



The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget Fiscal Year 2020



Montgomery County

The Maryland-National Capital Park and Planning
Commission

www.mncppc.org

Proposed Annual Budget
Fiscal Year 2020

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Maryland**

For the Fiscal Year Beginning

July 1, 2018

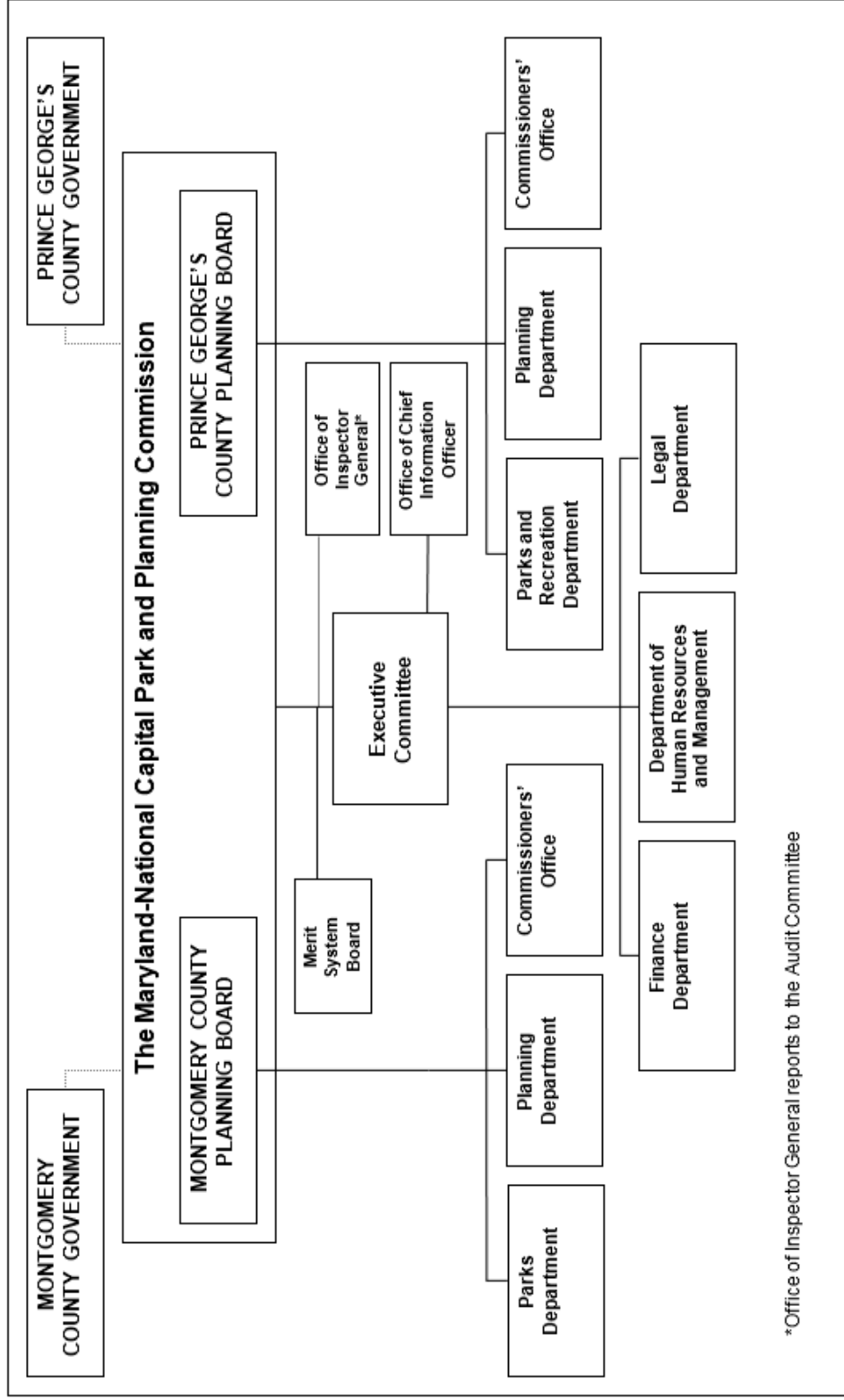
Christopher P. Morill

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, 2018. 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 2020
Montgomery County**

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

January 15, 2019

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

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

Dear Mr. Elrich and Ms. Navarro:

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 FY20 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 FY20. Consequently, we have adopted a savings plan for FY19. 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. In addition, our Planning efforts were recognized in 2018 with awards from the National Capital Area Chapter of the American Planning Association for the Bethesda Downtown Plan and for our outreach efforts on the Veirs Mill Corridor Plan.

Cognizant of the limited resources available, we will continue to work with the County to reach an appropriate balance with service delivery demands. The FY20 Proposed Budget focuses on maintaining service levels, responding to federal/state/local mandates, and addressing a limited number of critical needs. The FY20 Proposed Budget includes increases related to necessary planning studies, legislative mandates, and operating costs of new parks.

The FY20 proposed tax-supported operating budget is \$145.2 million. This is \$7.6 million more than the FY19 adopted budget, a 5.5 percent change, reflecting both critical needs requests and the additional costs of the new Wheaton Headquarters building. The total proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$171.2 million, an increase of \$5.2 million or 3.1 percent from the FY19 adopted budget.

**Summary of FY20 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)**

	FY19 Adopted	FY20 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 31,767,007	\$ 33,424,912	\$ 1,657,905	5.2%
Park (2)	103,860,211	109,701,294	5,841,083	5.6%
ALA Debt	2,024,928	2,088,800	63,872	3.2%
Subtotal Tax Supported	137,652,146	145,215,006	7,562,860	5.5%
Enterprise (3)	13,871,959	10,234,402	(3,637,557)	-26.2%
Property Management	1,528,240	1,566,600	38,360	2.5%
Special Revenue	6,519,833	7,084,740	564,907	8.7%
Park Debt	6,461,285	7,124,410	663,125	10.3%
Total Montgomery	\$ 166,033,463	\$ 171,225,158	\$ 5,191,695	3.1%

- (1) Includes transfer to Special Revenue Fund in FY20
- (2) Includes transfer to Park Debt Service and Capital Projects
- (3) Includes transfer to Capital Projects

Fiscal challenges remain at all levels of government, including the Commission. Although for FY20 there are several positive indicators - assessable base is projected to grow at a rate of about 4.29 percent; the Economic and Revenue Update from the Montgomery County Department of Finance released in December 2018 shows a drop in unemployment from 3.3 percent in October 2017 to 3.1 percent in October 2018, an increase in resident employment, and an estimated 4.4 percent increase in wage and salary income for 2018 – the County experienced a shortfall in anticipated reserves in FY18 that is necessitating a retrenchment of expenditures in FY19, and which will also impact the FY20 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 FY19 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 5.5 percent.

M-NCPPC		
Summary of FY20 Proposed Budget Major Changes		
Montgomery County General Fund Accounts		
Administration and Park Funds (excludes property management and reserves)		
	<u>Budget Amount</u>	<u>%</u>
FY19 Adopted Budget	\$ 135,627,218	
<i>FY20 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo and prefunding	(320,755)	
Health Insurance	1,844,843	
Pension (ERS)	(2,248,149)	
Employee Compensation Marker	2,105,692	
Reclassification Marker	(102,429)	
Subtotal Major Personnel Changes	1,279,202	0.9%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	663,125	
Transfer to Development Review	500,000	
One Time Reductions	(481,000)	
Park- NPDES	77,564	
OBI	1,466,101	
Investment in Critical Needs	2,364,981	
Operating Major Known Commitments	1,629,015	
Subtotal FY20 Major NonPersonnel Changes	6,219,786	4.6%
Total Dollar Change for Major Changes	7,498,988	5.5%
TOTAL FY20 Proposed Budget	\$ 143,126,206	5.5%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY20 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 FY20:

- 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 position reclassification due to a multi-year classification study of the workforce.

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 \$1.28 million.

FY20 Proposed Budget				
Summary of Changes in Major Personnel Costs				
Montgomery County Administration Fund and Park Fund				
	FY19	FY20	\$	%
	Adopted	Proposed	Change	Change
OPEB				
OPEB Paygo & Prefunding	\$ 8,008,035	\$ 7,687,280	\$ (320,755)	-4.0%
Pension (ERS)				
Pension (ERS)	10,177,683	7,929,534	(2,248,149)	-22.1%
Health and Benefits(1)				
Employee Health Benefits	12,398,210	14,243,053	1,844,843	14.9%
Subtotal Personnel Costs	\$ 30,583,928	\$ 29,859,867	\$ (724,061)	-2.4%
Employee Compensation				
Marker for Changes to Employee Comp.		2,105,692	2,105,692	-
Marker for Possible Reclassifications	603,553	501,124	(102,429)	-17.0%
Total Major Personnel Costs			\$ 1,279,202	

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

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

The net change for total OPEB costs is a decrease of \$321,000, or 4.0 percent. Total OPEB funding is \$7.93 million. OPEB is shown in the Non-Departmental accounts in individual funds rather than being allocated to each department.

As determined by the actuary, pension costs will decrease by 22.1 percent in FY20, representing a savings of \$2.25 million from the FY19 budget. Health benefit costs are projected to increase by 14.9 percent, resulting in additional cost of \$1.84 million over the FY19 Budget.

As for employee compensation, the budget includes a dollar marker of \$2.1 million in the General Fund. The Commission will be in the second year of our contract with MCGEO, with a wage and health benefit re-opener scheduled this year, and in full contract negotiations with the FOP for FY20, the results of which will be presented for approval at the Joint County Council Meeting in May 2019. Also included is \$500,000 for possible reclassification adjustments based on the multi-year classification study that is under way.

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

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$2.4 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	\$	808,400
Administration	Commissioners' Office		24,000
Administration	DHRM		-
Administration	Legal		49,628
Administration	Finance		101,391
Administration	Inspector General		-
Administration	Corporate IT		19,401
Administration	Share of CIO/CWIT Initiatives		120,367
Park	Parks		1,241,794
Total		\$	2,364,981

Summary of FY20 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY20 proposed budget to the FY19 adopted budget for the General Fund. Specific changes in each of the departments are explained in full detail in the Department sections of the Budget Book.

Summary of FY20 Proposed Budget General Fund Accounts				
By Fund by Department (excludes reserves)				
	FY19	FY20	\$	%
	Adopted	Proposed	Change	Change
Administration Fund				
Commissioners' Office	\$ 1,247,346	\$ 1,273,938	\$ 26,592	2.1%
Planning Department Operating	20,030,266	20,360,503	330,237	1.6%
CAS	8,217,502	8,627,506	410,004	5.0%
Transfer to Development Review	-	500,000	500,000	-
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	2,121,893	2,512,965	391,072	18.4%
Subtotal Admin Fund	31,767,007	33,424,912	1,657,905	5.2%
Park Fund				
Park Department Operating	90,081,579	94,040,953	3,959,374	4.4%
Transfer to Debt Service	6,461,285	7,124,410	663,125	10.3%
Transfer to Capital Projects	350,000	350,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	6,567,347	7,785,931	1,218,584	18.6%
Subtotal Park Operating	103,860,211	109,701,294	5,841,083	5.6%
Montgomery Operating Subtotal	135,627,218	143,126,206	7,498,988	5.5%
Property Management	1,528,240	1,566,600	38,360	2.5%
Montgomery General Fund Total	\$ 137,155,458	\$ 144,692,806	\$ 7,537,348	5.5%

(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 FY20 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 421 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 FY20 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;
- National Pollutant Discharge Elimination System (NPDES) mandates; and
- Wheaton Headquarters operating budget impact.

In addition, the FY20 budget includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the future needs of the department such as:

- Improving the quality and playability of ballfields;
- Improving fleet management;
- Improving data management and enterprise systems; and
- Addressing a maintenance backlog to reduce costly system replacements.

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 FY20 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 FY20 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

One-Time projects:

- Pedestrian Master Plan Support
- Rustic Roads Functional Master Plan Update
- General Plan Update Support
- Ten-Year Check-up on the White Flint Sector Plan's Metrorail Station Area
- Architectural Field Surveys
- Archival Assistance
- Data for Vision Zero
- Affordable Housing Preservation and Redevelopment Feasibility
- Preserving Community Value of Ethnically Diverse Retail Centers

On-going projects:

- Project Dox Upgrade
- Comprehensive Park and Planning Placemaking Initiative

Other Initiatives:

- Wheaton Headquarters operating budget impact
- Operating Transfer to the Development Review Special Revenue Fund

Central Administrative Services (CAS)

For FY20, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Finance Department:
 - One career position to provide additional accounting resources to the CIP.
 - One career position to augment payroll processing.
- Legal Department: Restoring the previous year's budget for professional services.
- Corporate IT Division: Funding to expand a regular computer replacement schedule.
- Chief Information Officer:
 - One career position to provide IT project management, currently provided by contractors.

- Funding for the following IT initiatives
 - Budget software replacement
 - Intranet upgrade
 - Remediation of security assessment findings
 - Next phase of the Microsoft Active Directory project, which manages permissions and access to email, network storage, and other network resources
 - Feasibility study for Enterprise Content Management, which would allow for access to and the management of the Commission's information, wherever stored.

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 FY20 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 FY20 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 both the Administration Fund and the Park Fund. The requested increase in the real property tax rate is 0.19 cent for the Administration Fund and 0.38 cent for the Park Fund. At this level, the total tax rate is still below what it was in FY08.

The FY20 Proposed Budget reflects a total tax rate for property tax supported funds of 7.53 cents real property and 18.83 cents personal property. The breakdown by fund is:

- Administration Fund: 1.75 cents real and 4.38 cents personal, an increase of .19 and .48, respectively;

- Park Fund: 5.68 cents real and 14.20 cents personal, an increase of .38 and .95, 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 FY20.

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

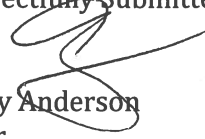
FUNDS	ACTUAL FY08	ACTUAL FY09	ACTUAL FY10	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ADOPTED FY19	PROPOSED FY20
Administration Fund													
Real	1.90	1.90	1.80	1.50	1.70	1.80	1.80	1.70	1.80	1.70	1.72	1.56	1.75
Personal	4.70	4.70	4.50	3.80	4.30	4.50	4.50	4.25	4.50	4.25	4.30	3.90	4.38
Park Fund													
Real	5.80	5.30	5.00	4.50	4.80	5.40	5.30	5.60	5.52	5.48	5.54	5.30	5.68
Personal	14.50	13.20	12.50	11.20	12.00	13.50	13.25	14.00	13.80	13.70	13.85	13.25	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	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)													
Real	7.80	7.30	6.90	6.10	6.60	7.30	7.20	7.40	7.42	7.28	7.36	6.96	7.53
Personal	19.50	18.20	17.30	15.30	16.60	18.30	18.00	18.50	18.55	18.20	18.40	17.40	18.83

CONCLUSION

The Proposed 2020 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.

Respectfully Submitted,



Casey Anderson
 Chair

CHAIR’S MESSAGE..... i

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One
Commission
Mission

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

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

Strategic
Focus

- **Mission-driven Core Services:** Delivery of quality, high performance programs and services directly related to the statutory mandates of the Land Use Article.

- **Revenue Diversification:** Outreach for additional funding sources such as public/private partnerships and grants to diversify revenue sources and reduce reliance on the property taxes as a source of funds; development of fee structure for services and programs with an overall goal of covering cost but also recognizing equity and ability to pay realities; encouraging active volunteer participation to augment programs, services and service delivery.

