes the county's historic preservation program, performs identification, research and designation functions, regulatory review, tax credit and grant administration, and outreach and education activities. Zoning staff coordinates the review of all zoning related regulatory cases, zoning text amendments.

PROGRAMS AND SERVICES PROVIDED

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

- Functional Plans associated with county-wide systems or resources
- Provide transportation modeling for Master and Sector Plans
- Identify research and designate Historic Resources. Prepare amendments to the Master Plan for Historic Preservation
- Provide outreach and education materials on historic resources and programs
- Represent the Department on committees addressing changes to the Road Code and standards
- Prepare staff recommendations on Zoning and Subdivision Regulation Text Amendments
- Lead the Department review of the Capital Improvement Program (CIP) and Consolidated Transportation Program (CTP)
- Policy Guidance on issues affecting more than one area
- Serving on interagency or inter-governmental groups
- Provide regulatory review of and tax credit information for construction involving historic properties
- Prepare functional plans for transportation and environmental systems
- Provide transportation modeling for the Subdivision Staging Policy and Master Plans
- Provide updates of Sustainability Indicators and the Climate Protection Plan
- Review Historic Area Work Permits
- Maintain and monitor the Transferable Development Rights (TDR) program and coordinate periodic status reports



Montgomery County

Planning Department – Functional Planning and Policy

Accomplishments for FY17 (From July 2016 through June 2017)

- Prepared information and assisted with the Annual Land Use Report for Montgomery County to the Maryland State Department of Planning.
- Submitted information to Department of Environmental Protection (DEP) on M-NCPPC activities for the County's Annual Sustainability Report.
- Coordinated Planning Department review and comment on the update of the County's Ten-Year Comprehensive Water Supply and Sewerage Systems Plan.
- Participated on the Interstate Commission on The Potomac River Basin's (ICPRB's) Advisory Committee for developing a Comprehensive Plan for the Potomac River Basin.
- Coordinated work through the Potomac Reservoirs Technical Advisory Committee to make recommendations to the Potomac Reservoirs Policy Board on addressing road salt-related issues and Total Maximum Daily Loads (TMDL) gap-closing measures in the Patuxent Reservoirs Watershed
- Coordinated with Maryland Department of Environment (MDE) to review and comment on the Montgomery County land use data developed by MDE for the Phase 6.0 update of the Chesapeake Bay Watershed Model.
- Provided technical input and review to complete the WSSC Patuxent Reservoirs TMDLs Implementation Gap Analysis Study.
- Evaluated historic resources for designation as part of the M-NCPPC Park Buildings amendment to the Master Plan for Historic Preservation.
- Continued outreach and publication of *Montgomery Modern, a study of mid-century modern architecture in Montgomery County, Maryland*.
- Completed numerous Zoning Text Amendment to the new Zoning Code in addition to several subdivision regulation amendments.
- Participated in county-wide standing committees related to our work program (Pedestrian and Bicycle Safety, Rapid Transit System, Purple Line Coalition, Road Code Committee, etc.)
- Received approval from the Planning Board on the Framework Report for the Bicycle Master Plan.
- Successfully launched online feedback maps to solicit public input on preliminary recommendations for the Bicycle Master Plan and to crowdsource public feedback on existing neighborhood bikeway connections.
- Won two planning awards for the bicycle stress map: American Planning Association & National Capital Area Chapter of the American Planning Association.
- Participated in the successful development of State legislation to promote the confirmation of Bicycle-Pedestrian Priority Areas by the Maryland State Highway Administration.
- Conducted a review of the County Executive's proposed FY18 budget for the County Capital Improvements Program (CIP).
- Conducted a review of Montgomery County Department of Transportation (MCDOT's) Mid-County Highway project, including a Planning Board briefing.
- Continued work on the update to the Master Plan of Highways and Transitways to reflect amended plans.
- Continued to participate in project planning for bus rapid transit along US29, MD355 and Veirs Mill Road.
- Participated in Purple Line Final Design review.
- Completed and transmitted the Mobility Assessment Report (MAR) to County Council. The MAR introduced additional bicycle and transit metrics and analyses.
- Completed the Planning Board draft of the 2016 Subdivision Staging Policy followed by Council adoption.



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

GOALS AND PERFORMANCE MEASURES

Goal Provide leadership for Transportation, Historic Preservation, Zoning and Environmental Planning that preserves and enhances the county’s environmental resources, economic potential, and social equity.				
Objective				
Prepare and amend Functional Plans as specified in the Council approved work program to comply with County needs, as well as state and federal requirements.				
Program Indicator	Target	FY17 Actual	FY18 Estimated	FY19 Proposed
New or amended functional master plans as specified by the County Council	Varies per Council action	0	2	0
Objective				
Complete required review of Historic Area Work Permits				
Program Indicator	Target	FY17 Actual	FY18 Estimated	FY19 Proposed
Percent of reviews completed within the required review period	100%	100%	100%	100%
Number of reviews completed in FY17: 181				
Objective				
Prepare Staff Reports for proposed Zoning and Subdivision Regulations Text Amendments.				
Program Indicator	Target	FY17 Actual	FY18 Estimated	FY19 Proposed
Percent of Staff reports, and certification of Board action prepared in time for Council action	100%	100%	100%	100%
Number of reports completed and transmitted to the Council in FY17: 21				
Objective				
Prepare Mandatory Referral Staff Reports for Public Transportation Projects.				
Program Indicator	Target	FY17 Actual	FY18 Estimated	FY19 Proposed
Percent of reviews completed within the required review period	100%	100%	100%	100%
Number of reviews completed in FY17: 6				



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY18	FY19	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$3,039,495	\$3,146,394	3.5%
Staffing			
Funded Career Positions	20.00	19.00	-5.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	18.47	18.49	0.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Transfers one (1) full-time position, one (1) workyear and the commensurate funding from FPP to Area 1.
- Includes a new position and funding (\$117,904) to meet the requirements of the new County Legislation – Bill 24-17 Land Use Information – Burial Sites.
- Includes \$20,000 for software required to run a new transportation modeling tool that was acquired in FY17 which requires updating every couple of years.
- Includes a \$75,000 one-time funding request for partnership with UMD for assistance in creating a pedestrian connectivity map.
- Includes one-time funding of \$50,000 for consulting funding for assistance in creating pedestrian connectivity map.
- Includes \$50,000 in one-time funding for Open Space benefits and Values Assessment.
- Includes \$125,000 for Policy Area & Local Area Transportation Test update which is updated every 4 years.
- Includes \$75,000 for one-time partnership with UMD for Bicycle Plan Implantation
- Includes \$75,000 in one-time funding for implementation of Traffic Generation from Mixed - Use Development Projects Study



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, utilities, gasoline, telephones, insurance, workers compensation premiums, and professional services including translation services, continuous improvement efforts, diversity initiative activities, and employee, leadership and executive training.

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

BUDGET AT A GLANCE

Summary of Division Budget

	FY18	FY19	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$2,217,290	\$2,286,099	3.1%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	0.00	0.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increases Personnel funding for interns by \$10,800.
- Increases Other Services and Charges funding by \$45,600 for the continuation of the buildup of the new data center for the planned Wheaton Headquarters move. The new data center will be co-located within the state-of-the-art Montgomery College Takoma Park Campus data center and will be financed over six years through the ISF.
- Reduces Risk Management chargeback by \$38,300.
- Increases chargebacks to CAS by \$87,702 for Chief Information Officer & County-Wide IT Initiatives.



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Office of The Planning Director				
Personnel Services	906,693	1,025,084	1,037,516	1.2%
Supplies and Materials	5,874	10,000	7,500	-25.0%
Other Services and Charges	59,408	100,600	74,100	-26.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(15,000)	-
Total	<u>971,975</u>	<u>1,135,684</u>	<u>1,104,116</u>	<u>-2.8%</u>
Management Services				
Personnel Services	1,958,098	2,111,063	2,181,720	3.3%
Supplies and Materials	45,493	15,250	21,250	39.3%
Other Services and Charges	289,664	218,200	256,718	17.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(37,000)	-
Total	<u>2,293,255</u>	<u>2,344,513</u>	<u>2,422,688</u>	<u>3.3%</u>
Functional Planning & Policy				
Personnel Services	2,184,168	2,492,570	2,462,344	-1.2%
Supplies and Materials	3,201	5,000	4,600	-8.0%
Other Services and Charges	613,119	541,925	649,450	19.8%
Capital Outlay	-	-	30,000	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>2,800,488</u>	<u>3,039,495</u>	<u>3,146,394</u>	<u>3.5%</u>
Area 1				
Personnel Services	1,891,166	1,962,758	2,256,027	14.9%
Supplies and Materials	2,580	6,000	6,000	0.0%
Other Services and Charges	191,206	65,400	140,400	114.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(716,700)	(776,700)	(581,200)	-25.2%
Total	<u>1,368,252</u>	<u>1,257,458</u>	<u>1,821,227</u>	<u>44.8%</u>
Area 2				
Personnel Services	2,207,806	2,671,945	2,486,709	-6.9%
Supplies and Materials	594	1,500	1,500	0.0%
Other Services and Charges	35,614	54,700	165,350	202.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(632,900)	(544,400)	(731,700)	34.4%
Total	<u>1,611,114</u>	<u>2,183,745</u>	<u>1,921,859</u>	<u>-12.0%</u>
Area 3				
Personnel Services	2,281,182	2,503,776	2,510,130	0.3%
Supplies and Materials	279	4,000	2,000	-50.0%
Other Services and Charges	56,442	64,450	38,200	-40.7%
Capital Outlay	240,000	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(716,700)	(776,700)	(782,100)	0.7%
Total	<u>1,861,203</u>	<u>1,795,526</u>	<u>1,768,230</u>	<u>-1.5%</u>



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Dev. Applications & Regulatory Coordination				
Personnel Services	1,777,682	1,972,907	2,041,214	3.5%
Supplies and Materials	1,855	10,150	9,600	-5.4%
Other Services and Charges	13,268	18,000	18,700	3.9%
Capital Outlay	100,000	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(975,200)	(1,028,900)	(1,073,400)	4.3%
Total	917,605	972,157	996,114	2.5%
Information Technology and Innovation				
Personnel Services	1,994,485	2,320,443	2,322,022	0.1%
Supplies and Materials	308,491	247,169	253,169	2.4%
Other Services and Charges	847,949	957,184	1,025,277	7.1%
Capital Outlay	121,272	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,272,197	3,524,796	3,600,468	2.1%
Research and Special Projects				
Personnel Services	871,450	1,046,093	934,490	-10.7%
Supplies and Materials	668	750	750	0.0%
Other Services and Charges	268,478	391,640	296,414	-24.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,140,596	1,438,483	1,231,654	-14.4%
Support Services				
Personnel Services	32,049	53,800	67,100	24.7%
Supplies and Materials	215,096	141,300	142,800	1.1%
Other Services and Charges	1,814,424	1,937,190	1,991,199	2.8%
Capital Outlay	23,856	-	-	-
Other Classifications	-	-	-	-
Chargebacks	85,000	85,000	85,000	0.0%
Total	2,170,425	2,217,290	2,286,099	3.1%
Grants				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	150,000	150,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	150,000	150,000	0.0%
Total Planning Department				
Personnel Services	16,104,779	18,160,439	18,299,272	0.8%
Supplies and Materials	584,131	441,119	449,169	1.8%
Other Services and Charges	4,189,572	4,499,289	4,805,808	6.8%
Capital Outlay	485,128	-	30,000	-
Other Classifications	-	-	-	-
Chargebacks	(2,956,500)	(3,041,700)	(3,135,400)	3.1%
Total	18,407,110	20,059,147	20,448,849	1.9%



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	5.00	5.00	6.00	6.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	6.00	6.00	6.00	6.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	(0.11)
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	5.00	5.00	6.00	6.00	6.00	5.89
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	17.00	17.00	17.00	17.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	17.00	17.00	17.00	17.00	18.00	18.00
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	(0.27)
Less Lapse	-	(1.00)	-	(0.87)	-	(0.88)
Subtotal Management Services	18.00	16.75	18.00	16.88	19.00	17.60
<u>FUNCTIONAL PLANNING AND POLICY</u>						
Full-Time Career	19.00	19.00	19.00	19.00	19.00	19.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	20.00	19.50	20.00	19.50	20.00	19.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(1.03)	-	(1.01)
Subtotal Functional Planning and Policy	20.00	19.50	20.00	18.47	20.00	18.49
<u>AREA 1</u>						
Full-Time Career	16.00	16.00	16.00	16.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(5.55)	-	(5.85)	-	(4.25)
Less Lapse	-	(1.00)	-	(0.80)	-	(0.89)
Subtotal Area 1	16.00	9.45	16.00	9.35	18.00	12.86
<u>AREA 2</u>						
Full-Time Career	21.00	21.00	21.00	21.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	21.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.90)	-	(4.10)	-	(5.35)
Less Lapse	-	(1.00)	-	(1.11)	-	(1.03)
Subtotal Area 2	21.00	15.10	21.00	15.79	20.00	13.62



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>AREA 3</u>						
Full-Time Career	21.00	21.00	20.00	20.00	20.00	20.00
Part-Time Career	1.00	0.70	1.00	0.70	1.00	0.70
Career Total	22.00	21.70	21.00	20.70	21.00	20.70
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(5.55)		(5.85)		(5.72)
Less Lapse		(1.00)		(1.03)		(1.04)
Subtotal Area 3	22.00	15.15	21.00	13.82	21.00	13.94
<u>DEV APPLICATIONS & REGULATORY COORDINATION</u>						
Full-Time Career	20.00	20.00	19.00	19.00	19.00	19.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
Career Total	21.00	20.90	20.00	19.90	20.00	19.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(7.55)		(7.75)		(7.85)
Less Lapse		(1.00)		(0.81)		(0.82)
Subtotal Dev Applicat. & Reg. Coord.	21.00	12.35	20.00	11.34	20.00	11.23
<u>INFORMATION TECHNOLOGY AND INNOVATION</u>						
Full-Time Career	17.00	17.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	17.00	17.00	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(1.00)		(0.96)		(0.94)
Subtotal Information Technology & Innovation	17.00	16.00	18.00	17.04	18.00	17.06
<u>RESEARCH AND SPECIAL PROJECTS</u>						
Full-Time Career	8.00	8.00	8.00	8.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.00	8.00	8.00	8.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Research & Special Projects	8.00	8.00	8.00	8.00	7.00	7.00
<u>TOTAL PLANNING</u>						
Full-Time Career	144.00	144.00	144.00	144.00	145.00	145.00
Unfunded Career	3.00	-	3.00	-	3.00	-
Part-Time Career	3.00	2.10	3.00	2.10	3.00	2.10
Career Total	150.00	146.10	150.00	146.10	151.00	147.10
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(23.55)		(23.55)		(23.55)
Less Lapse		(6.00)		(6.61)		(6.61)
Grand Total Planning Department	151.00	117.30	151.00	116.69	152.00	117.69



THIS PAGE LEFT INTENTIONALLY BLANK



Department of Parks

(Park /PM /Enterprise /CIP)

MONTGOMERY COUNTY DEPARTMENT OF PARKS (Park and Other Funds)

Introduction.....	180
Executive Overview.....	183
Division Budgets	
Director’s Office.....	199
Management Services	202
Information Technology and Innovation	208
Park Development.....	212
Park Planning and Stewardship	216
Public Affairs and Community Partnerships	222
Park Police	227
Horticulture, Forestry and Environmental Education.....	230
Facilities Management.....	237
Northern Parks	242
Southern Parks.....	247
Support Services	252
Property Management.....	253
Non-Departmental, Other and Transfers	255
Divisional Summaries.....	256
Enterprise Operations.....	262
Capital Improvement Program	287
Capital Projects Fund.....	290





ACEING AUTISM
WHEATON INDOOR TENNIS CENTER



SOUTH GERMANTOWN
MOUNTAIN BIKE & BMX PUMP TRACK

OUR VISION

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

OUR MISSION

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



GRAND REOPENING
KEMP MILL PARK



ROCKY RIDGE TRAIL
ROCK CREEK REGIONAL PARK



POP-UP TREE CLIMBING
ELM STREET URBAN PARK





MONTGOMERY PARKS, M-NCPPC

Parks Information Line – 301-495-2595

www.MontgomeryParks.org

OUR MISSION

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

PARK SYSTEM HIGHLIGHTS

Total number of parks:	419
Total owned or managed acres of parkland:	36,891
Total developed acreage:	7,188
Open and environmental preservation acreage:	29,703

TYPES OF PARKS

Local	151	Regional	5	Neighborhood Conservation Areas	41
Neighborhood	95	Recreational	11	Miscellaneous Recreation/	6
Urban	28	Special	24	Non-Recreation Facilities	
Stream Valley	36	Conservation	22		

PARK FACILITIES

Archery: 2	Driving Range (Stand Alone): 1	Picnic Shelters - Non-Permitted: 46
Athletic fields: 296	Golf Courses: 4	Picnic Shelters - Permitted: 88
Cricket Field: 8	Gymnasiums: 1	Large Group Picnic Areas: 2
Overlay football/soccer fields: 41	Historic Sites: 43	Playgrounds: 284
Basketball Courts: 214	Historic Structures: 117	Skate Park: 3
Campgrounds – Full Service: 1	Ice Rinks: 2	Splash Playground: 1
Campgrounds – Primitive: 2	Lakes: 4	Sports Center: 1
Campsites: 102	Boating Facility - Rentals: 2	Sports Pavilion: 1
Carousel: 1	Boating Landing Ramps: 3	Tai Chi Court: 1
Dog Parks: 6	Miniature Golf: 1	Tennis Centers - Indoor: 3 (20 courts)
Equestrian centers: 6	Miniature Trains: 2	Tennis Courts - Outdoor: 302
Event Centers: 4	Nature Centers: 4	Trails - Canoe: 5.4 miles
Exercise Courses: 17	Outdoor Ropes Course: 1	Trails - Natural Surface: 161.9 miles
Formal Botanical Gardens: 2	Park Activity Buildings: 28	Trails - Paved: 76.5 miles
Community Gardens: 12	Volleyball Courts: 25	

PARK BUDGET

Park Fund, Adopted Operating Budget FY2018	\$101.4 million
Capital Improvements Program FY2017-2022	\$39.52 million for acquisition
Capital Improvements Program FY2017-2022	\$144.64 million for development

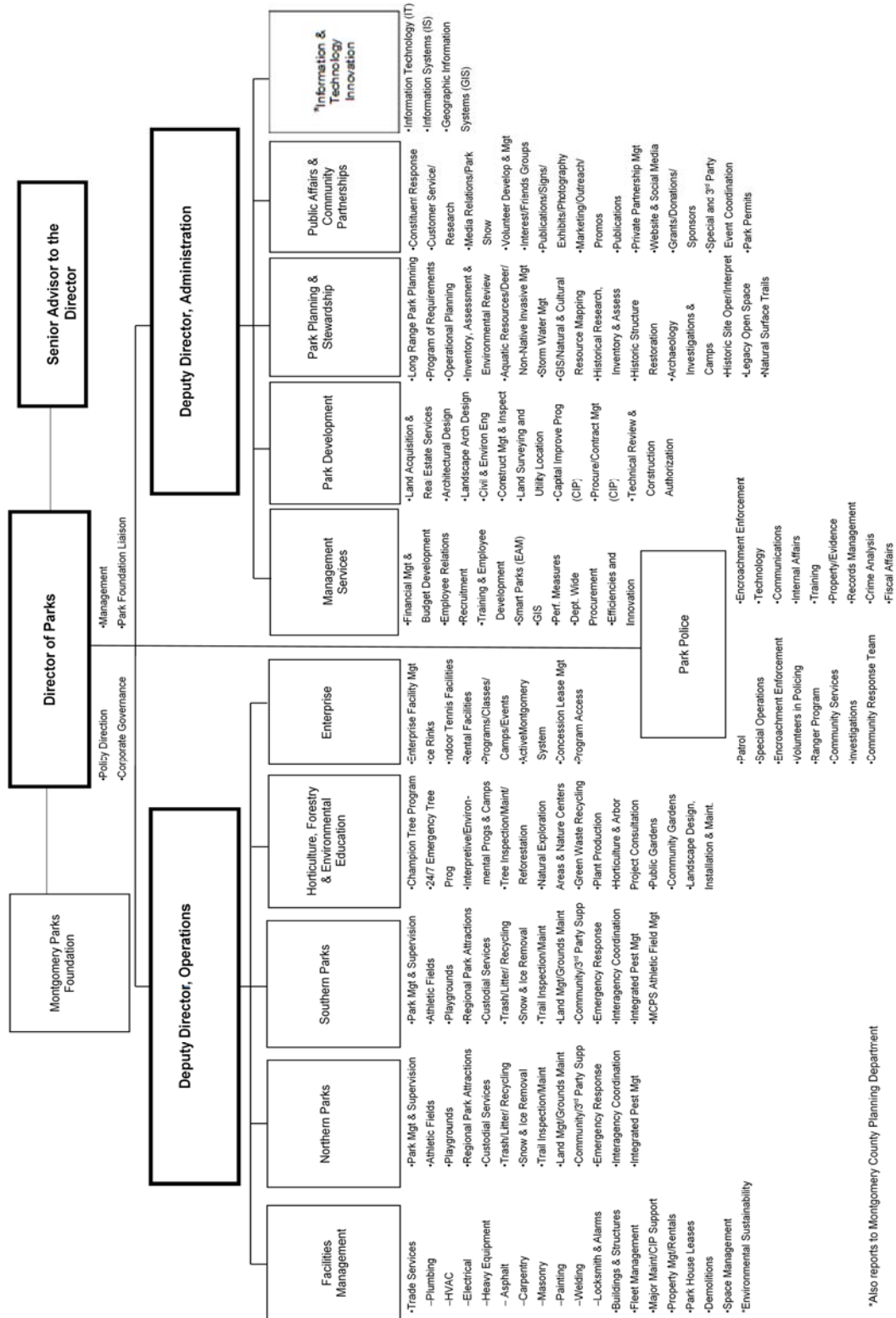
As of 10/2017

Source: EAM, GIS, and the Parks Acquisition Ledger



ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY DEPARTMENT OF PARKS



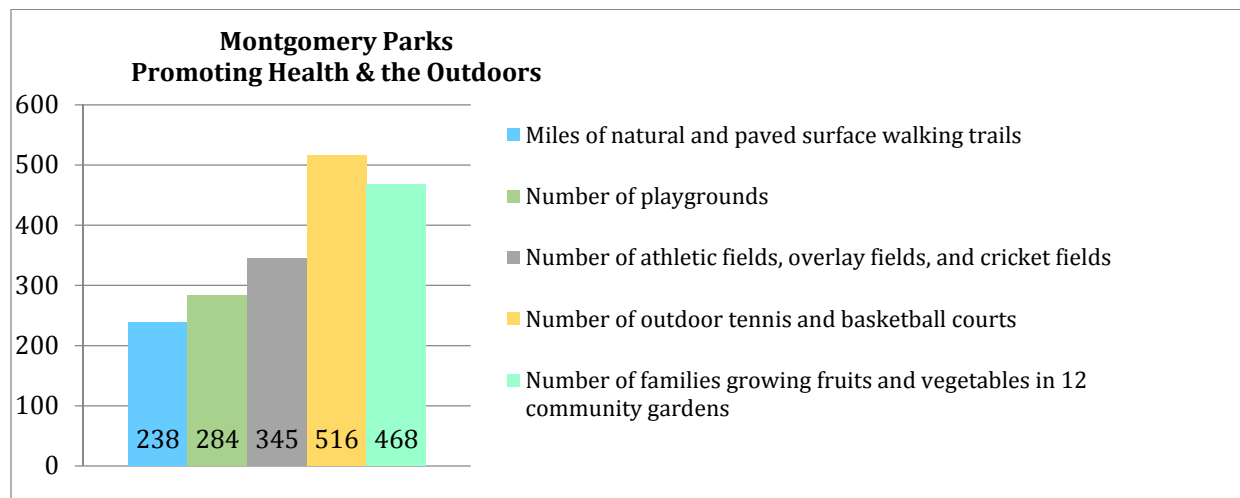
EXECUTIVE OVERVIEW

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 36,800 acres in 419 parks. This is more than 11 percent of the land in the County. The Department of Parks protects the county’s watershed and serves as its “backyard” -- providing safe and green outdoor spaces, fun and educational programs and events, a wide variety of recreational opportunities for all ages and interests, and important community features.

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

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



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



Montgomery County Department of Parks

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

The Department's FY19 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 FY19 budget also 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 delivering urban parks through placemaking, maintaining and improving what we have, and enhancing social equity.

Together, we have created a highly popular, valued, and nationally recognized park system. The entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible, safe, and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves." We will continue to aggressively seek new funding opportunities and improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with stakeholders and within communities. The FY19 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and to maintain the quality of life for which Montgomery County is renowned.

MISSION

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

VALUES

Stewardship	Manage the county park system so it best meets the needs of current and future generations.
Recreation	Offer a range of leisure activities that strengthen the body, sharpen the mind, and renew the spirit.
Excellence	Deliver the highest quality product, service and experience possible.
Integrity	Operate with an objective, honest, and balanced perspective.
Service	Be courteous, helpful and accessible to each other and the public we serve.
Education	Promote opportunities for continuous learning among staff and the public we serve.
Collaboration	Work in cooperation with all stakeholders including residents, communities, public and private organizations, and policy makers, as well as interdepartmentally.



Montgomery County Department of Parks

Diversity	Support and embrace the differences among our employees and the public we serve, and offer suitable programs, activities and services.
Dedication	Commit to getting the job done the right way, no matter what it takes.

ACCOMPLISHMENTS

- Developed a new functional master plan to support the creation of more and better urban parks to serve the most highly populated areas of Montgomery County, the Energized Public Space (EPS) Functional Master Plan (FMP). The EPS FMP establishes a new methodology for quantifying the level of service of parks and open space, and for identifying and prioritizing opportunities to increase the amount of park experiences accessible to residents and employees within a ten-minute walk of their home or workplace
- Continued efforts to meet the mandates of Parks' National Pollutant Discharge Elimination Systems (NPDES) Municipal Separate Storm Sewer Systems (MS4) Phase II Permit. Completed the FY17 report to MDE. Began navigating the conditions of the new Phase II Permit which will include a 20 percent retrofit of existing untreated impervious surface requirement.
- Initiated implementation of the ADA final Transition Plan which has been submitted and accepted by the Department of Justice. The Transition Plan outlined Parks' efforts to bring the system into physical and programmatic compliance with ADA over a minimum period of 20-25 years.
- Educated over 1,000 Parks employees in the field of disability services and management.
- Conducted a Department-wide efficiency assessment, and established program priorities to implement efficiencies throughout the Department. Efficiency initiatives included implementation of digital signatures, communication protocol for changes in policy and technology, fleet management and greening, among others.
- Established a relationship with the Partnership for Action Learning in Sustainability at the University of Maryland, under which students and faculty provided innovative, cost-effective solutions to project needs identified by Department leadership. Approximately 15 projects were supported under this partnership at a cost-savings of 80 percent.
- Renewed the focus on Diversity and Inclusion for the Department to include training on recognizing unconscious bias and best practices for managers on making inclusion a purposeful part of their daily work.



GOALS AND PERFORMANCE MEASURES

Goal To have park facilities and amenities accessible to all individuals				
Objective				
Implement all five phases of the 2011 Settlement Agreement with the U. S. Department of Justice for ADA by 2031.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Percentage of barrier removals accomplished each year as identified in the 2016 final transition plan (based upon projected 15-year plan)	6.5%	6.5%	6.5%	6.5%

Goal: Determine public support for our parks programs				
Objective				
Conduct a public opinion survey process that continually collects data that will be used to make decisions.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of County residents who agree or somewhat agree with the statement: "Montgomery Parks and its programs are a source of pride for the people in Montgomery County."	75%	N/A	75%	75%



Montgomery County Department of Parks

SUMMARY OF DEPARTMENT BUDGET

MONTGOMERY COUNTY DEPARTMENT OF PARKS PROPOSED BUDGET FISCAL YEAR 2019

	FY 18 Adopted	FY 19 Proposed	% Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,732,085	\$ 1,828,951	12.4%
Public Affairs & Community Partnerships	2,876,425	3,329,648	6.6%
Management Services	2,031,693	2,017,413	15.9%
Information Technology & Innovation	2,437,616	3,285,796	3.9%
Park Planning & Stewardship	5,172,451	5,481,457	9.4%
Park Development	3,411,318	3,658,675	5.2%
Park Police	14,928,991	14,195,756	5.4%
Horticulture, Forestry & Environmental Education	10,020,215	10,551,141	9.7%
Facilities Management	12,466,323	12,538,040	5.3%
Northern Parks	10,491,085	10,538,908	2.5%
Southern Parks	13,864,104	14,040,839	5.5%
Support Services	10,503,128	11,233,065	-4.1%
Non-Departmental	5,166,136	8,225,947	3.4%
Grants	400,000	400,000	0.0%
Transfer to CIP	350,000	350,000	0.0%
Transfer to Debt Service Fund	5,511,210	6,521,285	13.7%
Total Expenditures by Department	\$ <u>101,362,780</u>	\$ <u>108,196,921</u>	<u>5.2%</u>
Property Management	1,311,100	1,532,800	-0.6%
Special Revenue Funds	1,846,425	2,497,533	0.2%
Enterprise Funds	10,347,797	13,902,775	3.4%
Total Department of Parks	\$ <u>114,868,102</u>	\$ <u>126,130,029</u>	<u>4.9%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

The Department of Parks total FY19 proposed budget request is \$126,130,029 and includes the Park Fund, Property Management subfund, the Enterprise Fund, and the Parks portion of the Special Revenue Fund. The Department of Parks is one of the few County agencies that generate revenue from users to offset and support some operating costs and projects.

The total Park Fund tax-supported expenditure budget, less reserves, is \$108,196,921 and includes grants, non-departmental, and debt service. This represents an increase of \$6,834,141 or 6.7% over the FY18 adopted budget. This increase is summarized as follows:

Compensation Adjustments (salary, benefits)	734,678
Known Operating Commitments	1,252,384
Program Enhancements	1,152,043
Water Quality Protection Fund	\$526,834
Cable Fund	700,000
Debt Service on General Obligation Bonds	1,010,075
OPEB (PAYGO and Pre-Funding)	<u>1,458,127</u>
Total	\$6,834,141



Montgomery County

Department of Parks

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 FY19, Montgomery Parks is requesting \$343,995 in additional funding for OBI for added resources necessary to implement completed CIP work programs associated with new or expanded park infrastructure. This includes one (1) career position and WY and 2.6 WYs for seasonal staff.

NPDES Mandate

The Department of Parks received its first NPDES Small Separate Storm Sewer System (NPDES MS4) permit from the Maryland Department of the Environment in the spring of 2010. For FY19, the Department is requesting an increase of \$526,834, bringing the total to \$3,611,475 for NPDES activities.

The funding includes \$376,834 in personnel cost for the addition of three full time career positions (3.0 WY) and one term contract position (1.0 WY) to address requirements for the new NPDES MS4 permit that goes into effect in December 2017 and to address deficiencies that remain in the Post Construction Stormwater Management measure, which deals primarily with the retrofit, repair, and maintenance of stormwater facilities on M-NCPPC parkland. In addition, the total includes services funding of \$150,000 associated with requirements of the new NPDES MS4 permit.

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 \$441,761 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms, \$25,766 for increases in telecommunications costs and utilities, as well as \$226,135 for inflationary increases for supplies and materials, non-contracted services and capital outlay. The Department is reducing costs by \$100,000 for removal of one-time funding from FY18 for the purchase of capital outlay. In addition, the debt service for the Capital Equipment Internal Service Fund (ISF) increases by \$506,246 based on proposed spending for Information Technology needed for the data center build for the new Wheaton Headquarters and for vehicle and equipment purchases. Costs for CAS charges and chargebacks and for chargebacks to other funds (e.g. Special Revenue and Enterprise) are decreasing by \$191,519.

New Initiatives Addressing Deficiencies and Emerging Trends

The FY19 Proposed Budget includes \$1,152,043 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: 3 full-time career positions and WYs offset by a reduction of 2.0 seasonal WYs to provide activities and programs that will increase daily use of urban parks; 1 full-time career position and WY for a sustainability program analyst to track and report on sustainability initiatives and to analyze and track data associated with utilities, recycling, and waste management; supplies and services funding needed to address infrastructure needs; 2 full-time career staff and 2.0 WYs for help desk analysts to replace positions that are currently funded through contractual services; 2 full-time career staff and WYs and Supplies & Materials and Other Services & Charges funding for a playground repair crew to improve safety and timeliness of repair of our aging playground infrastructure; 1 full-time career position to sustain and expand the deer management program; Supplies & Materials and Other Services & Charges funding to



Montgomery County Department of Parks

implement a pilot program using sensors and GPS technology to create efficiencies in trash and recycling pick-up; and Supplies & Materials and Other Services & Charges funding to provide targeted marketing and outreach for our patrons.

Salary Lapse

The Department is maintaining the same lapse rate at 7.5% in FY19 although this exceeds our normal attrition rate of 4-6% and requires us to hold positions vacant.