- **Customer Focused Programs:** Maintain on-going communication with users, key stakeholders and funders to determine needs, service performance and receive feedback. Use this information to help develop programs, facilities and services.

- **Management and Employee Accountability:** Establish clear lines of accountability at all levels of the Commission that customers are a priority, innovation is promoted, service capacities are continuously developing and productivity is constantly improving.

- **Contemporary Technologies:** Facilitate programs and services by advanced information technologies improving the flow of information and access to services by customers and stakeholders.

- **Prioritized Capital Improvement Program:** Manage and direct the Commission's capital program in a method that permits the operating budget to absorb the impact of implementing new programs, facilities and services.

- **Performance Measurement: Promote greater** efficiency, increase fiscal responsibility and meet customer and stakeholder expectation through a performance measurement system that reports and produces information to plan, monitor, evaluate, and adjust programs and services.



Montgomery County Overview - Budget Guide

BUDGET GUIDE

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

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

BUDGET STRUCTURE AND CONTENT

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

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

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

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

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

Background and Policies provide the following information:

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

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY20 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 2020 are included:

- Commission Summary of FY20 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY18 and Budgeted Use of Fund Balance/Net Position for FY19 and FY20;
- Montgomery County FY20 Proposed Budget Summary by Fund Summary by Department by Division;
- Montgomery County FY20 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$176,642,298;
- Montgomery County FY20 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$175,279,658;
- Montgomery County FY20 Proposed Budget Expenditure Summary by Major Object;
- Montgomery County FY20 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$175,279,658;
- 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 FY11 Actual to FY20 Proposed;
- Montgomery County Revenues and Expenditures General Fund Accounts FY11 Actual to FY20 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Montgomery County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Property Management Subfund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position;
- Montgomery County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Montgomery County Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Montgomery County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;



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

Department Budget Section

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

The Department sections are comprised of:

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

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

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

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



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- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts;
- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY20 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
 - Wheaton Headquarters Building 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.



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Capital Improvement Program

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

Appendices

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

BUDGETARY BASIS

Basis of Accounting

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

Basis of Budgeting

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

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

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



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

BUDGET PROCESS

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

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

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

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

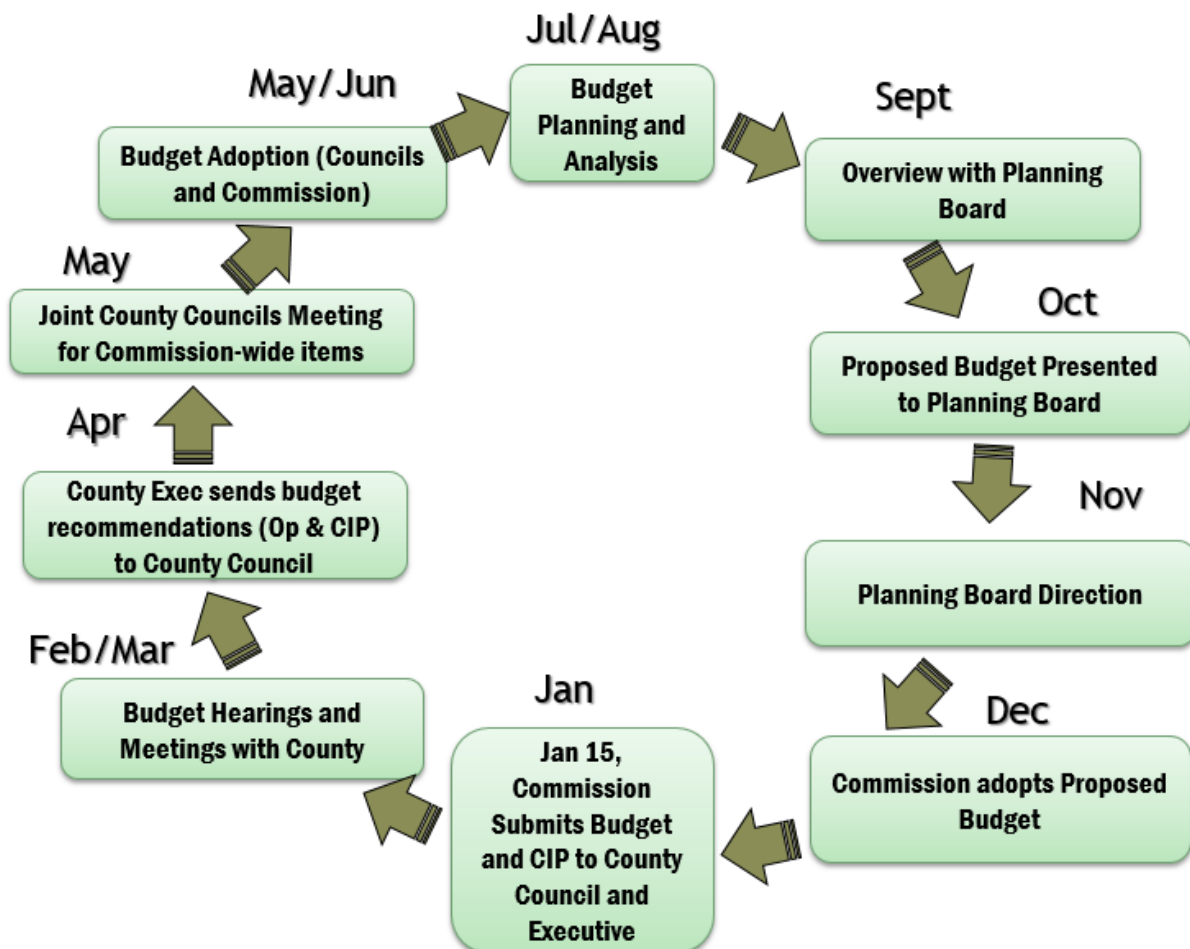
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



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Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2018
• Budget Overview with Planning Board	September to November 2018
• Staff Develops Budget	September to November 2018
• Planning Board Work Sessions	September to December 2018
• Commission Approves Proposed Budget	December 19, 2018
• Staff Produce Proposed Budget Book	December 2018 to January 2019
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2019
• County Executive Makes Recommendations	January 15 to March 1, 2019
• County Council Holds Public Hearings	April 2019
• County Council Reviews Budget	April 2019
• County Councils Meet Jointly	May 2019
• County Councils Adopt Budget	By June 1, 2019
• Commission Adopts Budget Resolution	June 19, 2019



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 174 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 1,058,840 as of July 1, 2017, 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 56 percent of the population; 19.6 percent of residents are Hispanic or Latino; 19.7 percent are black or African American; 15.6 percent are Asian; and 43.8 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 14.9 percent. According to the 2013-2017 American Community Survey, of the population above age 5, over 40.5 percent speak a language other than English at home. This is substantially greater than it is statewide (18.0 percent).

Over the past four decades, the median age of the county's population has matured from 30 in 1970 to 38.8 in 2017 with the maturing of baby boomers and improving life expectancy of the U.S. population. About 23.3 percent of the population is under 18 years old and another 14.9 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 150,632 during the school year 2017-2018. 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 2017 median household income is \$103,178 compared to the state median household income of \$78,916. The median value of owner occupied housing units between 2013 and 2017 in Montgomery County is \$467,500 compared to the state median of \$296,500.

CUSTOMER DEFINITION AND FOCUS

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

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

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

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



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 85 percent of the Commission's tax-supported operations. Remaining funding is derived from grants, interest income, fees and charges, and fund balance.

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

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

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

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

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

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

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

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



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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

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

FISCAL POLICY

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

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. We have different reserve levels for different fund types. The Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund and Park Fund. In FY20, the proposed budget includes a designated fund reserve equaling 3 percent of expenditures in the General Fund accounts in Montgomery County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability, and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission’s goal is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

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

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



Montgomery County

Overview – Policies

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

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

INVESTMENT POLICY

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

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

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

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

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

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



Montgomery County

Overview – Policies

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

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

DEBT MANAGEMENT POLICY

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

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

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



Montgomery County Overview – Policies

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

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

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

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

LONG-TERM SUSTAINABILITY

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



Montgomery County

Overview – Policies

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

- The County’s total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation and Montgomery County Finance Department. Based on historical patterns, a collection factor is calculated (we currently assume collecting 99.7 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 FY20 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

For FY20, assessable base is projected to grow at a modest rate of about 4.00 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

To provide sufficient revenues, the FY20 Proposed Budget reflects the need for tax rate increases in the real and personal property tax rates for the Administration Fund and the Park Fund from the FY19 Adopted Budget. However, at this proposed 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 \$13.9 million or 11.5 percent in FY20 to \$134.5 million.

The FY20 Proposed Budget reflects a total tax rate for property tax supported funds of 7.53 cents real property and 18.83 cents personal property. The breakdown by fund is:

- Administration Fund: 1.75 cents real and 4.38 cents personal, an increase of .19 and .48, respectively;
- Park Fund: 5.68 cents real and 14.20 cents personal, an increase of .38 and .95, 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 FY20.

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 \$3.41 million in FY20, a 8.4 percent increase from the FY19 budget.



Montgomery County

Overview – Budget Issues

The Planning Board continues to review the Commission’s fee schedules with the objective of generating fee revenue to lessen the burden on taxpayers, while maintaining programs that are affordable and desirable. FY20 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 FY20 is proposed at \$200,000, an increase of 21.2 percent from the FY19 budget in line with expected FY19 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 FY20 Proposed Budget includes \$403,500 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 \$3,422,473. This is a total increase of 2.4 percent from FY19. The increase is necessary to cover staffing and other costs for the Parks Department to meet NPDES requirements. \$100,000 is proposed from the County Cable fund to continue the extension of Wi-Fi in additional parks. The budget also includes \$115,800 of miscellaneous revenue in the Park Fund.

Enterprise Fund Revenues

In FY20, total Enterprise Fund revenues are proposed at \$11.6 million and expenditures at \$9.7 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 FY20 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 FY20:

- 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 \$1.3 million, mostly due to increased health insurance costs and employee compensation markers.



Montgomery County Overview – Budget Issues

Exhibit 1

**FY20 Proposed Budget
Summary of Changes in Major Personnel Costs
Montgomery County Administration Fund and Park Fund**

	FY19 Adopted	FY20 Proposed	\$ Change	% Change
OPEB				
OPEB Paygo & Prefunding	\$ 8,008,035	\$ 7,687,280	\$ (320,755)	-4.0%
Pension (ERS)				
Pension (ERS)	10,177,683	7,929,534	(2,248,149)	-22.1%
Health and Benefits(1)				
Employee Health Benefits	12,398,210	14,243,053	1,844,843	14.9%
Subtotal Personnel Costs	\$ 30,583,928	\$ 29,859,867	\$ (724,061)	-2.4%
Employee Compensation				
Marker for Changes to Employee Comp.		2,105,692	2,105,692	-
Marker for Possible Reclassifications	603,553	501,124	(102,429)	-17.0%
Total Major Personnel Costs			\$ 1,279,202	

(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 FY20 have been determined by the actuary. The net change for total OPEB costs is about a \$321 thousand decrease or 4.0 percent less than FY19 adopted budget.

Total OPEB funding is \$7.7 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 22.1 percent in FY20. This represents a savings of \$2.2 million from the FY19 adopted budget.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 14.9 percent in FY20, or \$1.8 million more than the FY19 adopted budget.

Employee Compensation

The Commission's FY20 budget includes a compensation adjustment marker of \$2.1 million in the General Fund. The Commission will be in the second year of our contract with MCGEO, with a wage and health benefit re-opener scheduled this year, and in full contract negotiations with the FOP for FY20. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is under way (\$500 thousand).



Montgomery County

Overview – Budget Issues

Total expenditures for tax supported funds in the FY20 Proposed Budget (excluding reserves) are \$145.2 million, a 5.5 percent increase from FY19. The total FY20 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 \$171.2 million, 3.1 percent higher than the FY19 budget. Exhibit 2 provides a comparative total funds summary.

Exhibit 2

Summary of FY20 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)

	FY19 Adopted	FY20 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 31,767,007	\$ 33,424,912	\$ 1,657,905	5.2%
Park (2)	103,860,211	109,701,294	5,841,083	5.6%
ALA Debt	2,024,928	2,088,800	63,872	3.2%
Subtotal Tax Supported	137,652,146	145,215,006	7,562,860	5.5%
Enterprise (3)	13,871,959	10,234,402	(3,637,557)	-26.2%
Property Management	1,528,240	1,566,600	38,360	2.5%
Special Revenue	6,519,833	7,084,740	564,907	8.7%
Park Debt	6,461,285	7,124,410	663,125	10.3%
Total Montgomery	\$166,033,463	\$171,225,158	\$ 5,191,695	3.1%

(1) Includes transfer to Special Revenue Fund in FY20

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

(3) Includes transfer to Capital Projects

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

One of the primary objectives in the FY20 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 \$2.36 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Planning and Parks Departments, as well as in the Legal and Finance Departments. In the Parks Department, new initiatives include efforts to improve the quality and playability of ballfields, improving fleet management, improving data management and enterprise systems, and addressing a maintenance backlog to reduce costly system replacements. In the Planning Department, new initiatives include various planning studies and analyses. For Legal, it is restoring the previous year's critical professional services; and for Finance, it is staffing needed to meet existing service level requirements. 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	\$	808,400
Administration	Commissioners' Office		24,000
Administration	DHRM		-
Administration	Legal		49,628
Administration	Finance		101,391
Administration	Inspector General		-
Administration	Corporate IT		19,401
Administration	Share of CIO/CWIT Initiatives		120,367
Park	Parks		1,241,794
Total		\$	2,364,981

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

FUND BALANCE

At the end of FY18, the Commission had \$5.7 million in fund balance in the Administration Fund and \$8.0 million fund balance in the Park Fund (which includes \$984,175 from the Property Management subfund). Based on current estimates, \$3.7 million and \$4.5 million respectively, of these fund balances will be utilized in FY19. This will leave \$988 thousand in the Administration Fund and \$2.6 million in the Park Fund (or \$3.5 million when the Property Management subfund is included) going into FY20. 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 FY20 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 FY20 are projected to be \$80,569 in the Administration Fund and \$870,595 in the Park Fund (which includes \$788,735 from the Property Management subfund).