Montgomery County Department of Parks

MAINTENANCE STANDARDS

The following chart illustrates the effect of the reduced funding on 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	FY16 Actual	FY17 Actual	FY18 Estimated	FY19 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	8 X per year	2 X per year	4 X per year	4X per year	4 X per year
	Local Parks	3 X per year	1 X per year	1 X per year	2 X per year	2 X per year
Over-seeding Using mechanical means, over-seed athletic fields.	Regional / Recreational Parks	2 X per year	1 X per year	2 X per year	2 X per year	2 X per year
	Local Parks	1 X per year	1 X per year	1 X per year	1 X per year	1 X 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	Regional / Recreational Parks	Daily	Weekly	Weekly	Weekly	Weekly
	Local Parks	Weekly	2 X per month	2 X per month	2 X per month	2 X per month



Montgomery County Department of Parks

MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY16 Actual	FY17 Actual	FY18 Estimated	FY19 Proposed
MOWING						
Turf grass within the park system shall be mowed, trimmed, seeded, and/or replaced based upon the necessary level of maintenance for the turf type, park, and season of the year. All turf areas within the park system shall be aesthetically pleasing and appropriate for each park setting.						
Turf Maintenance: 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	28 cuts per season	30 cuts per season	1 per seven to ten days	1 per seven to ten days
	Regional / Recreational Parks Managed Turf	34 cuts per season	34 cuts per season	34 cuts per season	1 per seven to ten days	1 per seven to ten days
	Regional / Recreational Parks Athletic Fields	68 cuts per season	62 cuts Per season	63 cuts Per season	2 per seven to ten days	2 per seven to ten days
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	12 X per year	10 X per year	11 X per year	12 X per year	12 X per year
Playground Surfacing Playgrounds with Wood Carpet Fiber Surfacing will be hand tilled to keep playground weed free without the use of pesticides	All Park Categories	12 X per year	N/A	1 X per month	2 X per month	2 X per month



Montgomery County Department of Parks

MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY16 Actual	FY17 Actual	FY18 Estimated	FY19 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, IPM, and tree planting.	Urban Parks and Park Office Buildings	8 X per year	4 X per year	4 X per year	6 X per year	4 X per year
	Local Parks	2 X per year	2 X per year	1 X per year	1 X per year	1 X per year
	Regional / Recreational Parks	3 X per year	2 X per year	2 X per year	2 X per year	2 X 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.						
Trail 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	Weekly	2 X per year	2 X per year	Quarterly
	Natural Surface	Monthly	Monthly	2 X per year	2 X per year	Quarterly
PARK ROADS and PARKING LOTS						
Park Roads and Parking Lots Inspections						
Inspect for damage, erosion, drain systems, signage and striping.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly
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



**Montgomery County
Department of Parks**

MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY16 Actual	FY17 Actual	FY18 Estimated	FY19 Proposed
STORMWATER MANAGEMENT All storm water management assets shall be inspected, maintained, and free of trash and debris in order to comply with U.S. Environmental Protection Agency (NPDES) regulations and Montgomery County Department of Environmental Protection (DEP) guidelines.						
All Stormwater Facilities Keep all stormwater management assets free of trash and debris.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly
All Stormwater Facilities Check for erosion, sediment accumulation, clogging, seeps, animal burrows.	All Park Categories	Seasonally and after storm events	Seasonally and after storm events	Seasonally and after storm events	Seasonally and after storm events	Seasonally and after storm events
Bioretention Site/Rain Garden Inspections and Maintenance Remove weeds and other undesirable vegetation. Remove debris and trash.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly
Sand Filter Inspections and Maintenance Inspect for standing water, clogging of surface aggregate. Remove grass, algae, leaves, and sediment.	All Park Categories	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
Infiltration Practices-Gravel or Sod Surface Inspect for clogging of surface aggregate. Remove weeds, and other undesirable vegetation. Mow sod surface to no lower than 4 inches. Remove trash.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly
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	2X per year	2X per year



Montgomery County Department of Parks

MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY16 Actual	FY17 Actual	FY18 Estimated	FY19 Proposed
TREES To provide healthy, sustainable trees in our parks.						
Tree Inspections: Inspect all developed parks with amenities for tree hazards.	353 Parks with Amenities	100% of parks with amenities	68% of parks	68% of parks	68% of parks	70% of parks
Service Requests for Tree Crew: Complete all service requests.	All Park Areas	100% of requests	59% of requests	54% of requests	59% of requests	59% 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
TRASH AND RECYCLING REMOVAL The removal of trash and recycling within the park system shall support the need to keep all parks clean and trash free. The level of trash and recycling removal maintenance shall support the level of public use and accessibility assigned to each park type.						
Trash Removal: Empty all trash and recycling cans within park into trash or recycling packer and pick up ground litter within 10 feet of cans and as otherwise seen.	In Season					
	Regional / Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	4 X per week	3 X per week	2 X per week	2 X per week	2 X per week
	Parkways	Daily	3 X per week	Daily	Daily	Daily
	Off Season					
	Regional / Recreational Parks	3 X per week	2 X per week	2 X per week	2 X per week	2 X per week
	Local Parks	2 X per week	1 X per week	1 X per week	1 X per week	1 X per week
Parkways	2 X per week	1 X per week	1 X per week	1 X per week	1 X per week	



**Montgomery County
Department of Parks**

MAINTENANCE STANDARDS – MONTGOMERY PARKS (Cont'd)

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY16 Actual	FY17 Actual	FY18 Estimated	FY19 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%	91.5%	93.6%	95%	95%
Vehicle Preventive Maintenance Performed annually or at 5,000 miles.		75% Done on time	52%	52.9%	54%	54%
Service Requests: Completed projects costing under \$3,000 Avg. annual service work orders generated = 3,200.		85% of requests	80% of requests	80% of requests	80% of requests	80% of requests
TRADES/CONSTRUCTION To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.						
Major Maintenance: Completed projects costing \$3,000 or more Average annual major maintenance work orders generated = 215.		90% of projects	90% of projects	72% of projects	80% of projects	80% of projects
Service Requests: Completed projects costing under \$3,000 Avg. annual service work orders generated = 3,200.		85% of requests	90% of requests	79% of requests	90% of requests	90% of requests
Preventive Maintenance: Periodic service of assets intended to increase service life and decrease emergency repairs Average number of requests generated annually = 7,400.		100% of requests	72% of requests	83% of requests	80% of requests	80% of requests



**Montgomery County
Department of Parks**

DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY19 is \$3,779,206. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY18 Adopted	FY19 Proposed
<u>Park Fund</u>				
Director of Parks	Director's Office	Various depositions and legal services	1,000	1,000
Facilities Management	Trades Units	Emergency design and architectural/engineering services	4,700	4,700
Facilities Management	Trades Units	Energy/Recycling management contract	79,190	39,190 (partial reduction of contract based on adding career position)
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contract	287,087	294,015
Horticulture, Forestry and Environmental Education	Arboriculture	Emergency tree removal	6,000	6,000
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contract - Emerald Ash Borer impact	400,000	400,000
Horticulture, Forestry and Environmental Education	Nature Centers	Licensing agreements	450	450
Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	78,400	79,000
Information Technology & Innovation	Technology	Telephone Support/Maintenance contracts	130,333	130,853
Information Technology & Innovation	Technology	WAN/LAN and CISCO Smartnet Emergencies	150,000	150,000
Information Technology & Innovation	Technology	On-Site Desktop Support	216,000	33,388 (contracted support being replaced by career staff)
Information Technology & Innovation	Technology	Help Desk Support	163,000	163,000
Information Technology & Innovation	Technology	SAN Server Maintenance	64,000	64,000



Montgomery County Department of Parks

Information Technology & Innovation	Technology	Telecommunications support/contract review/pricing analysis	9,312	9,312
Management Services	Smart Parks	Enterprise Asset Management Maintenance and Webhosting	156,275	156,089
Northern Parks	Little Bennett	Bermuda Turf Field Maintenance	88,800	71,900
Northern Parks	Stormwater Management	Stormwater management	71,131	73,733
Northern Parks/Southern Parks	Various	Artificial Turf testing	7,000	7,000
Park Planning & Stewardship	Cultural Resources	Architectural services for historic properties	34,000	34,000
Park Planning & Stewardship	Cultural Resources	Interpretive program	60,000	60,000
Park Planning & Stewardship	Natural Resources Stewardship	Deer population control	89,990	89,990
Park Planning & Stewardship	Natural Resources Stewardship	Professional trapping service	30,000	30,000
Park Planning & Stewardship	Resource Analysis	Ground water/methane monitoring	35,000	40,950
Park Planning & Stewardship/Northern Parks	Natural Resources Stewardship/Various	Non-native plant control	180,460	168,042
Park Police	Admin	Maintenance Agreements	111,100	115,460
Park Police	Special Operations, Patrol, Administration	LOEBR/Hearing Boards	15,000	15,000
Public Affairs & Community Partnerships	Public Information and Marketing	Graphic design and web maintenance services	90,000	120,000
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	4,000	29,000 (increased cost from replacement of outdated system)
Public Affairs & Community Partnerships	Volunteer Services	Data base for volunteer services	22,500	22,500
Southern Parks	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	3,400	3,400
Support Services	Support Services	Consolidated registration support	116,856	106,856



**Montgomery County
Department of Parks**

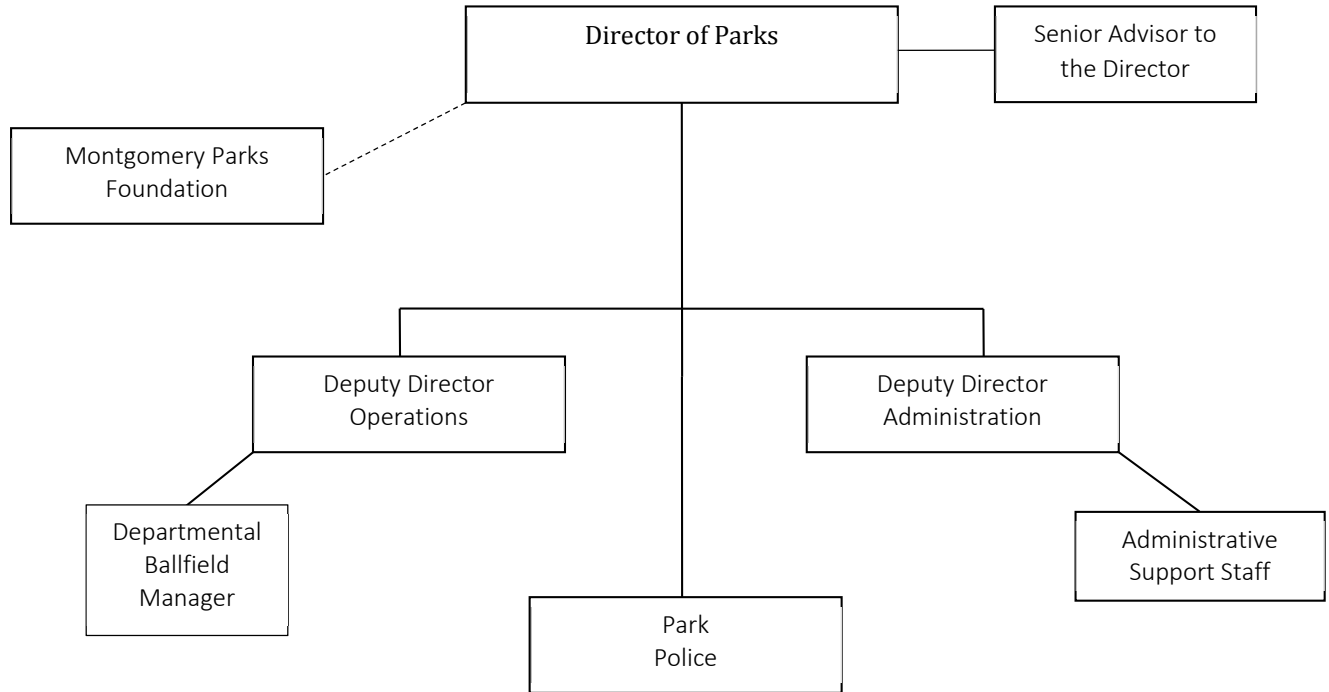
Support Services	Support Services	Sign Language Interpretation	10,000	10,000
Support Services	Support Services	Specialized professional services and training	83,900	112,900
Support Services	Support Services	Pesticide legislation - ballfield maintenance contract	19,400	19,400
Support Services	Support Services	Rental fees - portable toilets	213,540	230,778
		<u>Total - Park Fund</u>	<u>\$3,041,824</u>	<u>\$2,901,906</u>
<u>Property Management subfund</u>				
Facilities Management	Property Management	Legal Services	5,000	5,000
		<u>Total - Property Management subfund</u>	<u>\$5,000</u>	<u>\$5,000</u>
<u>Special Revenue Fund</u>				
Southern Region	Athletic Fields*	MCPS Ballfield maintenance for designated Elementary and Middle Schools	848,300	872,300
		<u>Special Revenue Fund</u>	<u>\$848,300</u>	<u>\$872,300</u>
		<u>Total Contract Services - All Funds</u>	<u>\$3,895,124</u>	<u>\$3,779,206</u>

* This amount represents only the vendor cost. The total cost is \$890,700 (FY18) and \$916,700 (FY19).



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 36,800 acres and facilities within the Montgomery County Park system.

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Park Foundation Oversight and Support
- Grants Management
- Departmental Ballfield Maintenance Supervision

ACCOMPLISHMENTS

- Continued to represent the Department on the Commission-wide Information Technology Council charged with overseeing IT governance for enterprise information technology systems and initiatives.
- The Foundation helped open Western Grove Urban Park by working through Friends of Western Grove in achieving the goal of raising \$140,000 in private donations.
- With the assistance of the Foundation, obtained \$175,000 in State funding through bond bills in the 2017 legislative session that will be used to renovate Good Hope Local Park and to improve Stewartown Local Park.
- The Foundation secured \$31,650 as the selected local non-profit partner of Whole Foods Market Community Day.
- The Foundation signed a sponsorship agreement for Dero Fixit and Air Kit Bike Pump along the Capital Crescent Trail (\$10,000 for first five years).
- Established the Marye Wells-Harley Dream Camp Scholarship Fund to be managed by the Foundation to provide scholarships to attend the Montgomery Parks' summer camp of their choice.
- The Foundation received the first half of a \$20,000 pledge from the FirstEnergy Foundation in support of the Living Classroom project at Black Hill Regional Park.
- The Foundation approved \$13,650 to support the construction of two new trails and the rerouting of a third trail through the Department's partnership with the Student Conservation Association.



**Montgomery County
Department of Parks – Director of Parks**

BUDGET AT A GLANCE

Summary of Division Budget

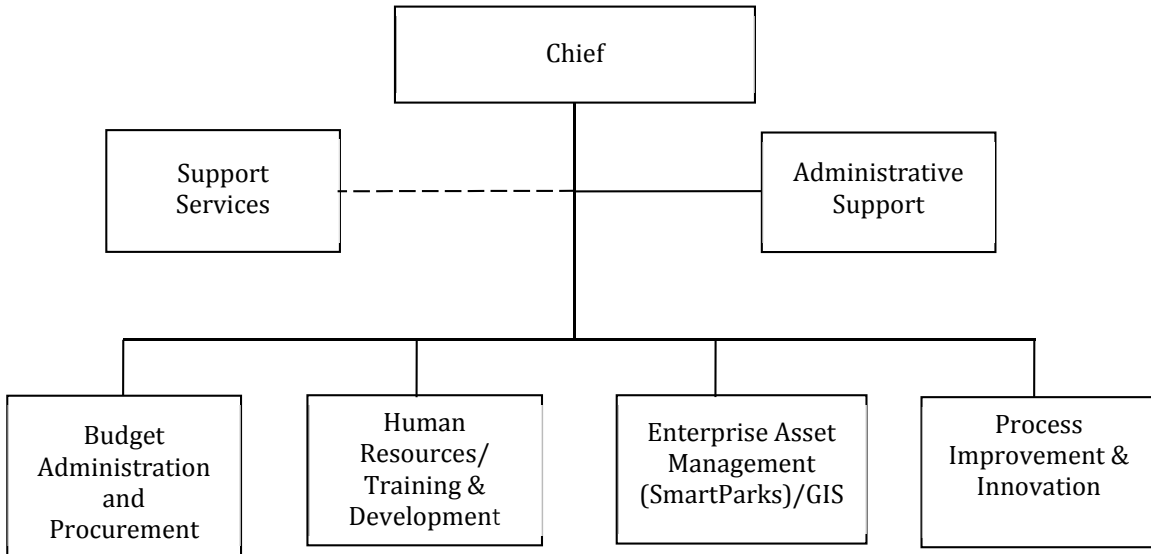
	FY18 <u>Adopted</u>	FY19 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,732,085	\$1,828,951	5.6%
Staffing			
Funded Career Positions	8.00	8.00	0.0%
Funded Term Positions	4.00	5.00	25.0%
Funded Workyears	12.80	13.80	7.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes one (1) term contract position and one (1) WY moved from Facilities Management Division for administrative support.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Management Services

OVERVIEW

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

Budget Administration and Procurement uses a coordinated financial management system that handles more than \$100 million in annual operating funds; prepares the Department’s annual budget; assists the Department with the Council review and approval process and monitors budget and financial performance during the fiscal year; determines operating budget impacts of capital improvements and new programs; develops and monitors the Support Services program; provides management analysis of programs; and guides department-wide procurement activity.

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

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

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

MISSION

To provide comprehensive support and oversight for financial management, procurement, personnel services, organizational development, and technology applications for the Department.

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Cost Recovery & Performance Measures
- Budget Preparation
- Financial Management
- Employee Services
- Recruitment
- Organizational Development
- Policy Guidance



Montgomery County

Department of Parks – Management Services

- Department-Wide Procurements
- Position Control and Tracking
- Geographic Information System (GIS)
- Enterprise Asset Management
- Innovation Program
- Operational Efficiencies and Cost Savings

ACCOMPLISHMENTS

- Inventoried most of the park assets and made them GIS enabled. Additionally, a process was created to ensure park assets and attributes are updated consistently. This will give the Department a comprehensive look at our park system for more effective reports, analysis, and planning.
- Full implementation of the EAM Transit application that will enhance our current mobile functionality to include checklist and GIS capabilities of work orders. This creates a better user experience for field work and improves data entry and accuracy.
- The Data Dictionary was created to be the centralized repository of information about the Parks Department's 40+ GIS layers. The Data Dictionary, or metadata, describes the content, quality, origin, date of last update, attribute information, and other characteristics of the Department's GIS data. This will give more transparency and knowledge of the data to our GIS users to help them with their work program.
- Collaborated with several division chiefs and their senior staff to refine performance measures so they are more results-based and better inform management, allowing them to improve the delivery of services.
- Began providing dual language immersion training for maintenance staff to improve communication among colleagues enabling them to work more effectively to implement field work.
- Provided behavioral based interview training to at least 100 potential interviewers in the department. This program ties in with the overall department focus on improving the recruitment and section process.



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

GOALS AND PERFORMANCE MEASURES

Goal An engaged and informed employee team is prepared to enhance performance and create a culture of upward mobility				
Objective				
Increase staff competencies to more efficiently perform work program, understand and follow Commission procedures and policies and provide opportunities for upward mobility.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of hiring managers receiving Recruitment Manual and attending comprehensive interview training	80%	80%	90%	Break one indicator into two separate indicators*
% of newly hired employees going through comprehensive orientation within first 90 days	90%	N/A	25%	75%**
% of designated major work facilities engaged through “HR IN THE PARKS” annually	90%	75%	90%	90%***
<p>*The control group for this indicator is a fluid number. Newly hired/promoted managers will receive recruitment manual in FY18. Mandatory behavioral interview training will continue in FY18. Rosters of hiring managers and interview panelists to be updated.</p> <p>** Program will begin in January 2018. New employees hired between January 1 and June 30, 2018 to participate in new departmental onboarding process.</p> <p>***Career development training will be offered to frontline employees in Northern, HFEE, and FM in FY18. FMLA training will continue throughout the period.</p>				

Goal All assets that require preventive maintenance (PM) have a plan defined in SmartParks				
Objective				
Create PM schedules for each asset that requires preventive maintenance to increase the longevity of the asset and decrease cost and increase efficiency. *				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of assets that require preventive maintenance have a PM schedule	>90% of assets have a PM plan	70%	65%**	80%
<p>*Not all assets in the system will have a separate PM schedule, e.g., rooms, but will be part (sub-assets) of larger assets. The percentage will continue to increase annually as we work with operations to incorporate maintenance standards and develop additional PM schedules (Number of Assets with a PM/Number of assets).</p> <p>**The anticipated dip in FY18 is due to an increase in the number of assets as a result of the park inventory project. There will be a time lag before PM schedules can be created for these additional assets.</p>				



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

Goal All managers/staff who need access to SmartParks have access and login regularly *				
Objective				
Create accounts for all staff and capture new/removed staff for account updates.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of staff who have SmartParks accounts within two weeks of their start date. *	100%	100%	N/A	N/A
% of supervisors who access SmartParks at least monthly. *	100%	65%	N/A	N/A
*This goal is no longer relevant and is being retired as of FY17. We have achieved our target of 100% for the first indicator. The second indicator is no longer an effective measure of success as it does not indicate the usability of the data in the system.				

Goal There is a Key Performance Indicator (KPI) in SmartParks for each performance indicator				
Objective				
Increase the effectiveness of managing programs using SmartParks data.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of Program Indicators that relate to KPIs	75%*	N/A	40%	50%
*Not all performance indicators rely on EAM data. For example, Enterprise registrations are made through ActiveMontgomery.				

BUDGET AT A GLANCE

Summary of Division Budget

	FY18 Adopted	FY19 Proposed	% Change
Budget			
Expenditures	\$2,031,693	\$2,017,413	-0.7%
Staffing			
Funded Career Positions	14.00	15.00	7.1%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	13.90	14.90	7.2%



Montgomery County

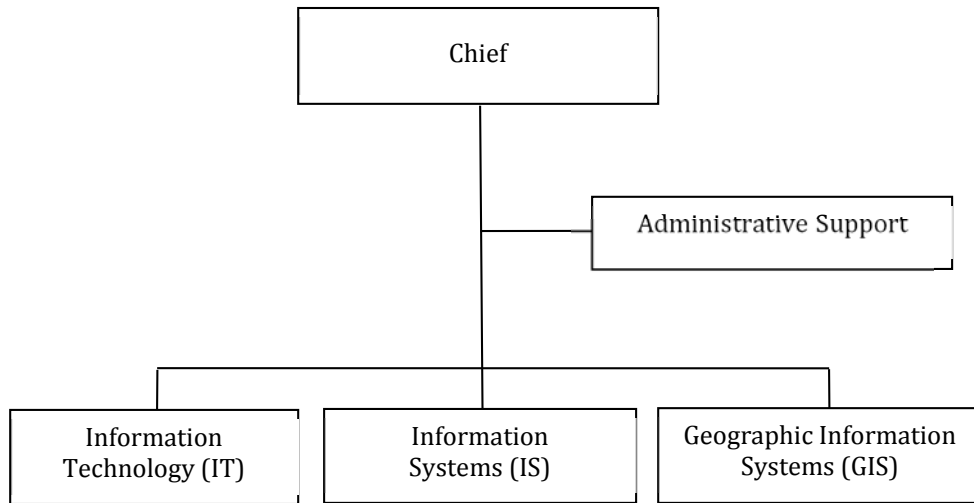
Department of Parks – Management Services

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes one (1) full time career position and one (1) WY transferred from Park Planning & Stewardship Division for a GIS Specialist providing departmental GIS interface support.
- Increases Other Services & Charges by \$3,619 for increased cell phone, training, and other services costs based on increase in divisional staffing.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Information Technology and Innovation

OVERVIEW

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

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

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

Information Systems (IS): The IS unit designs, implements, and maintains the information system architecture and all land-use applications for planning analysis in the Department of Parks and the Planning Department, including Hansen and ProjectDox (ePlans).

Geographic Information Systems (GIS): The GIS unit maintains the County’s land use and geographic databases. The unit’s GIS development efforts are part of a long-term interagency initiative to provide quality GIS data for decision making throughout all levels of County government.

MISSION

The ITI Division provides a solid technology infrastructure as the foundation for essential IT solutions that provide citizens, the business community, and staff with timely and convenient access to information and services required for quality decision making.

Our mission is to provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support employing industry best practices; to provide critical data, analysis, and recommendations for the Departments and the County Council to guide land development decisions in response to socioeconomic and fiscal trends; and to provide the County’s constituents and the land development community access to this data.

PROGRAMS AND SERVICES PROVIDED

- WAN/LAN Support
- Voice Over IP (VOIP) and Cloud-based Email
- GIS Mapping Support
- Desktop Support
- Systems Administration



Montgomery County

Department of Parks – Information Technology and Innovation

ACCOMPLISHMENTS

- Continued to enhance VMware environment to accommodate additional virtualized servers.
- Implemented SharePoint for both Departments, launching MC Pulse as a pilot project for three divisions.
- Implemented CRM for both Departments, launching MC Tracker for correspondence tracking using Microsoft’s Dynamics 365.
- Upgraded SAN infrastructure to the HP 3PAR StoreServ 7400c including data migration.
- Upgraded infrastructure to support Park Police body camera video storage and retention for law enforcement mandate.
- Relocated IT infrastructure for the Facilities Management Division and HFEE headquarters staff from the Shady Grove Facility to the County’s Multi-Agency Service Park (Green Farm).
- Conference room enhancements in both Departments implemented to provide improved multi-media capability for meeting participants.
- Provided new IT training tools for end users including QuickHelp’s “just-in-time training” and Executive Immersion sessions.
- Continued to develop and implement web-based solutions that support Department GIS workflows, interagency access to land use information, and public access to geographic information.

GOALS AND PERFORMANCE MEASURES

Goal	To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support			
Objective				
Maintain uninterrupted network services 24/7.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of network uptime	99.9%	99.9%	99.9%	100%
Objective				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of trouble resolved on first call	97.5%	98.9%	98.9%	99%
Objective				
Maintain uninterrupted access to enterprise email.				



Montgomery County

Department of Parks – Information Technology and Innovation

Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of email uptime	100%	99.9%	99.9%	100%

Goal To provide the departments and constituents with the tools to model land use in the County				
Objective				
To continually refine, update and initiate data collection and analysis while ensuring the delivery and integrity of a publicly accessible information technology infrastructure.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Number of regulatory projects views through our Development Activity Information Center (DAIC)	N/A	317,858	320,000	330,000
Number of users accessing GIS in both departments	N/A	179	182	185

BUDGET AT A GLANCE

Summary of Division Budget

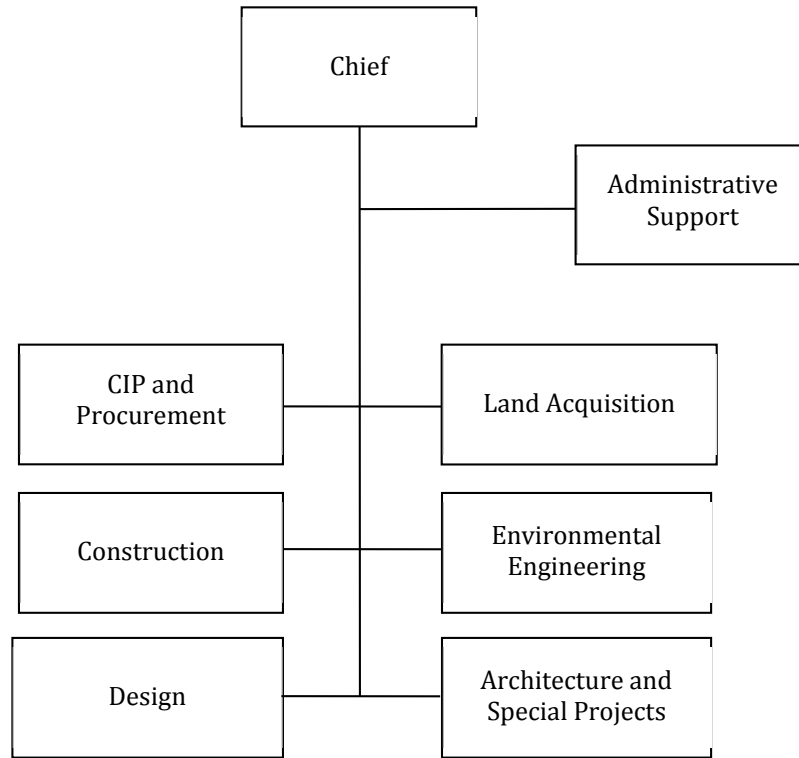
	FY18 Adopted	FY19 Proposed	% Change
Budget			
Expenditures	\$2,437,616	\$3,285,796	34.8%
Staffing			
Funded Career Positions	10.00	12.00	20.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	8.60	10.50	22.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increases salary lapse by 0.1 WY based on historical trend.
- Includes two (2) full-time career and two (2) WY and personnel funding for on-site desktop IT support. This cost will be offset by a reduction in contracted services for on-site desktop IT support resulting in a net zero cost impact.
- Increases Supplies & Materials by \$570,000 and Other Services & Charges by \$130,000 for continuation of the “Wi-Fi in the Parks” initiative to expand free public wireless access to various parks within the County. The costs for this project will be offset by revenue from the Montgomery County Cable Fund.



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: acquiring parkland, preparing the CIP budget and procurement, preparing design and construction documents and managing construction for new park facilities as well as park renovation projects that enhance park visits for the residents and visitors of Montgomery County.

In addition, the Division manages, reviews, and inspects other development projects on parkland that may not necessarily 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: Park Acquisition, Capital Improvement Program and Procurement, Design, Environmental Engineering, Construction, Architecture & Special Projects, and Administration.

MISSION

To acquire land, design, and construct parks and park facilities in an environmentally sustainable way to meet the needs of the citizens of Montgomery County.

PROGRAMS AND SERVICES PROVIDED

- Six Year CIP including design and construction of new and renovated park facilities and amenities
- ADA Compliance
- Water Quality Programs and Environmental Management
- Engineering Design Services
- Landscape Architectural Design Services
- Park Permits for Construction on Park Property
- Architectural Design Services
- Park Encroachment Program
- Parkland Acquisition
- Land Surveying
- Procurement for CIP projects

ACCOMPLISHMENTS

- Acquired 91.1 acres of parkland.
- Completed construction for the renovation for six playgrounds.
- Completed concept plans for Long Branch-Wayne Local Park and Dewey Local Park.
- Park projects won the following design awards:
 - Montgomery County Design Excellence Awards 2017- Winner of Landscapes and Open Spaces Award, Little Bennett Day Use Area.
 - Montgomery County Design Excellence Awards 2017 – Jury Citation for Landscapes and Open Spaces Award, Evans Parkway Neighborhood Park.
 - Montgomery County Design Excellence Awards 2017 – Jury Citation for Building and Sites Award, Woodlawn Museum at Woodlawn Manor Cultural Park.
- Completed construction of Black Hill Boathouse.



Montgomery County

Department of Parks - Park Development

- Completed construction of Laytonia Recreational Park.
- Completed construction of Rock Creek Maintenance Yard, Western Grove Park, and Kemp Mill Urban Park.
- Completed construction of Parklawn North Trail.
- Completed construction of Wheaton-Claridge Local Park.
- Began construction of the cricket field at South Germantown Regional Park.
- Completed 10 ADA improvement projects that include trails, parking lots, sidewalks, amenities, and other upgrades to comply with ADA requirements during the second half of FY17 and an additional 20 accessibility improvements in FY18 including major renovations at Brookside Nature Center and Stratton Local Park.
- Installed signage at additional Park Activity Buildings.
- Completed and distributed an ADA Parking and Accessibility Route Study for regional and recreational parks,
- Assisted in the development of the ADA project work order/tracking project in EAM to document the ADA barrier removal effort.

GOALS AND PERFORMANCE MEASURES

Goal	To establish a comprehensive implementation and financial strategy to renovate/replace aging park infrastructure to adequately maintain the park system; support leisure and recreational services by providing new and/or enhanced park facilities; protect and preserve open space, and valuable historic, cultural, and natural resources			
Objective				
Develop new parks and facilities; renovate or replace existing park facilities; and protect or renovate park-owned natural, environmental, or historical resources by delivering park projects on time and on budget as per the adopted CIP.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of approved CIP expenditure spent within fiscal year	85%	87%	85%	85%
Percentage of actual amount spent versus budgeted amount for capital improvement projects related to parkland acquisitions, construction of new or renovated park facilities and protection of parks natural and historical resources.				



**Montgomery County
Department of Parks - Park Development**

BUDGET AT A GLANCE

Summary of Division Budget

		FY18 <u>Adopted</u>	FY19 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$3,411,318	\$3,658,675	7.3%
Staffing				
	Funded Career Positions	49.00	50.00	2.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	25.80	26.90	4.3%

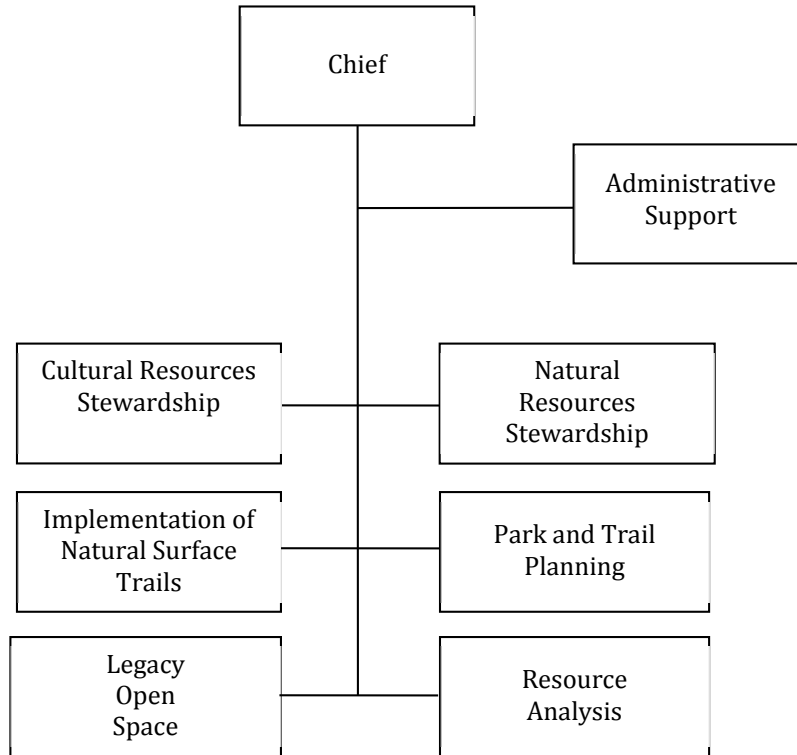
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes one (1) full time position and one (1) WY and personnel funding for an Engineer/GIS Technician needed to meet the new NPDES permit requirements. This cost will be offset by funding received through the Water Quality Protection Fund.
- Increases Other Services & Charges by \$60,867 for consulting services associated with the NPDES permit and for contractual support for scanning and archiving of CIP drawings and project designs in preparation for the planned future move to the new Wheaton Headquarters.



Montgomery County Department of Parks - Park Planning and Stewardship

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Planning and Stewardship

OVERVIEW

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

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

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

Cultural Resources Management coordinates the stewardship and interpretation of 117 historic structures and approximately 600 archaeological sites. Cultural Resources staff conducts research, develops educational programs, interprets historical and archaeological sites, coordinates restoration and/or rehabilitation projects for historic structures and landscapes, and prepares oral histories and a wide variety of reports.

Resource Analysis works to identify, avoid, minimize, or mitigate the negative effects of land-use change on natural resources on parkland. Major program emphases are on the inventory and monitoring of aquatic resources, the environmental review of various development projects affecting parkland, stewardship training for operations staff, development and implementation of pollution prevention programs, interagency watershed restoration and stormwater retrofit projects, and coordination of the Department's natural resources mapping/GIS programs. Resource Analysis staff also manages the Department's two NPDES stormwater programs, the NPDES MS-4 Phase II Permit and the NPDES Industrial Permit.

Legacy Open Space works to protect the best remaining natural, cultural, urban, and agricultural open spaces in Montgomery County within the policy framework of the *Legacy Open Space Functional Master Plan* (M-NCPPC, 2001). Program efforts are accomplished by negotiating protections through the development review process, acquisition of land easements, fee simple acquisition of M-NCPPC parkland with Legacy Open Space CIP funding, and private donations. Legacy staff also assist with a variety of park planning efforts.

Natural Surface Trails designs, permits, constructs, and rehabilitates natural surface trails and related infrastructure including trail-head parking areas, kiosks, and signage. Program efforts are focused on providing "sustainable" trails for a variety of users and mapping of natural surface trails.