DEBT

Debt Service in the Park Fund is proposed to be \$7.1 million in FY20. Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$145,200 in FY20, as part of the continuing debt service repayment. Tax rates for the ALA debt service fund are proposed without change from the FY19 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, 2018 is estimated at \$1.8 billion. This represents the excess of anticipated tax revenue from the mandatory 9-cent personal property and 3.6-cent real property tax available during the next 30 years over the debt service on the \$64.0 million of outstanding Park Acquisition and Development bonds. The Commission's Montgomery



Montgomery County

Overview – Budget Issues

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

SPENDING AFFORDABILITY PROCESS

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

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

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

DEVELOPMENT REVIEW

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

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



FY20 Proposed Budget
Fiscal and Budget Summary Schedules



Montgomery County Overview - Fiscal and Budget Summary Schedules

COMMISSION SUMMARY Summary of Changes in Actual Fund Balance/Net Position for FY18 and Budgeted Use of Fund Balance/Net Position for FY19 and FY20

	Prince George's County			Montgomery County			Total Commission		
	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	FY 18 Actual	FY 19 Adopted	FY 20 Proposed
Governmental Funds:									
Administration Fund	11,895,977	562,426	(1,838,760)	(120,746)	(4,455,332)	(1,881,512)	11,775,231	(3,892,906)	(3,720,272)
Park Fund	8,574,070	(13,733,981)	(24,956,037)	171,619	(6,573,880)	(2,561,507)	8,745,689	(20,307,861)	(27,517,544)
Recreation Fund	13,741,297	(13,852,131)	(8,033,819)	-	-	-	13,741,297	(13,852,131)	(8,033,819)
General Funds Total	34,211,345	(27,023,686)	(34,828,616)	50,873	(11,029,212)	(4,443,019)	34,262,217	(38,052,898)	(39,271,635)
ALA Debt Service Fund	(16)	-	-	(447)	-	-	(463)	-	-
Tax Supported Funds Total	34,211,329	(27,023,686)	(34,828,616)	50,426	(11,029,212)	(4,443,019)	34,261,754	(38,052,898)	(39,271,635)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(2,585)	(95,440)	(100,000)	(2,585)	(95,440)	(100,000)
Capital Projects Fund	10,846,181	-	-	(4,734,545)	-	-	6,111,636	-	-
Special Revenue Funds	1,565,005	(340,782)	(53,306)	1,275,890	(1,897,803)	(1,403,867)	2,840,894	(2,238,585)	(1,457,173)
Governmental Funds Total	46,622,514	(27,364,468)	(34,881,922)	(3,410,815)	(13,022,455)	(5,946,886)	43,211,699	(40,386,923)	(40,828,808)
Proprietary Funds:									
Enterprise Fund	(2,759,554)	68,257	-	1,181,296	(2,645,997)	1,362,640	(1,578,257)	(2,577,740)	1,362,640
Risk Management Fund	1,199,244	(806,825)	(925,902)	(137,158)	(470,415)	(350,435)	1,062,086	(1,277,240)	(1,276,337)
Capital Equipment Fund	(1,255,555)	1,875,977	1,911,037	880,403	(752,750)	959,145	(375,152)	1,123,227	2,870,182
Wheaton Headquarters Bldg Fund	-	-	-	-	-	-	-	-	-
Comm-wide CIO & IT Initiatives Fund	(273,327)	(27,639)	11,416	(558,798)	(29,642)	54,249	(832,125)	(57,281)	65,665
Executive Office Building Fund*	-	-	-	-	-	-	472,964	1,606	(63,307)
Group Insurance Fund*	-	-	-	-	-	-	(321,230)	(2,395,825)	(1,155,026)
Internal Service Funds Total	(329,638)	1,041,513	996,551	184,447	(1,252,807)	662,959	6,543	(2,605,513)	441,177
Proprietary Funds Total	(3,089,191)	1,109,770	996,551	1,365,744	(3,898,804)	2,025,599	(1,571,714)	(5,183,253)	1,803,817
Private Purpose Trust Funds:									
ALA Revolving Fund	3,505	(288,347)	(291,835)	(6,684,746)	(5,016,530)	(6,946,965)	(6,681,241)	(5,304,877)	(7,238,800)
GRAND TOTAL	43,536,827	(26,543,045)	(34,177,206)	(6,729,817)	(21,937,789)	(10,868,252)	34,958,744	(50,875,053)	(46,263,791)

* 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 FY18 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 FY20 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Comm-wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Internal Service Fund	Total
Sources:														
Property Taxes	\$ 31,679,200	\$ 102,827,100	\$ -	\$ -	\$ 2,088,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136,595,100
Inergovernmental	553,500	3,922,473	-	-	-	-	23,148,000	1,688,430	-	-	-	-	528,977	29,841,380
Sales	1,200	-	-	-	-	-	-	17,800	854,350	-	-	-	-	873,350
Charges for Services	197,200	2,461,237	-	-	-	-	-	3,051,863	6,470,275	2,509,900	1,849,500	1,889,978	399,052	18,829,005
Rentals and Concessions	-	754,977	1,456,600	-	-	-	-	128,380	3,294,795	-	-	-	-	5,634,752
Interest	100,000	100,000	10,000	-	-	75,000	25,000	55,000	200,000	140,000	10,000	-	-	715,000
Miscellaneous	-	115,800	-	-	-	1,943,600	11,300,000	239,400	777,622	-	-	-	-	14,376,422
Total Revenues	32,531,100	110,181,587	1,466,600	-	2,088,800	2,018,600	34,473,000	5,180,873	11,597,042	2,649,900	1,859,500	1,889,978	928,029	206,865,009
Transfers In	-	25,000	-	7,124,410	-	-	4,350,000	500,000	-	-	-	-	-	11,999,410
Bond Proceeds	-	-	-	-	-	-	16,122,000	-	-	-	371,000	-	-	19,832,000
Use of Fund Balance/Net Assets	1,881,512	2,561,507	100,000	-	-	6,946,965	-	1,403,867	-	350,435	-	-	-	13,244,286
Total Available Funds	\$ 34,412,612	\$ 112,768,094	\$ 1,566,600	\$ 7,124,410	\$ 2,088,800	\$ 8,965,565	\$ 54,945,000	\$ 7,084,740	\$ 11,597,042	\$ 3,000,335	\$ 5,569,500	\$ 1,889,978	\$ 928,029	\$ 251,940,705
Uses:														
Commissioners' Office	\$ 1,273,938	-	-	-	-	-	-	-	-	-	-	-	-	1,273,938
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office of The Planning Director	1,642,899	-	-	-	-	-	-	-	-	-	-	-	-	1,642,899
Management Services	2,336,285	-	-	-	-	-	-	-	-	-	-	-	-	2,336,285
Functional Planning & Policy	2,773,891	-	-	-	-	-	-	-	-	-	-	-	-	2,773,891
Area 1	1,564,061	-	-	-	-	-	-	-	-	-	-	-	-	1,564,061
Area 2	2,009,901	-	-	-	-	-	-	-	-	-	-	-	-	2,009,901
Area 3	1,661,596	-	-	-	-	-	-	-	-	-	-	-	-	1,661,596
Dev. Applications & Regulatory Coordination	760,899	-	-	-	-	-	-	-	-	-	-	-	-	760,899
Information Technology and Innovation	3,565,029	-	-	-	-	-	-	-	-	-	-	-	-	3,565,029
Research and Special Projects	1,175,178	-	-	-	-	-	-	-	-	-	-	-	-	1,175,178
Support Services	2,870,764	-	-	-	-	-	-	-	-	-	-	-	-	2,870,764
Grants	150,000	-	-	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	-	4,223,607	-	-	-	-	-	4,223,607
Planning Operations Total	20,510,503	-	-	-	-	-	-	4,223,607	-	-	-	-	-	24,734,110
Central Administrative Services (CAS):														
Dept. of Human Resources and Mgmt.	2,349,179	-	-	-	-	-	-	-	-	-	-	-	-	2,349,179
Department of Finance	2,308,443	-	-	-	-	-	-	-	-	-	-	-	-	2,308,443
Legal Department	1,495,134	-	-	-	-	-	-	-	-	-	-	-	-	1,495,134
Merit System Board	82,065	-	-	-	-	-	-	-	-	-	-	-	-	82,065
Office of Inspector General	280,088	-	-	-	-	-	-	-	-	-	-	-	-	280,088
Corporate IT	1,468,921	-	-	-	-	-	-	-	-	-	-	-	-	1,468,921
Support Services	643,676	-	-	-	-	-	-	-	-	-	-	-	-	643,676
CAS Total	8,627,506	-	-	-	-	-	-	-	-	-	-	-	-	8,627,506



Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY20 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

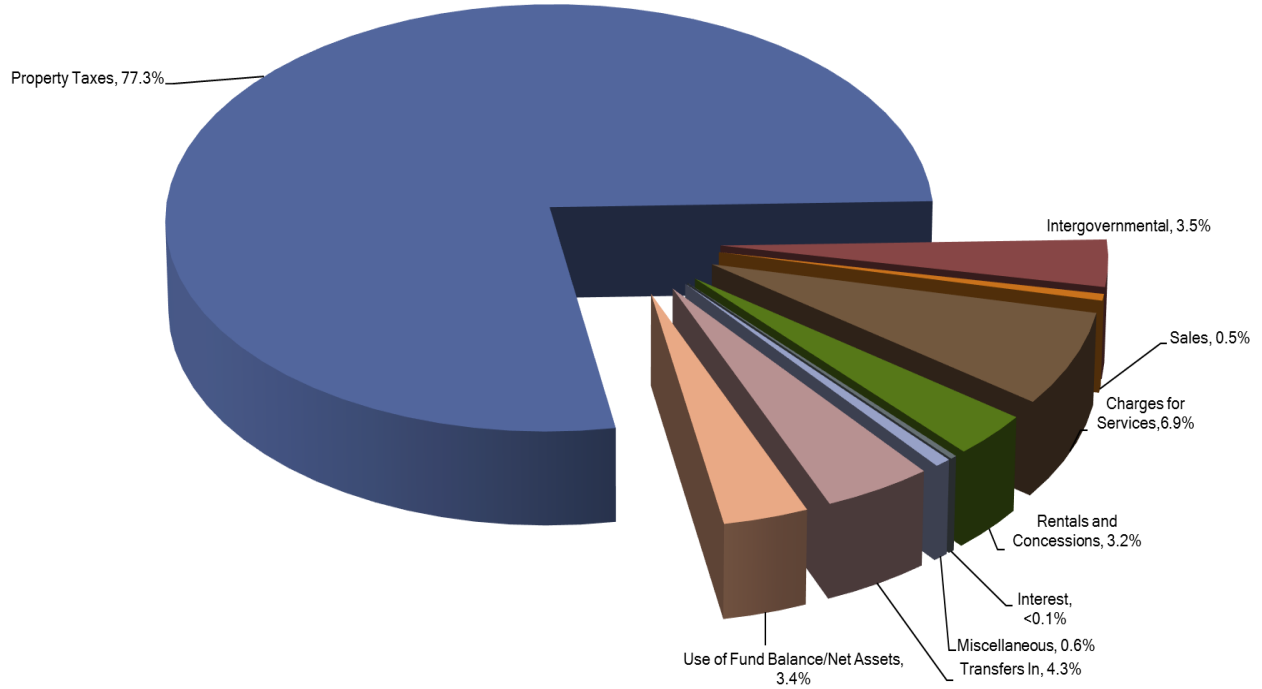
	Administration		Property Management		Park Debt	ALA		Special Revenue		Enterprise Fund		Risk Management		Capital Equipment		CIO & Comm-wide IT		Wheaton		Total
	Fund	Park Fund	Fund	Management	Service Fund	ALA Debt	Revolving	Capital	Projects Fund	Fund	Service Fund	Internal	Service Fund	Internal	Service Fund	Internal	Service Fund	Internal	Service Fund	
Park Department Operating Divisions:																				
Office of the Director	-	1,597,437	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,597,437
Public Affairs & Community Partnerships	-	3,387,344	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,387,344
Management Services	-	2,475,909	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,475,909
Information Technology & Innovation	-	2,638,297	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,638,297
Park Planning & Stewardship	-	5,735,937	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,735,937
Park Development	-	3,946,371	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,946,371
Park Police	-	14,225,592	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,225,592
Horticulture, Forestry & Environmental Education	-	10,169,377	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,169,377
Facilities Management	-	12,783,909	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,783,909
Northern Parks	-	10,437,196	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,437,196
Southern Parks	-	14,963,842	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,963,842
Support Services	-	11,699,742	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,699,742
Special Revenue Operations	-	-	-	-	-	-	-	-	2,861,133	-	-	-	-	-	-	-	-	-	-	2,861,133
Grants	-	400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400,000
Property Management	-	-	-	1,566,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,566,600
Enterprise Operations	-	-	-	-	-	-	-	-	-	9,734,402	-	-	-	-	-	-	-	-	-	9,734,402
Total Park Department Operations	-	94,440,953	-	1,566,600	-	-	-	-	2,861,133	9,734,402	-	-	-	-	-	-	-	-	-	108,603,088
NonDepartmental	2,512,965	7,785,931	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,298,896
Debt Service	-	-	-	-	-	7,124,410	145,200	-	-	-	-	-	-	-	-	-	-	-	-	7,269,610
Capital Projects	-	-	-	-	-	-	-	54,920,000	-	-	-	-	-	-	-	-	-	-	-	54,920,000
Transfer to Debt Service	-	7,124,410	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,124,410
Advanced Land Acquisition	-	-	-	-	-	-	1,943,600	-	-	-	-	-	-	-	-	-	-	-	-	1,943,600
Risk Management Operating	-	-	-	-	-	-	-	-	-	-	3,000,335	-	-	-	-	-	-	-	-	3,000,335
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	-	4,610,355	-	-	-	-	-	-	-	4,610,355
CIO & Commission-wide IT Operating	-	-	-	-	-	-	-	-	-	-	-	-	1,835,729	-	-	-	-	-	-	1,835,729
Wheaton Headquarters Building	-	-	-	-	-	-	-	-	-	-	-	-	-	928,029	-	-	-	-	-	928,029
Transfers Out	500,000	350,000	-	-	-	-	-	25,000	-	500,000	-	-	-	-	-	-	-	-	-	1,375,000
Total Uses	\$ 33,424,912	\$ 109,707,294	\$ 1,566,600	\$ 1,566,600	\$ 7,124,410	\$ 2,088,800	\$ 8,965,585	\$ 54,945,000	\$ 7,084,740	\$ 10,234,402	\$ 3,000,335	\$ 4,610,355	\$ 1,835,729	\$ 928,029	\$ 1,375,000	\$ 245,510,171				
Designated Expenditure Reserve @ 3%	987,700	3,066,800	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	4,054,500
Total Required Funds	\$ 34,412,612	\$ 112,774,094	\$ 1,566,600	\$ 1,566,600	\$ 7,124,410	\$ 2,088,800	\$ 8,965,585	\$ 54,945,000	\$ 7,084,740	\$ 10,234,402	\$ 3,000,335	\$ 4,610,355	\$ 1,835,729	\$ 928,029	\$ 1,375,000	\$ 249,564,671				
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,362,640	\$ -	\$ 959,145	\$ 54,249	\$ -	\$ -	\$ 2,376,034				
Total Funded Career/Term Positions	225.36	771.00	4.00	4.00	-	-	-	-	-	37.00	3.00	-	3.50	-	-	1,043.86				
Total Funded Workyears	185.76	756.00	5.80	5.80	-	-	-	-	34.15	120.70	3.40	-	3.50	-	-	1,109.31				



Montgomery County Overview – Fiscal and Budget Summary Schedules

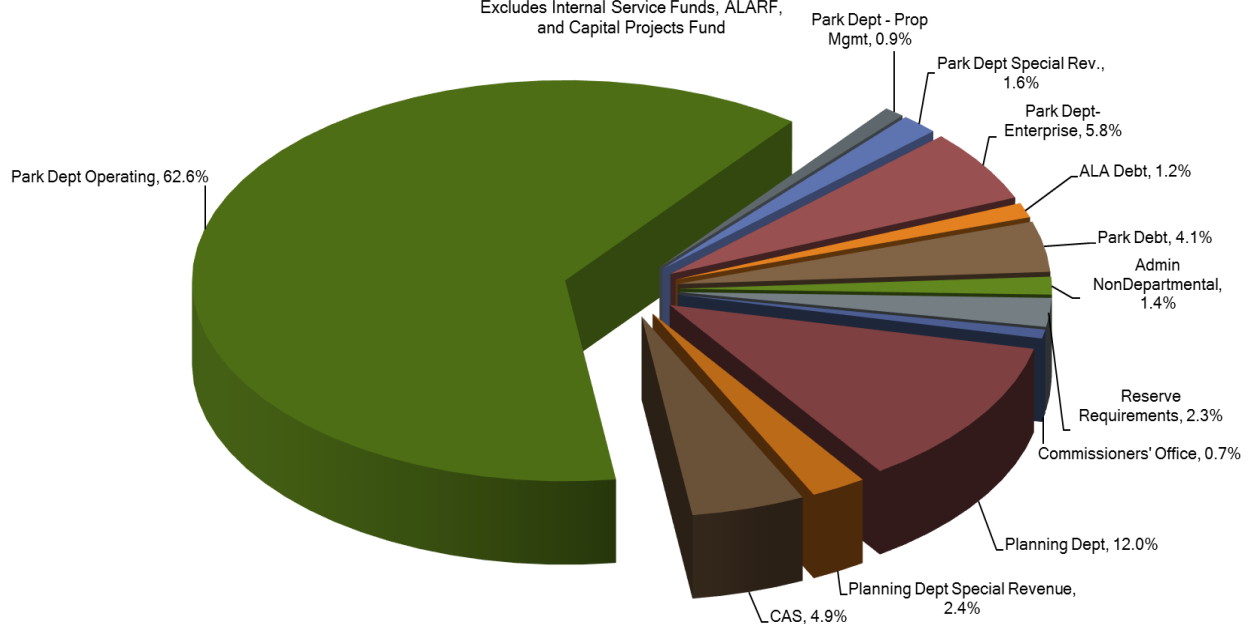
Montgomery County FY20 Proposed Budget
Revenue Sources (Percent of Total by Type)
Operating Funds Total \$176,642,298

Excludes Internal Service Funds, ALARF,
and Capital Projects Fund



Montgomery County FY20 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$175,279,658

Excludes Internal Service Funds, ALARF,
and Capital Projects Fund



Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY FY20 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

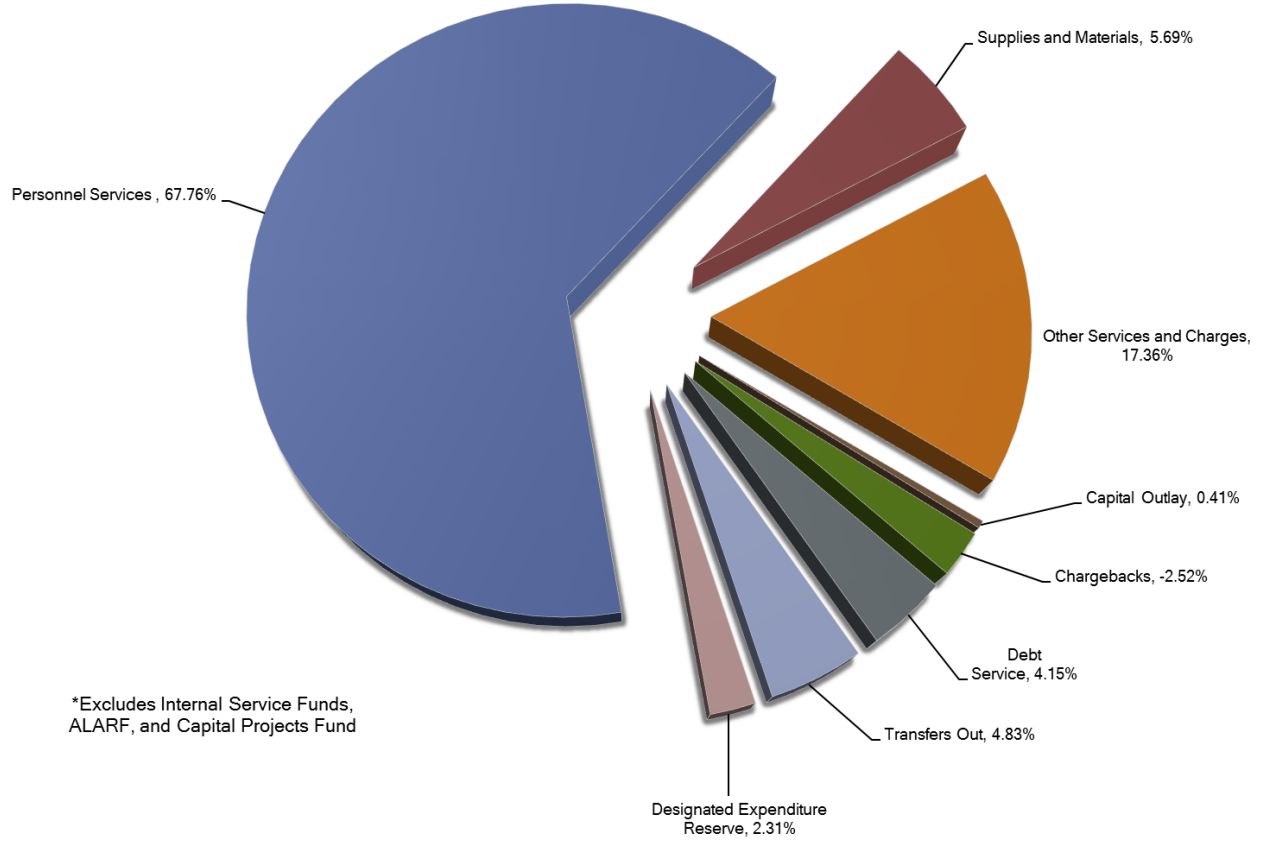
	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:									
General Funds:									
Administration Fund	\$ 1,221,235	\$ 22,903	\$ 29,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,273,938
Commissioners' Office	17,991,302	386,683	5,361,968	-	(3,229,450)	-	-	-	20,510,503
Planning Department	2,181,386	29,762	330,518	-	(192,487)	-	-	-	2,349,179
DHRM	2,505,570	26,438	233,814	-	(457,379)	-	-	-	2,308,443
Department of Finance	1,931,004	16,477	189,479	-	(641,826)	-	-	-	1,495,134
Legal Department	65,095	900	16,070	-	-	-	-	-	82,065
Merit System Board	267,376	2,203	10,509	-	-	-	-	-	280,088
Office of Inspector General	1,115,521	93,094	907,377	-	(647,071)	-	-	-	1,468,921
Corporate IT	4,460	22,127	617,089	-	-	-	500,000	-	643,676
CAS Support Services	2,512,965	-	-	-	-	-	-	987,700	3,012,965
Non-Departmental	-	-	-	-	-	-	-	-	-
Budgetary Reserve	-	-	-	-	-	-	-	987,700	987,700
Administration Fund Total	29,795,914	600,587	7,696,624	-	(5,168,213)	-	500,000	987,700	34,412,612
Park Fund	-	-	-	-	-	-	-	-	-
Parks Department	81,459,775	8,024,720	15,444,256	681,388	(3,383,255)	-	7,474,410	3,066,800	112,768,094
Park Fund Total	81,459,775	8,024,720	15,444,256	681,388	(3,383,255)	-	7,474,410	3,066,800	112,768,094
General Funds Total	111,255,689	8,625,307	23,140,880	681,388	(8,551,468)	-	7,974,410	4,054,500	147,180,706
ALA Debt Service Fund	-	-	1,943,600	-	-	145,200	-	-	2,088,800
Tax Supported Funds Total	111,255,689	8,625,307	25,084,480	681,388	(8,551,468)	145,200	7,974,410	4,054,500	149,269,506
Park Debt Service Fund	-	-	-	-	-	7,124,410	-	-	7,124,410
Property Management Fund	491,003	191,183	725,114	-	159,300	-	-	-	1,566,600
Parks Department	491,003	191,183	725,114	-	159,300	-	-	-	1,566,600
Property Management Fund Total	491,003	191,183	725,114	-	159,300	-	-	-	1,566,600
Capital Projects Fund	-	-	-	54,920,000	-	-	25,000	-	54,945,000
Special Revenue Funds	-	31,000	660,000	-	3,532,607	-	-	-	4,223,607
Planning Department	-	284,980	1,645,806	32,000	99,157	-	-	-	2,861,133
Parks Department	799,190	315,980	2,305,806	32,000	3,631,764	-	-	-	7,084,740
Special Revenue Funds Total	799,190	315,980	2,305,806	32,000	3,631,764	-	-	-	7,084,740
Governmental Funds Total	112,545,882	9,132,470	28,115,400	55,633,388	(4,760,404)	7,269,610	7,999,410	4,054,500	219,990,256
Proprietary Funds:									
Enterprise Funds									
Parks Department	6,228,902	844,305	2,309,125	-	352,070	-	500,000	-	10,234,402
Enterprise Funds Total	6,228,902	844,305	2,309,125	-	352,070	-	500,000	-	10,234,402
Internal Service Funds:									
Risk Management Fund	502,033	34,750	2,208,174	-	255,378	-	-	-	3,000,335
Capital/Equipment Internal Service Fund	-	-	-	3,710,000	51,755	848,600	-	-	4,610,355
Wheaton Headquarters Building Fund	-	-	434,836	300,000	193,193	-	-	-	928,029
CIO & Commission-wide IT Initiatives Fund	518,701	20,144	1,277,826	-	-	19,058	-	-	1,835,729
Internal Service Funds Total	1,020,734	54,894	3,920,836	4,010,000	500,326	867,658	-	-	10,374,448
Proprietary Funds Total	7,249,636	899,199	6,229,961	4,010,000	852,396	867,658	500,000	-	20,608,850
Private Purpose Trust Funds:									
ALA Revolving Fund	-	-	-	8,965,565	-	-	-	-	8,965,565
Private Purpose Trust Funds Total	-	-	-	8,965,565	-	-	-	-	8,965,565
GRAND TOTAL	\$ 119,795,518	\$ 10,031,669	\$ 34,345,361	\$ 68,608,953	\$ (3,908,008)	\$ 8,137,268	\$ 8,499,410	\$ 4,054,500	\$ 249,564,671

* Park Fund transfers out includes the transfers to Capital Projects Fund (Pay-Go) (\$350K) and to Debt Service (\$7.12M).



Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County FY20 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$175,279,658



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2020

Part I. Administration Fund

	FY 19 Adopted	FY 20 Proposed	% Change
Commissioners' Office	1,247,346	1,273,938	2.1%
Planning Department			
Planning Director's Office	1,111,440	1,642,899	47.8%
Management Services	2,447,034	2,336,285	-4.5%
Functional Planning & Policy	2,970,709	2,773,891	-6.6%
Area 1	1,842,473	1,564,061	-15.1%
Area 2	1,899,490	2,009,901	5.8%
Area 3	1,796,390	1,661,596	-7.5%
Dev. Applications & Regulatory Coordination	1,020,584	760,899	-25.4%
Center for Research & Information Systems	-	-	-
Information Technology and Innovation	3,571,541	3,565,029	-0.2%
Research and Special Projects	1,168,005	1,175,178	0.6%
Support Services	2,202,600	2,870,764	30.3%
Subtotal Planning	20,030,266	20,360,503	1.6%
Central Administrative Services			
Department of Human Resources and Management	2,313,987	2,349,179	1.5%
Department of Finance	1,946,530	2,308,443	18.6%
Legal Department	1,425,142	1,495,134	4.9%
Merit System Board	81,853	82,065	0.3%
Office of Inspector General	271,736	280,088	3.1%
Corporate IT	1,551,290	1,468,921	-5.3%
Support Services	626,964	643,676	2.7%
Subtotal Central Administrative Services	8,217,502	8,627,506	5.0%
Non-Departmental	2,121,893	2,512,965	18.4%
Total Expenditures	31,617,007	32,774,912	3.7%

Part II. Park Fund

	FY 19 Adopted	FY 20 Proposed	% Change
Director of Parks	1,853,951	1,597,437	-13.8%
Public Affairs & Community Partnerships	3,057,499	3,367,344	10.1%
Management Services	2,044,563	2,475,909	21.1%
Information Technology & Innovation	2,521,752	2,638,297	4.6%
Park Planning and Stewardship	5,436,132	5,735,937	5.5%
Park Development	3,627,857	3,946,371	8.8%
Park Police	14,257,923	14,225,592	-0.2%
Horticulture, Forestry & Environmental Education	10,564,222	10,169,377	-3.7%
Facilities Management	12,310,057	12,783,909	3.8%
Northern Parks	10,446,393	10,437,196	-0.1%
Southern Parks	14,079,360	14,963,842	6.3%
Support Services	9,881,870	11,699,742	18.4%
Subtotal Park Operations	90,081,579	94,040,953	4.4%
Non-Departmental	6,567,347	7,785,931	18.6%
Debt Service	6,461,285	7,124,410	10.3%
Total Expenditures	103,110,211	108,951,294	5.7%



Montgomery County Overview – Fiscal and Budget Summary Schedules

-CONTINUED-
MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2020

Part III. Grants

	FY 19 Adopted	FY 20 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 19 Adopted	FY 20 Proposed	% Change
Enterprise Fund	9,746,959	9,734,402	-0.1%
Property Management	1,528,240	-	-100.0%
Total Expenditures	11,275,199	9,734,402	-13.7%

Part V. Advance Land Acquisition Debt Service Fund

	FY 19 Adopted	FY 20 Proposed	% Change
Debt Service	152,850	145,200	-5.0%
Total Expenditures	152,850	145,200	-5.0%

Part VI. Internal Service Funds

	FY 19 Adopted	FY 20 Proposed	% Change
Risk Management Fund	2,933,215	3,000,335	2.3%
Capital Equipment Fund	3,864,500	4,610,355	19.3%
Wheaton Headquarters Building	-	928,029	-
Total Expenditures	6,797,715	8,538,719	25.6%

Part VII. Special Revenue Funds

	FY 19 Adopted	FY 20 Proposed	% Change
Park Activities	2,497,533	2,861,133	14.6%
Planning Activities	4,022,300	4,223,607	5.0%
Total Expenditures	6,519,833	7,084,740	8.7%