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 and Trail Planning
- Urban Parks Initiative
- Wildlife Management
- Habitat Restoration
- Non-native Invasive Plant Management
- Archaeology
- Pollution Prevention and Stormwater Management
- Restoration/Rehabilitation of Historic Sites
- Volunteer Management
- Aquatic Resources Management
- Legacy Open Space
- Stewardship Training
- Interpretation of Cultural Resource Sites
- Mapping and GIS
- Construction/ Rehabilitation of Natural Surface Trails
- Environmental Review and Assessment

ACCOMPLISHMENTS

- Continued pollution prevention efforts at 12 park maintenance yards as per conditions of the Department of Parks' NPDES Permit which is issued by the MD Department of Environment (MDE). This year the Department of Parks was audited by MDE for adherence to permit conditions, and we were found to be in compliance at all 12 facilities.
- Celebrated the World War I Centennial at the Agricultural History Farm Park in April 2017 with the new "Sow the Seeds of Victory" public history program. Event includes World War I reenactors, costumed interpretation of the Women's Land Army Movement, period victory gardens, and family games and activities.
- Worked with consulting architects, engineers, and exhibit designers on the development of 100% of construction documents of the new visitor center and historic museum at Josiah Henson Park.
- Provided White-tailed Deer population management within 41 park units, covering over 19,000 acres of parkland.
- Coordinated 7,800 hours of volunteerism directed towards natural resources management on parkland.
- Constructed the Northwest Branch natural surface trail between Randolph Road and Alderton Road totaling 3.1 miles.
- Expanded the South Germantown Bike Park with a new Rock Garden and completed Phase 1 of the Fairland Mountain Bike Skills Park.
- Assisted with the creation of new tools to implement Legacy Open Space and other park acquisition and development recommendations in several sector plans, including the Park Impact Payment in the Overlay zone for the Bethesda Downtown Plan.
- Successfully acquired (in partnership with the acquisition staff in PDD) several important parcels of new parkland, including the Capital Crescent Civic Green in Bethesda (pending final approval at County Council) and a parcel to create critical access to the future Ten Mile Creek Conservation Park.



Montgomery County

Department of Parks - Park Planning and Stewardship

- Final PROS 2017 transmitted to Maryland Department of Natural Resources, Fall 2017.

GOALS AND PERFORMANCE MEASURES

Goal				
Manage natural areas to maintain important ecosystem functions, including biodiversity, clean air, and clean water; all of which contribute to human health				
Objective				
Conserve heterogeneous habitat types found within Montgomery County to benefit environmental function, biodiversity, and nature/resource-based learning and access.				
Program Indicator	Target	FY17 Actuals	FY18 Estimate	FY19 Proposed
Monitor designated natural resource (e.g. non-native invasive plant abundance, White Tail deer population, rare, threatened or endangered plant and wildlife, etc.) condition within M-NCPPC parks, annually, with the focus being on Best Natural Areas, Biodiversity Areas, and new acquisition, for documenting trends over through time and effectiveness of management actions.	1,000 acres	630	1,206	1,000
Complete Operations and Use Plans that guide natural resources management, e.g. White Tail deer management, reforestation, non-native plant management, and meadow management.	2	0	1	2
Objective				
Conserve wildlife species to achieve public safety, maximize biodiversity of wildlife species, and conserve relative species of State importance in balance with human priorities and land use.				
Program Indicator	Target	FY17 Actuals	FY18 Estimate	FY19 Proposed
% rate of annual increase/decrease of deer vehicle collisions within ¼ mile of M-NCPPC parkland	≤ 0	-1.01%	0%	-1.0%
Maintain approximately 10% of M-NCPPC parkland natural areas in meadow habitat	2,886 acres	2,857	2,857	2,857
Objective				
Promote awareness and advocacy of responsible stewardship and benefits of natural areas by inviting use, educating and inspiring, and strengthening value.				
Program Indicator	Target	FY17 Actuals	FY18 Estimate	FY19 Proposed
Volunteer hours (2080 hrs.= 1 work year) dedicated toward Non-Native Invasive Plant management in stream valley parks	6,500 hrs.	6,737	7,164	7,000
Train citizens (Weed Warriors) to identify and manage Non-Native Invasive Plants on M-NCPPC parkland	80	60	80	80



Montgomery County
Department of Parks - Park Planning and Stewardship

Goal To protect and rehabilitate historical buildings for use, promote archaeology, and provide educational and public programs that reveal the county's unique history				
Objective				
Provide interesting, fact-based educational programming (both history and archaeology) at M-NCPPC's most important historic sites: Agricultural History Farm Park, Josiah Henson Park, Kingsley Schoolhouse, Needwood Mansion, Oakley Cabin African American Museum & Park, Zeigler Log House, and Woodlawn Manor Cultural Park (including the Underground Railroad Experience Trail & Woodlawn Museum).				
Cultural Resources Programs (including Archaeology and Public History Programs)				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Number of Cultural Resources Programs offered to K-12 Title I schools, homeschools, public and private schools; educators; Scouts; senior centers; campers; and organizations or institutions.	430	292	330	430
Number of people served through archaeological and historic sites public education programs	11,000	12,790*	9,735	11,000
% of participants that rate the program as good or excellent	98%	98%	98%	98%
Number of Archaeological Volunteer Hours	6,100	6,185	6,250	6,250
<ul style="list-style-type: none"> Types of public programs include: historic sites group tours by appointment, regularly scheduled openings to the public, archaeology camps, archaeology public programs, Parks' sponsored events, and non-Parks sponsored events where Cultural Resources is asked to participate. *The FY17 Actuals were elevated because the Archaeology Program participated in several highly-attended festivals (i.e., the Rockville Science Day, Pumpkin Rock'n'Roll Festival in Kensington, and the Montgomery County Friendship Picnic.) 				

BUDGET AT A GLANCE

Summary of Division Budget

	FY18 Adopted	FY19 Proposed	% Change
Budget			
Expenditures	\$5,172,451	\$5,481,457	6.0%
Staffing			
Funded Career Positions	46.00	48.00	4.4%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	47.30	47.00	-0.6%



Montgomery County

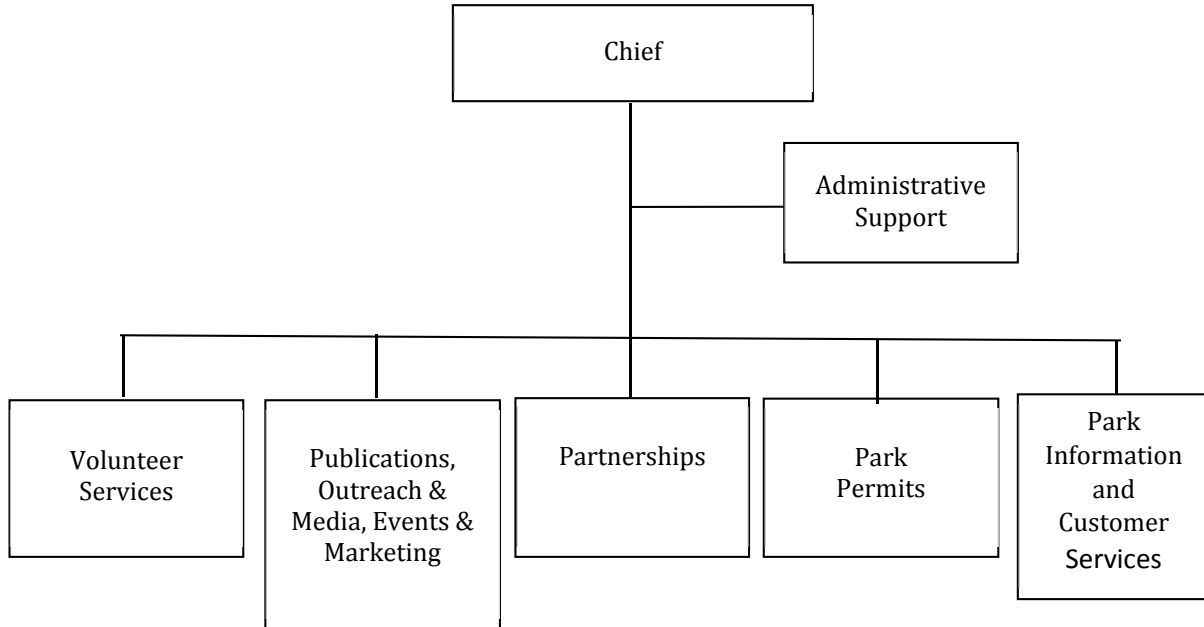
Department of Parks - Park Planning and Stewardship

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes one (1) full time career, one (1) WY and personnel funding for continued expansion of the deer management program.
- Converts one (1) part time career position for the Legacy Open Space Program and 0.8 WY to one (1) full time career and (1) WY. This cost increase is offset by an increase in the CIP Chargeback funding and workyears resulting in a net zero impact.
- Includes two (2) full time career and two (2) WYs and personnel funding for resource analysts needed to meet requirements for compliance with the existing and new NPDES permit requirements. This cost will be offset by revenue from the Water Quality Protection Fund.
- Includes increased salary lapse of 0.3 WY based on historical trend.
- Increases Other Services & Charges by \$90,868 for consulting services associated with the new NPDES permit requirements. This cost will offset by revenue from the Water Quality Protection Fund.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

OVERVIEW

The **Park Permits** section manages public access and usage of a portfolio of permitted spaces including athletic fields, park activity buildings, picnic shelters, etc. Functions include issuing reservations and permits; special permits for community gardens, geo-caching and other special uses; evaluating and coordinating third party event requests; coordinating calendars and managing conflicting use among Departmental divisions and activities; developing related fee schedules, processes and policies; and managing cost recovery and transfer of recovered fees to affected divisions.

The **Partnerships** section provides central coordination and management support of community partnerships that provide park related services through agreements with non-profit and for-profit organizations. These functions include developing and tracking of formal agreements; evaluating and overseeing partnership proposals and existing partnerships; and closely collaborating with the Montgomery Parks Foundation to develop and promote revenue-generating programs such as naming rights and sponsorships.

The **Publications, Outreach & Media, Events & Marketing (POEMS)** section provides central management and coordination of marketing, communications, and outreach functions. These functions include public outreach and response; marketing; event planning; program development and consultation; advertising; publication development; coordination for requesting banners and signage and exhibits; photography; media and public relations; website development and design; reports and presentations; and branding efforts.

The **Parks Information and Customer Service (PICS)** section provides central management and coordination of public response and customer feedback. Functions include managing response to all public inquiries via the general information phone lines, email addresses and MontgomeryParks.org website using the selected Customer Relationship Management tool, and responding to constituent campaigns and customer service training. The PICS section is also responsible for the development and coordination of the Department's user feedback and analysis program.

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, stipended service members, community partners and traditional volunteers. Additionally, the Volunteer Services section is responsible for fulfilling the water quality public involvement and participation requirement under the Department's NPDES MS4 permit; and for ensuring that the Department meets the routine maintenance standards for natural surface trail inspection and maintenance.

MISSION

To increase awareness and use of Park Fund and Enterprise Fund programs, facilities and services through strategic marketing and communications efforts, customer-oriented public response and feedback systems and a friendly and efficient Park Permit Office; and support the Department's work program by generating alternative, non-tax supported resources.



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

PROGRAMS AND SERVICES PROVIDED

- Public-Private Partnership Development and Coordination
- Friends Group Development and Coordination
- Park Facility Rentals/Permits
- Advocacy Coordination
- Public Outreach
- Marketing
- Individual and Group Volunteer Development and Management
- Publications
- Customer Service & Response
- Public and Media Relations

ACCOMPLISHMENTS

- Centralized and consolidated marketing; hired an in-house graphic designer, staff photographer and videographer and social media manager to enhance and streamline efforts.
- Established a monthly e-newsletter for marketing purposes.
- Increased social media presence on all platforms with a part-time social media specialist.
- Restructured Parks' Guide publication production processes by outsourcing layout and design.
- Hosted "Total Eclipse in the Park" in August during the solar eclipse. Approximately 2,500 people participated in the free event.
- Launched comprehensive, multi-pronged outreach campaign titled Parks and Recreation of the Future, to solicit input about park projects, programs and services. The campaign targeted individuals and groups who are not typically engaged with the parks department, spanning a broad spectrum of demographics including race, ethnicity, age and abilities.
- Engaged in multi-lingual marketing, outreach and media relations initiatives via social media, radio and print outlets. Utilized interpreters and translation services.
- Launched an online open town hall platform (Peak Democracy) so the public can ask questions and provide input on a variety of park initiatives including park and trail planning efforts, construction projects and various issues impacting park users.
- Initiated new partnerships within the Montgomery Parks Public-Private Partnerships including Zagster Bike Share.
- Planned and executed park grand opening events and celebrations.
- Managed 11,912 volunteers and 77,389 hours for cleanups.
- Managed thousands of permits for the system's park activity buildings, picnic shelters, outdoor courts and fields.
- Generated over \$2.5 Million in revenue for the Park Fund through rental of public park facilities.



Montgomery County
Department of Parks - Public Affairs and Community Partnerships

GOALS AND PERFORMANCE MEASURES

Goal Coordinate a mutually-beneficial relationship between community partners and the park system				
Objective				
All partnerships are operating under current (not expired) agreements that clearly present division of responsibilities and compliance requirements.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Reduce the percentage of active partnerships that are operating under expired agreements.	<10%	27%	<10%	<10%

Goal Increase awareness and use of permitted Park Fund facilities by the public				
Objective				
Increase rentals of facilities by the public.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% utilization of park activity buildings peak hours (Friday 5pm-Sunday 11pm)	40%	30%	40%	40%
off-peak hours (Monday 9am-Friday 5pm)	16%	12%	14%	14%

Goal Create a positive experience for the customer using our rental facilities				
Objective				
Gain feedback from the customer through a post-event online survey.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Gain information from 40% of customers, then provide quarterly reports to the park managers.	40%	N/A	40%	40%
Note: This is a new Performance Measure for FY18.				

Goal Increase participation in our programs, events and public planning processes				
Objective				
Increase attendance in special events/festivals held by Departments & Divisions.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of capacity of the event attendance at special events, urban park activation events, park planning events, and park festivals.	75%	N/A	75%	75%



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

Goal Generate alternative, non-tax supported resources to support the Department's work program				
Objective				
Increase volunteer support for Department facilities, programs and events.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% increase in the number of volunteer hours contributed FY16 hours contributed = 82,026 FY17 hours contributed = 77,389	2% annual growth	11% 82,026	>2% 83,700	>2% 85,400
Value added estimated for FY17 = \$1,868,170.				

BUDGET AT A GLANCE

Summary of Division Budget

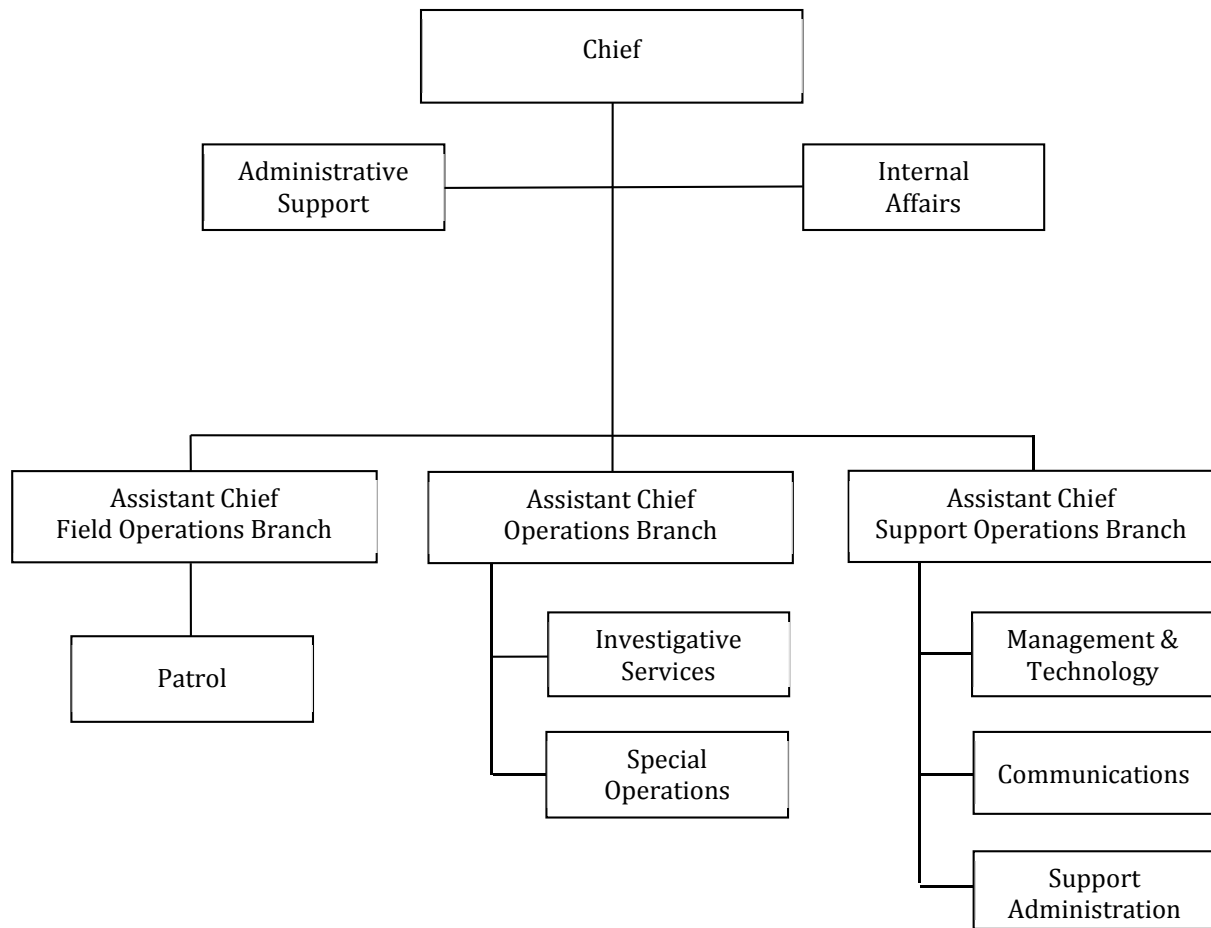
	FY18 <u>Adopted</u>	FY19 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,876,425	\$3,329,648	15.8%
Staffing			
Funded Career Positions	23.00	23.00	0.0%
Funded Term Positions	0.00	1.00	100.0%
Funded Workyears	22.70	23.80	4.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes one (1) term contract position and one (1) WY and personnel funding for a volunteer coordinator assistant. This cost will be offset by revenue from the Water Quality Protection Fund.
- Includes one (1) full-time career position and one (1) WY and personnel funding transferred from Facilities Management Division to provide visual media support.
- Moves one (1) full-time career position and one (1) WY and personnel funding to the Horticulture, Forestry & Environmental Education Division.
- Decreases salary lapse by 0.1 WY based on historical trend.
- Increases Supplies & Materials by \$12,500 and Other Services & Charges by \$153,536 for marketing and outreach programs.
- Adds \$25,000 in Other Services & Charges for updating current outdated e-Learning system for the Volunteer Services program and \$7,400 for cost of SSCI background checks for volunteers based on program growth.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Police

OVERVIEW

The division is committed to providing professional public safety services with a focus on crime prevention and detection through statistical analysis of citizen based calls for service and officer observations to ensure a safe park system.

The park land is diverse in its terrain. The use of bicycles, ATVs, marine, canine, motorcycle and horse-mounted officers demonstrate the unique resources the Park Police deploy to ensure that all areas of the park system are patrolled.

The Park Police division is divided into three operational branches and an Administrative Section. The operational components are the **Field Operations** branch comprised of Patrol Services; the **Support Operations** branch comprised of Community Services, Management and Technology, Communications and Support Administration; and the **Operations Branch** comprised of Investigative Services and Special Operations. The **Administrative Section** includes the Office of the Division Chief and Internal Affairs. The division's personnel complement is augmented by approximately 41 volunteers.

MISSION

To provide public safety services to protect the properties, resources, citizens and visitors within the Montgomery County park system.

PROGRAMS AND SERVICES PROVIDED

- Proactive Patrols
- Undercover Investigations
- Crime Prevention Through Environmental Design
- Community Involvement
- Property and Evidence
- Radio System Management
- Media Relations
- Special Event Planning
- Background Investigations
- Crime Scene Management
- Public Safety Education
- Wildlife Management
- Fleet Management
- Mobile Data Network
- Computer Aided Dispatch
- Strategic Planning
- Recruitment
- Park Facility Assessments

ACCOMPLISHMENTS

- Officers from the Maryland-National Capital Park Police, Montgomery County Division provided three active shooter classes to M-NCPPC staff in Montgomery County.
- Park Police purchased 93 Panasonic body-worn cameras. All sworn personnel were trained in their use and have been issued cameras. The recorded video is stored on site and the management and storage is integrated with the existing Panasonic Arbitrator in-car video system that was already in place.
- Two Park Police members received awards at the 43rd Annual Public Safety Awards; a Silver Medal of Valor for his bravery while dealing with a shooter in Clarksburg and a Chief Donald A. Deering Community Service Award for her work with troubled youths.
- One Park Police Officer was recognized by the Maryland Police and Correctional Training Commissions as Non-Academy Instructor of the Year.



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

GOALS AND PERFORMANCE MEASURES

Goal Provide proactive patrols to protect and preserve properties, resources and activities of the Maryland-National Capital Park and Planning Commission				
Objective				
Proactively patrol parks to keep parks safe.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Annual Park Checks	73,000	76,285	80,300	80,300
Average per Day	200	209	220	220
Objective				
Investigate and solve crimes.				
Program Indicator	Target	FY17Actuals	FY18 Estimated	FY19 Proposed
% of closed investigations/cases (National Average is 22%)	22%	26%	22%	22%

BUDGET AT A GLANCE

Summary of Division Budget

	FY18 <u>Adopted</u>	FY19 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$14,928,991	\$14,195,756	-4.9%
Staffing			
Funded Career Positions	117.00	117.00	0.0%
Funded Term Positions	0.00	0.00	-
Funded Workyears	112.20	112.10	0.1%

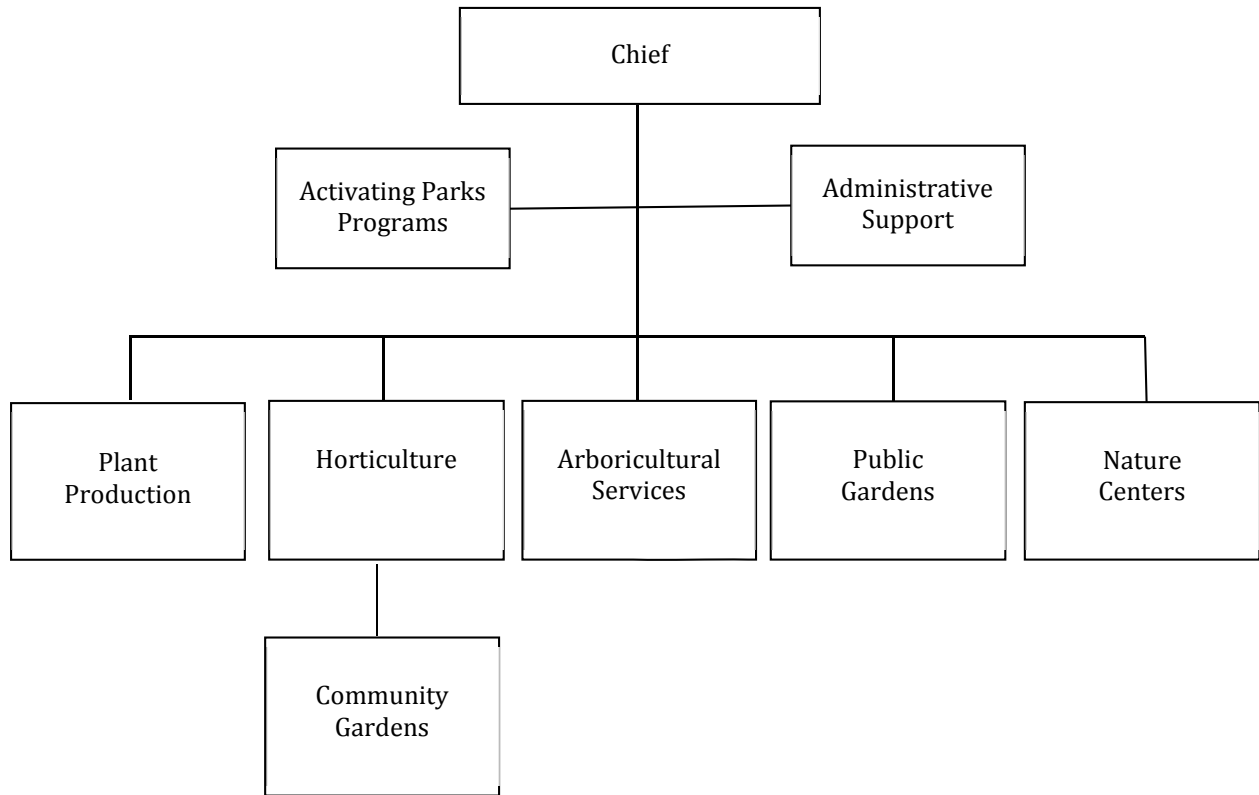
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increases salary lapse by 0.1 WY based on historical trend.
- Increases Supplies & Materials by \$19,750 for uniform allowance based on updated terms in the current Fraternal Order of the Police contract.
- Increases Supplies & Materials by \$53,000 for one-time purchase to replace outdated radios that will be replaced with new ones that include enhanced encryption technology.
- Increases Supplies & Materials by \$7,500 for stocking emergency kits with narcotic blockers that can be used for emergency therapy for opioid exposure or overuse.
- Increases Other Services & Charges by \$12,610 for contractual increases.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

OVERVIEW

The Horticulture, Forestry and Environmental Education Division preserves and maintains the natural resources of park land; ensures a safe environment for park patrons; encourages the use of parks, and enhances the natural beauty of parks. Through programming, interpretation, training, and consultation, the Division educates park patrons and supports parks, programs and facilities in plant care and maintenance, stewardship and cultural history, horticulture, arboriculture, natural history, landscape management and design, plant production, and green waste recycling.

The Division is comprised of the following sections:

Activating Parks Programs empowers Montgomery County residents to explore park spaces and to provide new opportunities for use. The vision of the Activating Parks Programs is for every Montgomery County resident to view the parks as a place to relax, recreate, and foster a sense of community and to choose park activities during their leisure time.

Arboriculture provides a comprehensive tree care program that supports the protection, management and long-term health of trees and forests on park land. This section also reviews design plans as part of the park development review process to preserve trees during construction for future park projects. The program supports a safe environment for park patrons through the evaluation and removal of high risk trees and limbs. This section utilizes green waste produced in the management of parkland to generate compost, soil conditioners and wood products.

Community Gardens promotes the cultivation of local produce, encourages healthy living, and fosters social interaction within the community through the development and management of neighborhood gardening sites on park land, privately owned properties and Montgomery County Public School sites.

Horticulture provides consultation, design, tree planting, major horticulture installation and maintenance services supporting the development, renovation and care of County-wide park land. This unit also coordinates County-wide tree planting and aftercare programs for the department.

Nature Centers are responsible for the maintenance, programming, interpretation and development of Brookside Nature Center, Locust Grove Nature Center, Meadowside Nature Center, Black Hill Visitor Center and Nature Programs, and Maydale Conservation Park programs. Through engaging interpretive exhibits, programs, and events, the nature centers inspire and foster an understanding of human and natural systems and facilitate environmental literacy in the community.

Plant Production at Pope Farm Nursery provides comprehensive and cost-effective production of plants in support of the development, maintenance, beautification and conservation of 37,000 acres of park land.

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



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Operation, Maintenance and Programming of Four Nature Centers and one satellite site at Maydale Conservation Park
- Adult and Children’s Horticultural and Conservation Education Programs and Camps
- Natural, Historic, Cultural and Garden Interpretation
- Children in Nature Initiative
- Tree inspection and Maintenance Programs
- 24-hour Tree Emergency Response
- Tree Planting, Aftercare and Maintenance Programs
- Tree Protection and Conservation Including Historic, Significant and Champion Tree Program
- Horticulture and Arboriculture Consultation Services for Park Development and Renovation Projects
- High school and college intern program
- Comprehensive Nursery and Greenhouse Plant Propagation and Production Programs.
- Urban Parks Programs
- Community Gardens Installation and Program Management
- Sustainable Green Business Practices and Green Waste Recycling /Compost Program
- Plant Health Care and Integrated Pest Management (IPM) Program
- Brookside and McGrillis Gardens Management
- Facility rentals and Gift Shop at Brookside Gardens
- Signature special events provided such as Wings of Fancy, Garden of Lights, Arbor Day, Earth Day, Harvest Festival, Green Matters Symposium, Trees Matter Symposium, Monarch Fiesta Day and Maple Sugaring

ACCOMPLISHMENTS

- The nature centers are hosting five interns. Two young adult interns with the Chesapeake Conservation Corp Internship program are working with Brookside Nature Center and Meadowside Nature Center. Black Hill Visitor Center and Nature Programs hosted a teacher intern over the summer through their Teacher-Naturalist program funded by the Friends of Black Hill Nature Programs, and Meadowside Nature Center is hosting two high school students through the MCPS High School Internship Program.
- Meadowside Nature Center offered Spanish language nature programming for the community and for schools, including a bilingual camp and partnering with Kemp Mill Elementary School to provide several Spanish language field trips.
- Horticulture staff harvested 1,045 balled and burlapped trees from Pope Farm Nursery and provided after-care watering services to 2,000 trees planted within the last two planting seasons in Parks.
- In response to a high demand for community gardens, 12 additional plots were added at South Germantown Recreational Park, and the new Brink Road Community Garden was opened, which included 10 plots.



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

- One hundred thirty “Pop Up” events were scheduled in urban parks and attended by 1,162 participants.
- With funding from a \$15,000 grant from the Stanley Smith Horticultural Trust and \$57,000 in private donor gifts, Brookside Gardens staff worked with Japanese garden consultant John Powell to address aging plantings and crumbling infrastructure in the Gude Garden. The consultant analyzed plantings and hardscape elements and prioritized tasks for renovations. Stone work at Reflection Terrace and one of the Gude Garden weirs have been stabilized, aging plants have been removed, and new plantings have been installed.
- With funding assistance from the Friends of Brookside Gardens, the emerging Brookside Gardens Green Careers Pathways Program grew to include four paid summer internships for college students in horticulture and conservation fields. Efforts were made to recruit from communities underrepresented in horticulture and conservation academic programs and in our work force.
- Using GIS in the field, staff expanded the Parks’ tree inventory by 2,807 trees in 41 different parks. The tree inventory will aid in identifying and tracking tree maintenance work. It will also provide information on tree species diversity, which will help set goals for tree planting and for monitoring invasive pests.
- Parks’ tree crews and contractors removed 368 high risk ash trees, in a county-wide effort to mitigate risk from Emerald Ash Borer infested trees.
- Through a three-year funding commitment from Montgomery Planning, Pope Farm coordinated the first year of planting large caliper trees along Beach Drive to help mitigate the loss of ash trees from Emerald Ash Borer.

GOALS AND PERFORMANCE MEASURES

Goal To preserve the natural tree canopy of the parks				
Objective				
Maintain or increase existing tree canopy.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
# of trees planted	# of trees planted exceeds # of trees removed	1,872	N/A	N/A
# of trees removed		1,834	N/A	N/A



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

Goal To connect children to the natural environment and support the State’s Children in Nature initiative				
Objective				
Increase children’s participation in outdoor activities.				
Program Indicator	Target	FY17 Actuals	FY18 Estimate	FY19 Proposed
% of children’s programs with an outdoor component	100%	97%	97%	97%
# of children’s programs offered	1,700	1,574	1,715	1,790
Public Contact Hours (# of hours participants are engaged with staff at a program)	110,000	99,724	108,000	110,500

Goal 1: To enhance the safety of park patrons and reduce the risk of property damage by implementing a hazard tree inspection and mitigation program				
Objective 1				
Complete 100% of the EAM work orders for hazard tree removal and pruning within the timeframes associated with each assigned tree risk level. *				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Extreme risk within 1 day	100%	N/A	N/A	99%
High risk within 30 days	100%	N/A	N/A	85%
Medium risk within 6 months	100%	N/A	N/A	60%
Low risk within one year (\$1,000 property damage)	100%	N/A	N/A	50%



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

*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 number of staff on the tree crews.

Objective 2

Inspect all developed parks with amenities for tree hazards.

Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Completed park inspections	100%	N/A	N/A	75%

Goal 2: To protect, manage and care for the long-term health of existing park trees

Objective 1

Continue to update the tree inventory to have a complete inventory of trees in developed areas within Urban, Neighborhood, Local, Recreational and Regional Parks to identify tree maintenance needs, pest problems, tree species diversity and tree value.

Program Indicator	Target	FY17 Actuals	FY18 Estimate	FY19 Proposed
Number of parks inventoried	374 Parks	N/A	280	94

Objective 2

Initiate a preventative tree care maintenance program to help establish pruning cycles and preventive care for landscape trees in all Park management areas

Program Indicator	Target	FY17 Actuals	FY18 Estimate	FY19 Proposed
Number of parks where all preventative tree care completed*	40 parks	N/A	N/A	40

*We don’t have an estimate of number of trees per park due to incomplete inventory so that is why this measure used the # of parks for the indicator instead of the # of trees.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY18	FY19	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$10,020,215	\$10,551,141	5.3%
Staffing				
	Funded Career Positions	87.00	91.00	4.6%
	Funded Term Positions	1.00	1.00	0.0%
	Funded Workyears	97.20	99.30	2.2%

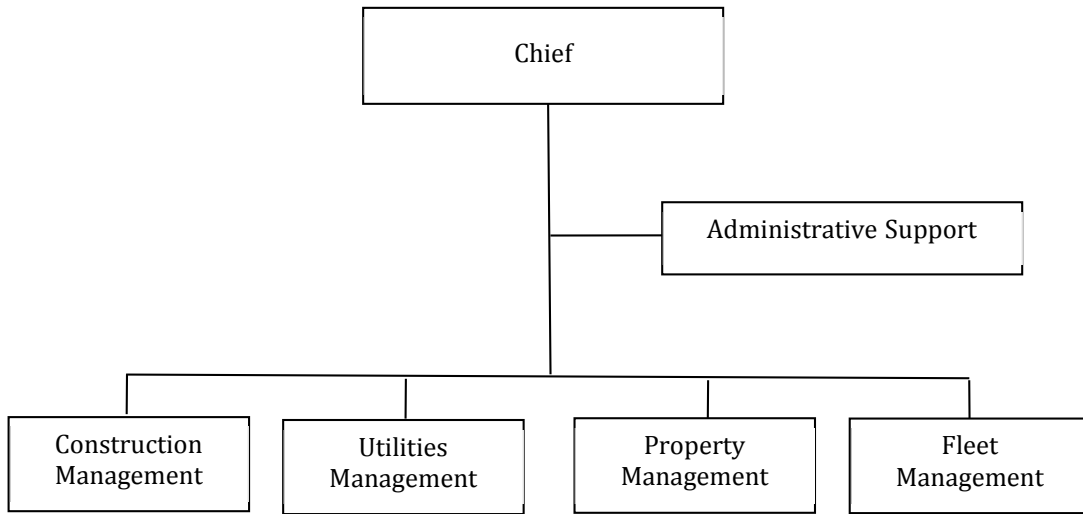
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes three (3) full-time career positions and three (3) WY and personnel funding for support for the Urban Parks Program. This increase is partially offset by a reduction of two (2) seasonal WYs for the Urban Parks Program.
- Includes one (1) full-time career position and one (1) WY transferred from the Public Affairs & Community Partnerships Division for administrative support at Brookside Gardens.
- Increases Supplies & Materials by \$13,000 for natural fertilizers and aeration to convert to organic turf at Brookside Gardens and \$12,000 for people and car counters used to more accurately determine attendance figures, \$7,500 for interpretive signage and exhibits as well as an additional \$5,000 for Volunteer supplies and events.
- This budget adds an additional \$50,000 in other services and charges for custodial and cleaning services in multiple sites including public nature centers where children attend summer camp programs, an additional \$10,200 to process Parks’ green waste into useable lumber, mulch and compost and \$15,000 as a one-time increase for events related to the Brookside Gardens’ 50th Anniversary.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Facilities Management

OVERVIEW

The Facilities Management division provides for the care and maintenance of the Department's physical assets: facilities, pavement, fleet, playgrounds and major building systems. Facilities Management maintains critical Park infrastructure in coordination with other divisions to accomplish the Department's mission. The division is responsible for facility condition assessments, major and minor maintenance programs, and serves as primary support to the Department's CIP. The division provides routine and planned services, 24 hour/365 day emergency response after hours and weekends, and provides critical support during extreme weather events.