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



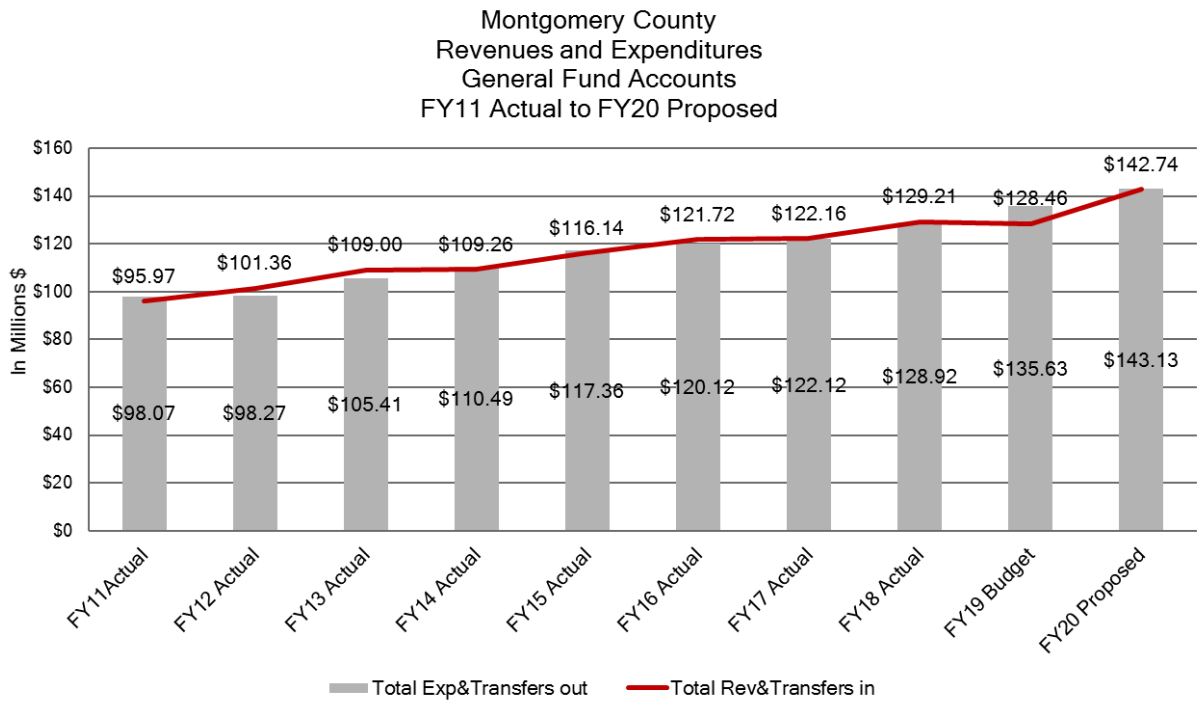
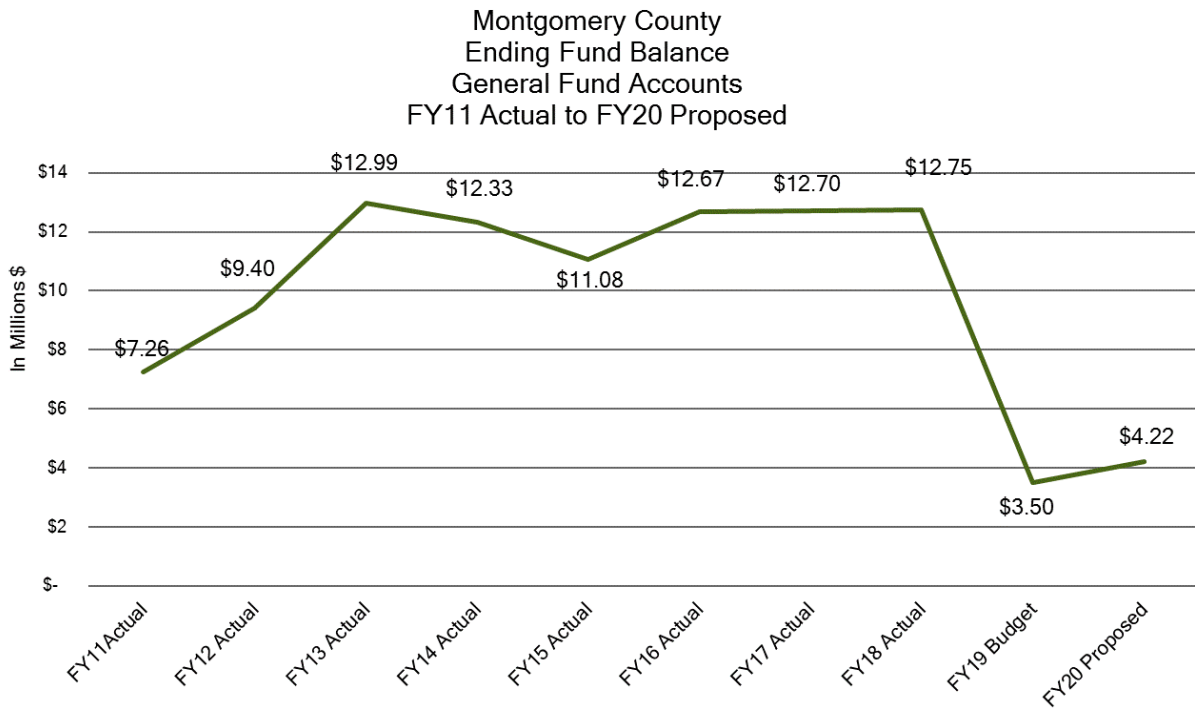
Montgomery County Overview - Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2020

	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 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	
Revenues:															
Property Taxes	120,617,497	134,506,300	2,024,928	2,088,800	122,642,425	136,595,100	-	-	-	-	-	-	122,642,425	136,595,100	
In governmental -													1,276,700	1,688,430	
Federal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
State	550,000	550,000	-	-	550,000	550,000	-	-	7,066,000	8,725,000	-	-	7,616,000	9,275,000	
County-Other	100,000	100,000	-	-	100,000	100,000	-	-	13,200,000	14,423,000	-	-	13,300,000	14,523,000	
County - Water Quality Protection	3,736,609	3,825,973	-	-	3,736,609	3,825,973	-	-	-	-	-	-	3,736,609	3,825,973	
Sales	1,200	1,200	-	-	1,200	1,200	-	-	-	-	-	-	8,500	9,700	
Charges for Services	2,396,825	2,658,437	-	-	2,396,825	2,658,437	-	-	-	-	-	-	3,025,720	3,651,863	
Rentals and Concessions	753,275	754,977	-	-	753,275	754,977	-	-	-	-	-	-	133,200	128,380	
Interest	165,000	200,000	-	-	165,000	200,000	-	-	25,000	25,000	-	-	28,000	55,000	
Miscellaneous	117,100	115,800	-	-	117,100	115,800	-	-	1,050,000	1,300,000	-	-	1,317,000	280,000	
Total Revenues	128,437,506	142,712,887	2,024,928	2,088,800	130,462,424	144,801,487	-	-	21,341,000	34,473,000	-	-	156,425,464	184,455,360	
Expenditures by Major Object:															
Personnel Services	108,660,643	111,255,689	-	-	108,660,643	111,255,689	-	-	-	-	-	-	787,000	799,190	
Supplies and Materials	8,074,908	8,625,307	-	-	8,074,908	8,625,307	-	-	-	-	-	-	318,297	315,980	
Other Services and Charges	19,457,549	23,140,980	1,872,078	1,943,600	21,329,627	25,084,480	-	-	-	-	-	-	1,939,876	2,305,806	
Debt Service	-	-	152,850	145,200	152,850	145,200	6,461,285	7,124,410	-	-	-	-	-	6,614,135	7,269,610
Capital Outlay	505,550	681,388	-	-	505,550	681,388	-	-	32,505,000	54,920,000	-	-	28,960	32,000	
Other Classifications	(7,882,717)	(8,551,489)	-	-	(7,882,717)	(8,551,489)	-	-	-	-	-	-	3,445,700	3,631,764	
Chargebacks	128,815,933	135,151,796	2,024,928	2,088,800	130,840,861	137,240,596	6,461,285	7,124,410	32,505,000	54,920,000	6,519,833	7,084,740	176,328,979	206,369,746	
Total Expenditures	(378,427)	7,580,891	-	-	(378,427)	7,580,891	(6,461,285)	(7,124,410)	(11,164,000)	(20,447,000)	(1,887,803)	(1,903,867)	(19,901,515)	(21,914,386)	10,101
Excess of Revenues over Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Financing Sources (Uses):															
Bond Proceeds	-	-	-	-	-	-	-	-	6,714,000	16,122,000	-	-	6,714,000	16,122,000	
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Park Fund	-	-	-	-	-	-	6,461,285	7,124,410	350,000	350,000	-	-	6,811,285	7,474,410	
Capital Projects Fund	25,000	25,000	-	-	25,000	25,000	-	-	-	-	-	-	25,000	25,000	
Capital Equipment Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Enterprise Fund	-	-	-	-	-	-	-	-	4,125,000	4,000,000	-	-	4,125,000	4,000,000	
Administration Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Transfers In	25,000	25,000	-	-	25,000	25,000	6,461,285	7,124,410	4,475,000	4,350,000	500,000	500,000	10,961,285	11,999,410	
Transfers (Out) To:															
Park Fund	-	-	-	-	-	-	-	-	(25,000)	(25,000)	-	-	(25,000)	(25,000)	
Special Revenue Fund	(500,000)	(500,000)	-	-	(500,000)	(500,000)	-	-	-	-	-	-	(500,000)	(500,000)	
Capital Projects Fund	(350,000)	(350,000)	-	-	(350,000)	(350,000)	-	-	-	-	-	-	(350,000)	(350,000)	
Debt Service Fund	(6,461,285)	(7,124,410)	-	-	(6,461,285)	(7,124,410)	-	-	-	-	-	-	(6,461,285)	(7,124,410)	
Enterprise Fund	(6,811,285)	(7,974,410)	-	-	(6,811,285)	(7,974,410)	-	-	(25,000)	(25,000)	-	-	(6,836,285)	(7,999,410)	
Total Transfers (Out)	(6,786,285)	(7,949,410)	-	-	(6,786,285)	(7,949,410)	-	-	11,164,000	20,447,000	-	-	10,839,000	20,172,000	
Total Other Financing Sources (Uses)	135,627,218	143,126,206	2,024,928	2,088,800	137,652,146	145,215,006	6,461,285	7,124,410	32,530,000	54,945,000	6,519,833	7,084,740	183,163,264	214,369,156	
Total Uses															
Excess of Sources over (under) Total Uses	(7,164,712)	(388,519)	-	-	(7,164,712)	(388,519)	-	-	-	-	(1,887,803)	(1,403,867)	(9,082,515)	(1,792,386)	
Designated Expenditure Reserve @ 3%	3,864,500	4,054,500	-	-	3,864,500	4,054,500	-	-	-	-	-	-	3,864,500	4,054,500	
Total (Required) Funds	139,491,718	147,180,766	2,024,928	2,088,800	141,516,646	149,269,506	6,461,285	7,124,410	32,530,000	54,945,000	6,519,833	7,084,740	187,027,764	218,423,656	
Excess of Sources over (under) Total Funds Required	(1,029,212)	(4,443,019)	-	-	(1,029,212)	(4,443,019)	-	-	-	-	(1,887,803)	(1,403,867)	(12,927,015)	(5,846,886)	
Fund Balance - Beginning	10,659,823	4,605,448	-	-	10,659,823	4,605,448	-	-	8,717,734	3,983,189	3,750,832	5,137,616	23,128,389	13,726,512	
Fund Balance - Ending	3,495,111	4,216,929	-	-	3,495,111	4,216,929	-	-	8,717,734	3,983,189	1,853,029	3,734,069	14,065,874	11,934,126	
Change	-	-	-	-	-	-	-	-	-	-	-	-	-	-	



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 2020

	Montgomery County				Prince George's County				Combined Department Total			
	FY 19 Adopted	FY 20 Proposed	% Change	Allocation*	FY 19 Adopted	FY 20 Proposed	% Change	Allocation*	FY 19 Adopted	FY 20 Proposed	% Change	
DHRM												
Personnel Services	2,195,260	2,181,386	-0.6%	42.4%	2,933,712	2,963,079	1.0%	57.6%	5,128,972	5,144,465	0.3%	
Supplies and Materials	28,015	29,762	6.2%	42.7%	36,985	39,939	8.0%	57.3%	65,000	69,701	7.2%	
Other Services and Charges	273,733	330,518	20.7%	43.6%	344,531	427,319	24.0%	56.4%	618,264	757,837	22.6%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,497,008	2,541,666	1.8%	42.6%	3,315,228	3,430,337	3.5%	57.4%	5,812,236	5,972,003	2.7%	
Chargebacks	(183,021)	(192,487)	5.2%	28.9%	(436,089)	(472,776)	8.4%	71.1%	(619,110)	(665,263)	7.5%	
Total	2,313,987	2,349,179	1.5%	44.3%	2,879,139	2,957,561	2.7%	55.7%	5,193,126	5,306,740	2.2%	
Department of Finance												
Personnel Services	2,344,329	2,505,570	6.9%	44.5%	3,020,274	3,120,596	3.3%	55.5%	5,364,603	5,626,166	4.9%	
Supplies and Materials	26,438	26,438	0.0%	43.7%	34,062	34,062	0.0%	56.3%	60,500	60,500	0.0%	
Other Services and Charges	223,263	233,814	4.7%	45.7%	261,017	277,334	6.3%	54.3%	484,280	511,148	5.5%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,594,030	2,765,822	6.6%	44.6%	3,315,353	3,431,992	3.5%	55.4%	5,909,383	6,197,814	4.9%	
Chargebacks	(647,500)	(457,379)	-29.4%	34.6%	(1,173,100)	(865,017)	-26.3%	65.4%	(1,820,600)	(1,322,396)	-27.4%	
Total	1,946,530	2,308,443	18.6%	47.3%	2,142,253	2,566,975	19.8%	52.7%	4,088,783	4,875,418	19.2%	
Legal Department												
Personnel Services	1,892,882	1,931,004	2.0%	51.1%	1,900,468	1,847,861	-2.8%	48.9%	3,793,350	3,778,865	-0.4%	
Supplies and Materials	16,477	16,477	0.0%	49.9%	16,543	16,543	0.0%	50.1%	33,020	33,020	0.0%	
Other Services and Charges	139,851	189,479	35.5%	50.1%	141,068	188,559	33.7%	49.9%	280,919	378,038	34.6%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,049,210	2,136,960	4.3%	51.0%	2,058,079	2,052,963	-0.2%	49.0%	4,107,289	4,189,923	2.0%	
Chargebacks	(624,068)	(641,826)	2.8%	44.2%	(788,604)	(811,299)	2.9%	55.8%	(1,412,672)	(1,453,125)	2.9%	
Total	1,425,142	1,495,134	4.9%	54.6%	1,269,475	1,241,664	-2.2%	45.4%	2,694,617	2,736,798	1.6%	
Merit System Board												
Personnel Services	64,828	65,095	0.4%	50.0%	64,828	65,095	0.4%	50.0%	129,656	130,190	0.4%	
Supplies and Materials	918	900	-2.0%	50.0%	918	900	-2.0%	50.0%	1,836	1,800	-2.0%	
Other Services and Charges	16,107	16,070	-0.2%	50.0%	16,107	16,070	-0.2%	50.0%	32,214	32,140	-0.2%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	81,853	82,065	0.3%	50.0%	81,853	82,065	0.3%	50.0%	163,706	164,130	0.3%	
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	
Total	81,853	82,065	0.3%	50.0%	81,853	82,065	0.3%	50.0%	163,706	164,130	0.3%	



Montgomery County Overview - Fiscal and Budget Summary Schedules

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2020

	Montgomery County			Prince George's County			Combined Department Total		
	FY 19 Adopted	FY 20 Proposed	% Change	FY 19 Adopted*	FY 20 Proposed	% Change	FY 19 Adopted	FY 20 Proposed	% Change
Office of Inspector General									
Personnel Services	256,482	267,376	4.2%	489,101	503,162	2.9%	745,583	770,538	3.3%
Supplies and Materials	2,250	2,203	-2.1%	4,100	4,147	1.1%	6,350	6,350	0.0%
Other Services and Charges	13,004	10,509	-19.2%	15,827	16,460	4.0%	28,831	26,969	-6.5%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	271,736	280,088	3.1%	509,028	523,769	2.9%	780,764	803,857	3.0%
Chargebacks	-	-	-	(127,118)	(135,138)	6.3%	(127,118)	(135,138)	6.3%
Total	271,736	280,088	3.1%	381,910	388,631	1.8%	653,646	668,719	2.3%
Corporate IT									
Personnel Services	1,097,349	1,115,521	1.7%	1,413,755	1,391,248	-1.6%	2,511,104	2,506,769	-0.2%
Supplies and Materials	74,043	93,094	25.7%	95,393	116,106	21.7%	169,436	209,200	23.5%
Other Services and Charges	724,643	907,377	25.2%	867,620	1,057,866	21.9%	1,592,263	1,965,243	23.4%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	1,896,035	2,115,992	11.6%	2,376,768	2,565,220	7.9%	4,272,803	4,681,212	9.6%
Chargebacks	(344,745)	(647,071)	87.7%	(635,970)	(1,130,679)	77.8%	(980,715)	(1,777,750)	81.3%
Total	1,551,290	1,468,921	-5.3%	1,740,798	1,434,541	-17.6%	3,292,088	2,903,462	-11.8%
CAS Support Services									
Personnel Services	2,215	4,460	101.4%	2,785	5,540	98.9%	5,000	10,000	100.0%
Supplies and Materials	21,322	22,127	3.8%	26,808	27,374	2.1%	48,130	49,501	2.8%
Other Services and Charges	603,427	617,089	2.3%	759,927	761,574	0.2%	1,363,354	1,378,663	1.1%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	626,964	643,676	2.7%	789,520	794,488	0.6%	1,416,484	1,438,164	1.5%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	626,964	643,676	2.7%	789,520	794,488	0.6%	1,416,484	1,438,164	1.5%
Total Central Administrative Services									
Personnel Services	7,853,345	8,070,412	2.8%	9,824,923	9,896,581	0.7%	17,678,268	17,966,993	1.6%
Supplies and Materials	169,463	191,001	12.7%	214,809	239,071	11.3%	384,272	430,072	11.9%
Other Services and Charges	1,994,028	2,304,856	15.6%	2,406,097	2,745,182	14.1%	4,400,125	5,050,038	14.8%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	10,016,836	10,566,269	5.5%	12,445,829	12,880,834	3.5%	22,462,665	23,447,103	4.4%
Chargebacks	(1,799,334)	(1,938,763)	7.7%	(3,160,881)	(3,414,909)	8.0%	(4,960,215)	(5,353,672)	7.9%
Total	\$ 8,217,502	\$ 8,627,506	5.0%	\$ 9,284,948	\$ 9,465,925	1.9%	\$ 17,502,450	\$ 18,093,431	3.4%

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

Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ADMINISTRATION FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ 28,695,052	\$ 27,418,775	\$ 27,195,100	\$ 31,679,200	15.5%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	150,000	150,000	150,000	0.0%
County - Other	24,330	-	-	-	-
County - Water Quality Protection	380,300	391,700	391,700	403,500	3.0%
Sales	2,507	1,200	1,200	1,200	0.0%
Charges for Services	281,270	203,000	203,000	197,200	-2.9%
Rentals and Concessions	-	-	-	-	-
Interest	218,044	100,000	100,000	100,000	0.0%
Miscellaneous	6,948	-	-	-	-
Total Revenues	29,608,451	28,264,675	28,041,000	32,531,100	15.1%
Expenditures by Major Object:					
Personnel Services	25,910,020	29,673,319	29,673,319	29,795,914	0.4%
Supplies and Materials	1,159,294	635,035	635,035	600,587	-5.4%
Other Services and Charges	6,588,797	6,393,387	6,393,387	7,696,624	20.4%
Capital Outlay	25,620	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(4,754,535)	(4,934,734)	(4,934,734)	(5,168,213)	4.7%
Total Expenditures	28,929,197	31,767,007	31,767,007	32,924,912	3.6%
Excess of Revenues over (under) Expenditures	679,254	(3,502,332)	(3,726,007)	(393,812)	-88.8%
Other Financing Sources (Uses):					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	(500,000)	-	-	-	-
Special Revenue Fund	(300,000)	-	-	(500,000)	-
Total Transfers (Out)	(800,000)	-	-	(500,000)	-
Total Other Financing Sources (Uses)	(800,000)	-	-	(500,000)	-
Total Uses	29,729,197	31,767,007	31,767,007	33,424,912	5.2%
Excess of Sources over (under) Total Uses	(120,746)	(3,502,332)	(3,726,007)	(893,812)	-74.5%
Designated Expenditure Reserve @ 3%	-	953,000	953,000	987,700	3.6%
Total Required Funds	\$ 29,729,197	\$ 32,720,007	\$ 32,720,007	\$ 34,412,612	5.2%
Excess of Sources over (under) Total Funds Required	\$ (120,746)	\$ (4,455,332)	\$ (4,679,007)	\$ (1,881,512)	-57.8%
Fund Balance - Beginning	5,808,834	4,475,584	5,688,088	1,962,081	-56.2%
Fund Balance - Ending	\$ 5,688,088	\$ 973,252	\$ 1,962,081	\$ 1,068,269	9.8%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	953,000	953,000	987,700	3.6%
Undesignated Fund Balance	5,688,088	20,252	1,009,081	80,569	297.8%
Total Ending Fund Balance	\$ 5,688,088	\$ 973,252	\$ 1,962,081	\$ 1,068,269	9.8%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PARK FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ 92,415,781	\$ 93,198,722	\$ 92,439,100	\$ 102,827,100	10.3%
Intergovernmental:					
Federal	26,349	-	-	-	-
State	2,500	400,000	400,000	400,000	0.0%
County - Other	100,000	100,000	100,000	100,000	0.0%
County - Water Quality Protection	3,084,641	3,344,909	3,344,909	3,422,473	2.3%
Local	-	-	-	-	-
Sales	7,345	-	-	-	-
Charges for Services	2,187,474	2,193,825	2,193,825	2,461,237	12.2%
Rentals and Concessions	719,911	753,275	753,275	754,977	0.2%
Interest	162,228	65,000	65,000	100,000	53.8%
Miscellaneous	126,282	117,100	117,100	115,800	-1.1%
Total Revenues	98,832,511	100,172,831	99,413,209	110,181,587	10.0%
Expenditures by Major Object:					
Personnel Services	73,492,166	78,987,324	78,987,324	81,459,775	3.1%
Supplies and Materials	7,851,589	7,439,873	7,439,873	8,024,720	7.9%
Other Services and Charges	13,837,574	13,064,162	13,064,162	15,444,256	18.2%
Capital Outlay	824,893	505,550	505,550	681,388	34.8%
Other Classifications	-	-	-	-	-
Chargebacks	(2,594,974)	(2,947,983)	(2,947,983)	(3,383,255)	14.8%
Total Expenditures	93,411,248	97,048,926	97,048,926	102,226,884	5.3%
Excess of Revenues over (under) Expenditures	5,421,263	3,123,905	2,364,283	7,954,703	154.6%
Other Financing Sources (Uses):					
Transfers In					
Capital Projects Funds	29,269	25,000	25,000	25,000	0.0%
Capital Equipment Fund	-	-	-	-	-
Administration Fund	500,000	-	-	-	-
Total Transfers In	529,269	25,000	25,000	25,000	0.0%
Transfers(Out)					
Capital Projects Funds	(350,000)	(350,000)	(350,000)	(350,000)	0.0%
Debt Service Fund	(5,428,913)	(6,461,285)	(6,461,285)	(7,124,410)	10.3%
Total Transfers (Out)	(5,778,913)	(6,811,285)	(6,811,285)	(7,474,410)	9.7%
Total Other Financing Sources (Uses)	(5,249,644)	(6,786,285)	(6,786,285)	(7,449,410)	9.8%
Total Uses	99,190,161	103,860,211	103,860,211	109,701,294	5.6%
Excess of Sources over (under) Total Uses	171,619	(3,662,380)	(4,422,002)	505,293	-113.8%
Designated Expenditure Reserve @ 3%	-	2,911,500	2,911,500	3,066,800	5.3%
Total Required Funds	\$ 99,190,161	\$ 106,771,711	\$ 106,771,711	\$ 112,768,094	5.6%
Excess of Sources over (under) Total Funds Required	\$ 171,619	\$ (6,573,880)	\$ (7,333,502)	\$ (2,561,507)	-61.0%
Fund Balance - Beginning	6,893,750	6,184,239	7,065,369	2,643,367	-57.3%
Fund Balance - Ending	\$ 7,065,369	\$ 2,521,859	\$ 2,643,367	\$ 3,148,660	24.9%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,911,500	2,911,500	3,066,800	5.3%
Undesignated Fund Balance	7,065,369	(389,641)	(268,133)	81,860	-121.0%
Total Ending Fund Balance	\$ 7,065,369	\$ 2,521,859	\$ 2,643,367	\$ 3,148,660	24.9%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PROPERTY MANAGEMENT SUBFUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,240,159	1,424,800	1,354,984	1,456,600	2.2%
Interest	14,717	8,000	8,000	10,000	25.0%
Miscellaneous	7,010	-	-	-	-
Total Revenues	<u>1,261,886</u>	<u>1,432,800</u>	<u>1,362,984</u>	<u>1,466,600</u>	<u>2.4%</u>
Expenditures by Major Object:					
Personnel Services	447,633	478,805	478,805	491,003	2.5%
Supplies and Materials	102,456	187,434	187,434	191,183	2.0%
Other Services and Charges	545,081	693,201	623,385	725,114	4.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	169,300	168,800	168,800	159,300	-5.6%
Total Expenditures	<u>1,264,471</u>	<u>1,528,240</u>	<u>1,458,424</u>	<u>1,566,600</u>	<u>2.5%</u>
Excess of Revenues over Expenditures	<u>(2,585)</u>	<u>(95,440)</u>	<u>(95,440)</u>	<u>(100,000)</u>	<u>4.8%</u>
Other Financing Sources (Uses):					
Transfers In					
Transfer to Special Revenue Fund	-	-	-	-	-
Use of Fund Balance	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ (2,585)</u>	<u>\$ (95,440)</u>	<u>\$ (95,440)</u>	<u>\$ (100,000)</u>	<u>4.8%</u>
Fund Balance - Beginning	<u>986,760</u>	<u>986,760</u>	<u>984,175</u>	<u>888,735</u>	<u>-9.9%</u>
Fund Balance - Ending	<u>\$ 984,175</u>	<u>\$ 891,320</u>	<u>\$ 888,735</u>	<u>\$ 788,735</u>	<u>-11.5%</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Property Taxes	\$ 1,929,019	\$ 2,024,928	\$ 2,024,928	\$ 2,088,800	3.2%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,929,019</u>	<u>2,024,928</u>	<u>2,024,928</u>	<u>2,088,800</u>	<u>3.2%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,775,416	1,872,078	1,877,247	1,943,600	3.8%
Debt Service:	154,050	152,850	152,850	145,200	-5.0%
Debt Service Principal	135,000	135,000	135,000	130,000	-3.7%
Debt Service Interest	19,050	16,350	16,350	13,700	-16.2%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,929,466</u>	<u>2,024,928</u>	<u>2,030,097</u>	<u>2,088,800</u>	<u>3.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(447)</u>	<u>-</u>	<u>(5,169)</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>(447)</u>	<u>-</u>	<u>(5,169)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	5,616	-	5,169	-	-
Fund Balance, Ending	<u>\$ 5,169</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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	81,280	50,000	50,000	75,000	50.0%
Miscellaneous (Contributions)	1,775,416	1,872,078	1,877,247	1,943,600	3.8%
Total Revenues	<u>1,856,696</u>	<u>1,922,078</u>	<u>1,927,247</u>	<u>2,018,600</u>	<u>5.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	8,541,442	6,938,608	-	8,965,565	29.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>8,541,442</u>	<u>6,938,608</u>	<u>-</u>	<u>8,965,565</u>	<u>29.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(6,684,746)</u>	<u>(5,016,530)</u>	<u>1,927,247</u>	<u>(6,946,965)</u>	<u>38.5%</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>(6,684,746)</u>	<u>(5,016,530)</u>	<u>1,927,247</u>	<u>(6,946,965)</u>	<u>38.5%</u>
Total Net Position - Beginning	<u>11,704,464</u>	<u>5,016,530</u>	<u>5,019,718</u>	<u>6,946,965</u>	<u>38.5%</u>
Total Net Position - Ending	<u>\$ 5,019,718</u>	<u>\$ -</u>	<u>\$ 6,946,965</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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 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	-	-	-	-	-
Debt Service -	5,428,913	6,461,285	6,461,285	7,124,410	10%
Debt Service Principal	3,660,000	4,470,600	4,470,600	4,635,000	4%
Debt Service Interest	1,763,143	1,840,685	1,840,685	2,239,410	22%
Debt Service Fees	5,770	150,000	150,000	250,000	67%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	5,428,913	6,461,285	6,461,285	7,124,410	10%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(5,428,913)	(6,461,285)	(6,461,285)	(7,124,410)	10%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	5,428,913	6,461,285	6,461,285	7,124,410	10%
Total Transfers In	5,428,913	6,461,285	6,461,285	7,124,410	10%
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	5,428,913	6,461,285	6,461,285	7,124,410	10%
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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	1,112,065	6,891,000	6,891,000	6,925,000	0.5%
State (Other)	798,955	175,000	175,000	1,800,000	928.6%
County	10,872,865	13,200,000	13,200,000	14,423,000	9.3%
Interest	29,269	25,000	25,000	25,000	0.0%
Contributions	478,295	1,050,000	1,050,000	11,300,000	976.2%
Miscellaneous	57,846	-	-	-	-
Total Revenues	<u>13,349,295</u>	<u>21,341,000</u>	<u>21,341,000</u>	<u>34,473,000</u>	<u>61.5%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	1,415,774	-	-	-	-
Other Services and Charges	6,797,352	-	-	-	-
Capital Outlay	8,988,986	32,505,000	32,505,000	54,920,000	69.0%
Park Acquisition	-	8,165,000	8,165,000	17,715,000	117.0%
Park Development	8,988,986	24,340,000	24,340,000	37,205,000	52.9%
Other Classifications	-	-	-	-	-
Chargebacks	3,115,421	-	-	-	-
Total Expenditures	<u>20,317,533</u>	<u>32,505,000</u>	<u>32,505,000</u>	<u>54,920,000</u>	<u>69.0%</u>
Excess of Revenues over Expenditures	<u>(6,968,238)</u>	<u>(11,164,000)</u>	<u>(11,164,000)</u>	<u>(20,447,000)</u>	<u>83.2%</u>
Other Financing Sources (Uses):					
Bond Proceeds	-	6,714,000	6,714,000	16,122,000	140.1%
Transfers In					
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	350,000	0.0%
Transfer from Enterprise Fund	1,912,962	4,125,000	4,125,000	4,000,000	-3.0%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>2,262,962</u>	<u>4,475,000</u>	<u>4,475,000</u>	<u>4,350,000</u>	<u>-2.8%</u>
Transfers Out					
Transfer to Park Fund	(29,269)	(25,000)	(25,000)	(25,000)	0.0%
Total Transfers Out	<u>(29,269)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>2,233,693</u>	<u>11,164,000</u>	<u>11,164,000</u>	<u>20,447,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(4,734,545)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>8,717,734</u>	<u>8,717,734</u>	<u>3,983,189</u>	<u>3,983,189</u>	<u>-54.3%</u>
Fund Balance, Ending	<u>\$ 3,983,189</u>	<u>\$ 8,717,734</u>	<u>\$ 3,983,189</u>	<u>\$ 3,983,189</u>	<u>-54.3%</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,141,789	\$ 1,276,700	\$ 1,336,565	\$ 1,688,430	32.2%
Sales	8,624	8,500	6,776	17,800	109.4%
Charges for Services	4,678,574	3,025,730	2,993,348	3,051,863	0.9%
Rentals and Concessions	119,535	133,200	126,757	128,380	-3.6%
Interest	62,814	28,000	35,980	55,000	96.4%
Miscellaneous	343,960	149,900	201,550	239,400	59.7%
Total Revenues	6,355,296	4,622,030	4,700,976	5,180,873	12.1%
Expenditures by Major Object:					
Personnel Services	567,420	787,000	759,190	799,190	1.5%
Supplies and Materials	107,592	318,297	207,262	315,980	-0.7%
Other Services and Charges	1,330,915	1,939,876	1,485,152	2,305,806	18.9%
Capital Outlay	30,873	28,960	35,000	32,000	10.5%
Other Classifications	-	-	-	-	-
Chargebacks	3,342,606	3,445,700	3,445,700	3,631,764	5.4%
Total Expenditures	5,379,406	6,519,833	5,932,304	7,084,740	8.7%
Excess of Revenues over Expenditures	975,890	(1,897,803)	(1,231,328)	(1,903,867)	0.3%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	300,000	-	-	500,000	-
Property Management Fund	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	300,000	-	-	500,000	-
Transfers In/(Out)-					
Administration Account	-	-	(60,000)	-	-
Total Transfers (Out)	-	-	(60,000)	-	-
Total Other Financing Sources (Uses)	300,000	-	(60,000)	500,000	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,275,890	(1,897,803)	(1,291,328)	(1,403,867)	-26.0%
Fund Balance - Beginning	5,153,314	3,750,832	6,429,204	5,137,876	37.0%
Fund Balance - Ending	\$ 6,429,204	\$ 1,853,029	\$ 5,137,876	\$ 3,734,009	101.5%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	806,911	977,975	889,846	1,062,711	8.7%
Undesignated Fund Balance	5,622,293	875,054	4,248,030	2,671,298	-
Total Ending Fund Balance	\$ 6,429,204	\$ 1,853,029	\$ 5,137,876	\$ 3,734,009	101.5%