This division strives to achieve a balance between the upkeep of aging facilities and new construction by integrating a number of CIP and major maintenance projects into the daily work program each year. This is supported by a complex Enterprise Asset Management System (EAM). In addition to 20 CIP projects, the Division has received approximately 120 major maintenance project requests for FY18. Facilities Management Staff will complete 4,625 planned Routine and Preventative Maintenance service requests and approximately 3,444 Reactive Service Requests. Approximately 1,779 work requests are awaiting completion in backlog. For FY19, Fleet Management is projected to have a 1% increase in work requests and will complete over 4,000 work requests, of which 2,174 are preventative maintenance.

The Facilities Management division is comprised of five functional sections:

Administration provides leadership, exceptional customer service and administrative services for the division. The division also oversees the Department's sustainability and recycling program. Sustainability and recycling goals are achieved in close coordination with the Planning Department, Prince George's Parks & Recreation, Montgomery County Department of Sustainability and Montgomery County Department of Environmental Protection.

Construction Management provides centralized planning, development, maintenance, repair and remodeling services for Department facilities.

Utilities Management provides retrofitting, installation and servicing of the mechanical systems for the Department, including upgrades to increase energy conservation such as new solar collection installations, water conservation measures and security upgrades.

Properties and Administration provides oversight of the Department's leased properties and the Property Management revenue budget and; oversight of the Facilities Management budget and purchasing activity. The leased properties are supported by the maintenance efforts of in-house staff which provide 24/7 response.

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

MISSION

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



Montgomery County

Department of Parks – Facilities Management

PROGRAMS AND SERVICES PROVIDED

- Work Order Requests
- Routine and Preventative Maintenance
- Fueling Stations
- CIP Implementation
- Utilities, Security Systems
- Regulatory Compliance
- Inspection and Repairs
- Environmental Stewardship through Sustainability and Energy Management
- Departmental Warehouse for uniforms, sustainable products and safety equipment
- Develop, Renovate, Design, Construct
- Planned Lifetime Asset Replacement (PLAR)
- Fleet Acquisition and Maintenance
- Adaptive Reuse of Obsolete Structures

ACCOMPLISHMENTS

- Completed trail renovations at Rock Creek Phase III between Saul Lane and Franklin, Collingwood Terrance Paint Branch trail connector, and MLK Special Park trail connector. This work addressed ADA specifications, safety issues and improved drainage. Also installed two exercise stations at Rock Creek Trail, and ADA access was created to both pads.
- Completed ballfield renovations at Stratton & Johnson Local Parks. The project included re-grading for proper drainage, and added a new play surface.
- Renovated Ellsworth Urban Park to include ADA Parking, access from Route 29 and installation of a shade structure.
- Replacement of John Haines Playground to include new wooden equipment structure, ADA access to playlot and trail modification to the asphalt path and installed exercise equipment and playlot surfacing at Glenfield Local Park.
- Addressed several ADA projects at Little Bennett Campground to include improved access to the jumping pillow, parking and access to the pedal cart track as well as ADA access and parking improvements at the camp store. Also completed interior renovations in the store.
- Modified course at South Germantown Mini Golf to allow accessible access.
- Completed the two mega-watts solar field project at South Germantown Recreational Park.
- Completed auditorium renovations at Brookside Nature Center, ADA access to the new ramp, parking and pond area as well as storm water improvements.
- Completed parking lot renovations at Meadowbrook Maintenance facility, ADA improvement to walkways and storm water improvements.
- Added office space and a new Exhibit Shop at Green Farm Facility in the open space area. The Exhibit Shop is scheduled for relocation from Saddlebrook to the Green Farm by July 1, 2018.
- Completed the move from Shady Grove Service Area to the Green Farm Maintenance Facility. Over a three-week period, the Facility Management Division paused normal routine work to pack, relocate and unpack in its new facility at the Multi Agency Service Park (MASP). Staff completed the transition ahead of schedule and were able to resume normal operations in about two weeks. This move also included a cooperative divisional effort for the relocation of the Northern Region's Shady Grove Maintenance Area and part of the Horticulture, Forestry and Environmental Education division.



Montgomery County

Department of Parks – Facilities Management

- Fleet Management Services successfully moved their entire Shady Grove Fleet Operation to the new MASP Facility. This included 6 lifts and 4 tractor trailer loads of tools, supplies and equipment along with the furniture and files of 18 employees. Fleet Management Services successfully downloaded and uploaded data with Montgomery County Fleet and integrated the use of the new MASP fueling facility data with our current fueling data. Also, key fobs were programmed and distributed so that all vehicles at the new MASP site could be fueled at all Montgomery County government fueling sites.

GOALS AND PERFORMANCE MEASURES

Goal Provide clean, safe, and accessible places for park patrons				
Objective				
Align the Division’s work programs to achieve a safe environment through the prioritization of job assignments in the areas of Major Maintenance, CIP and Park emergencies.				
Program Indicator	Target	FY17 Actuals	FY18 Estimate	FY19 Proposed
% of emergency maintenance requests responded to and stabilized within 3 hours of emergency services call.	90%	95%	95%	100%
% of comprehensive inspections of Park structures conducted annually. (Comprehensive inspections are done every 3 years and component inspections are done quarterly.)	25%	3.5%	1%	10%
% of vehicles available for use (Not down for repair or maintenance)	94.7%	93.5%	95%	95%
Notes: 1) FM is responsible for a timely response of 3 hours each time an emergency call is placed into the Service Center. The response time varies according to the type of call and the magnitude of the event. During significant events such as storms, floods, vandalism, and graffiti, the response time for the team will extend beyond the 3- hour standard especially if the emergency involves multiple trades. Stabilized means maintenance hazards are mitigated. 2) This new program calls for a comprehensive inspection of all buildings and structures every 3 years. There are approximately 200 structures located among the 400 plus Parks throughout Montgomery County. These inspections are both structural and mechanical in nature and identify hazardous conditions. These inspections do not replace the already existing Routine Preventative Maintenance (RPM) inspections performed on a quarterly basis in the areas of HVAC, Plumbing, and Electrical systems.				



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

BUDGET AT A GLANCE

Summary of Division Budget

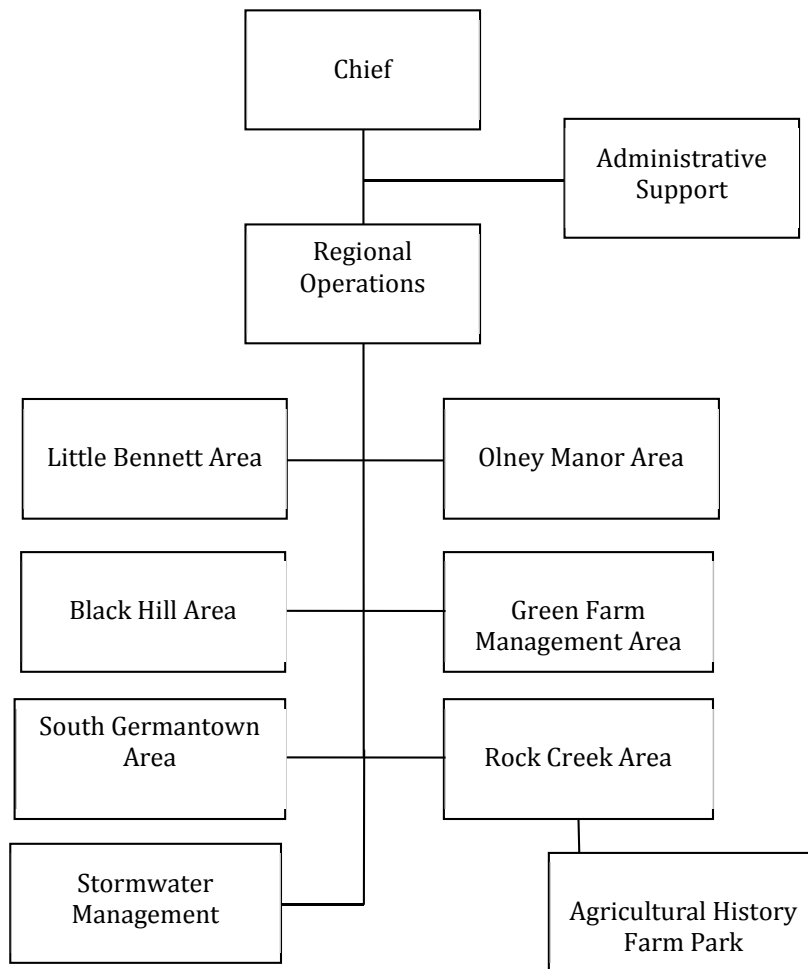
	FY18 <u>Adopted</u>	FY19 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$12,466,323	\$12,538,040	0.6%
Staffing			
Funded Career Positions	115.00	115.00	0.0%
Funded Term Positions	2.00	1.00	-50.0%
Funded Workyears	98.60	98.20	-0.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes one (1) full time career and one (1) WY and personnel funding for a sustainability program analyst. This cost is partially offset by a reduction of \$40,000 of contractual support in Other Services & Charges.
- Transferring one (1) vacant term contract position to the Office of the Director to provide departmental administrative support.
- Transferring one (1) vacant full-time career position to the Public Affairs and Community Partnerships Division to provide visual media support
- Increases Supplies & Materials by \$1,900 for OBI for new parks, by \$5,449 to address on-going divisional needs and by \$75,000 for increased funding for infrastructure repairs.
- Increases Other Services & Charges by \$64,240 for major known contractual commitments and other divisional needs including \$30,000 transferred from Northern Parks for the custodial contractual support for Green Farm and by \$175,000 for increased funding for infrastructure repairs.
- Increases chargebacks by \$7,000 for recycling services and general divisional support to the Enterprise Fund.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Northern Parks

OVERVIEW

The Northern Parks Division encompasses the portion of Montgomery County north of Rockville and from the Potomac River to the Howard County line. The Division manages and maintains a large variety of parks, including regional and recreational parks, local parks, urban parks, conservation areas, stream valley and neighborhood parks. The Northern Parks Division also contains large lakes with boating operations, one historical farm park, four equestrian centers, one full-service campground, a splash playground, a miniature golf operation, a driving range, and two nature centers operated by other divisions or partners.

The Northern Parks management areas are based out of Little Bennett Regional Park, Black Hill Regional Park, Green Farm Maintenance Area, Rock Creek Regional Park, Olney Manor Recreational Park and South Germantown Recreational Park.

The Northern Parks Division meets both local and regional recreational and leisure needs by providing opportunities for outdoor recreation; and the conservation and preservation of stream valleys and natural areas. Passive and active recreational activities include picnicking, league sports, camping, hiking, biking, boating, fishing, playgrounds, basketball, and tennis.

One of the Division's focuses, beyond those listed above, is water quality protection. The Stormwater Management team ensures compliance with all applicable stormwater management regulations and NPDES requirements and is striving to expand those efforts to better protect our natural resources.

Additional services and amenities are provided by both public and private partners including the Miracle League, Maryland Soccer Foundation, Montgomery TennisPlex, King Farm Dairy MOOseum, and the Montgomery County Little League at South Germantown, Go Ape at Rock Creek Regional Park, the Montgomery County Recreation Department and the Montgomery County Public Schools to name a few. The Division also sponsors or supports several large events including, but not limited to, the Harvest Festival at the Agricultural History Farm Park and the Germantown Glory Fourth of July Celebration at South Germantown Recreational Park.

MISSION

Maintain and manage the department's natural, cultural and recreational resources, while providing clean, safe and accessible places for leisure time activities.

PROGRAMS AND SERVICES PROVIDED

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Grounds Maintenance
- Trash/Litter Removal and Recycling
- Storm Water Management and NPDES Compliance
- Turf Management and Maintenance
- Tree Planting and Aftercare
- Landscape Maintenance
- Hiking, Biking and Equestrian Trail Maintenance
- Natural Resource Management
- Snow Removal/Storm Response
- Regional Park Attractions and Enterprise Support
- Special Event Management
- Public Private Partnerships



Montgomery County

Department of Parks - Northern Parks

ACCOMPLISHMENTS

- Continued to expand planting and installing vegetated floating islands in stormwater management ponds to reduce nutrients and improve water quality.
- Effectively co-managed several large events including the Sizdeh Bedar at Black Hill Regional Park with 5,000 in attendance, Germantown Glory at South Germantown Recreational Park with 15,000 in attendance, 2,000 attendees for the Harvest Festival at Agricultural History Farm Park, and the MoCo Epic at South Germantown Recreational Park with over 1,000 cyclists.
- Hosted an Earth/Arbor Day event with 130 fourth grade students from Little Bennett Elementary School in coordination with staff from the Horticulture, Forestry and Environmental Education division.
- Supported *Close Encounters with Agriculture* program at the Agricultural History Farm Park for approximately 4,000 fourth grade students.

GOALS AND PERFORMANCE MEASURES

Goal Maintain Montgomery County's award-winning park system in a safe, aesthetic and functional manner				
Objective				
Manage and complete work requests in the most effective and efficient way possible to maximize productivity.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Routine Work Requests: Total Completed		7,020 5,346	N/A N/A	N/A N/A
% Routine Work Requests Completed	80%	76%	N/A	N/A
Non-Routine Work Requests: Total Completed		2,962 2,481	2,800 2,380	2,800 2,380
% Non-Routine Work Requests Completed	100%	84%	85%	85%
Playground Surfacing: Wood Carpet Fiber levels maintained weed free by playground safety surfacing maintenance lead, bi-weekly. Total Completed		450 380	1,350 1,148	1,350 1,215
% Compliant Playground	100%	84%	85%	90%



Montgomery County

Department of Parks - Northern Parks

<p>Monthly Park Inspections: Developed recreational use areas within all classes of parks will receive a general inspection monthly to identify any potential hazards and/or issues with major park amenities used by the public.</p> <p>Total: Completed:</p> <p>% Monthly Park Inspections Completed</p>				
		1,296	1,296	1,296
		1,064	1,102	1,166
	100%	82%	85%	90%
<p>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. All Regional/Recreational Park fields (37) should be aerated 8 times per year and all Local Park fields (96) should be aerated 3 times per year.</p> <p>Regional/Recreational Park Fields</p> <p>Total: Completed:</p> <p>% Completed:</p> <p>Local Park Fields</p> <p>Total: Completed:</p> <p>% Completed:</p>				
		N/A	296	296
		N/A	148	222
		N/A	50%	75%
		N/A	288	288
		N/A	193	230
		N/A	67%	80%
<p>Notes:</p> <ul style="list-style-type: none"> • Routine work requests include such things as mowing, athletic field maintenance, playground inspection and maintenance etc. They typically have a work order associated with them that is generated on a recurring and automatic basis. • Non-routine work requests are more typically of a more critical or emergency nature, such as weather related or other emergencies, removal of illegal dumping, removal of graffiti, support for special events, etc. • All Routine Preventive Maintenance requests are not performed every cycle even though they are generated. (e.g., not all routine preventive maintenance requests for mowing are done during hot summers). 				



**Montgomery County
Department of Parks - Northern Parks**

BUDGET AT A GLANCE

Summary of Division Budget

	FY18 <u>Adopted</u>	FY19 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$10,491,085	\$10,538,908	0.5%
Staffing			
Funded Career Positions	115.00	118.00	2.6%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	120.80	124.90	3.4%

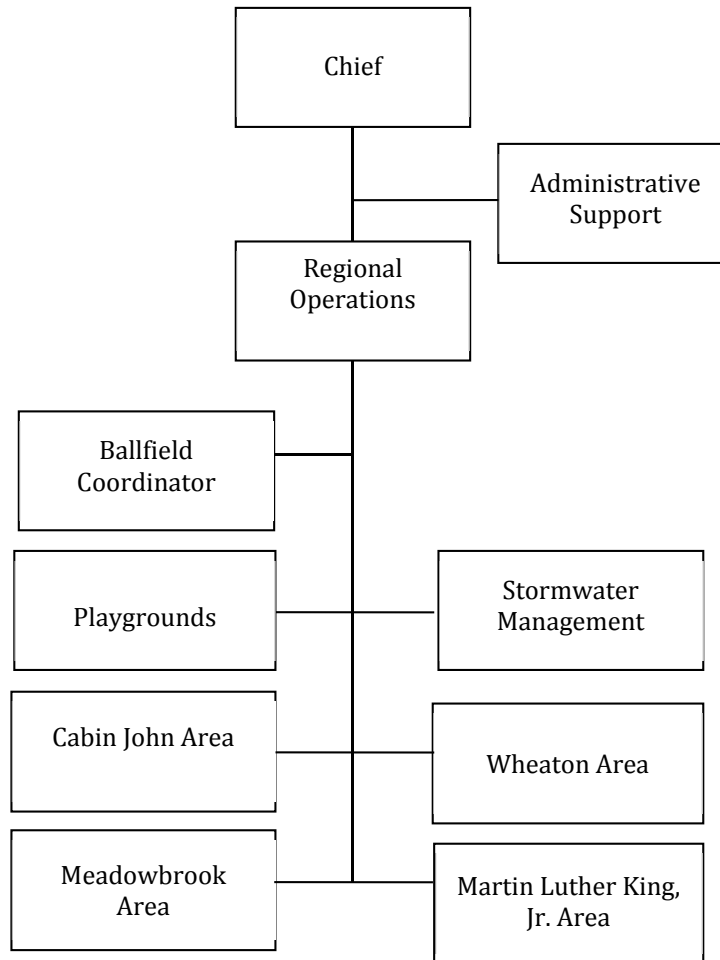
HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes two (2) full time career and two (2) WY and \$15,000 for supplies and services for playground repair crew to improve safety and timeliness of repairs for our playground infrastructure.
- Includes increased salary lapse of 0.2 WY based on historical trend.
- Includes 1.0 career WY and .8 seasonal WY for OBI for Batchellors Forest Local Park, Clarkmont Local Park, Kings Local Park, and the South Germantown Recreational Park Cricket Field.
- Increases Supplies & Materials by \$32,140, Other Services & Charges by \$26,000 and Capital Outlay by \$39,000 for OBI for new parks and decreases Capital Outlay by \$100,000 for reversal of a one-time expense from FY18.
- Shifts \$15,895 between Other Services & Charges to Supplies & Materials to meet divisional needs.
- Transfers \$30,000 to Facility Management to support custodial services at the Green Farm Facility.



**Montgomery County
Department of Parks - Southern Parks**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Southern Parks

OVERVIEW

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

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

The Southern Parks Division also contains conservation areas, green spaces, trails, parkways, storm water management structures, two miniature train operations, two ice rinks, one carousel, one sports pavilion, two skateboard parks, two indoor tennis facilities, two nature centers, two equestrian centers, 182 playgrounds, 94 basketball pads, 93 tennis pads, and three dog parks.

This Division meets both local and regional leisure needs by providing opportunities for a wide variety of outdoor recreational activities in the most densely populated areas of Montgomery County. In addition to preserving over 4,500 acres of stream valley parks, the Southern Parks Division staff manages and maintains three Regional/Recreational Parks, 23 Urban Parks, 71 Neighborhood Parks, and 81 Local Parks.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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



Montgomery County

Department of Parks - Southern Parks

ACCOMPLISHMENTS

- Completed the renovation of Candy Cane City playground, in coordination with the Park Planning and Stewardship Division, the Historic Preservation Commission, and continuing input from a committed community of neighbors. The Department brought this location up to the highest quality standard, which included a thoughtful nod to the historic significance of this playground.
- The Southern Parks Division, with assistance from the Northern Parks Division, entered into a contract with the Montgomery County Recreation Department to have the Division's Certified Playground Safety Specialist inspect, repair and maintain their community center playgrounds.
- Conducted an athletic field equipment and maintenance showcase at Cabin John Regional Park. The showcase educated user groups and elected officials about the types of equipment used, the innovative athletic field maintenance programs, and the techniques used to improve the playing surfaces in Montgomery County. Demonstration areas focused on: aerification; soil health and modification; turf grass selection and propagation; general maintenance; and renovations.
- Piloted an athletic field turf grass conversion at Cabin John Regional Park fields five and seven using an unconventional dormant sprigging method to reduce inputs and decrease the length of closure period. This successful trial produced an outstanding playing surface for the community which will be a foundation for future conversion practices.
- Undertook a new program to revitalize some of the Division's very popular outdoor basketball courts by "color-coating" them, as funds allow. Sligo-Dennis is the most recent color-coated court. Other courts that have been color-coated include: Martin Luther King Jr. Recreational Park, Potomac Community Center, Argyle, Glen Hills, North Four Corners, Silver Spring Intermediate, and Stratton Local Parks.



**Montgomery County
Department of Parks - Southern Parks**

GOALS AND PERFORMANCE MEASURES

Goal Maintain Montgomery County's award-winning park system in a safe, aesthetic and functional manner.				
Objective				
Maintain consistently safe amenities for users of our parks and trails.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
Routine Work Orders: Total Completed		13,598 8,475	N/A N/A	N/A N/A
% Routine Work Orders Completed	92%	62%	N/A	N/A
Non-Routine Work Orders: Total Completed		2,532 2,311	N/A N/A	N/A N/A
% Non-Routine Work Orders Completed	100%	91%	N/A	N/A
Hard Surface Trails are inspected and made safe and usable within twenty-four hours after completion of significant rain or wind weather event. Expected Total Inspections: Expected Completed Inspections:		N/A N/A	512 486	512 500
% Completed within Twenty-Four Hours	100%	N/A	95%	98%
Playgrounds with Wood Carpet Fiber surfacing will be kept at safe depth levels per U.S. Consumer Product Safety Commission standards, inspected monthly. Total Playground Inspections: Compliant Playgrounds:		N/A N/A	2,040 1,938	2,040 1,938
% Compliant Playgrounds	100%	N/A	95%	95%
Managers will inspect and evaluate amenities within Urban, Local, and Neighborhood parks monthly. Total Inspections: Completed Inspections:		N/A N/A	3,108 2,480	3,108 2,480
% Inspected Monthly	100%	N/A	80%	80%



Montgomery County

Department of Parks - Southern Parks

Notes:

- Routine Work Orders include such things as mowing, custodial, athletic field maintenance, playground inspection and maintenance. These Work Orders are generated on a recurring schedule.
- Non-Routine Work Orders are more of an ad hoc nature and can include critical or emergency work related to severe weather events, removal of illegal dumping, removal of graffiti, and support for special events.
- FY17 Routine Total are increasing because we are adding thousands of PMs to our program, including increasing WQPF from quarterly to monthly, and adding monthly Park Inspections.
- Changes to our FY18 Program Indicators will allow us to better measure our success in providing constituents with safe and functional amenities.
- FY18 percentage of trail inspections and remediation after rain and wind events is proposed to be ninety-five percent of target.
- FY18 percentage of playgrounds with wood carpet fiber at safe levels in compliance with U.S. Consumer Product Safety Commission is proposed to be ninety-five percent of target.
- FY18 inspections of urban, local, and neighborhood parks by managers is expected to be eighty percent of target. The cultural changes being made by this Division should show vast improvements in this Program Indicator over time.

BUDGET AT A GLANCE

Summary of Division Budget

	FY18	FY19	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$13,864,106	\$14,040,839	1.3%
Staffing			
Funded Career Positions	155.00	155.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	162.30	162.50	0.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes 1.3 seasonal WY for OBI.
- Increases salary lapse by 1.1 WY based on trend.
- Increases Supplies & Materials by \$25,000 and Other Services & Charges by \$25,000 to fund a pilot program using sensors and GPS technology for container monitoring to create efficiencies for recycling and trash pick-up.
- Increases Supplies & Materials by \$27,650 for OBI and by \$14,515 to address on-going divisional needs.
- Increases Other Services & Charges by \$3,000 for OBI, \$10,920 for major known contractual commitments and other contractual obligations, and by \$11,284 transferred from Northern Parks Division.
- Increases Capital Outlay by \$12,000 for OBI.
- Shifts \$16,100 from Supplies & Materials to Other Services & Charges to fund equipment repairs and ballfield turf testing and maintenance.



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

	FY18	FY19	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$10,503,128	\$11,233,065	6.9%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	3.10	3.10	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increases Supplies & Materials by \$5,000 for expansion of program access community outreach.
- Increases Other Services & Charges by \$67,248 for OBI and by \$29,000 for Departmental training.
- Decreases Risk Management charges by \$218,400.
- Increases internal service funds by \$506,246 for the repayment of financed capital equipment.
- Increases internal service funds by \$299,385 for Commission-wide IT services.
- Increases chargebacks from CAS by \$24,246 and the chargeback from the Enterprise Fund by \$24,112.



Montgomery County

Department of Parks – Property Management

OVERVIEW

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses, commercial agreements, and other land leases.

The Property Management Unit provides the oversight of leased property, which often involves keeping pace with market activity such as an increased demand for rental housing, and land for parking. The Property Management Unit continues to rent five of the original eleven closed park activity buildings to private tenants.

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

The Property Management portfolio continues to reflect a steady revenue stream, which is attributed to the rental of park activity buildings, land for parking use, and annual rental increases at a fixed rate.

MISSION

To provide lease administration and property management services for a diverse portfolio of rental property including buildings, residences, equestrian facilities, agriculture, telecommunications, and recreation; and to promote the use of properties as sources of revenue for public benefit and as a means of land stewardship.

PROGRAMS AND SERVICES PROVIDED

- Oversight of Leased Park Property
- Demolition of Candidate Structures
- Property Management Services

ACCOMPLISHMENTS

- Removal of a large residential house to add park use to the Ellsworth Urban Park.
- Rehabilitated 3 historic residential houses and prepared for occupancy.
- Reclamation of park land in the Upper Paint Branch Special Protection Area on behalf of the Planning Department.
- Rehabilitated historic Kensington Cabin.



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

GOALS AND PERFORMANCE MEASURES

Goal To provide management and maintenance oversight of Park rental houses				
Objective				
Achieve a high occupancy rate for Commission Park rental houses offered for lease.				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% occupancy rate	100%	90%	92%	95%

BUDGET AT A GLANCE

Summary of Division Budget

	FY18 Adopted	FY19 Proposed	% Change
Budget			
Expenditures	\$1,311,100	\$1,532,800	16.9%
Staffing			
Funded Career Positions	4.00	4.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	7.00	7.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increases revenue by \$121,700. The increase is attributable to increased rental rates from tenants paying fair market rental rates and from more non-employee leases vs. employee use at lower rates.
- Increases Personnel cost by \$6,795 for compensation increases and increased OPEB cost.
- Increases Other Services & Charges by \$122,061 based on increased number of leases and rentals.
- Adds \$100,000 to Other Services & Charges to fund consulting services associated with marketing the property at Warner Circle Special Park to identify a tenant or partner to utilize the historic buildings on this property.



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		<u>FY18 Adopted</u>	<u>FY19 Proposed</u>	<u>% Change</u>
Park Fund				
	OPEB Prefunding	\$ 1,586,150	\$ 2,534,770	59.8%
	OPEB PayGo	3,351,152	3,860,659	15.2%
	Marker for Changes to Employee Comp.	<i>(Included in Divisional Budgets)</i>	1,488,829	-
	Marker for Possible Reclassifications	220,532	336,989	52.8%
	Other Personnel	8,302	4,700	-43.4%
	Transfer to Capital Projects Fund	350,000	350,000	0.0%
	Transfer to Debt Service Fund	5,511,210	6,521,285	18.3%
	Operating Expenditure Reserve 3%	2,865,000	3,039,800	6.1%
	Administration Fund Total	\$ 13,892,346	\$ 18,137,032	30.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Adds compensation funding for wage adjustments and reclassifications for Park Fund of \$1,830,518 (subject to negotiations). This amount includes \$4,700 budgeted for benefits for seasonal employees.
- Increases the OPEB PayGo by 15.2% or \$509,507.
- Increases OPEB Prefunding by 59.8% or \$948,620.
- Increases the debt service transfer by 18.3% or \$1,010,075.



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND

Expenditures by Division by Type

PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Office of the Director				
Personnel Services	1,544,772	1,672,332	1,767,073	5.7%
Supplies and Materials	10,639	3,503	3,738	6.7%
Other Services and Charges	26,437	56,250	58,140	3.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,581,848	1,732,085	1,828,951	5.6%
Public Affairs & Community Partnerships				
Personnel Services	2,033,516	2,322,429	2,480,176	6.8%
Supplies and Materials	76,034	59,384	72,478	22.0%
Other Services and Charges	562,459	494,612	776,994	57.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,672,009	2,876,425	3,329,648	15.8%
Management Services				
Personnel Services	1,431,298	1,834,233	1,816,245	-1.0%
Supplies and Materials	14,851	8,860	8,949	1.0%
Other Services and Charges	33,731	188,600	192,219	1.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,479,880	2,031,693	2,017,413	-0.7%
Information Technology & Innovation				
Personnel Services	835,235	1,135,211	1,354,544	19.3%
Supplies and Materials	462,010	256,794	829,362	223.0%
Other Services and Charges	925,934	1,105,711	1,163,790	5.3%
Capital Outlay	(14,640)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(58,200)	(60,100)	(61,900)	3.0%
Total	2,150,339	2,437,616	3,285,796	34.8%
Park Planning & Stewardship				
Personnel Services	4,383,266	4,858,383	5,079,877	4.6%
Supplies and Materials	117,459	119,241	120,433	1.0%
Other Services and Charges	508,941	540,917	631,785	16.8%
Capital Outlay	148,265	550	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(301,301)	(346,640)	(350,638)	1.2%
Total	4,856,630	5,172,451	5,481,457	6.0%



Montgomery County Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Park Development				
Personnel Services	5,360,027	5,626,188	5,812,194	3.3%
Supplies and Materials	44,292	48,371	48,855	1.0%
Other Services and Charges	105,700	110,314	171,181	55.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,234,665)	(2,373,555)	(2,373,555)	0.0%
Total	3,275,354	3,411,318	3,658,675	7.3%
Park Police				
Personnel Services	13,113,928	14,036,968	13,205,642	-5.9%
Supplies and Materials	760,010	523,099	608,580	16.3%
Other Services and Charges	354,594	368,924	381,534	3.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	14,228,532	14,928,991	14,195,756	-4.9%
Horticulture, Forestry & Environmental Education				
Personnel Services	7,887,662	8,540,927	8,910,722	4.3%
Supplies and Materials	548,429	670,260	729,243	8.8%
Other Services and Charges	1,130,258	933,128	1,035,676	11.0%
Capital Outlay	52,266	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(152,864)	(124,100)	(124,500)	0.3%
Total	9,465,751	10,020,215	10,551,141	5.3%
Facilities Management				
Personnel Services	9,759,542	10,674,275	10,458,687	-2.0%
Supplies and Materials	2,168,345	1,816,452	1,911,517	5.2%
Other Services and Charges	963,624	974,796	1,174,036	20.4%
Capital Outlay	11,310	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(965,059)	(999,200)	(1,006,200)	0.7%
Total	11,937,762	12,466,323	12,538,040	0.6%
Northern Parks				
Personnel Services	8,152,439	8,870,643	8,923,207	0.6%
Supplies and Materials	850,066	860,884	923,777	7.3%
Other Services and Charges	527,820	480,658	472,908	-1.6%
Capital Outlay	783,146	311,600	252,716	-18.9%
Other Classifications	-	-	-	-
Chargebacks	(31,700)	(32,700)	(33,700)	3.1%
Total	10,281,771	10,491,085	10,538,908	0.5%
Southern Parks				
Personnel Services	10,712,280	11,891,967	11,939,359	0.4%
Supplies and Materials	1,134,034	1,451,506	1,502,571	3.5%
Other Services and Charges	443,893	353,331	419,635	18.8%
Capital Outlay	438,594	242,400	257,374	6.2%
Other Classifications	-	-	-	-
Chargebacks	(72,900)	(75,100)	(78,100)	4.0%
Total	12,655,901	13,864,104	14,040,839	1.3%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Support Services				
Personnel Services	212,542	234,980	224,500	-4.5%
Supplies and Materials	1,280,515	1,563,705	1,569,465	0.4%
Other Services and Charges	9,416,525	7,637,797	8,324,096	9.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	877,587	1,066,646	1,115,004	4.5%
Total	11,787,169	10,503,128	11,233,065	6.9%
Non-Departmental				
Personnel Services	3,039,890	5,166,136	8,225,947	59.2%
Salary Adjustment Marker	-	220,532	1,825,818	727.9%
Other Personnel Costs	-	8,302	4,700	-43.4%
OPEB PreFunding	1,406,319	1,586,150	2,534,770	59.8%
OPEB Paygo	1,633,571	3,351,152	3,860,659	15.2%
Supplies and Materials	(181,713)	-	-	-
Other Services and Charges	(251,737)	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,606,440	5,166,136	8,225,947	59.2%
Grants				
Personnel Services	20,846	-	-	-
Supplies and Materials	13,921	-	-	-
Other Services and Charges	95,000	400,000	400,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	129,767	400,000	400,000	0.0%
Other Financing Uses/Transfers Out				
Capital Projects Funds	350,000	350,000	350,000	0.0%
Debt Service Fund	4,838,893	5,511,210	6,521,285	18.3%
Total	5,188,893	5,861,210	6,871,285	17.2%
Budgetary Reserve @ 3%	2,673,300	2,865,000	3,039,800	6.1%
Fund Total	96,971,346	104,227,780	111,236,721	6.7%
Total Park Fund				
Personnel Services	68,487,243	76,864,672	80,198,173	4.3%
Supplies and Materials	7,298,892	7,382,059	8,328,968	12.8%
Other Services and Charges	14,843,179	13,645,038	15,201,994	11.4%
Capital Outlay	1,418,941	554,550	510,090	-8.0%
Other Classifications	-	-	-	-
Chargebacks	(2,939,102)	(2,944,749)	(2,913,589)	-1.1%
Subtotal Park Fund	89,109,153	95,501,570	101,325,636	6.1%
Transfers Out	5,188,893	5,861,210	6,871,285	17.2%
Budgetary Reserve	2,673,300	2,865,000	3,039,800	6.1%
Total Park Fund	96,971,346	104,227,780	111,236,721	6.7%



Montgomery County Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	8.00	8.00	8.00	8.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.00	8.00	8.00	8.00	8.00	8.00
Term Contract	4.00	3.80	4.00	3.80	5.00	4.80
Seasonal/Intermittent		1.00		1.00		1.00
Chargebacks		-		-		-
Less Lapse		(0.10)		-		-
Subtotal Director of Parks	12.00	12.70	12.00	12.80	13.00	13.80
<u>PUBLIC AFFAIRS & COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	22.00	22.00	22.00	22.00	22.00	22.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	23.00	22.50	23.00	22.50	23.00	22.50
Term Contract	-	-	-	-	1.00	1.00
Seasonal/Intermittent		1.50		1.50		1.50
Chargebacks		-		-		-
Less Lapse		(1.10)		(1.30)		(1.20)
Subtotal Public Affairs & Comm. Partner.	23.00	22.90	23.00	22.70	24.00	23.80
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	13.00	13.00	14.00	14.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	14.00	14.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		-		-		-
Less Lapse		(0.10)		(0.10)		(0.10)
Subtotal Management Services	13.00	12.90	14.00	13.90	15.00	14.90
<u>INFORMATION TECHNOLOGY & INNOVATION</u>						
Full-Time Career	9.00	9.00	9.00	9.00	11.00	11.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
Career Total	10.00	9.90	10.00	9.90	12.00	11.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(1.00)		(1.00)		(1.00)
Less Lapse		(0.20)		(0.30)		(0.40)
Subtotal Information Technology & Innovation	10.00	8.70	10.00	8.60	12.00	10.50
<u>PARK PLANNING AND STEWARDSHIP</u>						
Full-Time Career	39.00	39.00	45.00	45.00	48.00	48.00
Part-Time Career	2.00	1.60	1.00	0.80	-	-
Career Total	41.00	40.60	46.00	45.80	48.00	48.00
Term Contract	2.00	2.00	-	-	-	-
Seasonal/Intermittent		7.00		8.50		6.50
Chargebacks		(3.70)		(3.40)		(3.60)
Less Lapse		(3.20)		(3.60)		(3.90)
Subtotal Planning and Stewardship	43.00	42.70	46.00	47.30	48.00	47.00



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PARK DEVELOPMENT</u>						
Full-Time Career	45.00	45.00	48.00	48.00	49.00	49.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
Career Total	46.00	45.90	49.00	48.90	50.00	49.90
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(18.00)		(19.30)		(19.30)
Less Lapse		(3.80)		(3.80)		(3.70)
Subtotal Park Development	47.00	25.10	49.00	25.80	50.00	26.90
<u>PARK POLICE</u>						
Full-Time Career	117.00	117.00	117.00	117.00	117.00	117.00
Part-Time Career	-	-	-	-	-	-
Career Total	117.00	117.00	117.00	117.00	117.00	117.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		4.00
Chargebacks		-		-		-
Less Lapse		(9.40)		(8.80)		(8.90)
Subtotal Park Police	117.00	111.60	117.00	112.20	117.00	112.10
<u>HORTICULTURE, FORESTRY & ENVIRONMENTAL ED</u>						
Full-Time Career	84.00	84.00	85.00	85.00	89.00	89.00
Part-Time Career	3.00	1.80	2.00	1.30	2.00	1.30
Career Total	87.00	85.80	87.00	86.30	91.00	90.30
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		15.00		18.60		16.60
Chargebacks		(2.70)		(2.70)		(2.70)
Less Lapse		(6.70)		(6.00)		(5.90)
Subtotal Hort., Forestry & Enviro. Ed.	88.00	92.40	88.00	97.20	92.00	99.30
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	115.00	115.00	115.00	115.00	115.00	115.00
Part-Time Career	-	-	-	-	-	-
Career Total	115.00	115.00	115.00	115.00	115.00	115.00
Term Contract	2.00	2.00	2.00	2.00	1.00	1.00
Seasonal/Intermittent		2.50		2.50		3.00
Chargebacks		(11.60)		(11.70)		(11.70)
Less Lapse		(9.60)		(9.20)		(9.10)
Subtotal Facilities Management	117.00	98.30	117.00	98.60	116.00	98.20
<u>NORTHERN PARKS</u>						
Full-Time Career	112.00	112.00	113.00	113.00	117.00	117.00
Part-Time Career	2.00	1.00	2.00	1.00	1.00	0.50
Career Total	114.00	113.00	115.00	114.00	118.00	117.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		16.20		17.20		18.00
Chargebacks		(0.40)		(0.40)		(0.40)
Less Lapse		(9.80)		(10.00)		(10.20)
Subtotal Northern Parks	114.00	119.00	115.00	120.80	118.00	124.90



Montgomery County

Department of Parks – Summary of Positions and Workyears

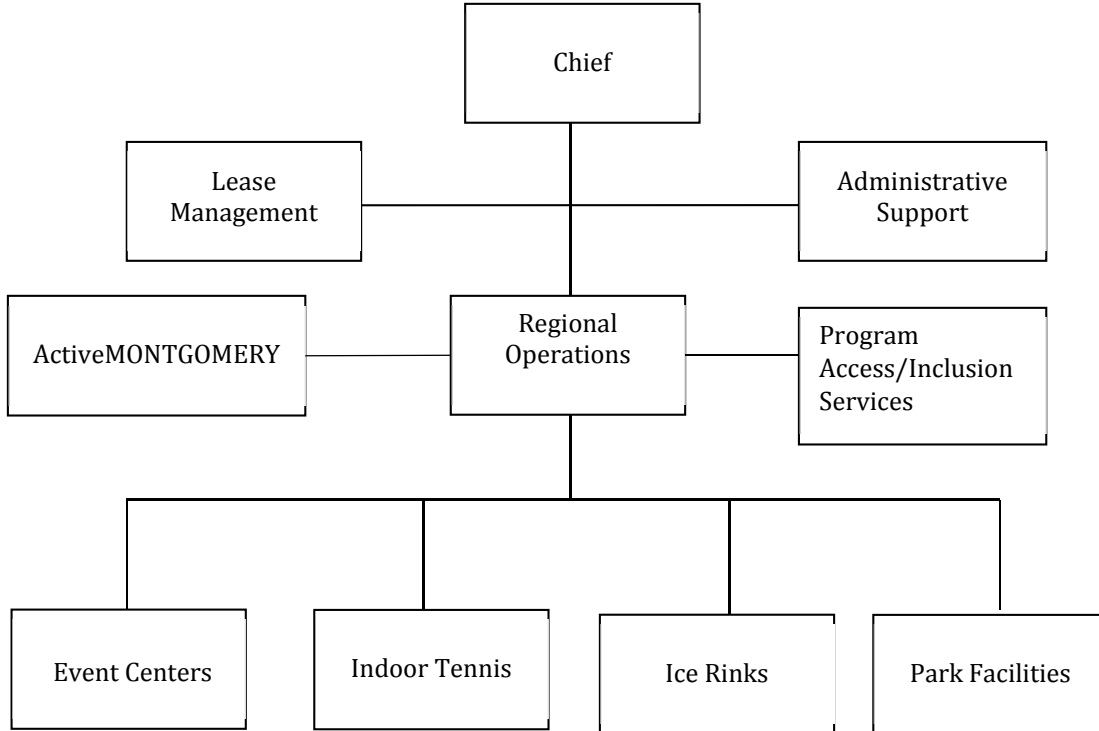
MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 17 Budget		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SOUTHERN PARKS</u>						
Full-Time Career	151.00	151.00	155.00	155.00	155.00	155.00
Part-Time Career	-	-	-	-	-	-
Career Total	151.00	151.00	155.00	155.00	155.00	155.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		20.40		20.70		22.00
Chargebacks		(0.70)		(0.70)		(0.70)
Less Lapse		(12.00)		(12.70)		(13.80)
Subtotal Southern Parks	151.00	158.70	155.00	162.30	155.00	162.50
<u>SUPPORT SERVICES</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		2.60		3.10		3.10
Less Lapse		-		-		-
Subtotal Support Services	-	2.60	-	3.10	-	3.10
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	715.00	715.00	731.00	731.00	746.00	746.00
Part-Time Career	10.00	6.70	8.00	5.40	6.00	4.10
Career Total	725.00	721.70	739.00	736.40	752.00	750.10
Term Contract	10.00	9.80	7.00	6.80	8.00	7.80
Seasonal/Intermittent		67.60		74.00		72.60
Chargebacks		(35.50)		(36.10)		(36.30)
Less Lapse		(56.00)		(55.80)		(57.20)
Grand Total Park Fund	735.00	707.60	746.00	725.30	760.00	737.00



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 exclusive 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. This includes operating costs, maintenance and renovation costs, capital improvements, administrative costs and debt service payments. The Division continues to balance financial obligations while meeting the recreation needs of the public. It continues to keep fees at a reasonable rate while making improvements and upgrades to the facilities.

MISSION

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

ACCOMPLISHMENTS

- Greeted approximately one million visitors or participants in hundreds of classes, programs and events at the Enterprise facilities in FY17. Gross revenues reached \$10,779,618.
- Hosted 93 summer camp programs with approximately 2,177 participants.
- Continued to focus on facility improvements and upgrades, as well as expanding program offerings while improving energy efficiencies.
- Continued to coordinate, scope, prioritize, and initiate accessibility improvements to Enterprise facilities.
- Continued coordination with other agencies for access to ActiveMONTGOMERY reporting.

GOALS AND PERFORMANCE MEASURES

Goal	Generate sufficient revenues in the Enterprise Fund to cover all operating costs including debt service and/or CIP.			
Objective	To manage programming, revenue and expenditures to meet cost recovery goals			
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of operating revenues that cover expenditures	110%	109%	115%	114%



Montgomery County

Department of Parks - Enterprise Operations Summary

SUMMARY OF ENTERPRISE OPERATIONS BUDGETS

MONTGOMERY COUNTY ENTERPRISE FUNDS - SUMMARY BY PROGRAMS

Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Revenues and Transfers In:				
Golf Courses	\$ 53,933	\$ 15,000	\$ 50,000	233.3%
Ice Rinks	4,832,097	4,504,800	4,863,146	8.0%
Indoor Tennis	1,825,888	1,970,420	1,971,207	0.0%
Event Centers	525,739	635,000	436,519	-31.3%
Park Facilities	3,541,962	3,590,761	3,905,090	8.8%
Administration	-	-	-	-
Total Revenues	10,779,619	10,715,981	11,225,962	4.8%
Expenses and Transfers Out:				
Golf Courses	159,568	-	-	-
Ice Rinks	4,691,048	4,917,847	7,063,658	43.6%
Indoor Tennis	1,394,302	1,546,055	1,607,322	4.0%
Event Centers	725,565	649,548	578,859	-10.9%
Park Facilities	2,927,542	3,234,347	4,602,936	42.3%
Administration	-	-	50,000	-
Total Expenses	\$ 9,898,025	\$ 10,347,797	\$ 13,902,775	34.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- The Enterprise Fund Balance Policy directs the Enterprise Fund balance to be 10% of the operating expenses plus one year's debt service. Through positive management changes, facility improvements, continued marketing efforts, and no debt service, the FY19 proposed fund balance will be above the reserve requirement.
- FY19 proposed Capital Improvement Projects include \$2,500,000 for the Cabin John Ice Rink installation of a new refrigeration system and rink floors for the NHL rink and the Studio rink, and a new dehumidification and energy recovery system; \$1,000,000 for a water feature and continuing facility upgrades at the Little Bennett Campground; \$50,000 for new office space at the Seneca Lodge House; \$300,000 for ADA and building improvements at the Wheaton Ice Arena; and \$275,000 for new train cars at the Wheaton Train facility.



Montgomery County

Department of Parks – Golf Courses

OVERVIEW

The Department of Parks has a long-term lease with the MCRA for the operation of three of our golf courses, Little Bennett, Needwood, and Northwest. MCRA 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 will expire in October 2017.

According to the contract, the MCRA pays a percentage of revenue received in excess of \$5,100,000 for Little Bennett, Northwest and Needwood golf courses. These courses reached that minimum threshold for the fifth time in nine years and paid \$62,557 to the Enterprise Fund in FY18. 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 to subsidize 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 \$62,557 from MCRA in FY18, which was the percentage of net proceeds from Little Bennett, Northwest and Needwood Golf Courses that exceeded the \$5,100,000 revenue threshold for FY18.



**Montgomery County
Department of Parks – Golf Courses**

SUMMARY OF FY19 PROPOSED BUDGET

**MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2019**

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	53,933	15,000	50,000	233.3%
Miscellaneous	-	-	-	-
Interest	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	<u>53,933</u>	<u>15,000</u>	<u>50,000</u>	<u>233.3%</u>
Operating Expenses and Other Uses				
Personnel Services	-	-	-	-
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	4,467	-	-	-
Depreciation & Amortization Expense	155,101	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>159,568</u>	<u>-</u>	<u>-</u>	<u>-</u>
Gain (Loss)	<u>\$ (105,635)</u>	<u>\$ 15,000</u>	<u>\$ 50,000</u>	<u>233.3%</u>

	FY 17 Actual		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Golf Courses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



**Montgomery County
Department of Parks – Golf Courses**

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increase in revenue based on historical trend.



Montgomery County

Department of Parks - Enterprise Operations – Ice Rinks

OVERVIEW

The Department operates two indoor ice rink facilities seven days a week, year-round. At Cabin John, there is one NHL ice surface, one Olympic size ice surface, and one studio sheet. Wheaton Ice Arena has one NHL ice surface. Both facilities feature hockey and figure skating sessions and camps, programs, group and private lessons, general and special public sessions, therapeutic skating, and special events. The Ice Rinks also offer figure and hockey skate rentals, leased ice rentals, birthday parties, meetings, snack bars, pro shops and off-ice conditioning space for training.

MISSION

To provide a balance of public and specialty skating sessions, instructional classes and rental opportunities for the ice skating community and general public.

PROGRAMS AND SERVICES PROVIDED

- Recreational Skating (Public Sessions)
- Camps (Winter, Spring, Summer)
- Special Events
- Snack Bar
- Dance/Off-ice Conditioning Room
- Instructional Figure Skating and Hockey Classes
- Birthday Parties/Meetings
- Leased Ice
- Skating Shows/Exhibitions
- Tournaments
- Pro shop
- Leagues
- Competitions

ACCOMPLISHMENTS

- Continued partnership with the Washington Capitals at both rinks for free Learn to Play Equipment for participants in beginning hockey classes.
- Completed installation of a new Dehumidifier and Energy Recovery System at the Wheaton Ice Arena.
- Constructed additional office space at the Cabin John Ice Rink.
- Implemented a Therapeutic Ice Skating Program at the Cabin John Ice Rink.
- Registered and taught over 9,126 class participants with both facilities' group lesson program (figure skating and hockey) in FY17.



Montgomery County
Department of Parks - Enterprise Operations – Ice Rinks

GOALS AND PERFORMANCE MEASURES

Goal To provide opportunities for individuals, groups, and families of all ages and abilities to participate and to learn ice skating, hockey, and other ice-based activities.				
Objective				
Generate sufficient revenues to cover facility operating costs including debt service and/or CIP				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of operating revenues that cover operating expenditures	105%	103%	117%	116%
Objective				
Develop new and expand existing programs to increase participation				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% increase of patrons participating in classes and camps	2%	9%	10%	10%



Montgomery County
Department of Parks - Enterprise Operations - Ice Rinks

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	385,279	387,500	413,200	6.6%
Charges for Services	2,739,820	2,411,800	2,729,500	13.2%
Rentals and Concessions	1,705,755	1,705,500	1,718,950	0.8%
Miscellaneous	(236)	-	-	-
Interest	1,479	-	1,496	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	4,832,097	4,504,800	4,863,146	8.0%
Operating Expenses and Other Uses				
Personnel Services	1,587,293	1,696,537	1,772,789	4.5%
Goods for Resale	180,613	185,500	199,500	7.5%
Supplies and Materials	189,537	114,200	116,700	2.2%
Other Services and Charges	1,355,702	1,330,450	1,424,340	7.1%
Depreciation & Amortization Expense	768,365	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	(7,947)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	617,485	691,160	750,329	8.6%
Transfers Out	-	900,000	2,800,000	211.1%
Total Oper. Exp and Other Uses	4,691,048	4,917,847	7,063,658	43.6%
Gain (Loss)	\$ 141,049	\$ (413,047)	\$ (2,200,512)	432.8%

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



Montgomery County
Department of Parks - Enterprise Operations - Ice Rinks

	FY 17 Actual		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	9.00	9.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	9.00	9.00	10.00	10.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		25.20		29.00		31.60
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Ice Rinks	9.00	34.20	10.00	39.00	10.00	41.60

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increases FY19 proposed revenue by \$358,347 due to an increase in camp, group lesson, and freestyle participation.
- Increases Other Services & Charges by \$93,890 due to rising utilities, credit card transaction fees associated with ActiveMONTGOMERY and instructor costs.
- The proposed capital project includes \$2,500,000 for the installation of a new refrigeration system for the NHL and the Studio Rink at the Cabin John Ice Rink, replacement of both rink floors, and a new dehumidification and energy recovery system.
- The proposed capital project includes \$300,000 for ADA and building improvements at the Wheaton Ice Arena.



Montgomery County

Department of Parks - Enterprise Operations – Indoor Tennis

OVERVIEW

The Department operates two indoor tennis facilities, one in Cabin John Regional Park and the other in Wheaton Regional Park. The Pauline Betz Addie Tennis Center (PBA) at Cabin John Regional Park is air conditioned and includes six tennis courts, restrooms, showers, lockers, and a large customer lounge. The Wheaton Indoor Tennis facility is also air conditioned and includes six courts that are covered by a fabric skin over a rigid frame structure. The facility has an attached service building that contains restrooms, showers, lockers, party/meeting room, kitchenette, and a waiting area. The average annual attendance at the tennis facilities is over 119,500 patrons.

Each tennis facility operates 7 days per week from as early as 6:00 am to midnight. Each facility offers seasonal court time, spot time play, year-round leagues in partnership with the Montgomery County Tennis Association (MCTA), and clinics and camps.

The tennis facilities offer a wide variety of classes and camps for many levels and abilities. The 6-week class sessions are offered year-round. A sampling of classes offered include; USTA 10 and Under, Parent & Child, Beginner, Intermediate, Advanced, Cardio and Introduction to Competition. Additional offerings are Round Robin, Match play, and tennis tournaments for various levels. Private instruction and birthday party packages are also available.

In addition, the Indoor Tennis fund includes the concession operation of the Montgomery TennisPlex in South Germantown Recreational Park.

MISSION

To offer diverse programming opportunities to all levels and abilities of players. This includes instructional classes, singles, doubles, match play, tournament play, private lessons, and camps.

PROGRAMS AND SERVICES PROVIDED

- Seasonal play
- Match play
- Classes
- Camps
- Meeting Space
- Spot time play
- Clinics
- Private Lessons
- Tournaments
- Birthday Parties

ACCOMPLISHMENTS

- Hired a new tennis manager at Pauline Betz Addie Tennis facility.
- Hosted several new events: USTA Youth Tennis Coaching workshop, ACEing Autism Youth Tennis clinic, and Orange and Red Ball Bash (youth tournament)
- Solidified a complete season contract with Montgomery County Tennis Association (MCTA) for 2017-2018 at both tennis facilities.
- Updated court lighting at both tennis facilities.
- Revamped and implemented additional camp and program offerings to increase participation.



**Montgomery County
Department of Parks - Enterprise Operations - Indoor Tennis**

GOALS AND PERFORMANCE MEASURES

Goal To provide opportunities for individuals, groups, and families of all ages and abilities to participate and to learn tennis.				
Objective				
Generate sufficient revenues to cover facility operating costs including CIP				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of operating revenues that cover operating expenditures	125%	130%	125%	116%
Objective				
Develop new and expand existing programs to increase participation				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% increase of patrons participating in classes and camps	5%	17%	15%	15%



Montgomery County
Department of Parks - Enterprise Operations - Indoor Tennis

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	3,275	4,700	5,000	6.4%
Charges for Services	1,681,925	1,830,500	1,739,000	-5.0%
Rentals and Concessions	93,055	105,220	178,852	70.0%
Miscellaneous	(169)	-	-	-
Interest	47,802	30,000	48,355	61.2%
Other	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	<u>1,825,888</u>	<u>1,970,420</u>	<u>1,971,207</u>	<u>0.0%</u>
Operating Expenses and Other Uses				
Personnel Services	596,276	751,736	739,807	-1.6%
Goods for Resale	4,750	3,000	3,500	16.7%
Supplies and Materials	69,240	41,600	43,550	4.7%
Other Services and Charges	351,391	366,000	373,190	2.0%
Depreciation & Amortization Expense	47,285	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-
Capital Outlay	-	-	29,000	-
Other Classifications	-	-	-	-
Chargebacks	325,360	383,719	418,275	9.0%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,394,302</u>	<u>1,546,055</u>	<u>1,607,322</u>	<u>4.0%</u>
Gain (Loss)	<u>\$ 431,586</u>	<u>\$ 424,365</u>	<u>\$ 363,885</u>	<u>37.6%</u>

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



Montgomery County
Department of Parks - Enterprise Operations - Indoor Tennis

	FY 17 Actual		FY 18 Adopted		FY 19 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		16.20		16.30		15.90
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Indoor Tennis	4.00	20.20	4.00	20.30	4.00	19.90

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increase in revenue for rentals and concessions by \$73,632 due to the rent increase to Jack Shore Tennis facility at the South Germantown Recreational Park.
- Wheaton Indoor Tennis facility will purchase new curtains and re-surface the courts.
- Decrease in Charges for Services by \$91,500 due to fewer MCTA contracted times and a decrease in the group lesson program.



Montgomery County

Department of Parks - Enterprise Operations – Event Centers

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

- Continued improvements at Seneca Lodge by updating the upstairs restrooms, refinishing the hardwood floor, replacing the kitchen floor, purchasing new chairs, and business equipment.
- Continued improvements to Rockwood Manor by updating the kitchen appliances and bathrooms, replacing an HVAC unit in the house, upgrading furniture in the overnight rooms, replacing the railings on the Manor House, replacing windows and the capping on the Manor House, and improving the landscaping.
- Increased marketing efforts by advertising on the Knot, Wedding Wire, and various other publications and social media sites.
- Hired a new event center manager for the Seneca Lodge facility.

GOALS AND PERFORMANCE MEASURES

Goal	To provide rentals of well-maintained gathering places in the parks where our clients can meet, learn, socialize or just relax			
Objective	Generate sufficient revenues to cover facility operating costs including CIP			
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of operating revenues that cover operating expenditures	85%	72%	75%	75%



Montgomery County
Department of Parks - Enterprise Operations - Event Centers

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	524,238	635,000	435,000	-31.5%
Miscellaneous	-	-	-	-
Interest	1,501	-	1,519	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	525,739	635,000	436,519	-31.3%
Operating Expenses and Other Uses				
Personnel Services	372,522	367,606	353,008	-4.0%
Goods for Resale	7,763	12,000	6,000	-50.0%
Supplies and Materials	76,418	54,950	30,800	-43.9%
Other Services and Charges	142,876	110,400	124,865	13.1%
Depreciation & Amortization Expense	7,387	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	118,599	104,592	64,186	-38.6%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	725,565	649,548	578,859	-10.9%
Gain (Loss)	\$ (199,826)	\$ (14,548)	\$ (142,340)	878.4%

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

	FY 17 Actual		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
EVENT CENTERS						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	6.90	-	6.30	-	4.90
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Event Centers	2.00	8.90	2.00	8.30	2.00	6.90



Montgomery County
Department of Parks - Enterprise Operations – Event Centers

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Decreases revenue by \$107,000 due to Woodlawn Manor no longer being operated as an event center by the Enterprise Division.
- Decreases revenue at Rockwood Manor by \$85,000 due to continuation of rental restrictions implemented at the facility to comply with guidelines in the updated community agreement.
- Decreases Personnel, Goods for Resale, and Supplies & Materials by \$44,748 due to cost savings from not operating Woodlawn and having fewer rentals at Rockwood.



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 Miniature Golf & Splash Playground 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, facility rentals, educational programs) at Brookside Gardens.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Each of the park amenities provides a service such as camping, riding the train, riding the carousel or enjoying an afternoon at the splash park. In addition, the Driving Range offers instruction in a skill. Also, there are party rental opportunities at the facilities for special occasions.

- Canoe, Kayak, Paddleboard, Pedal Boat Rentals
- Kids Fishing Day
- Golf Lessons/Camps
- Train Rides
- Eye Spy Train Rides in April and October
- Party Room Rentals
- Jumping Pillow at Splash Park and Campground
- Boat Tours
- Special Events
- Carousel Rides
- Tent Rental Areas at Splash Playground
- Camper Ready Tent Rentals
- Yurt Rentals
- Pedal Karts at Campground
- Camp Store at Campground
- Archery Lessons at South Germantown

ACCOMPLISHMENTS

- Added a spring Eye Spy special event to the train facilities and offered Halloween Eye Spy events at both facilities. The additional events and changes increased revenue by approximately \$60,000 and served an additional 5,000 customers.
- Implemented beginner and intermediate Archery classes close to the South Germantown Driving Range area.
- Added features and made ADA improvements at the South Germantown Mini Golf Course.
- Purchased additional kayaks, canoes, and pedal boats at both boating facilities and more paddleboards for Black Hill Boats. Extended a bid for the purchase of a replacement pontoon boat for Lake Needwood.
- Built a new boat house with accessible pathways to the lake at Black Hill Regional Park.
- Additional sports camps added to the Wheaton Sports Pavilion that increased revenue.



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

- Continued with implementation of ADA improvements at the Little Bennett Campground by making the parking lot and entrance to the camp store accessible.
- Continued to increase amenities at the campground by implementing full hookups and pull through sites for large recreational vehicles, added electric to the Yurt sites, and brought in Wi-Fi to the property.
- Opened the new full-service camp store at the Little Bennett Campground.
- Purchased five new train coaches for the Cabin John Train facility.

GOALS AND PERFORMANCE MEASURES

Goal				
To offer unique and family oriented recreational activities at an affordable price and to provide a safe, clean, and quality recreational experience.				
Objective				
Generate sufficient revenues to cover most or all facility operating costs including CIP				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% of operating revenues that cover operating expenditures				
Boats	110%	141%	130%	125%
Camping	105%	103%	100%	108%
Driving Range	105%	107%	107%	105%
Splash Playground	110%	105%	104%	135%
Trains/Carousel	145%	135%	144%	150%
Wheaton Sports Pavilion	105%	79%	90%	112%
Objective				
Develop new and expand existing programs to increase participation and increased rentals				
Program Indicator	Target	FY17 Actuals	FY18 Estimated	FY19 Proposed
% increase in patron participation				
Boat Rentals	10%	-4%	5%	5%
Camping Rentals	5%	91%	5%	5%
Driving Range Admissions	5%	12%	5%	5%
Splash Playground Admissions	5%	-7%	5%	5%
Train/Carousel Admissions	5%	-2%	5%	5%
Wheaton Sports Pavilion	10%	9%	10%	10%



Montgomery County
Department of Parks - Enterprise Operations - Park Facilities

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	214,407	297,200	337,400	13.5%
Charges for Services	1,750,092	1,711,575	1,869,460	9.2%
Rentals and Concessions	800,759	853,300	928,375	8.8%
Miscellaneous	718,745	698,686	711,225	1.8%
Interest	57,959	30,000	58,630	95.4%
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	<u>3,541,962</u>	<u>3,590,761</u>	<u>3,905,090</u>	<u>8.8%</u>
Operating Expenses and Other Uses				
Personnel Services	1,205,169	1,454,675	1,533,029	5.4%
Goods for Resale	100,558	102,100	124,500	21.9%
Supplies and Materials	322,837	261,500	245,320	-6.2%
Other Services and Charges	462,228	371,723	468,869	26.1%
Depreciation & Amortization Expense	120,845	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	715,905	894,349	956,218	6.9%
Transfers Out	-	150,000	1,275,000	750.0%
Total Oper. Exp and Other Uses	<u>2,927,542</u>	<u>3,234,347</u>	<u>4,602,936</u>	<u>42.3%</u>
Gain (Loss)	<u>\$ 614,420</u>	<u>\$ 356,414</u>	<u>\$ (697,846)</u>	<u>-295.8%</u>

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



Montgomery County
Department of Parks - Enterprise Operations - Park Facilities

	FY 17 Actual		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FACILITIES						
Full-Time Career	4.00	4.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	5.00	5.00	5.00	5.00
Term Contract	1.00	1.00	-	-	1.00	1.00
Seasonal/Intermittent		29.70		37.80		35.20
Chargebacks		0.50		0.50		0.50
Less Lapse		-		-		-
Subtotal Park Facilities	5.00	35.20	5.00	43.30	6.00	41.70

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Increases in revenue by \$285,699 is accredited mainly to various facilities sales revenue, charges for services, and rentals. Brookside Gardens shows an increase in sales from restructuring the gift shop operations, increased admissions to special events, and increased bookings for weddings. Both train facilities host spring and Halloween Eye Spy events that reflect additional revenues. Also, revenue is increased at the Little Bennett Campground based on higher usage of RV and tent sites and sales from the new camp store operations. In addition, Wheaton Sports Pavilion projects more revenue due to implementing new sports camps, and revenue is projected higher at Black Hill boats due to increased rentals.
- Increases in personnel cost by \$78,354 due to minimum wage increases at all the facilities and a new term contract position being funded for Brookside Gardens to support the rental program based on the increased demand for private and corporate bookings, photography sessions and birthday parties.
- Increases in other services and charges by \$97,146 mainly due to Brookside Gardens outsourcing custodial service and due to increased instructor costs.
- Proposed capital improvement project includes \$1,000,000 for a water feature and continuing facility upgrades at the Little Bennett Campground; and \$275,000 to replace five coach cars at the Wheaton Train.



Montgomery County

Department of Parks – Enterprise Operations - Administration

OVERVIEW

The Enterprise Division’s Administrative Office oversees and coordinates all the activities of the Enterprise Fund. The Enterprise Division budget includes: an administrative office budget; the system administration for the ActiveMONTGOMERY system; recreation facility leases; insurance fund costs; and chargebacks for support from the Northern and Southern Parks, Facilities Management trades personnel, Central Administrative Services, Information Technology costs, Pope Farm nursery services for landscaping materials around Enterprise facilities, and Support Services. These costs are allocated on a percentage basis to the various Enterprise facilities.

The ActiveMONTGOMERY system has been in operation for a few years and is a consolidated registration/reservation system with the Montgomery County Department of Recreation and Community Use of Public Facilities. The system allows residents to register for programs and reserve facilities offered by each agency. It is also used as a point of sale system.

ActiveMONTGOMERY is utilized at the ice rinks, indoor tennis facilities, event centers, Brookside Gardens, the seasonal park facilities, the nature centers, as well as for Cultural Resources programs and tours.

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

MISSION

To provide administrative support including personnel, budget, procurement, and ActiveMONTGOMERY registration and reservation system for the Enterprise facilities.

In addition, provides ADA policy training to internal staff and support staff for participants registered in various programs as well as utilizing the facilities and services offered by the Enterprise Division.

PROGRAMS AND SERVICES PROVIDED

- Budget Preparation and Oversight
- ActiveMONTGOMERY Administration
- Concession Lease Management
- Marketing and Promotion
- Program Access/Inclusion Services

ACCOMPLISHMENTS

- Achieved an appropriate balance among fees and public service.
- Operated all Enterprise facilities in a fiscally responsible manner resulting in a net profit.
- Park staff developed and implemented the first annual Glow Walk/Fun Run on April 30, 2017 held at Wheaton Regional Park in recognition of Autism Awareness/Acceptance month. Over 70 people were in attendance for an evening of unity and awareness.



Montgomery County Department of Parks – Enterprise Operations - Administration

- The Program Access Office has coordinated inclusion services for over 200 individuals with disabilities who are registered participants in programs, classes, events, and volunteer positions. These modifications include support staff, volunteer companions, sign language interpretation, development of behavior management plans and providing adaptive equipment for programs.
- The ADA Spirit Awards were developed and presented to 15 Parks employees recognizing Parks employees who go above and beyond the call of duty keeping the spirit of the ADA, inclusion and access in their everyday work program.
- Staff researched and purchased an accessible shuttle cart in April 2017. The cart is used to transport individuals with disabilities at Park events and programs to ensure inclusive participation in major activities.



Montgomery County
Department of Parks – Enterprise Operations - Administration

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Miscellaneous	-	-	-	-
Interest	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	-	-	-	-
Operating Expenses and Other Uses				
Personnel Services	1,457,431	1,798,421	1,928,245	7.2%
Goods for Resale	-	-	-	-
Supplies and Materials	35,262	44,000	43,200	-1.8%
Other Services and Charges	67,938	86,922	83,063	-4.4%
Depreciation & Amortization Expense	11,275	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	177,343	86,477	76,000	-12.1%
Indirect Charges (Admin Chargeback)	(1,749,249)	(2,015,820)	(2,130,508)	5.7%
Transfers Out	-	-	50,000	-
Total Oper. Exp and Other Uses	-	-	50,000	-
Gain (Loss)	\$ -	\$ -	\$ (50,000)	-

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



Montgomery County
Department of Parks – Enterprise Operations - Administration

	FY 17 Actual		FY 18 Adopted		FY 19 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ADMINISTRATION</u>						
Full-Time Career	14.00	14.00	15.00	15.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	14.00	14.00	15.00	15.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		6.40		1.90		0.40
Chargebacks		0.40		(1.10)		(1.10)
Less Lapse		-		-		-
Subtotal Administration	14.00	20.80	15.00	15.80	16.00	15.30

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

- Includes one (1) full time position and one (1) WY and personnel funding to provide help desk support for ActiveMontgomery. Although this position will be funded and managed in the Enterprise Division, a portion of the cost will be transferred as a chargeback to the Park Fund.
- The proposed capital project of \$50,000 will be for new office space built for the Administrative staff to relocate to the Seneca Lodge House.