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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	812,503	755,600	797,250	854,350	13.1%
Charges for Services	6,629,294	6,337,960	6,380,575	6,470,275	2.1%
Rentals and Concessions	3,257,273	3,311,177	3,203,884	3,294,795	-0.5%
Miscellaneous	774,314	711,225	795,371	777,622	9.3%
Total Operating Revenues	<u>11,473,384</u>	<u>11,115,962</u>	<u>11,177,080</u>	<u>11,397,042</u>	<u>2.5%</u>
Operating Expenses:					
Personnel Services	5,727,001	6,296,062	6,106,427	6,228,902	-1.1%
Goods for Resale	445,745	333,500	389,550	394,800	18.4%
Supplies and Materials	603,447	479,570	521,716	449,505	-6.3%
Other Services and Charges	2,463,778	2,474,327	2,451,089	2,309,125	-6.7%
Depreciation & Amortization Expense	1,104,669	-	-	-	-
Capital Outlay	-	29,000	-	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	199,016	134,500	139,500	352,070	161.8%
Indirect Charges (Admin Chargeback)	(0)	-	(6,254)	-	-
Total Operating Expenses	<u>10,543,655</u>	<u>9,746,959</u>	<u>9,602,028</u>	<u>9,734,402</u>	<u>-0.1%</u>
Operating Income (Loss)	<u>929,728</u>	<u>1,369,003</u>	<u>1,575,052</u>	<u>1,662,640</u>	<u>21.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	251,568	110,000	176,700	200,000	81.8%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenues (Expenses)	<u>251,568</u>	<u>110,000</u>	<u>176,700</u>	<u>200,000</u>	<u>81.8%</u>
Income (Loss) Before Operating Transfers	<u>1,181,296</u>	<u>1,479,003</u>	<u>1,751,752</u>	<u>1,862,640</u>	<u>25.9%</u>
Operating Transfers In (Out):					
Transfer in - Park Fund	-	-	-	-	-
Transfer - Other	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfer Out - Capital Projects Funds	-	(4,125,000)	(4,125,000)	(500,000)	-87.9%
Net Operating Transfer	-	<u>(4,125,000)</u>	<u>(4,125,000)</u>	<u>(500,000)</u>	<u>-87.9%</u>
Change in Net Position	1,181,296	(2,645,997)	(2,373,248)	1,362,640	-151.5%
Total Net Position - Beginning	<u>23,267,354</u>	<u>26,051,561</u>	<u>24,448,650</u>	<u>22,075,402</u>	<u>-15.3%</u>
Total Net Position - Ending	<u>\$ 24,448,650</u>	<u>\$ 23,405,564</u>	<u>\$ 22,075,402</u>	<u>\$ 23,438,042</u>	<u>0.1%</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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,550,500	2,332,100	2,332,100	2,465,900	5.7%
Planning	83,900	45,600	45,600	24,400	-46.5%
CAS	5,900	2,600	2,600	7,800	200.0%
Enterprise	1,200	9,500	9,500	11,800	24.2%
Miscellaneous (Claim Recoveries, etc.)	460,992	-	-	-	-
Total Operating Revenues	3,102,492	2,389,800	2,389,800	2,509,900	5.0%
Operating Expenses:					
Personnel Services	472,987	473,467	473,467	502,033	6.0%
Supplies and Materials	34,905	33,720	33,720	34,750	3.1%
Other Services and Charges:					
Insurance Claims:					
Parks	2,546,729	1,524,257	1,524,257	1,556,500	2.1%
Planning	5,570	36,200	36,200	33,100	-8.6%
CAS	43,654	4,700	4,700	4,300	-8.5%
Enterprise	(219,451)	9,100	9,100	6,600	-27.5%
Misc., Professional services, etc.	261,112	597,001	597,001	607,674	1.8%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	242,439	254,770	254,770	255,378	0.2%
Total Operating Expenses	3,387,945	2,933,215	2,933,215	3,000,335	2.3%
Operating Income (Loss)	(285,453)	(543,415)	(543,415)	(490,435)	-9.7%
Nonoperating Revenue (Expenses):					
Interest Income	148,296	73,000	73,000	140,000	91.8%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	148,296	73,000	73,000	140,000	91.8%
Income (Loss) Before Operating Transfers	(137,158)	(470,415)	(470,415)	(350,435)	-25.5%
Operating Transfers In (Out):					
Transfer In	799,860	-	-	-	-
Transfer (Out)	(799,860)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(137,158)	(470,415)	(470,415)	(350,435)	-25.5%
Total Net Position - Beginning	5,647,045	5,192,601	5,509,887	5,039,472	-2.9%
Total Net Position - Ending	\$ 5,509,887	\$ 4,722,186	\$ 5,039,472	\$ 4,689,037	-0.7%
Designated Position	3,193,542	3,421,358	880,975	1,333,587	-61.0%
Unrestricted Position	2,316,345	1,300,828	4,158,497	3,355,451	157.9%
Total Net Position, June 30	\$ 5,509,887	\$ 4,722,186	\$ 5,039,472	\$ 4,689,037	-0.7%

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

Parks	\$ 438,900	\$ 473,000	\$ 473,000	\$ 477,600	1.0%
Planning	14,800	11,200	11,200	10,200	-8.9%
CAS	1,600	1,500	1,500	1,300	-13.3%
Enterprise	5,600	2,800	2,800	2,000	-28.6%
Total	\$ 460,900	\$ 488,500	\$ 488,500	\$ 491,100	0.5%

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

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Planning	570,000	140,600	140,600	190,000	35.1%
Parks	2,574,500	768,000	768,000	1,479,000	92.6%
Finance	113,000	-	-	-	-
Corporate IT	-	149,150	149,150	180,500	21.0%
Miscellaneous (Sale of Equipment, etc.)	163,668	-	-	-	-
Total Operating Revenues	3,421,168	1,057,750	1,057,750	1,849,500	74.9%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	131,838	-	-	-	-
Other Services and Charges:	(634)	-	-	-	-
Debt Service:					
Debt Service Principal	-	1,408,250	-	690,300	-51.0%
Debt Service Interest	-	364,250	125,417	158,300	-56.5%
Depreciation & Amortization Expense	2,400,956	-	-	-	-
Capital Outlay	-	2,050,000	2,050,000	3,710,000	81.0%
Other Classifications	-	-	-	-	-
Chargebacks	40,951	42,000	42,000	51,755	23.2%
Total Operating Expenses	2,573,111	3,864,500	2,217,417	4,610,355	19.3%
Operating Income (Loss)	848,057	(2,806,750)	(1,159,667)	(2,760,855)	-1.6%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	2,050,000	2,050,000	3,710,000	81.0%
Interest Income	26,395	4,000	4,000	10,000	150.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	5,951	-	-	-	-
Total Nonoperating Revenue (Expenses):	32,346	2,054,000	2,054,000	3,720,000	81.1%
Income (Loss) Before Operating Transfers	880,403	(752,750)	894,333	959,145	-227.4%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	880,403	(752,750)	894,333	959,145	-227.4%
Total Net Position - Beginning	10,681,280	11,440,630	11,561,683	12,456,016	8.9%
Total Net Position - Ending	\$ 11,561,683	\$ 10,687,880	\$ 12,456,016	\$ 13,415,161	25.5%

Note: Future Financing Plans

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

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Montgomery County				528,977	-
Charges for Services (Office Space Rental):					
MC Planning				199,526	-
MC Parks				199,526	-
Rental Revenues				-	-
Miscellaneous				-	-
Total Operating Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>928,029</u>	<u>-</u>
Operating Expenses:					
Personnel Services					-
Supplies and Materials					-
Other Services and Charges				434,836	-
Capital Outlay				300,000	-
Chargebacks				193,193	-
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>928,029</u>	<u>-</u>
Operating Income (Loss)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Position - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Position - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CIO & COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Operating Revenues:					
Charges to Departments/Funds;	\$	\$	\$	\$	
DHRM	22,747	31,943	31,943	39,398	23.3%
CIO	2,099	3,000	3,000	2,150	-28.3%
Finance	76,250	32,082	32,082	38,646	20.5%
Legal	15,109	21,629	21,629	14,573	-32.6%
Inspector General	2,904	4,314	4,314	3,395	-21.3%
Corporate IT	-	67,876	67,876	108,577	60.0%
Parks	558,805	518,955	518,955	1,199,207	131.1%
Planning	286,865	299,685	299,685	484,032	61.5%
Enterprise	14,000	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>978,778</u>	<u>979,484</u>	<u>979,484</u>	<u>1,889,978</u>	<u>93.0%</u>
Operating Expenses:					
Personnel Services	347,518	399,830	399,830	518,701	29.7%
Supplies and Materials	113,825	20,145	20,145	20,144	0.0%
Other Services and Charges:	1,000,578	551,029	551,029	1,277,826	131.9%
Debt Service:					
Debt Service Principal	-	31,063	31,063	14,958	-51.8%
Debt Service Interest	-	7,059	7,059	4,100	-41.9%
Depreciation & Amortization Expense	79,058	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>1,540,979</u>	<u>1,009,126</u>	<u>1,009,126</u>	<u>1,835,729</u>	<u>81.9%</u>
Operating Income (Loss)	<u>(562,201)</u>	<u>(29,642)</u>	<u>(29,642)</u>	<u>54,249</u>	<u>-283.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	3,403	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>3,403</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(558,798)</u>	<u>(29,642)</u>	<u>(29,642)</u>	<u>54,249</u>	<u>-283.0%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>(558,798)</u>	<u>(29,642)</u>	<u>(29,642)</u>	<u>54,249</u>	<u>-283.0%</u>
Total Net Position - Beginning	<u>1,561,804</u>	<u>1,574,737</u>	<u>1,003,006</u>	<u>973,364</u>	<u>-38.2%</u>
Total Net Position - Ending	<u>\$ 1,003,006</u>	<u>\$ 1,545,095</u>	<u>\$ 973,364</u>	<u>\$ 1,027,613</u>	<u>-33.5%</u>

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND

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

PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	126,178	0.0%
Retirement System	108,680	108,680	108,680	108,680	0.0%
Chief Information Office	59,644	59,644	59,644	59,644	0.0%
Risk Management	54,808	54,808	54,808	54,808	0.0%
Group Insurance	65,338	65,338	65,338	65,338	0.0%
CAS Departments	937,352	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	212,261	238,790	238,790	240,569	0.7%
Supplies and Materials	46,177	35,500	35,500	42,500	19.7%
Other Services and Charges:	486,919	955,146	955,146	977,530	2.3%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	171,669	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	45,000	45,000	85,000	88.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	80,958	80,958	94,708	17.0%
Total Operating Expenses	<u>917,026</u>	<u>1,355,394</u>	<u>1,355,394</u>	<u>1,440,307</u>	<u>6.3%</u>
Operating Income (Loss)	<u>434,974</u>	<u>(3,394)</u>	<u>(3,394)</u>	<u>(88,307)</u>	<u>2501.9%</u>
Nonoperating Revenue (Expenses):					
Interest Income	37,990	5,000	5,000	25,000	400.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>37,990</u>	<u>5,000</u>	<u>5,000</u>	<u>25,000</u>	<u>400.0%</u>
Income (Loss) Before Operating Transfers	<u>472,964</u>	<u>1,606</u>	<u>1,606</u>	<u>(63,307)</u>	<u>-4041.9%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	472,964	1,606	1,606	(63,307)	-4041.9%
Total Net Position - Beginning	<u>4,172,500</u>	<u>4,645,464</u>	<u>4,645,464</u>	<u>4,647,070</u>	<u>0.0%</u>
Total Net Position - Ending	<u>\$ 4,645,464</u>	<u>\$ 4,647,070</u>	<u>\$ 4,647,070</u>	<u>\$ 4,583,763</u>	<u>-1.4%</u>

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



Montgomery County Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
EGWP Subsidy	2,004,422	1,681,000	1,681,000	2,000,000	19.0%
Charges for Services:					
Employer Contributions, Other	13,900	13,490	13,490	14,180	5.1%
Employee/Retiree Contributions	7,481,332	11,782,010	11,782,010	12,737,218	8.1%
Employer Contributions/Premiums	36,325,350	43,486,196	43,486,196	47,913,873	10.2%
Miscellaneous (Claim Recoveries, etc.)	2,994,046	-	-	-	-
Total Operating Revenues	<u>48,819,050</u>	<u>56,962,696</u>	<u>56,962,696</u>	<u>62,665,271</u>	<u>10.0%</u>
Operating Expenses:					
Personnel Services	668,643	778,214	778,214	789,377	1.4%
Supplies and Materials	28,224	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	621,745	437,088	437,088	483,928	10.7%
Insurance Claims and Fees	39,755,907	49,334,171	49,334,171	54,215,757	9.9%
Insurance Premiums	7,935,338	8,555,408	8,555,408	8,169,825	-4.5%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	360,386	353,640	353,640	311,410	-11.9%
Total Operating Expenses	<u>49,370,243</u>	<u>59,508,521</u>	<u>59,508,521</u>	<u>64,020,297</u>	<u>7.6%</u>
Operating Income (Loss)	<u>(551,193)</u>	<u>(2,545,825)</u>	<u>(2,545,825)</u>	<u>(1,355,026)</u>	<u>-46.8%</u>
Non-operating Revenue (Expenses):					
Interest Income	229,962	150,000	150,000	200,000	33.3%
Total Non-operating Revenue (Expenses)	<u>229,962</u>	<u>150,000</u>	<u>150,000</u>	<u>200,000</u>	<u>33.3%</u>
Income (Loss) Before Operating Transfers	<u>(321,230)</u>	<u>(2,395,825)</u>	<u>(2,395,825)</u>	<u>(1,155,026)</u>	<u>-51.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	(321,230)	(2,395,825)	(2,395,825)	(1,155,026)	-51.8%
Total Net Position, Beginning	16,174,135	15,852,905	15,852,905	13,457,080	-15.1%
Total Net Position, Ending	<u>15,852,905</u>	<u>13,457,080</u>	<u>13,457,080</u>	<u>12,302,054</u>	<u>-8.6%</u>
Designated Position	4,443,322	5,950,852	5,950,852	6,402,030	7.6%
Unrestricted Position	11,409,583	7,506,227	7,506,227	5,900,024	-21.4%
Total Net Position, June 30	<u>\$ 15,852,905</u>	<u>\$ 13,457,080</u>	<u>\$ 13,457,080</u>	<u>\$ 12,302,054</u>	<u>-8.6%</u>