Montgomery County

Department of Parks – Capital Improvement Program

OVERVIEW

The Capital Improvement Program (CIP) implements the County’s master plans, functional plans, park plans, Land Preservation, Parks and Recreation Plan, Vision 2030 Strategic Plan and other studies. The six-year CIP recommends planning, acquisition, design, construction and funding schedules for projects in Montgomery County parks. It is based on a careful analysis of public recreation, open space, conservation and management needs and a realistic assessment of resources available to meet those needs. The Commission balances needs and resources in the context of a participatory process involving the Montgomery County Recreation Department, Parks and Recreation Advisory Board, Department of Parks divisions, Planning Department staff, other County agencies and the general public.

The Land Use Article of the Annotated Code of Maryland provides the authority for the Commission’s CIP. The CIP, Operating Budget, and Capital Budget are also prepared in coordination with the fiscal and capital program requirements of the Montgomery County Charter. Montgomery County enjoys 37,000 acres of parkland and 419 parks maintained by the Commission. The proposed FY19-24 CIP includes \$60,900,000 for land acquisition and \$178,339,000 for development projects.

The priorities in the capital improvement program are:

Infrastructure Maintenance/Renovation – Repair, renovation, and lifecycle replacement of existing park facilities and supporting infrastructure. Also, protection and enhancement of natural, historical and cultural resources on parkland.

Land Acquisition – Continued commitment to preservation of parkland through Legacy Open Space and park acquisition programs.

New Parks and Park Facilities – Responding to unmet park and recreation needs.

HIGHLIGHTS AND MAJOR CHANGES IN FY19 CAPITAL BUDGET

The major highlights of the FY19 Capital Budget include:

- New Park Refresher project to deliver smaller scaled park renovations in a streamlined development process
- Complete of construction of South Germantown Cricket Field.
- Start construction of Woodside Urban Park, Josiah Henson Historical Park, Seneca-Poole Store and Pinecrest Local Park
- Complete design of Hillandale Local Park.
- Complete construction of the North Branch Trail.
- Start and complete renovations at Dewey Local Park.
- Construct Battery Lane Urban Park.
- ADA Improvements countywide.

OPERATING BUDGET IMPACTS (OBI's)

OBI's are the costs associated with the operating, maintaining and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through



Montgomery County Department of Parks – Capital Improvement Program

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	FY19 OBI Expenditures	FY19 Career Workyears	FY19 Seasonal Workyears
CIP PROJECTS			
Blair LP - ballfield irrigation	\$6,910	0.0	0.0
Dewey LP - renovation	\$28,770	0.0	0.4
Gene Lynch UP	\$43,000	0.0	0.0
Kensington Cabin - renovation	\$30,098	0.0	0.4
Pinecrest LP - renovation	17,195	0.0	0.5
South Germantown RP - cricket field	\$81,942	0.2	0.4
Wheaton Claridge LP - renovation	\$5,974	0.0	0.1
NON-CIP PROJECTS			
Batchellors Forest LP	\$75,096	0.4	0.4
Clarkmont Local Park	\$46,543	0.4	0.3
Kings LP	\$8,467	0.0	0.1
TOTAL	\$343,995	1.0	2.6

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 sufficient 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 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 FY19 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL PROJECTS FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 19 Proposed	%
				Change
Revenues:				
Intergovernmental:	\$	\$	\$	
Federal	-	-	-	-
State (POS)	1,289,277	3,050,000	12,235,000	301.1%
State (Other)	941,553	280,000	175,000	-37.5%
County	12,577,533	15,690,000	14,857,000	-5.3%
Interest	22,171	15,000	25,000	66.7%
Contributions	1,497,840	600,000	1,050,000	75.0%
Miscellaneous	98,241	-	-	-
Total Revenues	<u>16,426,615</u>	<u>19,635,000</u>	<u>28,342,000</u>	<u>44.3%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	26,007,304	26,617,000	42,872,000	61.1%
Park Acquisition	697,500	5,265,000	7,650,000	45.3%
Park Development	25,309,804	21,352,000	35,222,000	65.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>26,007,304</u>	<u>26,617,000</u>	<u>42,872,000</u>	<u>61.1%</u>
Excess of Revenues over Expenditures	<u>(9,580,689)</u>	<u>(6,982,000)</u>	<u>(14,530,000)</u>	<u>108.1%</u>
Other Financing Sources (Uses):				
Bond Proceeds	8,514,748	5,597,000	10,080,000	80.1%
Transfers In				
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	0.0%
Transfer from Enterprise Fund	-	1,050,000	4,125,000	292.9%
Transfer from Debt Service Fund	-	-	-	-
Total Transfers In	<u>350,000</u>	<u>1,400,000</u>	<u>4,475,000</u>	<u>219.6%</u>
Transfers Out				
Transfer to Park Fund	(22,169)	(15,000)	(25,000)	66.7%
Total Transfers Out	<u>(22,169)</u>	<u>(15,000)</u>	<u>(25,000)</u>	<u>66.7%</u>
Total Other Financing Sources (Uses)	<u>8,842,579</u>	<u>6,982,000</u>	<u>14,530,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(738,110)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	9,455,844	9,455,844	8,717,734	-7.8%
Fund Balance, Ending	<u>\$ 8,717,734</u>	<u>\$ 9,455,844</u>	<u>\$ 8,717,734</u>	<u>-7.8%</u>



Other Funds

	<u>Page</u>
OTHER FUNDS	
Special Revenue Funds.....	292
Advance Land Acquisition Funds	308
Park Debt Service Fund	311
Internal Service Funds	
Risk Management Fund.....	315
Capital Equipment Fund	319
Commission-wide CIO & IT Initiatives Fund.....	321
Commission-wide Executive Office Building Fund	325
Commission-wide Group Insurance Fund	329



Montgomery County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue funds are Development Review (Planning Department). The FY19 proposed revenue budget is \$5,122,030 and is 25.0% higher compared to the FY18 adopted budget. FY19 expenditures are proposed at \$6,519,833 representing a 15.7% increase over the FY18 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues and Other Sources:					
Planning Department:					
Traffic Mitigation Program	\$ (10,480)	\$ 20,200	\$ 20,200	\$ 20,400	1.0%
Historic Preservation-County Non-Dept	(3,513)	2,000	7,001	1,500	-25.0%
GIS Data Sales	1,082	1,800	700	1,300	-27.8%
Environmental/Forest Conserv. Penalties	33,190	25,300	25,300	25,800	2.0%
Development Review	3,110,540	2,316,300	2,310,900	3,021,700	30.5%
Forest Conservation	138,653	53,700	8,700	11,300	-79.0%
Subtotal Planning:	3,269,472	2,419,300	2,372,801	3,082,000	27.4%
Parks Department:					
Historic Renovations- Property Mngmt.	3,551	390	400	970	148.7%
Park Police- Drug Enforcement	302	175	300	300	71.4%
Park Police- Federally Forfeited Prop.	290	175	290	290	65.7%
Interagency Agreements	1,150,453	1,065,700	1,203,200	1,326,700	24.5%
Park Cultural Resources	84,206	84,580	79,100	100,100	18.3%
Special Events	168,615	141,200	120,420	170,420	20.7%
Nature Programs and Facilities	296,150	254,075	278,450	332,130	30.7%
Special Donations and Programs	81,618	131,175	77,650	109,120	-16.8%
Subtotal Parks:	1,785,185	1,677,470	1,759,810	2,040,030	21.6%
Total Revenues and Other Sources	5,054,657	4,096,770	4,132,611	5,122,030	25.0%
Expenditures and Other Uses:					
Planning Department:					
Traffic Mitigation Program	-	20,000	20,000	20,000	0.0%
Historic Preservation-County Non-Dept	2,650	6,000	1,500	5,000	-16.7%
GIS Data Sales	-	100,000	-	125,000	25.0%
Environmental/Forest Conserv. Penalties	-	24,000	29,000	56,000	133.3%
Development Review	3,421,790	3,335,200	3,335,200	3,456,300	3.6%
Forest Conservation	217,068	303,000	303,000	360,000	18.8%
Subtotal Planning:	3,641,508	3,788,200	3,688,700	4,022,300	6.2%
Parks Department:					
Historic Renovations- Property Mngmt.	171,100	1,010	-	5,000	395.0%
Park Police- Drug Enforcement	-	20,000	-	20,000	0.0%
Park Police- Federally Forfeited Prop.	-	20,000	-	20,000	0.0%
Interagency Agreements	1,027,129	1,114,700	1,318,000	1,556,700	39.7%
Park Cultural Resources	73,801	92,700	81,800	118,700	28.0%
Special Events	144,847	157,500	120,000	166,500	5.7%
Nature Programs and Facilities	202,827	305,695	222,793	472,473	54.6%
Special Donations and Programs	91,669	134,820	103,800	138,160	2.5%
Subtotal Parks:	1,711,373	1,846,425	1,846,393	2,497,533	35.3%
Total Expenditures and Other Uses	5,352,881	5,634,625	5,535,093	6,519,833	15.7%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(298,224)	(1,537,855)	(1,402,482)	(1,397,803)	-9.1%
Fund Balance - Beginning	5,451,538	3,629,237	5,153,314	3,750,832	3.4%
Fund Balance - Ending	\$ 5,153,314	\$ 2,091,382	\$ 3,750,832	\$ 2,353,029	12.5%



Montgomery County

Special Revenue Funds: Traffic Mitigation Program

OVERVIEW

The Traffic Mitigation Special Revenue Fund account supports the regulatory process to ensure compliance with traffic mitigation agreements from approved development. Revenues are received from developers on an annual basis. This account is designated to pay for the independent monitoring of development agreements and to ensure that each meet and maintains its trip reduction goal.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
TRAFFIC MITIGATION PROGRAM
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	513	200	200	400	100.0%
Miscellaneous	(10,993)	20,000	20,000	20,000	0.0%
Total Revenues	<u>(10,480)</u>	<u>20,200</u>	<u>20,200</u>	<u>20,400</u>	<u>1.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	20,000	20,000	20,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>(10,480)</u>	<u>200</u>	<u>200</u>	<u>400</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>(10,480)</u>	<u>200</u>	<u>200</u>	<u>400</u>	<u>100.0%</u>
Fund Balance - Beginning	<u>70,945</u>	<u>71,045</u>	<u>60,465</u>	<u>60,665</u>	<u>-14.6%</u>
Fund Balance - Ending	<u>\$ 60,465</u>	<u>\$ 71,245</u>	<u>\$ 60,665</u>	<u>\$ 61,065</u>	<u>-14.3%</u>



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

OVERVIEW

The Historic Preservation Special Revenue Fund account was established to manage funds derived from the annual contract between Montgomery County and the Planning Department to partially fund staff support to the Montgomery County Historic Preservation Commission (HPC) and other activities. The historic preservation special revenue fund remains in place as a source of funding for grant projects and sale of publications. Staff also administers additional grants from the State of Maryland, in support of historic preservation functions.

SUMMARY OF FY19 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 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,487	2,000	7,001	1,500	-25.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	(6,000)	-	-	-	-
Total Revenues	<u>(3,513)</u>	<u>2,000</u>	<u>7,001</u>	<u>1,500</u>	<u>-25.0%</u>
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	2,650	6,000	-	-	-100.0%
Other Services and Charges	-	-	1,500	5,000	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>2,650</u>	<u>6,000</u>	<u>1,500</u>	<u>5,000</u>	<u>-16.7%</u>
Excess of Revenues over Expenditures	<u>(6,163)</u>	<u>(4,000)</u>	<u>5,501</u>	<u>(3,500)</u>	<u>-12.5%</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>(6,163)</u>	<u>(4,000)</u>	<u>5,501</u>	<u>(3,500)</u>	<u>-12.5%</u>
Fund Balance - Beginning	5,333	5,333	(830)	4,671	-12.4%
Fund Balance - Ending	<u>\$ (830)</u>	<u>\$ 1,333</u>	<u>\$ 4,671</u>	<u>\$ 1,171</u>	<u>-12.2%</u>



Montgomery County

Special Revenue Funds: Map Sales

OVERVIEW

The Map Sales Special Revenue Fund was formerly known as the GIS Data Sales Special Revenue Fund. The special revenue fund was created to accumulate the revenue needed to contract for countywide GIS data updates. These updates occur on a three-year basis for Planimetric data, and a six-year basis for topographic data (LiDAR) as dictated by the County GIS strategic plan. Revenue for this fund used to come from the sale of GIS data to the development community. In FY15, the sale of digital GIS data was ended at the request of the Montgomery County Council and by State law enacted for providing open data to the public. Now map sales are the remaining revenue source for this fund.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
MAP SALES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	320	1,300	500	500	-61.5%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	762	500	200	800	60.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,082</u>	<u>1,800</u>	<u>700</u>	<u>1,300</u>	<u>-27.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	100,000	-	125,000	25.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>125,000</u>	<u>25.0%</u>
Excess of Revenues over Expenditures	<u>1,082</u>	<u>(98,200)</u>	<u>700</u>	<u>(123,700)</u>	<u>26.0%</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>1,082</u>	<u>(98,200)</u>	<u>700</u>	<u>(123,700)</u>	<u>26.0%</u>
Fund Balance - Beginning	141,227	121,827	142,309	143,009	17.4%
Fund Balance - Ending	<u>\$ 142,309</u>	<u>\$ 23,627</u>	<u>\$ 143,009</u>	<u>\$ 19,309</u>	<u>-18.3%</u>



Montgomery County

Special Revenue Funds: Environmental/Forest Conservation Penalties

OVERVIEW

The Environmental/Forest Conservation Penalty Special Revenue Fund receives 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, plant new trees and forests, obtain contractual help to digitize easements for posting on the web site, and obtain equipment and training necessary for the forest conservation inspectors to perform their duties.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	635	300	300	800	166.7%
Miscellaneous	32,555	25,000	25,000	25,000	0.0%
Total Revenues	33,190	25,300	25,300	25,800	2.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	4,000	4,000	6,000	50.0%
Other Services and Charges	-	20,000	25,000	50,000	150.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	24,000	29,000	56,000	133.3%
Excess of Revenues over Expenditures	33,190	1,300	(3,700)	(30,200)	-2423.1%
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	33,190	1,300	(3,700)	(30,200)	-2423.1%
Fund Balance - Beginning	94,235	115,635	127,425	123,725	7.0%
Fund Balance - Ending	\$ 127,425	\$ 116,935	\$ 123,725	\$ 93,525	-20.0%



Montgomery County

Special Revenue Funds: Development Review

OVERVIEW

The Development Review Special Revenue 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, sketch plans, project plans, site plans, and administrative subdivision fees, subdivision regulation waiver fees, and staging allocation request fees.

It was originally anticipated that fees could be adjusted as necessary to recover the necessary costs. However, previous slowdowns in the economy led to a gap between costs incurred and fees received. Moreover, fees could not be raised to inordinately high levels to cover the gap. Therefore, transfers were made from the Administration Fund to cover the gap in years of low economic development. From FY08-FY13, the average transfer was \$1.4 million.

For the last 10 years, expenditures in this fund have been very consistent with each year's actuals posting within \$200,000 of the 10-year average of \$3.2M. However, revenues in this fund have been extremely volatile during this time frame ranging from \$1.6 million to \$4 million and averaging \$2.5 million per year. On average, expenditures have exceeded revenue by \$700,000.

The fund performed well in FY12 and FY13, the only two years with revenues exceeding expenditures. This was primarily due to the fees collected for various large projects in commercial/residential zones as property owners moved quickly to either take advantage of changes to the zoning ordinance or to submit new applications to grandfather existing zoning requirements. This two-year performance built a significant fund balance resulting in the fund not requiring a transfer in FY14, FY15 or FY16. During these three years, the expenditures exceeded revenues by \$1.5 million, drawing down the fund balance.

In FY17 and FY18 respectively, a \$500,000 and \$300,000 transfer from the Administration Fund to the Development Review Special Revenue Fund was included in the budget to cover potential shortfalls and, if need be, to smooth out the drawing down of the fund balance. The Planning Department is requesting a \$500,000 transfer from the Administration Fund to Development Review Special Revenue Fund for FY19 to maintain at least a \$1.2 million fund balance to guard against the volatility in the fund.

The FY19 Development Review Special Revenue Fund includes an increase in the chargebacks from the Administration Fund by \$93,700 from \$3,126,700 to \$3,220,400, a 3% increase, and an increase of \$7,400 in chargeback to Legal and Finance (from \$173,500 to \$180,900) to cover the FY18 compensation increases. In anticipation of another influx of development applications as property owners quickly seek approval to increase density in a few of the recently approved master plan areas, we also increased the revenue projection for the fund by \$499,000, a 25% increase (from \$2,006,000 to \$2,505,000) for FY19.



Montgomery County Special Revenue Funds: Development Review

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	2,592,395	2,006,000	2,000,600	2,505,000	24.9%
Rentals and Concessions	-	-	-	-	-
Interest	18,145	10,300	10,300	16,700	62.1%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,610,540</u>	<u>2,016,300</u>	<u>2,010,900</u>	<u>2,521,700</u>	<u>25.1%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	211,920	35,000	35,000	55,000	57.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,209,870	3,300,200	3,300,200	3,401,300	3.1%
Total Expenditures	<u>3,421,790</u>	<u>3,335,200</u>	<u>3,335,200</u>	<u>3,456,300</u>	<u>3.6%</u>
Excess of Revenues over Expenditures	<u>(811,250)</u>	<u>(1,318,900)</u>	<u>(1,324,300)</u>	<u>(934,600)</u>	<u>-29.1%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	500,000	300,000	300,000	500,000	66.7%
Total Transfers In	<u>500,000</u>	<u>300,000</u>	<u>300,000</u>	<u>500,000</u>	<u>66.7%</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>300,000</u>	<u>300,000</u>	<u>500,000</u>	<u>66.7%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(311,250)</u>	<u>(1,018,900)</u>	<u>(1,024,300)</u>	<u>(434,600)</u>	<u>-57.3%</u>
Fund Balance - Beginning	3,149,811	2,237,689	2,838,561	1,814,261	-18.9%
Fund Balance - Ending	<u>\$ 2,838,561</u>	<u>\$ 1,218,789</u>	<u>\$ 1,814,261</u>	<u>\$ 1,379,661</u>	<u>13.2%</u>



Montgomery County

Special Revenue Funds: Forest Conservation

OVERVIEW

The Forest Conservation Special Revenue Fund account collects fees paid by developers in lieu of planting forest. By law, this fund can only be used for forest planting, protection, and maintenance and for planting trees to create a canopy in urban areas. Examples of past expenditures include: the planting and maintenance of riparian forests in the Reddy Branch Stream Valley Park; along Watts Branch near Lake Potomac Drive; at Rachel Carson Park; and at the Oak Ridge Conservation Park in the Little Bennett watershed. In FY19, we anticipate expanding the planting to environmentally sensitive areas at Oak Ridge Conservation Park and into new areas along Beach Drive. The Fund supports the Planning Department's "Leaves for Neighborhoods" project, which provides a \$40 coupon to Montgomery County residents for the purchase of native canopy trees, and for the "Shades of Green" program, which funds planting of new canopy trees on private lands in central business districts. The Fund finance the transplanting of large trees from the Pope Farm nursery to areas of immediate visual and ecological impact along Beach Drive. The fund was also used, and will continue to be used, to plant new trees to replace trees lost from the Emerald Ash Borer. Trees were planted and forest enhanced along Beach Drive from Kensington to the Maryland/District of Columbia line. Funds in the account are occasionally used as leverage to help secure grants from the Maryland Department of Natural Resources and other organizations to enable additional forest planting and habitat restoration.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
FOREST CONSERVATION					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2019					
	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	6,405	3,700	3,700	6,300	70.3%
Miscellaneous	132,248	50,000	5,000	5,000	-90.0%
Total Revenues	<u>138,653</u>	<u>53,700</u>	<u>8,700</u>	<u>11,300</u>	<u>-79.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	15,382	3,000	3,000	10,000	233.3%
Other Services and Charges	201,686	300,000	300,000	350,000	16.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>217,068</u>	<u>303,000</u>	<u>303,000</u>	<u>360,000</u>	<u>18.8%</u>
Excess of Revenues over Expenditures	<u>(78,415)</u>	<u>(249,300)</u>	<u>(294,300)</u>	<u>(348,700)</u>	<u>39.9%</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>(78,415)</u>	<u>(249,300)</u>	<u>(294,300)</u>	<u>(348,700)</u>	<u>39.9%</u>
Fund Balance - Beginning	1,146,984	716,984	1,068,569	774,269	8.0%
Fund Balance - Ending	<u>\$ 1,068,569</u>	<u>\$ 467,684</u>	<u>\$ 774,269</u>	<u>\$ 425,569</u>	<u>-9.0%</u>



Montgomery County Special Revenue Funds: Historic Renovations – Property Management

OVERVIEW

The Historic Renovations – Property Management account contains property management revenues and other fees for preservation of historic properties owned or managed by Montgomery County Parks. The funds are earmarked for historic park properties.

SUMMARY OF FY19 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019**

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	929	390	400	970	148.7%
Miscellaneous	-	-	-	-	-
Total Revenues	929	390	400	970	148.7%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	171,100	1,010	-	5,000	395.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	171,100	1,010	-	5,000	395.0%
Excess of Revenues over Expenditures	(170,171)	(620)	400	(4,030)	550.0%
Other Financing Sources (Uses):					
Transfers In					
Property Management Fund	2,622	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	2,622	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	2,622	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(167,549)	(620)	400	(4,030)	550.0%
Fund Balance - Beginning	172,230	620	4,681	5,081	719.5%
Fund Balance - Ending	\$ 4,681	\$ -	\$ 5,081	\$ 1,051	-



Montgomery County

Special Revenue Funds: Park Police – Drug Enforcement Fund

OVERVIEW

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

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK POLICE - DRUG ENFORCEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	302	175	300	300	71.4%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>302</u>	<u>175</u>	<u>300</u>	<u>300</u>	<u>71.4%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	20,000	-	20,000	0.0%
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>20,000</u>	<u>-</u>	<u>20,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>302</u>	<u>(19,825)</u>	<u>300</u>	<u>(19,700)</u>	<u>-0.6%</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>302</u>	<u>(19,825)</u>	<u>300</u>	<u>(19,700)</u>	<u>-0.6%</u>
Fund Balance - Beginning	<u>46,596</u>	<u>46,771</u>	<u>46,898</u>	<u>47,198</u>	<u>0.9%</u>
Fund Balance - Ending	<u>\$ 46,898</u>	<u>\$ 26,946</u>	<u>\$ 47,198</u>	<u>\$ 27,498</u>	<u>2.0%</u>



Montgomery County

Special Revenue Funds: Park Police – Federally Forfeited Property

OVERVIEW

The Federal Forfeited Property account was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When forfeiture is approved by the court, the seized assets may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

SUMMARY OF FY19 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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	290	175	290	290	65.7%
Miscellaneous	-	-	-	-	-
Total Revenues	290	175	290	290	65.7%
Expenditures by Major Object:					
Personnel Services					-
Supplies and Materials	-	10,000	-	10,000	0.0%
Other Services and Charges	-	10,000	-	10,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	20,000	-	20,000	0.0%
Excess of Revenues over Expenditures	290	(19,825)	290	(19,710)	-0.6%
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	290	(19,825)	290	(19,710)	-0.6%
Fund Balance - Beginning	54,302	54,477	54,592	54,882	0.7%
Fund Balance - Ending	\$ 54,592	\$ 34,652	\$ 54,882	\$ 35,172	1.5%



Montgomery County

Special Revenue Funds: Interagency Agreements

OVERVIEW

The Special Revenue Fund account for Interagency Agreements includes revenues from other agencies and governments for work the Commission performs on a “reimbursement for service” basis. The Commission maintains agreements with Montgomery County to assist with snow removal and playground equipment maintenance, and with other agencies for seasonal policing and ballfield maintenance.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,076,813	\$ 1,035,700	\$ 1,118,700	\$ 1,276,700	23.3%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	73,640	30,000	84,500	50,000	66.7%
Total Revenues	1,150,453	1,065,700	1,203,200	1,326,700	24.5%
Expenditures by Major Object					
Personnel Services	191,497	145,000	208,000	250,000	72.4%
Supplies and Materials	14,340	15,000	25,000	30,000	100.0%
Other Services and Charges	780,092	912,300	1,042,600	1,232,300	35.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	41,200	42,400	42,400	44,400	4.7%
Total Expenditures	1,027,129	1,114,700	1,318,000	1,556,700	39.7%
Excess of Revenues over Expenditures	123,324	(49,000)	(114,800)	(230,000)	369.4%
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	123,324	(49,000)	(114,800)	(230,000)	369.4%
Fund Balance - Beginning	292,534	67,534	415,858	301,058	345.8%
Fund Balance - Ending	\$ 415,858	\$ 18,534	\$ 301,058	\$ 71,058	283.4%



Montgomery County

Special Revenue Funds: Park Cultural Resources

OVERVIEW

This program provides supplemental funding for expanding and enhancing historic interpretation and archaeology-educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events and admissions at public historic sites, guided historical tours, and school programs. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and volunteer docent materials related to historic and archaeological programs.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK CULTURAL RESOURCES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	5,500	2,500	6,500	18.2%
Charges for Services	62,220	75,500	65,500	88,000	16.6%
Rentals and Concessions	300	3,500	3,500	5,500	57.1%
Interest	100	80	100	100	25.0%
Miscellaneous	21,586	-	7,500	-	-
Total Revenues	84,206	84,580	79,100	100,100	18.3%
Expenditures by Major Object:					
Personnel Services	63,034	72,000	66,000	88,500	22.9%
Supplies and Materials	8,011	9,500	8,000	15,000	57.9%
Other Services and Charges	2,756	11,200	7,800	15,200	35.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	73,801	92,700	81,800	118,700	28.0%
Excess of Revenues over Expenditures	10,405	(8,120)	(2,700)	(18,600)	129.1%
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	10,405	(8,120)	(2,700)	(18,600)	129.1%
Fund Balance - Beginning	17,571	12,351	27,976	25,276	104.6%
Fund Balance - Ending	\$ 27,976	\$ 4,231	\$ 25,276	\$ 6,676	57.8%



Montgomery County

Special Revenue Funds: Special Events

OVERVIEW

This Special Revenue Fund account provides for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks. Examples include the Avon Breast Cancer Walk and the Half Marathon in the Parks.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL EVENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	168,191	141,000	120,000	170,000	20.6%
Rentals and Concessions	-	-	-	-	-
Interest	424	200	420	420	110.0%
Miscellaneous	-	-	-	-	-
Total Revenues	168,615	141,200	120,420	170,420	20.7%
Expenditures by Major Object:					
Personnel Services	92,774	131,000	100,000	136,000	3.8%
Supplies and Materials	30,211	18,000	12,000	24,000	33.3%
Other Services and Charges	21,862	8,500	8,000	6,500	-23.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	144,847	157,500	120,000	166,500	5.7%
Excess of Revenues over Expenditures	23,768	(16,300)	420	3,920	-124.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	23,768	(16,300)	420	3,920	-124.0%
Fund Balance - Beginning	91,038	16,738	114,806	115,226	588.4%
Fund Balance - Ending	\$ 114,806	\$ 438	\$ 115,226	\$ 119,146	27102.3%



Montgomery County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

This Special Revenue Fund account provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated through seasonal employee led nature center camps, programs, birthday party programs, and special events. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and animal supplies/services related to the camps, programs, and special events. Revenues and expenses for camps or programs offered by career staff are accounted for in the Park Fund.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
NATURE PROGRAMS AND FACILITIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,883	-	1,500	-	-
Charges for Services	227,924	197,970	210,250	262,730	32.7%
Rentals and Concessions	48,816	47,000	57,000	59,700	27.0%
Interest	781	305	700	700	129.5%
Miscellaneous	16,746	8,800	9,000	9,000	2.3%
Total Revenues	<u>296,150</u>	<u>254,075</u>	<u>278,450</u>	<u>332,130</u>	<u>30.7%</u>
Expenditures by Major Object:					
Personnel Services	162,155	180,000	179,000	283,000	57.2%
Supplies and Materials	19,567	87,104	19,334	152,897	75.5%
Other Services and Charges	21,105	38,591	24,459	36,576	-5.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>202,827</u>	<u>305,695</u>	<u>222,793</u>	<u>472,473</u>	<u>54.6%</u>
Excess of Revenues over Expenditures	<u>93,323</u>	<u>(51,620)</u>	<u>55,657</u>	<u>(140,343)</u>	<u>171.9%</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>93,323</u>	<u>(51,620)</u>	<u>55,657</u>	<u>(140,343)</u>	<u>171.9%</u>
Fund Balance - Beginning	72,467	118,043	165,790	221,447	87.6%
Fund Balance - Ending	<u>\$ 165,790</u>	<u>\$ 66,423</u>	<u>\$ 221,447</u>	<u>\$ 81,104</u>	<u>22.1%</u>



Montgomery County

Special Revenue Funds: Special Donations and Programs

OVERVIEW

The Special Donations and Programs account includes donations and contributions designated for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL DONATIONS AND PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	66,872	64,000	62,500	68,000	6.3%
Interest	197	175	150	220	25.7%
Miscellaneous	14,549	67,000	15,000	40,900	-39.0%
Total Revenues	81,618	131,175	77,650	109,120	-16.8%
Expenditures by Major Object:					
Personnel Services	25,517	32,300	29,000	29,500	-8.7%
Supplies and Materials	17,000	43,396	32,000	45,400	4.6%
Other Services and Charges	15,332	29,524	12,800	34,300	16.2%
Capital Outlay	33,820	29,600	30,000	28,960	-2.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	91,669	134,820	103,800	138,160	2.5%
Excess of Revenues over Expenditures	(10,051)	(3,645)	(26,150)	(29,040)	696.7%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(10,051)	(3,645)	(26,150)	(29,040)	696.7%
Fund Balance - Beginning	96,265	44,190	86,214	60,064	35.9%
Fund Balance - Ending	\$ 86,214	\$ 40,545	\$ 60,064	\$ 31,024	-23.5%



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 FY19 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 \$152,850 in FY19. The contribution to the Advance Land Acquisition Revolving Fund is \$1,878,250.

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 FY19 are \$2,031,100.



Montgomery County

Advance Land Acquisition Funds

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Property Taxes	\$ 1,859,162	\$ 1,941,740	\$ 1,932,000	\$ 2,031,100	4.6%
Intergovernmental -					-
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,859,162</u>	<u>1,941,740</u>	<u>1,932,000</u>	<u>2,031,100</u>	<u>4.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,785,591	1,786,190	1,782,066	1,878,250	5.2%
Debt Service:	76,129	155,550	155,550	152,850	-1.7%
Debt Service Principal	55,000	135,000	135,000	135,000	0.0%
Debt Service Interest	21,129	19,050	19,050	16,350	-14.2%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,861,720</u>	<u>1,941,740</u>	<u>1,937,616</u>	<u>2,031,100</u>	<u>4.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(2,558)</u>	<u>-</u>	<u>(5,616)</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>(2,558)</u>	<u>-</u>	<u>(5,616)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	8,174	-	5,616	-	-
Fund Balance, Ending	<u>\$ 5,616</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 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	58,675	30,000	30,000	50,000	66.7%
Miscellaneous (Contributions)	1,785,591	1,786,190	1,782,066	1,878,250	5.2%
Total Revenues	<u>1,844,266</u>	<u>1,816,190</u>	<u>1,812,066</u>	<u>1,928,250</u>	<u>6.2%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	(5,086)	2,845,876	8,500,000	6,944,780	144.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(5,086)</u>	<u>2,845,876</u>	<u>8,500,000</u>	<u>6,944,780</u>	<u>144.0%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>1,849,352</u>	<u>(1,029,686)</u>	<u>(6,687,934)</u>	<u>(5,016,530)</u>	<u>387.2%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,849,352</u>	<u>(1,029,686)</u>	<u>(6,687,934)</u>	<u>(5,016,530)</u>	<u>387.2%</u>
Total Net Position - Beginning	<u>9,855,112</u>	<u>1,029,686</u>	<u>11,704,464</u>	<u>5,016,530</u>	<u>387.2%</u>
Total Net Position - Ending	<u>\$ 11,704,464</u>	<u>\$ -</u>	<u>\$ 5,016,530</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 FY19 PROPOSED BUDGET

The FY19 proposed budget includes debt service on an expected \$12 million issue in July of 2018.

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	67,579	-	-	-	-
Debt Service -	4,771,314	5,511,210	5,511,210	6,521,285	18%
Debt Service Principal	3,050,000	3,660,000	3,660,000	4,470,600	22%
Debt Service Interest	1,632,851	1,701,210	1,701,210	1,900,685	12%
Debt Service Fees	88,463	150,000	150,000	150,000	0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>4,838,893</u>	<u>5,511,210</u>	<u>5,511,210</u>	<u>6,521,285</u>	<u>18%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(4,838,893)</u>	<u>(5,511,210)</u>	<u>(5,511,210)</u>	<u>(6,521,285)</u>	<u>18%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	4,838,893	5,511,210	5,511,210	6,521,285	18%
Total Transfers In	<u>4,838,893</u>	<u>5,511,210</u>	<u>5,511,210</u>	<u>6,521,285</u>	<u>18%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>4,838,893</u>	<u>5,511,210</u>	<u>5,511,210</u>	<u>6,521,285</u>	<u>18%</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>



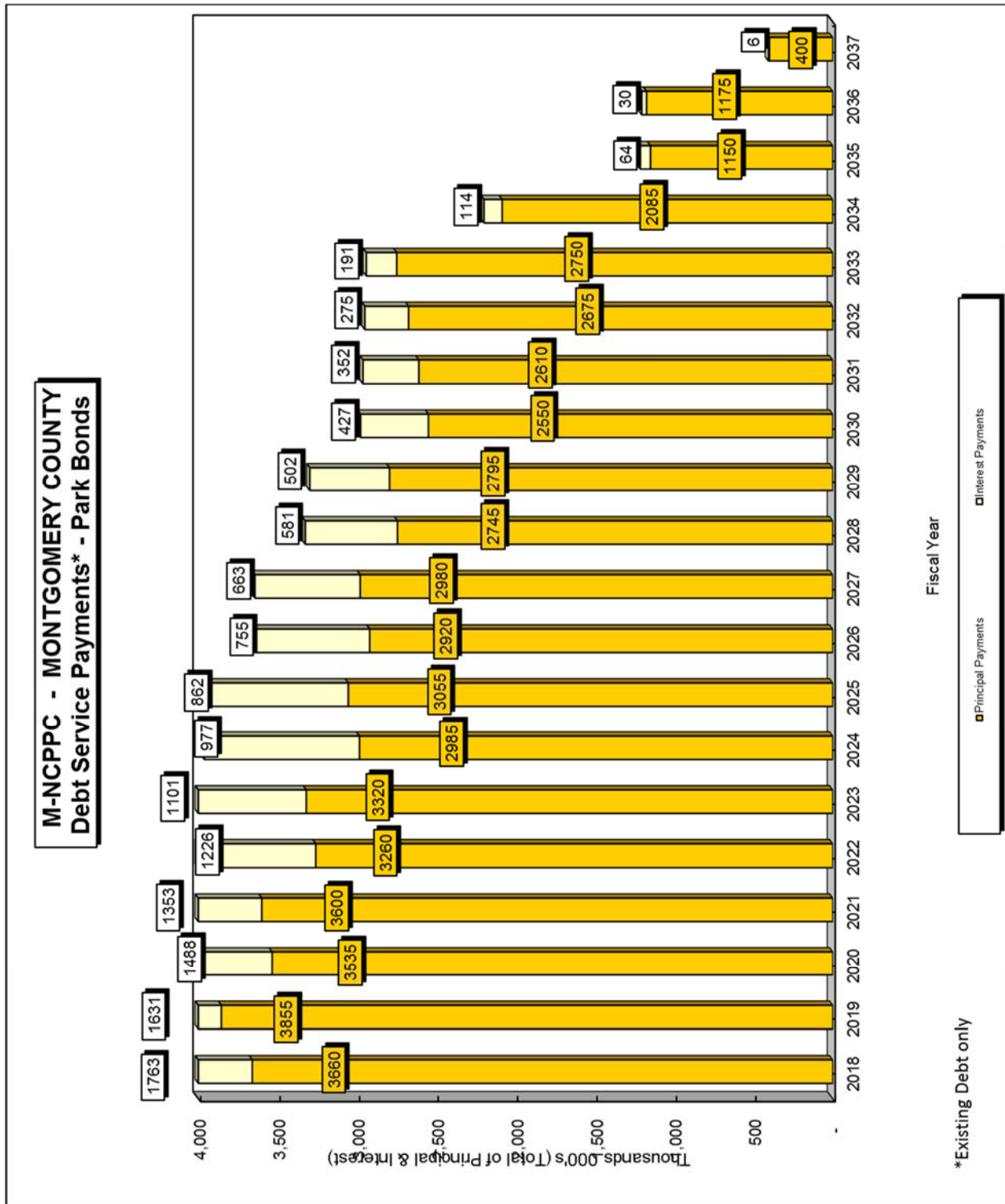
Montgomery County Debt Service Requirements for FY18

MONTGOMERY COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2019

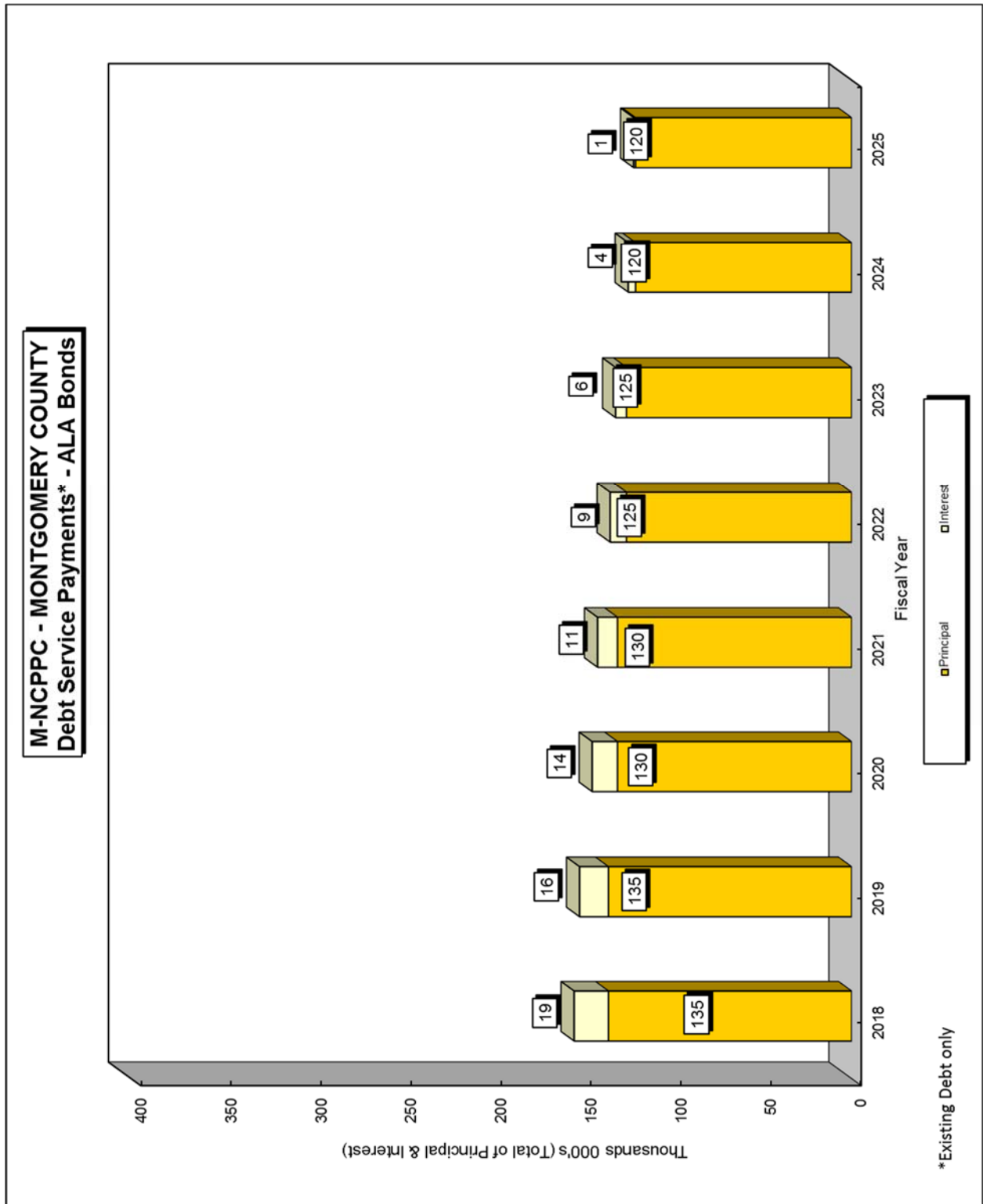
Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/18	FY 2019 Payments			Balance
						Principal	Interest	Total	
LL-2 Park and Acquisition and Development	2.3300%	05/21/09	11/01/20	8,405,000	1,710,000	900,000	46,900	946,900	810,000
MM-2 Park Acquisition and Development	3.4300%	05/21/09	11/01/28	5,250,000	525,000	210,000	12,600	222,600	315,000
MC 2012-A Park Acquisition and Development Reunding Bond	2.8695%	03/21/12	12/30/32	12,505,000	9,185,000	920,000	333,856	1,253,856	8,265,000
MC 2012- B Park Acquisition and Development	3.5622%	03/21/12	06/30/33	3,000,000	2,375,000	130,000	88,397	218,397	2,245,000
MC 2014-A Park Acquisition and Development	2.8633%	06/17/14	12/01/23	14,000,000	11,970,000	545,000	385,575	930,575	11,425,000
MC 2016- A Park Acquisition and Development	2.2959%	04/14/16	11/01/35	12,000,000	11,140,000	460,000	326,456	786,456	10,680,000
MC 2016- B Park Acquisition and Development	1.5876%	04/14/16	11/01/28	6,120,000	5,940,000	290,000	200,900	490,900	5,650,000
MC 2017-A Park Acquisition and Development	2.6886%	05/04/17	11/01/36	8,000,000	7,600,000	400,000	236,000	636,000	7,200,000
Proposed Debt Service- \$12M July 2018				12,000,000	-	615,600	270,000	885,600	11,384,400
Issuance Costs				81,280,000	50,445,000	4,470,600	1,900,684	6,371,284	57,974,400
Totals								150,000	-
Total Park Fund Debt Service								6,521,284	57,974,400
Advance Land Acquisition									
MC 2016-C- ALA	1.2177%	04/14/16	11/01/24	1,075,000	885,000	135,000	16,350	151,350	750,000
Issuance Costs				1,075,000	885,000	135,000	16,350	151,350	750,000
Total Advance Land Debt Service								1,500	-
								152,850	750,000



Montgomery County Debt Service Payments - Park Bonds



Montgomery County Debt Service Payments - ALA Bonds



Montgomery County

Risk Management Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Risk Management Self Insurance Fund was established on July 1, 1978. Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of personal injury to employees; protecting and securing Commission assets; avoiding or minimizing injury to users of Commission services and facilities; and managing costs and risk efficiently. The Department of Human Resources and Management (DHRM) is responsible for the program. The Fund is administered jointly with the Finance Department.

The program goals are met through risk assessments; implementation of loss control programs; management of commercial insurance and self-insured coverages; subrogation of liability; establishment of vendor insurance requirements to protect the agency against losses; supervisory/employee training and compliance reviews for adherence with workplace safety regulations issued by Maryland Occupational Safety and Health (MOSH), the federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT); accident and damage investigations; facility inspections; administration of safety programs such as the drug and alcohol education and testing program, drivers' license monitoring program and defensive driving program; risk assessments of new and existing agency programs; emergency response program; and case management of workplace injuries and liability claims.

For specialized services related to third party reviews of workers' compensation/liability claims and participation in group insurance, the Commission participates in a self-insurance program administered by the Montgomery County Government (MCSIP). This program is open to the Commission as a bi-county organization. Participation in MCSIP offers cost effective, independent claims adjudication services, and group discounts on commercial insurance policies for areas of general liability, real and personal property, police professional liability, automobile liability, and public official liability. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the Commission also purchases insurance for various surety bonds, police horses, catastrophic losses, and blanket coverage for other specialized programs. The Commission handles its own litigation and representation on liability and workers' compensation claims to enable better control of the outcome from these efforts. The Legal Department charges the Fund for these legal services.

Staffing

For FY19, the Risk Management and Workplace Safety Office is staffed by three safety specialists, a workers' compensation specialist, a liability specialist, risk manager, and a shared administrative support position. A small amount of the Division Chief's time is directly charged to the Fund and some fiscal oversight by the Executive Director and Corporate Budget team is charged back to the Risk Management program. This fund presently includes 6 positions and 6.8 workyears.



Montgomery County

Risk Management Internal Service Fund

FY18 PROGRAM ACCOMPLISHMENTS

- Comprehensive assessment of Automated External Defibrillators (AEDs) utilized throughout Commission facilities for compliance with State requirements.
- Developed enhanced accident investigation protocols to help minimize severity and potential for future claims.
- Conducted comprehensive safety training workshops for maintenance and trades personnel.
- Continued comprehensive examination of workers' compensation and liability claims for accident reduction and enhanced return-to-work strategies.
- Conducted a comprehensive review of the Commission-wide insurance portfolio to address ongoing special coverage needs.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY19 PROPOSED BUDGET

Each year, the Risk Management budget is developed to establish necessary funding levels for projected future claims, insurance costs, personnel costs, and external administration fees. Claims expenses include paid claims, incurred but not reported claims estimates, and claim reserves. While the Commission subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are not budgeted as a revenue source to this Fund, but are returned directly to the affected departments after being received.

Total proposed FY19 agency-wide expenses are \$7,242,926. After the application of unrestricted fund balance and interest income (explained further below in greater detail), the total funding needs are adjusted to \$5,752,000.

The FY19 proposed expenses of \$7,242,926 reflect a 13.3% decrease from the FY18 adopted budget levels of \$8,358,484. These expenses are comprised of three components. The largest component (59% or \$4,250,793) is related to costs for workers' compensation and liability claims. By nature, this expense can vary significantly year-to-year, based on the number, severity, and complexity of claims filed. As the Commission participates in the Montgomery County Government Self Insurance Program (MCSIP) for claim management services, we employ an actuarial consultant (AON) to review historical losses and determine our projected costs. The FY19 decrease is primarily attributed to claims experience and an adjusted actuarial approach that utilizes a historical average of claims data to project future costs. This approach, which is commonly referred to as "smoothing", is used to minimize volatility in projected claims costs.

Proposed Expenses for Montgomery County: The FY19 proposed expense for Montgomery County funded operations is \$2,938,058. After the application of \$475,258 in available fund balance and \$73,000 of interest income, the proposed funding level is adjusted down to \$2,389,800. The FY19 expenditure level represents a 12.6% decrease from the FY18 adopted budget, due to projected claims expenses, use of fund balance, and adjustments to the internal administrative cost which includes additional funding for training, adjustments related to the position reclassification study, an adjusted chargeback model, and recognition of EOB rent.

Proposed funding is allocated as follows: 98% (or \$2,332,100) to the Park Fund; 2% (or \$45,600) is attributed to the Planning Department; nominal amounts for CAS Operations (\$2,600) and the Enterprise Fund (\$9,500).



Montgomery County

Risk Management Internal Service Fund

FY19 PROGRAM PRIORITIES

- Design and implement loss mitigation through risk assessments/protocols, safety programs, insurance, and loss transfer.
- Conduct regular audits of claims managements to promote cost effectiveness, coordinated return to work strategies, and proper case reserves.
- Develop and implement specialized training to address frequent causes of accidents/injuries.
- Continue to perform comprehensive assessment of site-specific emergency action protocols for all agency facilities.
- Develop and conduct monthly position-specific safety trainings for maintenance and trades personnel.

BUDGET AT A GLANCE

	<u>FY18 Adopted</u>	<u>FY19 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County</i>				
Budget				
Expenditures	\$3,359,940	\$2,938,058	-12.6%	40.6%
Staffing				
Funded Career Positions	3.00	3.00	0.0%	50.0%
Funded Workyears	3.40	3.40	0.0%	50.0%
<i>Prince George's County</i>				
Budget				
Expenditures	\$4,998,544	\$4,304,868	-13.9%	59.4%
Staffing				
Funded Career Positions	3.00	3.00	0.0%	50.0%
Funded Workyears	3.40	3.40	0.0%	50.0%
<i>Combined Departmental Total</i>				
Budget				
Expenditures	\$8,358,484	\$7,242,926	-13.3%	100.0%
Staffing				
Funded Career Positions	6.00	6.00	0.0%	100.0%
Funded Workyears	6.80	6.80	0.0%	100.0%

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



Montgomery County Risk Management Internal Service Fund

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY17 Actual	FY18 Adopted	FY18 Estimate	FY19 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,637,500	2,550,500	2,550,500	2,332,100	-8.6%
Planning	52,400	83,900	83,900	45,600	-45.6%
CAS	4,800	5,900	5,900	2,600	-55.9%
Enterprise	500	1,200	1,200	9,500	691.7%
Miscellaneous (Claim Recoveries, etc.)	478,630	-	-	-	-
Total Operating Revenues	3,173,830	2,641,500	2,641,500	2,389,800	-9.5%
Operating Expenses:					
Personnel Services	415,116	484,459	484,459	478,310	-1.3%
Supplies and Materials	22,696	30,000	30,000	33,720	12.4%
Other Services and Charges:					
Insurance Claims:					
Parks	1,915,672	1,942,800	1,942,800	1,524,257	-21.5%
Planning	7,768	65,500	65,500	36,200	-44.7%
CAS	7,756	7,100	7,100	4,700	-33.8%
Enterprise	192,674	24,700	24,700	9,100	-63.2%
Misc., Professional services, etc.	267,588	558,345	558,345	597,001	6.9%
Depreciation & Amortization Expense	626	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	235,289	247,036	247,036	254,770	3.1%
Total Operating Expenses	3,065,185	3,359,940	3,359,940	2,938,058	-12.6%
Operating Income (Loss)	108,645	(718,440)	(718,440)	(548,258)	-23.7%
Nonoperating Revenue (Expenses):					
Interest Income	73,084	45,000	45,000	73,000	62.2%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	73,084	45,000	45,000	73,000	62.2%
Income (Loss) Before Operating Transfers	181,729	(673,440)	(673,440)	(475,258)	-29.4%
Operating Transfers In (Out):					
Transfer In	712,147	-	-	-	-
Transfer (Out)	(712,147)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	181,729	(673,440)	(673,440)	(475,258)	-29.4%
Total Net Position - Beginning	5,684,312	5,184,357	5,866,041	5,192,601	0.2%
Total Net Position - Ending	\$ 5,866,041	\$ 4,510,917	\$ 5,192,601	\$ 4,717,343	4.6%
Designated Position	3,046,796	3,246,902	3,403,802	3,734,084	15.0%
Unrestricted Position	2,819,245	1,264,015	1,788,799	983,259	-22.2%
Total Net Position, June 30	\$ 5,866,041	\$ 4,510,917	\$ 5,192,601	\$ 4,717,343	4.6%

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

Parks	\$ 416,500	\$ 438,900	\$ 438,900	\$ 473,000	7.8%
Planning	11,300	14,800	14,800	11,200	-24.3%
CAS	1,700	1,600	1,600	1,500	-6.3%
Enterprise	5,300	5,600	5,600	2,800	-50.0%
Total	\$ 434,800	\$ 460,900	\$ 460,900	\$ 488,500	6.0%

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



Montgomery County

Capital Equipment Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

HIGHLIGHTS AND MAJOR CHANGES IN FY19 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 FY19, the Commission proposes the purchase and financing of \$2,650,000 in capital outlay expenses in the CEISF. This consists of:

- Planning Department - \$250,000 (Total cost \$500,000, split 50/50 with Parks - to continue to build up data center for the Wheaton Headquarters.)
- Department of Parks - \$2,400,000
 - \$250,000 (total cost is \$500,000 which will be split with the Planning Department) for opening a new data center for the planned Wheaton Headquarters move.
 - \$380,000 to purchase a milling machine for the asphalt program which will significantly reduce costs associated with repair and replacement of asphalt.
 - \$50,000 for a vehicle for the playground repair crew included in the Program Enhancements.
 - \$1,720,000 for replacement of older vehicles and equipment that have exceeded their useful life cycle.



Montgomery County Capital Equipment Internal Service Fund

SUMMARY OF FY19 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Planning	-	95,000	95,000	140,600	48.0%
Parks	3,676,500	2,498,500	2,498,500	1,814,500	-27.4%
Finance/OCIO	80,150	113,000	113,000	149,150	32.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>3,756,650</u>	<u>2,706,500</u>	<u>2,706,500</u>	<u>2,104,250</u>	<u>-22.3%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	240,938	-	-	-	-
Other Services and Charges:	-	-	-	-	-
Debt Service:					
Debt Service Principal	-	1,517,350	1,517,350	1,499,250	-1.2%
Debt Service Interest	-	391,850	391,850	387,250	-1.2%
Depreciation & Amortization Expense	1,976,536	-	-	-	-
Capital Outlay	-	6,150,000	6,150,000	2,650,000	-56.9%
Other Classifications	-	-	-	-	-
Chargebacks	40,675	40,951	40,951	42,000	2.6%
Total Operating Expenses	<u>2,258,149</u>	<u>8,100,151</u>	<u>8,100,151</u>	<u>4,578,500</u>	<u>-43.5%</u>
Operating Income (Loss)	<u>1,498,501</u>	<u>(5,393,651)</u>	<u>(5,393,651)</u>	<u>(2,474,250)</u>	<u>-54.1%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	6,150,000	6,150,000	2,650,000	-56.9%
Interest Income	7,712	3,000	3,000	4,000	33.3%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	1,917	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>9,629</u>	<u>6,153,000</u>	<u>6,153,000</u>	<u>2,654,000</u>	<u>-56.9%</u>
Income (Loss) Before Operating Transfers	<u>1,508,130</u>	<u>759,349</u>	<u>759,349</u>	<u>179,750</u>	<u>-76.3%</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	1,508,130	759,349	759,349	179,750	-76.3%
Total Net Position - Beginning	9,173,151	9,981,676	10,681,281	11,440,630	14.6%
Total Net Position - Ending	<u>\$ 10,681,281</u>	<u>\$ 10,741,025</u>	<u>\$ 11,440,630</u>	<u>\$ 11,620,380</u>	<u>8.2%</u>

Note: Future Financing Plans

Capital equipment financed for Planning	\$	500,000	\$	250,000
Capital equipment financed for Parks		5,400,000		2,400,000
Capital equipment financed for Finance		250,000		-

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



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

MISSION

The Chief Information Officer (CIO) reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The Office of the CIO (OCIO) has its own office space in the Executive Office Building.

Executive Overview

Working in collaboration with the Chief Technology Officers of each department and the Information Technology Council, the Office of the Chief Information Officer (OCIO) has submitted the FY19 budget with the following highlights.

FY18 has seen continued success in identifying required policy enhancements in the face of increased information technology security threats and breaches. The OCIO recruited a Senior Business Analyst to supplement the Project Management Office (PMO) with advanced business system analysis capability. The Senior Business Analyst will be playing a methodological role in on the ERP and Kronos upgrade projects. The OCIO worked closely with the Office of Internal Audit to review of our information technology environment and the policies that govern it, identified gaps and made recommendations. Our focus is to ensure that the integrity and confidentiality of Commission's data is protected under all circumstances. A comprehensive security assessment is being carried out and recommendations will be promptly implemented to ensure that the Commission's environment is able to face all types of threats in the increasingly changing technology environment. Additionally, working with the Information Technology Council a detailed IT governance vision and Policy Statement were developed and approved by The Executive Committee and the Commission. Also, the IT Council collaborated to rank Commission Wide IT CWIT project priorities for FY19 to ensure that projects are aligned with Commissions goals and objectives.

OCIO Budget Overview

The proposed FY19 expenditure budget is \$1,359,122 representing a \$341,923 (33.6%) increase from the FY18 adopted levels. This is mainly due to the addition of the Security Officer position, consulting services, and Commission-Wide training to move to ensure essential skills are attained to achieve business excellence in line of Commissions objectives and goals.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with the Chief Technology Officers and was vetted by the Information Technology Council. The OCIO requests authority to spend \$2,210,500 in FY19. This consists of \$795,000 for new project initiatives, \$1,220,000 for ongoing software license fees, and \$195,500 for debt service for the Alliance Security System replacement that budgeted in FY17 and debt funded. The new project initiatives are:

- ERP – Enhancements
- Commission Website upgrade
- Commission Intranet upgrade



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

- Enterprise Service Bus (ESB) Architecture
- Enterprise Content Management (ECM) - Feasibility & Requirements Study

The ongoing software license fees are for:

- Microsoft Licenses – Annual Enterprise License agreement
- Kronos – Annual Cloud hosting and related services
- Adobe - Annual Enterprise License agreement
- Website – Annual hosting and support

By comparison the adopted budget for FY18 initiatives was \$ 1,455,400

SUMMARY OF FY19 PROPOSED BUDGET

Proposed Changes consist of:

1. IT Security Officer (9 months – the recruitment process will take approximately three months; MC \$45,426, PGC \$62,809) - The addition of the IT Officer position is essential to securing and safeguarding Commission’s data. The IT Security Officer Position (ITSO) serves as a resource regarding matters of information security and reports the status of ongoing information security activities to the CIO and IT Council.
2. Consulting Services (MC \$25,182, PGC \$34,818) - This is intended to increase the funding for the consulting services to be able to conduct specific studies and assessment. It will also allow the flexibility for the CIO to facilitate presentations from independent consultants before IT Council and Department Heads. Additionally, the Implementation of the IT Governance that is currently underway and is at the point where expert validation and compliance to industry standards will require the capability of external consulting IT firms
3. Commission Wide training (MC \$37,773, PGC \$52,227): This fund will provide training to MNCPPC IT professional in Enterprise IT technology discipline that is normally not recognized or performed at the department level. New training in networking and security disciplines will arise as requirements to realize Enterprise Infrastructure strengthening.



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

BUDGET AT A GLANCE

	<u>FY18 Adopted</u>	<u>FY19 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County				
Budget				
Expenditures	\$892,095	\$1,353,491	51.7%	37.9%
Staffing				
Funded Career Positions	3.00	3.50	16.7%	50.0%
Funded Workyears	3.00	3.50	16.7%	50.0%
Prince George's County				
Budget				
Expenditures	\$1,580,504	\$2,216,131	40.2%	62.1%
Staffing				
Funded Career Positions	3.00	3.50	16.7%	50.0%
Funded Workyears	3.00	3.50	16.7%	50.0%
Combined Departmental Total				
Budget				
Expenditures	\$2,472,599	\$3,569,622	44.4%	100.0%
Staffing				
Funded Career Positions	6.00	7.00	16.7%	100.0%
Funded Workyears	6.00	7.00	16.7%	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 FY19 PROPOSED BUDGET

MONTGOMERY COUNTY CIO & COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds	\$	\$	\$	\$	
DHRM	13,593	27,396	27,396	44,879	63.8%
CIO	-	2,500	2,500	3,000	20.0%
Finance	57,160	92,438	92,438	41,077	-55.6%
Legal	8,190	18,831	18,831	29,586	57.1%
Inspector General	250	3,488	3,488	8,457	142.5%
Corporate IT	-	-	-	74,729	-
Parks	269,290	481,605	481,605	780,990	62.2%
Planning	390,220	267,665	267,665	358,184	33.8%
Enterprise	400	3,500	3,500	-	-100.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	739,103	897,423	897,423	1,340,902	49.4%
Operating Expenses:					
Personnel Services	235,571	328,947	328,947	402,377	22.3%
Supplies and Materials	376,675	20,144	20,144	26,439	31.3%
Other Services and Charges:	209,819	504,901	504,901	886,553	75.6%
Debt Service:					
Debt Service Principal	-	30,283	30,283	31,063	2.6%
Debt Service Interest	-	7,820	7,820	7,059	-9.7%
Depreciation & Amortization Expense	70,199	-	-	-	-
Capital Outlay	11	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	892,275	892,095	892,095	1,353,491	51.7%
Operating Income (Loss)	(153,172)	5,328	5,328	(12,589)	-336.3%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	8,680	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	8,680	-	-	-	-
Income (Loss) Before Operating Transfers	(144,492)	5,328	5,328	(12,589)	-336.3%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(144,492)	5,328	5,328	(12,589)	-336.3%
Total Net Position - Beginning	1,713,901	1,647,867	1,569,409	1,574,737	-4.4%
Total Net Position - Ending	\$ 1,569,409	\$ 1,653,195	\$ 1,574,737	\$ 1,562,148	-5.5%

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



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for expenses related to housing Central Administrative Services (CAS) operations which include departments of Finance, Legal, Human Resources and Management; the Office of the Inspector General; the Office of the Chief Information Officer; and the Merit System Board.

The Executive Office Building (EOB), which was built in 1968, serves as the headquarters for bi-County support to the agency. All CAS operations, with the exception of the Office of the Inspector General and the Agency-wide Archives program, are located within the EOB at 6611 Kenilworth Avenue in Riverdale, Maryland. The Office of the Inspector General and the Archives program are housed offsite due to space configuration challenges.

The EOB also houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department's Information Technology and Communications Division, both of which help offset the operations costs for EOB.

The EOB proposed budget supports two employees who are responsible for the daily maintenance, repair, and operation of the building and surrounding property. Staff is responsible for ensuring safe and effective operation of the building, repairs of mechanical systems, maintenance of security systems, and compliance with regulatory and workplace safety standards (e.g. fire, elevator, electrical, OSHA, MOSH, EPA, and the Americans with Disability Act), emergency preparedness, planned lifecycle asset replacement, and fleet vehicle oversight. A portion of the management services supervisor and administrative staff is charged to CAS facility operations as they provide budget, procurement, and contract administration for facility management.

HIGHLIGHTS AND MAJOR CHANGES IN FY19 PROPOSED BUDGET

For FY19, the EOB budget is \$1,357,000. The budget reflects a decrease of about 14% (or \$220,000). The decrease is primarily due to the deferment of larger EOB construction/renovation improvements while we conduct the analysis for relocation as directed by the Commission in July 2017. The FY19 budget reflects 12 months of continued operation of the present EOB configuration until a feasible relocation option is approved. The FY19 budget maintains level occupancy rates.

The EOB was built in 1968. Because it is nearly 50 years old, with many original systems and design elements, it poses a number of structural, operational, and space design challenges. A feasibility study was launched under the direction of the Commission. Based on a preliminary analysis of extensive operating costs to repair and maintain the existing facility, identified space shortages, and the inability to continue archive operations at its present location, it was determined that CAS operations should relocate to an alternate site. A more detailed analysis is being conducted to identify alternate sites through purchase or lease, which will address concerns and reduce long-term operating costs.

Once a feasible alternative is approved through a cost-benefit analysis, we will have a more accurate understanding of funding needs. If the feasibility analysis is completed in FY18, a budget amendment will be submitted for a proposed relocation project.



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

- **Revenue to the Fund:**

Revenue to the fund is provided annually through operational occupancy charges to the tenant departments/operations based on allocated space. The occupancy rate is based on the per square footage cost from anticipated costs to operate the building, ensure a clean/safe and secure worksite for occupants and visitors, and address planned repairs and maintenance to the building. The cost per square foot covers facility maintenance and repairs, mechanical systems, janitorial services, security and electronic access systems, and grounds maintenance.

The proposed budget maintains the current occupancy rate of \$26.00/sq. ft. which is funded as follows:

- \$1,352,000 is projected from occupancy revenue, and
- \$5,000 is projected in interest income.

- **Expenditures in the Fund:**

- Personnel Services: The EOB/CAS Facility Operations are maintained by two facilities staff (facility superintendent and maintenance helper) who manage day to day operations of the building on mechanical systems, perform the majority of needed repairs, and address occupant concerns. Extensive and daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facilities staff to focus primarily on technical repairs, testing and maintenance. Costs for wages and benefits essentially remain flat, based on adjustments in medical and pension costs as projected by the Corporate Budget Office.
- Supplies and Materials: This category covers building supplies and parts, HVAC refrigerant and lubricants, and technology/security software/supplies (badges, key cards, etc.). These expenses remain flat.
- Other Services and Charges (OSC): This component includes expenses for utilities, maintenance of major mechanical, janitorial, and operating services (elevator, HVAC, electrical, roofing), building repairs/improvements, professional services and chargebacks. Expenses in this category were adjusted by \$317,331 through a shift of resources previously budgeted for capital projects. The resources will be used to fund necessary relocation studies/cost-benefit analyses and the digitization of state-mandated archive records to reduce future space needs and minimize operational costs for housing these records.
- Capital Projects: This category includes capital expenses for structural building improvements, machinery, and equipment (boilers, generators, etc.). Expenses in this category decreased significantly (\$617,880) as previously planned major capital improvements have been deferred due to the pending relocation of CAS operations. A portion of resources previously budgeted in this category were shifted to Other Services and Charges to fund consulting and other services related to relocation and consolidation of CAS offices.
- Chargebacks: The DHRM management services manager oversees the supervision of the facility staff and administrative management of EOB, including budget administration, expenditure monitoring, procurement, and project management. Additionally, there is one administrative specialist position that provides a significant amount of support to building



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

operations including badging of all agency employees, pool vehicle administration, facility contract management, and mail room services. These two positions were charged directly to DHRM, although a significant portion of their daily duties related to EOB management. The chargeback reflects the appropriate portion of wage and benefits for these two positions that should be charged to EOB.

FY19 Priorities and Major Known Commitments

No new planned capital improvements have been incorporated in the FY19 budget as a result of pending relocation analysis.

FY19 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	<u>FY18 Adopted</u>	<u>FY19 Proposed</u>	<u>% Change</u>
Staffing			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY19 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	212,449	126,178	126,178	126,178	0.0%
Retirement System	96,015	108,680	108,680	108,680	0.0%
Chief Information Office	-	59,644	59,644	59,644	0.0%
Risk Management	-	54,808	54,808	54,808	0.0%
Group Insurance	-	65,338	65,338	65,338	0.0%
CAS Departments	885,976	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,194,440	1,352,000	1,352,000	1,352,000	0.0%
Operating Expenses:					
Personnel Services	196,847	240,805	240,805	240,396	-0.2%
Supplies and Materials	23,885	35,500	35,500	35,500	0.0%
Other Services and Charges:	333,993	637,815	637,815	955,146	49.8%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	166,006	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	1,631	662,880	662,880	45,000	-93.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	80,958	-
Total Operating Expenses	722,362	1,577,000	1,577,000	1,357,000	-14.0%
Operating Income (Loss)	472,078	(225,000)	(225,000)	(5,000)	-97.8%
Nonoperating Revenue (Expenses):					
Interest Income	15,112	5,000	5,000	5,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	15,112	5,000	5,000	5,000	0.0%
Income (Loss) Before Operating Transfers	487,190	(220,000)	(220,000)	-	-100.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	487,190	(220,000)	(220,000)	-	-100.0%
Total Net Position - Beginning	3,831,318	3,831,318	4,318,508	4,098,508	7.0%
Total Net Position - Ending	\$ 4,318,508	\$ 3,611,318	\$ 4,098,508	\$ 4,098,508	13.5%

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



Montgomery County

Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission’s Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The premiums paid through the operating department insurance costs constitute most of the revenue, 80%. Revenue from employee and retiree share of the premiums makes up 17% of revenue, with the EGWP subsidy and interest income making up the balance. The Fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Paygo 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 FY19 Proposed Budget

The Proposed FY19 expenditure budget is \$59.51 million, which reflects a 0.9% decrease (or \$521,292) from the FY18 Adopted Budget. This decrease results from a combination of good claims experience and the decision to raise our stop/loss limit, thereby decreasing our premiums for such coverage.

The FY19 Proposed Budget reflects the effect of previously negotiated changes in employee health insurance cost share. The administrative expenses are factored into the health insurance rates, and are paid through the premiums paid by the employer and employee.

The Commission’s decision last year to add the Kaiser Health Insurance Plan means that the UHC EPO plan was no longer the lowest cost plan available to employees. In order to ease the transition for users of the UHC EPO plan, in CY17 we employed an 80% employer and 15% percent employee cost share. Fund balance made up the remaining 5%. CY18 reflects an 80% employer and 17.5% employee cost share, with CY19 moving to 80%/20%. The FY19 Proposed Budget utilizes fund balance of \$301,325 to subsidize this transition.

The FY19 Proposed Budget contains a designated reserve of \$5.36 million, which is sufficient to meet the 9.0% of total operating expense reserve policy. A summary of the Proposed Budget follows.

Essential Need

No essential needs are proposed for FY19.

Group Insurance Fund

	<u>FY18 Adopted</u>	<u>FY19 Proposed</u>	<u>% Change</u>
Staffing			
Funded Career Positions	6.00	6.00	0.0%
Funded Workyears	6.20	6.20	0.0%



Montgomery County Commission-wide Group Insurance Internal Service Fund

SUMMARY OF FY19 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2019

	FY 17 Actual	FY 18 Adopted	FY 18 Estimate	FY 19 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Grant-Medicare Part D Subsidy	-	-	-	-	-
EGWP Subsidy	1,396,311	1,769,000	1,769,000	1,681,000	-5.0%
Charges for Services:					
Employer Contributions, Other	15,680	13,900	13,900	13,490	-2.9%
Employee/Retiree Contributions	7,812,947	10,421,294	10,421,294	11,916,655	14.3%
Employer Contributions/Premiums	34,322,327	47,113,812	47,113,812	45,351,551	-3.7%
Miscellaneous (Claim Recoveries, etc.)	2,969,672	-	-	-	-
Total Operating Revenues	46,516,937	59,318,006	59,318,006	58,962,696	-0.6%
Operating Expenses:					
Personnel Services	586,334	700,198	700,198	784,328	12.0%
Supplies and Materials	9,689	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	2,793,160	662,203	662,203	437,088	-34.0%
Insurance Claims and Fees	35,328,705	50,052,368	50,052,368	49,334,171	-1.4%
Insurance Premiums	5,920,262	8,210,772	8,210,772	8,555,408	4.2%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	318,518	360,386	360,386	353,640	-1.9%
Total Operating Expenses	44,956,668	60,035,927	60,035,927	59,514,635	-0.9%
Operating Income (Loss)	1,560,269	(717,921)	(717,921)	(551,939)	-23.1%
Non-operating Revenue (Expenses):					
Interest Income	122,736	60,000	60,000	150,000	150.0%
Total Non-operating Revenue (Expenses)	122,736	60,000	60,000	150,000	150.0%
Income (Loss) Before Operating Transfers	1,683,005	(657,921)	(657,921)	(401,939)	-38.9%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,683,005	(657,921)	(657,921)	(401,939)	-38.9%
Total Net Position, Beginning	14,856,085	14,783,085	16,539,090	15,881,169	7.4%
Total Net Position, Ending	16,539,090	14,125,164	15,881,169	15,479,230	9.6%
Designated Position	3,821,317	5,403,233	5,403,233	5,356,317	-0.9%
Unrestricted Position	12,717,773	8,721,931	10,477,936	10,122,913	16.1%
Total Net Position, June 30	\$ 16,539,090	\$ 14,125,164	\$ 15,881,169	\$ 15,479,230	9.6%

Policy requires a reserve equal to 9% of Total Operating Expense



Appendices

Page

APPENDICES

Glossary	332
Acronyms	337
Historical Data	340
Pay Schedules.....	348



Montgomery County

Appendices - Glossary

Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$5,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS)- The Commission's centralized core administrative departments (Human Resources and Management, Finance, Inspector General, Legal, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

Chargebacks- Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Chief Information Officer (CIO)/Commission-Wide IT Initiatives- The Commission's unit responsible for technology systems, technology security, and strategic planning for enterprise-wide IT systems.



Montgomery County

Appendices - Glossary

Collective Bargaining Agreement- A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA)-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

Depreciation- Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

Encumbrance- A commitment within an organization to use funds for a specific purpose; there is a legal obligation to spend in the future. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. A purchase order is a typical encumbrance transaction.

Enterprise Funds- Those funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees. These activities are similar to businesses operated by private enterprise.

Fiscal Year (FY)- The Commission's fiscal year, extending from July 1 in one calendar year to June 30 in the next. Where only a two-digit number is shown, e.g., FY 17 the year ending June 30 of the number shown is intended. (June 30, 2018, in this case).

Fringe Benefits Costs- Funds authorized for the Commission's share of the cost of employees' social security, retirement, health and life insurance.

Fund- A set of accounts reserved for particular types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear compliance with the Land Use Article of the Annotated Code of Maryland, and with accounting standards and practices.

Fund Balance- Amounts left unexpended or unencumbered in a fund at the end of a fiscal year that can be used either to support budget amendments for unanticipated projects or offset revenue shortfalls in the current fiscal year, or to reduce the demand for tax revenue in the next fiscal year. Tax receipts or interest income in excess of budgeted amounts may also create fund balance.

GAAP- Generally Accepted Accounting Principles (GAAP) are the minimum standards governing financial reporting in both the public and private sector. Governments and the accounting industry recognize the GASB as the primary source of GAAP for state and local governments.

GASB- The Governmental Accounting Standards Board or GASB is an independent, private-sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments.

GASB 45- The GASB Statement 45 provides for more complete financial reporting of costs and financial obligations arising from post-employment benefits other than pensions (OPEB) as part of the compensation for services rendered by employees. Post-employment healthcare benefits, the most common form of OPEB, are a significant financial commitment for many governments. Implementation of Statement 45, requires reporting annual OPEB cost and their unfunded actuarial accrued liabilities for past service costs. Prior to Statement 45, it was typical to use a "pay-as-you-go" accounting approach to report the cost of benefits after employees retire.

General Fund- The fund used to account for all assets and liabilities of a non-profit entity except those particularly assigned for other purposes in another more specialized fund. Within the Commission's accounting, the General Fund is made up of the following five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's Administration Fund, Prince George's Park Fund, and Prince George's Recreation Fund.

Governmental Funds- All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.



Montgomery County

Appendices - Glossary

Internal Service Funds- Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office Building, information systems, and risk management.

Merit Increase- An upward increment in an employee's pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

Modified Accrual Method- The method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

OPEB - Other Post-Employment Benefits. See **GASB 45** for details.

Operating Budget- A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year. It includes descriptions of departments by work programs with estimated expenditures and revenue sources. It also relates data and information on the fiscal management of the Commission.

Operating Budget Impact (OBI)- The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

Other Services and Charges- This category of expenditure reflects services, fees, repairs or maintenance on equipment, rents and leases, and insurance.

Outcome Measure- An assessment of program activity results as compared to its intended purpose. For example, if a program activity's intent was to increase the number of volunteers, the outcome measure would be the increase in the number of volunteers.

Output Measure- The tabulation, calculation, or recording of activity or effort, expressed in a

quantitative manner. An example would be the number of arrests made, or the number of employees enrolling in a new benefit. Output measures do not refer to resources required or reflect the effectiveness or efficiency of the work performed.

Park Concessions- Food and entertainment provided by contractual businesses rather than Park Fund employees.

Park Fund/Tax- Those funds approved to finance park operating expenses and debt service.

Pay-As-You-Go (PAYGO)- The concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus saving the Commission from having to pay interest charges on those bonds.

Performance Indicator- A particular value or characteristic used to measure output or outcome; specific information which either alone, or in combination with other data, permits the systematic assessment of how well services are being delivered. An example would be the percentage of reduction in job related accidents after safety training was conducted.

Performance Measurement- Performance measurement is a system that helps managers: (1) set standards and outcome objectives; (2) measure performance against goals, standards or benchmarks; and (3) communicate results. Performance measurement shifts thinking and focus, providing a practical technique for quantifying and establishing accountability. Performance measurement is fully integrated into the budgetary process and reflects specific strategies, goals, and objectives as determined by decision-makers.

Personal Property Tax- A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

Personal Services- The cost for personnel salary, wages and fringe benefits is reflected in this category.

Position- An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period. Employees who occupy a position are designated as career employees. A position may be full or part-time. A career



Montgomery County

Appendices - Glossary

employee may work full-time for a standard workweek, or may work less than a full-time workweek, but more than one-half a workweek, as a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.

Program Budget- Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS)- A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund- An entity created to account for income and expenditures associated with the rental of park properties.

Proprietary Funds- A fund having profit and loss aspects; therefore it uses the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

Real Property Tax- A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

Recreation Fund/Tax- Those funds approved to finance recreation programs (Prince George's County only).

Reserve- Also referred to as "surplus" in an expenditure budget, it is shown but it cannot be spent without the consent of the approving body. With approval it may be spent for emergencies or other unforeseen purposes. Generally, this amount is held for future year's expenditures. This reserve is proposed to be at least 3-5% of the operating expenditures in the General Fund. Other funds may have separate reserve policies. If the term "Reserve" is used in the revenue listings in the budget, this term refers to a funding source that is carried over or created in a previous fiscal year.

Salary Lapse- The amount deducted from the budgets for employee salaries and wages to

account for assumed savings resulting from turnover, i.e., periods when authorized positions are vacant because of retirements or resignations or when replacements are hired at lower salaries. Positions newly authorized in the budget may generate salary lapse because of delays in hiring. Lapse may also be generated from a deliberate decision to hold a position that could otherwise be filled vacant for a specified period of time in order to generate savings. Lapse will differ from year to year and from department to department.

Seasonal or Seasonal/Intermittent- An employment status for temporary, intermittent, seasonal or as-needed employees. Employees may work full or part-time, but not continuously on a yearly basis. Employees in this category are not in career status. Seasonal/intermittent employees do not occupy positions but do perform work effort measured in workyears.

Service Charge/User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "user fee".

Service Quality Measure- A type of performance indicator that measures the timeliness or effectiveness of a program's operation or a record of customers' assessments. Whereas an output measure might project the number of facilities subject to a safety inspection in a given year, and an outcome measure might project the percentage of facilities receiving the inspection, a service quality measure would record the percentage of facilities inspected on schedule, the percentage of facilities passing inspection, or the percentage of facilities making identified safety improvements within a specified time frame. Results of customer surveys or other assessments tools may be reflected as a service quality measure.

Special Revenue Funds- Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. For example, the Federal Forfeited Property Fund collects revenues from the sale of drug-crime related assets seized in operations involving the Commission's Park Police. As required by Federal statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.



Montgomery County Appendices - Glossary

Spending Affordability- A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee (SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit- This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

Support Services- Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent, shared by more than one division within a department or by more than one department.

Tax Rate- The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and commercial personal

property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield $.03 \times \$10,000,000,000/100 = \$3,000,000$.

Term Contract- An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

Workyear-A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



Montgomery County Appendices - Acronyms

ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC
Land Preservation, Parks, and Recreation	LPPR



Montgomery County Appendices - Acronyms

Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Highway Administration	SHA
State Of Maryland Department Of Environment	MDE
State of Maryland Department Of Housing And Community Development	DHCD
State of Maryland Department Of Natural Resources	DNR
Total Maximum Daily Load	TMDL
Town Sector zone	T-S
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Action Partnership	TAP
Transportation Policy Area Review	TPAR



Montgomery County Appendices - Acronyms

United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
Us Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Montgomery County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt
To Assessed Value and Net General Obligation Bonded Debt Per Capita
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2008	942,748	126,613,148	\$ 38,617	0.03 %	146,276,983	\$ 3,745	0.003 %	\$ 3.97
2009	959,013	140,254,264	39,114	0.03	162,053,662	3,210	0.002	3.35
2010	976,179	149,161,911	34,114	0.02	171,220,841	2,680	0.002	2.75
2011	993,068	149,284,865	29,319	0.02	171,646,984	2,145	0.001	2.16
2012	1,006,472	143,754,415	35,654	0.02	165,916,424	1,905	0.001	1.89
2013	1,019,164	140,577,467	32,462	0.02	161,877,310	1,665	0.001	1.63
2014	1,030,476	141,899,535	44,616	0.03	163,601,193	1,430	0.001	1.39
2015	1,040,116	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.15
2016	1,047,500	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,055,000	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2008	830,514	\$ 70,615,992	\$ 95,735	0.14 %	\$ 75,728,883	\$ 885	0.001 %	\$ 1.07
2009	834,560	82,671,572	85,501	0.10	88,636,874	585	0.001	0.70
2010	865,705	91,889,365	76,246	0.08	98,521,803	290	0.000	0.33
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	-	n.a.
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	-	n.a.
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	-	n.a.
2014	904,430	70,551,044	67,280	0.10	75,744,055	-	-	n.a.
2015	909,535	71,578,363	58,860	0.08	76,747,781	-	-	n.a.
2016	908,049	74,240,911	73,329	0.10	79,385,919	-	-	n.a.
2017	n.a.	78,488,744	64,534	0.08	83,863,174	-	-	n.a.

Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums
(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments. Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch except 2008 Montgomery County population estimated by the Montgomery County Office of Finance



Montgomery County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable		Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2008	29,485	3,522	5,630	\$ -	\$ 38,617	0.06	%	3,745	\$42,362	0.06	%
2009	32,290	2,301	4,523	-	39,114	0.06		3,210	42,324	0.06	
2010	29,680	1,041	3,393	-	34,114	0.05		2,680	36,794	0.05	
2011	26,710	368	2,241	-	29,319	0.04		2,145	31,464	0.04	
2012	34,590	-	1,064	-	35,654	0.05		1,905	37,559	0.05	
2013	32,240	-	222	-	32,462	0.04		1,665	34,127	0.05	
2014	44,616	-	-	-	44,616	0.06		1,430	46,046	0.06	
2015	41,464	-	-	-	41,464	0.05		1,200	42,664	0.05	
2016	51,857	-	-	-	51,857	0.06		1,075	52,932	0.06	
2017	56,953	-	-	-	56,953	0.07		1,020	57,973	0.07	

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable		Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2008	\$ 95,735	\$ 1,438.00	\$ -	\$ -	\$ 97,173	0.29	%	\$ 885.00	\$98,058	0.30	%
2009	85,501	1,054	-	-	86,555	0.26		585	87,140	0.26	
2010	76,246	653	-	-	76,899	0.22		290	77,189	0.23	
2011	65,925	369	-	-	66,294	0.19		-	66,294	0.19	
2012	56,363	120	-	-	56,483	0.15		-	56,483	0.15	
2013	47,086	-	-	-	47,086	0.12		-	47,086	0.12	
2014	67,280	-	-	-	67,280	0.17		-	67,280	0.17	
2015	58,860	-	-	-	58,860	0.14		-	58,860	0.14	
2016	73,329	-	-	-	73,329	na		-	73,329	na	
2017	64,534	-	-	-	64,534	na		-	64,534	na	

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 14 for personal income and population data. Data are not available for Prince George's County for FY 2016 and FY 2017.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments



Montgomery County Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

Employer	2017			2008		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	30,089	1	6.10 %	39,979	1	8.31 %
Montgomery County Public Schools	26,205	2	5.31	20,769	2	4.32
Montgomery County Government	11,014	3	2.23	9,059	4	1.88
U.S. Department of Defense	5,863	4	1.19	14,709	3	3.06
U.S. Department of Commerce	5,608	5	1.14	8,749	5	1.82
Adventist Healthcare	4,793	6	0.97	8,090	6	1.68
Marriott International, Inc (Headquarters)	4,184	7	0.85	3,000	9	0.62
Holy Cross Hospital of Silver Spring	3,942	8	0.80	-	-	-
Red Coats, Inc.	3,826	9	0.78	-	-	-
Montgomery College	3,488	10	0.71	-	-	-
Lockheed Martin Corporation	-	-	-	7,518	7	1.56
Giant Food Corporation	-	-	-	3,816	8	0.79
U. S. Nuclear Regulatory Commission	-	-	-	2,972	10	0.62
Total	99,012		20.07 %	118,661		24.66 %

PRINCE GEORGE'S COUNTY

Employer	2016 (1)			2008(1)		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
University System of Maryland (2)	18,780	1	3.77 %	-	-	- %
Joint Base Andrews Naval Air Facility Washington*	17,500	2	3.51	-	-	-
U.S. Internal Revenue Service *	4,735	3	0.95	-	-	-
United States Census Bureau *	4,605	4	0.92	-	-	-
United Parcel Service	3,000	5	0.60	4,220	1	0.94
NASA/Goddard Space Flight Center *	3,000	6	0.47	-	-	-
MGM National Harbor	2,830	7	0.57	-	-	-
Inovalon - MedAssurant	2,500	8	0.50	-	-	-
Dimensions Healthcare System	2,400	9	0.48	2,500	4	0.55
Marriott International	2,200	10	0.44	-	-	-
Giant Food, Inc.	-	-	-	3,609	2	0.80
Verizon	-	-	-	2,738	3	0.61
Safeway Stores, Inc.	-	-	-	2,400	5	0.53
Shopper's Food Warehouse	-	-	-	1,975	6	0.44
Chevy Chase Bank	-	-	-	1,456	7	0.32
Target	-	-	-	1,400	8	0.31
Southern Maryland Hospital Center	-	-	-	1,300	9	0.29
Computer Science Corp	-	-	-	1,150	10	0.26
Total	61,550		12.22 %	22,748		5.05 %

Note:

(1) In 2017, Information is not yet available.

(2) Includes UMPC, UMUC and Bowie State University

(*) Employee counts for federal and military facilities exclude contractors.

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)
2008	942,748	\$ 67,564,394	\$ 71,668	515,987	3.2 %	137,745
2009	959,013	66,147,761	68,975	522,421	5.3	137,763
2010	976,179	69,149,438	70,837	532,549	5.6	140,500
2011	993,068	73,818,085	74,333	836,832	5.3	143,309
2012	1,006,472	76,994,315	76,499	540,427	5.2	146,497
2013	1,019,164	74,017,970	72,626	542,690	5.0	149,018
2014	1,030,476	75,840,951	73,598	544,210	4.4	151,289
2015	1,040,116	79,946,266	76,863	548,499	3.9	153,852
2016	1,047,500	82,910,000	79,150	551,392	3.3	159,242
2017	1,055,000	86,730,000	82,209	554,029	3.2	161,909

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)
2008	830,514	\$ 33,026,742	\$ 38,847	454,201	4.5 %	129,752
2009	834,560	33,227,622	38,810	452,754	7.1	127,977
2010	865,705	34,302,938	39,647	462,138	7.7	127,039
2011	874,045	35,036,640	40,215	466,787	7.2	126,671
2012	881,138	38,481,250	43,672	469,150	6.8	123,833
2013	890,081	38,595,921	43,362	467,318	6.9	123,737
2014	904,430	40,215,913	44,465	469,359	6.2	125,136
2015	909,535	40,806,805	44,866	495,449	4.7	127,576
2016	908,049	n. a.	n. a.	498,002	4.4	128,936
2017	n. a.	n. a.	n. a.	509,328	4.3	130,814

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

- (1) Source: Data for 2008-2009 from the U.S. Bureau of the Census, data for 2010-2017 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2016-2017 is not currently available for Prince George's County)
- (3) Source: Data for 2010 - 2017 are estimates derived 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: Office of Management and Budget, Montgomery County
- (8) Source: Data for 2010-2016 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2017 are not available
Data for 2008-2009 estimates are provided by the U.S. Bureau of the Census, Population Estimates Branch.
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2017. Prince George's County data for 2017 is an estimate
- (10) Source: www.mdreportcard.org, updated 2017 for Prince George's County



Montgomery County

Appendices – Historical Data

MONTGOMERY COUNTY TAX RATES BY FUND: FY05 THRU FY19

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY05</u>	Real	0.0200	0.0510	0.0080	0.0010	0.0800
	Personal	0.0500	0.1280	0.0200	0.0030	0.2010
<u>FY06</u>	Real	0.0220	0.0530	0.0080	0.0010	0.0840
	Personal	0.0550	0.1330	0.0200	0.0030	0.2110
<u>FY07</u>	Real	0.0200	0.0490	0.0080	0.0010	0.0780
	Personal	0.0500	0.1230	0.0200	0.0030	0.1960
<u>FY08</u>	Real	0.0190	0.0500	0.0080	0.0010	0.0780
	Personal	0.0470	0.1250	0.0200	0.0030	0.1950
<u>FY09</u>	Real	0.0190	0.0500	0.0030	0.0010	0.0730
	Personal	0.0470	0.1120	0.0200	0.0030	0.1820
<u>FY10</u>	Real	0.0180	0.0420	0.0080	0.0010	0.0690
	Personal	0.0450	0.1050	0.0200	0.0030	0.1730
<u>FY11</u>	Real	0.0150	0.0370	0.0080	0.0010	0.0610
	Personal	0.0380	0.0920	0.0200	0.0030	0.1530
<u>FY12</u>	Real	0.0170	0.0400	0.0080	0.0010	0.0660
	Personal	0.0430	0.1000	0.0200	0.0030	0.1660
<u>FY13</u>	Real	0.0180	0.0460	0.0080	0.0010	0.0730
	Personal	0.0450	0.1150	0.0200	0.0030	0.1830
<u>FY14</u>	Real	0.0180	0.0450	0.0080	0.0010	0.0720
	Personal	0.0450	0.1125	0.0200	0.0025	0.1800
<u>FY15</u>	Real	0.0170	0.0480	0.0080	0.0010	0.0740
	Personal	0.0425	0.1200	0.0200	0.0025	0.1850
<u>FY16</u>	Real	0.0180	0.0472	0.0080	0.0010	0.0742
	Personal	0.0450	0.1180	0.0200	0.0025	0.1855
<u>FY17</u>	Real	0.0170	0.0468	0.0080	0.0010	0.0728
	Personal	0.0425	0.1170	0.0200	0.0025	0.1820
<u>FY18 ADOPTED</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 PROPOSED</u>	Real	0.0172	0.0488	0.0080	0.0010	0.0750
	Personal	0.0430	0.1220	0.0200	0.0025	0.1875

NOTE: Rates are per \$100 of assessed valuation



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY REVENUES BY FUND: FY05 THRU FY19

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>ADVANCE LAND</u>		<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
		<u>PARK*</u>	<u>ACQUISITION</u>			
FY05	\$20,721,271	\$59,003,107	\$1,123,389	\$14,635,221	\$964,441	\$96,447,429
FY06	\$24,350,923	\$65,339,993	\$1,267,531	\$14,083,721	\$1,517,675	\$106,559,843
FY07	\$25,473,046	\$73,632,630	\$1,524,673	\$9,808,885	\$4,166,028	\$114,605,262
FY08	\$26,263,298	\$80,659,951	\$1,595,405	\$8,567,556	\$3,459,638	\$120,545,848
FY09	\$28,997,876	\$80,275,750	\$1,700,802	\$9,217,043	\$4,445,680	\$124,637,151
FY10	\$28,445,527	\$80,565,040	\$1,804,764	\$9,266,362	\$3,956,150	\$124,037,843
FY11	\$23,481,987	\$72,484,600	\$1,785,987	\$9,569,906	\$5,375,861	\$112,698,341
FY12	\$26,437,160	\$75,737,385	\$1,723,507	\$10,366,006	\$6,812,980	\$121,077,038
FY13	\$26,945,597	\$82,984,943	\$1,680,687	\$9,840,577	\$6,728,370	\$128,180,174
FY14	\$27,056,857	\$83,226,578	\$1,704,476	\$10,096,922	\$3,501,277	\$125,586,110
FY15	\$26,223,319	\$89,840,349	\$1,738,887	\$9,867,991	\$4,776,429	\$132,446,975
FY16	\$28,807,434	\$94,034,599	\$2,911,625	\$10,470,211	\$4,531,216	\$140,755,085
FY17	\$28,230,072	\$95,220,227	\$1,859,162	\$10,779,619	\$5,054,657	\$141,143,737
FY18 ADOPTED	\$29,848,460	\$101,866,338	\$1,941,740	\$10,715,981	\$4,096,770	\$148,469,289
FY19 PROPOSED	\$31,162,200	\$109,540,175	\$2,031,100	\$11,225,962	\$5,122,030	\$159,081,467

* Park includes Property Management Fund



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY EXPENDITURES BY FUND: FY05 THRU FY19

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK *</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY05	\$21,803,691	\$59,872,711	\$1,145,154	\$14,733,658	\$835,198	\$98,390,412
FY06	\$24,170,157	\$65,096,916	\$1,272,155	\$15,153,342	\$1,151,012	\$106,843,582
FY07	\$24,190,637	\$70,054,359	\$1,522,688	\$9,653,051	\$3,412,819	\$108,833,554
FY08	\$26,983,794	\$77,198,235	\$1,593,030	\$9,428,990	\$3,939,515	\$119,143,564
FY09	\$28,014,385	\$83,429,359	\$1,678,914	\$9,383,977	\$3,971,293	\$126,477,928
FY10	\$27,911,142	\$82,419,460	\$1,824,924	\$9,296,669	\$4,342,711	\$125,794,906
FY11	\$25,077,878	\$72,987,813	\$1,787,718	\$9,076,362	\$4,881,491	\$113,811,262
FY12	\$24,987,214	\$74,057,368	\$1,724,076	\$9,706,336	\$4,285,899	\$114,760,893
FY13	\$24,787,963	\$81,579,090	\$1,677,529	\$9,251,742	\$4,897,488	\$122,193,812
FY14	\$25,750,754	\$85,190,538	\$1,700,704	\$9,508,592	\$4,529,732	\$126,680,320
FY15	\$27,972,803	\$90,478,486	\$1,748,460	\$9,402,804	\$4,613,867	\$134,216,420
FY16	\$28,639,076	\$92,605,696	\$2,912,617	\$9,754,146	\$4,460,089	\$138,371,624
FY17	\$27,825,322	\$95,563,452	\$1,861,720	\$9,913,919	\$5,352,881	\$140,517,294
FY18 ADOPTED**	\$31,728,741	\$105,538,880	\$1,941,740	\$10,347,797	\$5,634,625	\$155,191,783
FY19 PROPOSED**	\$33,241,989	\$112,769,521	\$2,031,100	\$13,902,775	\$6,519,833	\$168,465,218

* Park includes Property Management Fund

** Includes Reserves for Administration & Park Funds



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY WORKYEARS BY FUND: FY05 THRU FY19

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY05	222.29	644.50	215.40	4.30	1,086.49
FY06	221.40	667.80	204.70	4.30	1,098.20
FY07	205.20	657.20	111.00	36.60	1,010.00
FY08	214.58	683.24	110.30	36.60	1,044.72
FY09	212.19	691.71	104.60	30.23	1,038.73
FY10	216.88	692.00	113.10	27.12	1,049.10
FY11	176.95	606.40	110.90	27.55	921.80
FY12	177.85	622.80	117.20	28.55	946.40
FY13	175.30	630.60	118.90	28.55	953.35
FY14	174.53	641.10	116.00	27.17	958.80
FY15	179.60	665.00	110.30	24.85	979.75
FY16	181.74	691.00	110.00	24.85	1,007.59
FY17	182.74	714.60	119.30	29.55	1,046.19
FY18 ADOPTED	183.79	732.30	126.70	32.05	1,074.84
FY19 PROPOSED	187.31	744.00	125.40	34.15	1,090.86

* Park includes Property Management Fund



Montgomery County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission General Service Pay Schedule Effective August 13, 2017

	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$29,306 \$14.0894	\$40,994 \$19.7087	\$52,680 \$25.3269
12	\$32,925 \$15.8293	\$44,632 \$21.4577	\$56,339 \$27.0861
14	\$36,428 \$17.5135	\$49,381 \$23.7409	\$62,334 \$29.9683
16	\$40,877 \$19.6524	\$55,412 \$26.6404	\$69,946 \$33.6279
18	\$46,293 \$22.2563	\$62,753 \$30.1697	\$79,213 \$38.0832
20	\$48,607 \$23.3688	\$65,892 \$31.6788	\$83,175 \$39.9880
22	\$52,480 \$25.2308	\$71,139 \$34.2014	\$89,803 \$43.1745
24	\$55,103 \$26.4918	\$74,696 \$35.9115	\$94,288 \$45.3308
26	\$59,434 \$28.5740	\$80,667 \$38.7822	\$101,900 \$48.9904
28	\$63,412 \$30.4865	\$86,959 \$41.8072	\$110,506 \$53.1279
30	\$69,175 \$33.2572	\$94,868 \$45.6096	\$120,559 \$57.9611
32	\$76,838 \$36.9413	\$104,123 \$50.0591	\$131,408 \$63.1769
34	\$82,841 \$39.8274	\$112,297 \$53.9889	\$141,754 \$68.1510
36	\$91,661 \$44.0678	\$124,254 \$59.7375	\$156,848 \$75.4077
38	\$100,481 \$48.3082	\$136,211 \$65.4861	\$171,942 \$82.6644
40	\$110,528 \$53.1385	\$145,534 \$69.9683	\$180,538 \$86.7971

Approved by the Commission
May 17, 2017



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective August 13, 2017
1.5% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$26,176 \$12.5846	\$35,485 \$17.0601	\$44,795 \$21.5361	\$46,138 \$22.1817
HL2	\$29,234 \$14.0548	\$40,892 \$19.6596	\$52,551 \$25.2649	\$54,127 \$26.0226
HL3/HL4	\$32,845 \$15.7909	\$44,524 \$21.4058	\$56,203 \$27.0207	\$57,890 \$27.8317
HL5/HL6	\$36,340 \$17.4712	\$49,262 \$23.6837	\$62,184 \$29.8962	\$64,049 \$30.7928
HL7	\$40,777 \$19.6043	\$55,278 \$26.5760	\$69,777 \$33.5466	\$71,871 \$34.5534

Approved by the Commission
April 19, 2017



**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective August 13, 2017
1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$26,254 \$12.6221	\$35,590 \$17.1106	\$44,926 \$21.5990	\$46,275 \$22.2476
HC2	\$28,044 \$13.4827	\$38,017 \$18.2774	\$47,988 \$23.0712	\$49,428 \$23.7635
HC3	\$29,320 \$14.0962	\$41,013 \$19.7178	\$52,706 \$25.3394	\$54,288 \$26.1000
HC4	\$32,941 \$15.8370	\$44,654 \$21.4683	\$56,366 \$27.0990	\$58,057 \$27.9120
HC5	\$36,447 \$17.5226	\$49,406 \$23.7529	\$62,367 \$29.9841	\$64,236 \$30.8827
HC6	\$40,897 \$19.6620	\$55,439 \$26.6534	\$69,983 \$33.6457	\$72,081 \$34.6543

**Approved by the Commission
April 19, 2017**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective August 13, 2017
1.5% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$28,044 \$13.4827	\$38,017 \$18.2774	\$47,988 \$23.0712	\$49,428 \$23.7635
HT2	\$32,941 \$15.8370	\$44,654 \$21.4683	\$56,366 \$27.0990	\$58,057 \$27.9120
HT3	\$36,447 \$17.5226	\$49,406 \$23.7529	\$62,366 \$29.9837	\$64,236 \$30.8827
HT4	\$40,897 \$19.6620	\$55,439 \$26.6534	\$69,983 \$33.6457	\$72,082 \$34.6548

Approved by the Commission
April 19, 2017



Montgomery County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 2, 2017 (1.5% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02 (annual) (hourly)	\$51,800 \$24,9038	\$53,618 \$25,7779	\$55,495 \$26,6803	\$57,436 \$27,6135	\$59,443 \$28,5784	\$61,527 \$29,5803	\$63,679 \$30,6149	\$65,907 \$31,6861	\$68,213 \$32,7947	\$70,605 \$33,9447	\$73,077 \$35,1332	\$75,630 \$36,3606	\$78,277 \$37,6332	\$81,018 \$38,9510		
P03 (annual) (hourly)	\$51,778 \$24,8933	\$54,392 \$26,1500	\$56,299 \$27,0668	\$58,276 \$28,0173	\$60,307 \$28,9938	\$62,412 \$30,0058	\$64,602 \$31,0587	\$66,862 \$32,1452	\$69,208 \$33,2731	\$71,627 \$34,4361	\$74,134 \$35,6413	\$76,732 \$36,8904	\$79,419 \$38,1822	\$82,192 \$39,5154	\$85,069 \$40,8986	
P04 (annual) (hourly)	\$54,367 \$26,1380	\$57,109 \$27,4563	\$59,114 \$28,4202	\$61,182 \$29,4144	\$63,320 \$30,4423	\$65,539 \$31,5091	\$67,831 \$32,6111	\$70,203 \$33,7514	\$72,664 \$34,9346	\$75,203 \$36,1553	\$77,839 \$37,4226	\$80,565 \$38,7332	\$83,382 \$40,0875	\$86,302 \$41,4913	\$89,325 \$42,9447	
P05 (annual) (hourly)	\$59,939 \$28,8168	\$62,970 \$30,2740	\$65,171 \$31,3322	\$67,452 \$32,4288	\$69,810 \$33,5625	\$72,255 \$34,7380	\$74,784 \$35,9538	\$77,405 \$37,2139	\$80,115 \$38,5168	\$82,915 \$39,8630	\$85,821 \$41,2601	\$88,828 \$42,7058	\$91,930 \$44,1971	\$95,148 \$45,7442	\$98,475 \$47,3438	\$100,939 \$48,5284

Rank ASI 1* ASI 2**

P02 (annual) (hourly)	\$83,449 \$40,1197	\$86,161 \$41,4236
P03 (annual) (hourly)	\$87,621 \$42,1255	\$90,469 \$43,4947
P04 (annual) (hourly)	\$92,005 \$44,2332	\$94,995 \$45,6707
P05 (annual) (hourly)	\$103,967 \$49,9841	\$107,346 \$51,6087

*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 21, 2017



**Montgomery County
Appendices – Pay Schedules**

**Park Police Command Officers
Effective July 2, 2017
1.5% COLA**

Title		Minimum	Midpoint	Maximum
Lieutenant [P06]	(annual)	\$69,872	\$94,411	\$118,953
	(hourly)	\$33.5923	\$45.3899	\$57.1889
Captain [P07]	(annual)	\$80,838	\$109,225	\$137,613
	(hourly)	\$38.8644	\$52.5120	\$66.1601
Commander [P09]	(annual)	\$98,753	\$128,345	\$157,932
	(hourly)	\$47.4774	\$61.7043	\$75.9288

**Officer Candidate Pay Scale
Effective July 2, 2017
1.5% COLA**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$50,171
	(hourly)	\$24.1207

**Approved by the Commission
June 21, 2017**



**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 August 13, 2017
 1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$48,607 \$23.3688	\$64,486 \$31.0029	\$83,175 \$39.9880
EHT	\$55,103 \$26.4918	\$73,101 \$35.1447	\$94,288 \$45.3308
EIT	\$62,404 \$30.0019	\$82,891 \$39.8514	\$106,994 \$51.4394
EJT	\$75,402 \$36.2510	\$101,184 \$48.6462	\$131,408 \$63.1769

<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
 May 17, 2017**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$11.5000	\$12.3500	\$13.2000	950	I
PFA II - 921	N02	\$11.5500	\$12.6750	\$13.8000		
PFA III - 922	N03	\$11.6000	\$13.0500	\$14.5000		
PFMA I - 930	N04	\$11.6500	\$13.4500	\$15.2500	951	II
PFMA II - 931	N05	\$11.7000	\$13.8500	\$16.0000		
	N06	DELETED				
PFMA III - 932	N07	\$11.7500	\$14.2750	\$16.8000		
Help Desk Rep I - 933	N08	\$11.8000	\$14.7250	\$17.6500	952	III
	N09	DELETED				
	N10	\$11.8500	\$15.2000	\$18.5500		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$20.0500	953	IV
Help Desk Rep II - 934	N12	\$13.2626	\$16.9100	\$21.6500		
Intern II/Help Desk Rep III - 935	N13	\$15.2514	\$19.4455	\$23.6396	954	V
	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 941	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission
October 18, 2017



**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage and Schedule Adjustments**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A02	\$11.50	\$12.05	\$12.60
A03	\$11.55	\$12.40	\$13.25
A04	\$12.00	\$13.18	\$14.35
A05	\$13.55	\$14.70	\$15.85
A06	\$15.60	\$16.93	\$18.25
A07	\$17.90	\$19.40	\$20.90

Approved by the Commission
October 18, 2017



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$11.5000	\$16.7500	\$22.0000
Spec Svcs Instructor 2	SS2	\$12.5000	\$19.7500	\$27.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

Approved by the Commission
October 18, 2017



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$11.5000	\$14.2750	\$17.0500
Tennis Instructor 2	TI2	\$15.0000	\$19.0000	\$23.0000
Tennis Instructor 3	TI3	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission
October 18, 2017