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



Montgomery County Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY TAX RATES AND ASSESSABLE BASE

		FY 18 Actual	FY 19 Adopted	FY 20 Proposed	Rate Change
Tax Rates: (Cents per \$100 of assessed value)					
Administration					
	Real	1.72	1.56	1.75	0.19
	Personal	4.30	3.90	4.38	0.48
Park					
	Real	5.54	5.30	5.68	0.38
	Personal	13.85	13.25	14.20	0.95
Adv. Land Acquisition					
	Real	0.10	0.10	0.10	-
	Personal	0.25	0.25	0.25	-
Total Tax Rates (Cents)					
	Real	<u>7.36</u>	<u>6.96</u>	<u>7.53</u>	<u>0.57</u>
	Personal	<u>18.40</u>	<u>17.40</u>	<u>18.83</u>	<u>1.43</u>

		FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Assessable Base): (in billions \$)					
Administration Fund*					
	Real	161.431	167.323	172.177	2.90%
	Personal	3.136	3.426	3.652	6.60%
Park Fund*					
	Real	161.431	167.323	172.177	2.90%
	Personal	3.136	3.426	3.652	6.60%
Adv. Land Acquisition (Entire County)					
	Real	185.671	192.599	198.472	3.05%
	Personal	3.862	4.238	4.452	5.05%

* 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 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	208.20	207.71	210.22	209.14	210.42	209.37
Unfunded Career (Planning Dept)	3.00	-	3.00	-	3.00	-
Part-Time Career	8.90	5.15	8.94	5.07	8.94	4.85
Career Total	220.10	212.86	222.16	214.21	222.36	214.22
Term Contract	3.00	2.50	3.00	2.50	3.00	2.50
Seasonal/Intermittent		0.20		0.20		0.20
Chargebacks		(23.55)		(23.55)		(23.55)
Less Lapse		(8.22)		(7.61)		(7.61)
TOTAL ADMINISTRATION FUND	223.10	183.79	225.16	185.75	225.36	185.76
PARK FUND						
Full-Time Career	731.00	731.00	743.00	743.00	761.00	761.00
Part-Time Career	8.00	5.40	6.00	4.10	4.00	2.90
Career Total	739.00	736.40	749.00	747.10	765.00	763.90
Term Contract	7.00	6.80	7.00	6.80	6.00	5.80
Seasonal/Intermittent		74.00		72.60		76.60
Chargebacks		(36.10)		(36.70)		(32.10)
Less Lapse		(55.80)		(57.20)		(58.20)
TOTAL PARK FUND	746.00	725.30	756.00	732.60	771.00	756.00
TOTAL TAX SUPPORTED (Admin. and Park)						
Full-Time Career	939.20	938.71	953.22	952.14	971.42	970.37
Unfunded Career (Planning Dept)	3.00	-	3.00	-	3.00	-
Part-Time Career	16.90	10.55	14.94	9.17	12.94	7.75
Career Total	959.10	949.26	971.16	961.31	987.36	978.12
Term Contract	10.00	9.30	10.00	9.30	9.00	8.30
Seasonal/Intermittent		74.20		72.80		76.80
Chargebacks		(59.65)		(60.25)		(55.65)
Less Lapse		(64.02)		(64.81)		(65.81)
TOTAL TAX SUPPORTED (Admin. and Park)	969.10	909.09	981.16	918.35	996.36	941.76
ENTERPRISE FUND						
Full-Time Career	36.00	36.00	37.00	37.00	36.00	36.00
Part-Time Career	-	-	-	-	-	-
Career Total	36.00	36.00	37.00	37.00	36.00	36.00
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent		91.30		88.00		81.80
Chargebacks		(0.60)		(0.60)		1.90
Less Lapse		-		-		-
TOTAL ENTERPRISE FUND	36.00	126.70	38.00	125.40	37.00	120.70
PROPERTY MANAGEMENT FUND						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		3.00		3.00		1.80
Less Lapse		-		-		-
TOTAL PROPERTY MANAGEMENT FUND	4.00	7.00	4.00	7.00	4.00	5.80
SPECIAL REVENUE FUND						
Seasonal/Intermittent		32.05		34.15		34.15
INTERNAL SERVICE FUNDS						
Full-Time Career	5.50	5.90	6.00	6.40	6.50	6.90
Part-Time Career	-	-	-	-	-	-
Career Total	5.50	5.90	6.00	6.40	6.50	6.90
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	984.70	984.61	1,000.22	999.54	1,017.92	1,017.27
Unfunded Career (Planning Dept)	3.00	-	3.00	-	3.00	-
Part-Time Career	16.90	10.55	14.94	9.17	12.94	7.75
Career Total	1,004.60	995.16	1,018.16	1,008.71	1,033.86	1,025.02
Term Contract	10.00	9.30	11.00	10.30	10.00	9.30
Seasonal/Intermittent		197.55		194.95		192.75
Chargebacks		(57.25)		(57.85)		(51.95)
Less Lapse		(64.02)		(64.81)		(65.81)
GRAND TOTAL	1,014.60	1,080.74	1,029.16	1,091.30	1,043.86	1,109.31



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

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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

Appointed by the Montgomery County Council, the Planning Board consists of one full-time Chair and four Commissioners who meet weekly (or more often, as needed) as the Montgomery County Planning Board. The Board plans for livable communities by developing large - and small - scale plans, providing guidelines for the pattern and pace of future development, preserving historic resources throughout the 323,000-acre county, and developing and managing Montgomery County's nearly 37,000 acre nationally recognized park system, including 421 parks.



COMMISSIONERS' OFFICE MISSION AND STAFFING

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

PROGRAMS AND SERVICES PROVIDED

CHAIR'S OFFICE UNIT

In FY20, 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.



Montgomery County Commissioners' Office

- Assist members of the public in accessing 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:

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

ACCOMPLISHMENTS

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

- Staffed 40 Planning Board meetings as clerks/webcasters and technical writers.
- Coordinated, produced, and posted timely Planning Board agendas for each meeting.
- Produced and posted timely Planning Board meeting minutes and resolutions.
- Processed correspondence and other documents directed to the Chair and Planning Board for meetings and general planning and parks issues, including coordinating responses.
- Participated in updating the audio visual system that broadcasts Planning Board meetings.
- Completed trainings for the updates of the Commission's Enterprise Resource Planning (ERP) system for purchasing, budget and human resources.
- Completed various mandatory and general Commission trainings.
- Served on various Montgomery and bi-county internal committees and work groups including the Diversity Council, Black History Month, Asian Pacific American Heritage Month, Women's History Month, and Veteran's Appreciation.

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The Montgomery County Commissioners' Office proposes an FY20 Operating Budget of \$1,273,938, an increase of 2.1 percent, \$26,592, from the FY19 adopted budget.

The proposed FY20 Operating Budget includes the following major categories:

- \$1,221,236 in Personnel Services, an increase of \$17,093 from the FY19 adopted budget for known operating commitments and activation of a frozen full-time administrative career position (funded, in part, by freezing an active part-time position in FY20).
- \$22,903 in Supplies and Materials, which represents a modest increase of \$500 over the



Montgomery County Commissioners' Office

FY19 adopted budget in this major category for general inflation costs.

- \$29,800 for Other Services and Charges, which represents an increase of \$9,000 over the FY19 adopted budget for Board member trainings and conferences; and increased participation in diversity events and activities.

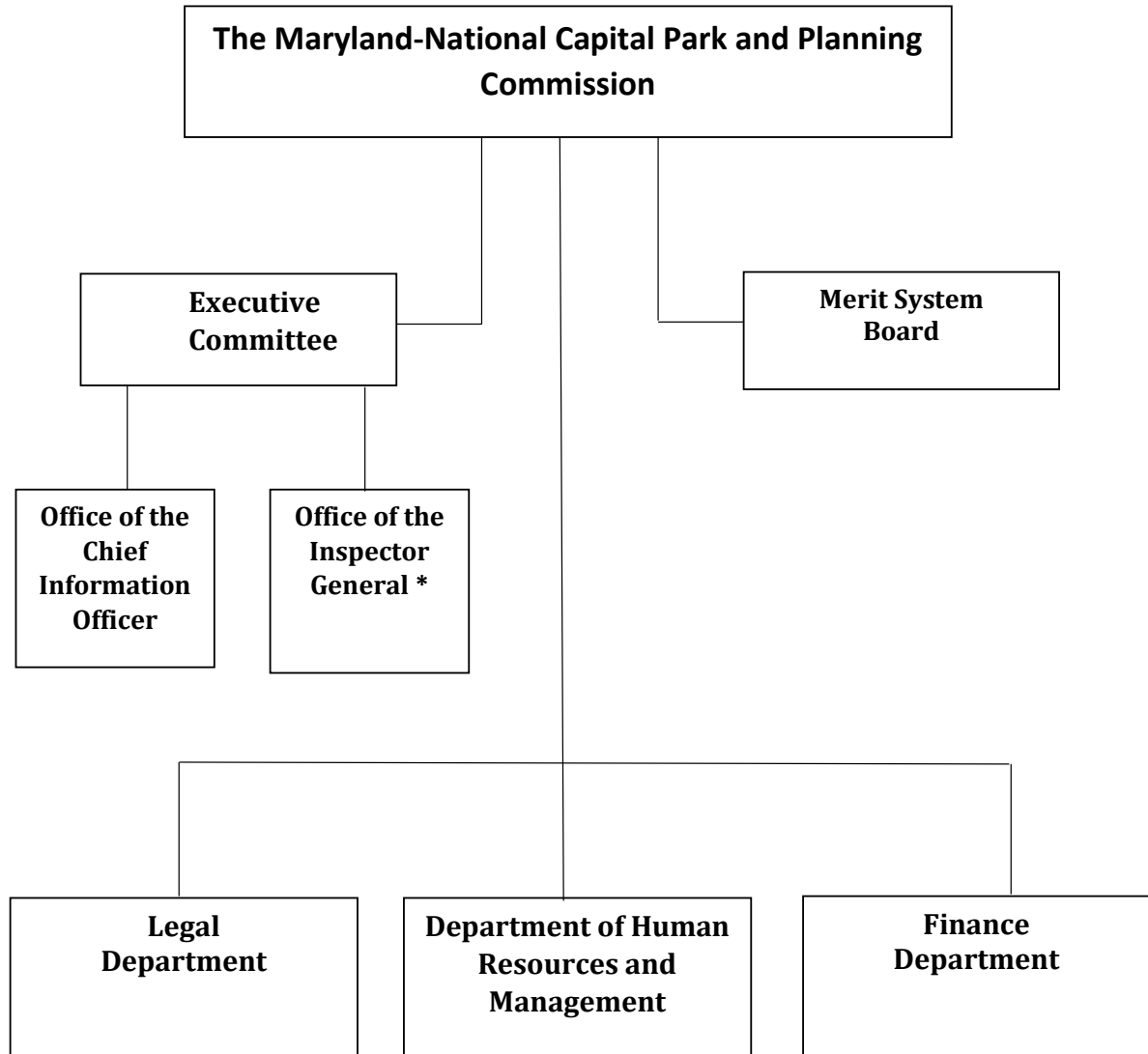
	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Commissioners' Office				
Personnel Services	1,134,203	1,204,143	1,221,235	1.4%
Supplies and Materials	14,116	22,403	22,903	2.2%
Other Services and Charges	23,539	20,800	29,800	43.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,171,857	1,247,346	1,273,938	2.1%

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
<u>COMMISSIONERS' OFFICE</u>						
Full-Time Career	6.00	6.00	6.00	6.00	6.00	6.00
Part-Time Career	5.00	2.50	5.00	2.50	5.00	2.50
Career Total	11.00	8.50	11.00	8.50	11.00	8.50
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		-		-		-
Subtotal Commissioner's Office	12.00	9.50	12.00	9.50	12.00	9.50



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



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



Central Administrative Services Overview

EXECUTIVE OVERVIEW

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

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

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

CAS 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 and Commission-wide IT initiatives are shown in the Internal Service Fund section of the FY20 Proposed Budget Document, under the Commission-wide CIO & IT Initiatives Internal Service Fund.

PROGRAMS AND SERVICES PROVIDED

Department of Human Resources and Management

The Department of Human Resources and Management (DHRM), which operates under the direction of the Executive Director, provides 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 cross-functional Divisions: Office of the Executive Director, Corporate Budget, Corporate Policy and Management Operations, and Corporate Human Resources.

Finance Department

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



Central Administrative Services

Overview

Legal Department

The Office of the General Counsel (OGC or Legal Department) provides a comprehensive program of legal services to the 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 to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer, ensuring confidentiality, availability, and the integrity of Commission data.

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	FY18 Budget	FY19 Budget	FY20 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	66,250	66,250	66,250	0.0%
	Park Fund - Park Police Support	DHRM	45,000	45,000	45,000	0.0%
	Risk Management	DHRM	13,892	20,387	23,106	13.3%
	Capital Equipment Fund	Finance	40,951	42,000	32,286	-23.1%
	Enterprise Funds	Finance	196,565	204,000	118,382	-42.0%
	Park Fund - Single Audit	Finance	6,760	-	-	-
	Park Fund - Data Center	Finance	411,616	-	-	-
	Park Fund - ERP Operations	Finance	-	93,400	88,000	-5.8%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	-	-100.0%
	Risk Management	Finance	32,761	34,000	16,143	-52.5%
	Spec Rev Fund - Planning	Finance	25,083	28,000	36,272	29.5%
	Spec Rev Fund - Parks	Finance	-	-	19,000	-
	Capital Equipment Fund	Corporate IT	-	-	19,469	-
	Enterprise Funds	Corporate IT	-	-	71,388	-
	Park Fund - Data Center	Corporate IT	-	344,745	352,455	2.2%
	Pension Trust Fund	Corporate IT	-	-	23,600	-
	Risk Management	Corporate IT	-	-	9,735	-
	Spec Rev Fund - Planning	Corporate IT	-	-	21,873	-
	Spec Rev Fund - Parks	Corporate IT	-	-	11,457	-
	Admin Fund - Planning	Legal	85,000	85,000	87,550	3.0%
	Park Fund	Legal	149,232	153,709	158,320	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	200,383	200,383	206,394	3.0%
	Spec Rev Fund - Development Review	Legal	148,423	152,876	157,462	3.0%
	Subtotal Montgomery		1,538,816	1,586,650	1,657,442	4.5%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	20,766	19,641	21,709	10.5%
	Admin Fund - Planning - Recruitment	DHRM	13,982	12,860	14,182	10.3%
	Park Fund - HRIS/CC	DHRM	46,599	42,844	47,246	10.3%
	Park Fund - Labor Relations	DHRM	66,250	66,250	66,250	0.0%
	Park Fund - Park Police Support	DHRM	45,000	45,000	45,000	0.0%
	Park Fund - Recruitment	DHRM	51,903	49,091	54,261	10.5%
	Rec Fund - Recruitment	DHRM	51,903	49,091	54,261	10.5%
	Recreation Fund - HRIS/CC	DHRM	72,529	70,311	74,804	6.4%
	Risk Management	DHRM	13,892	20,387	23,106	13.3%
	Capital Equipment Fund	Finance	31,942	44,000	14,529	-67.0%
	Enterprise Funds	Finance	311,228	306,000	172,191	-43.7%
	Park Fund - Single Audit	Finance	6,800	-	-	-
	Park Fund - New Positions	Finance	108,000	108,000	108,000	0.0%
	Park Fund - Data Center	Finance	758,817	-	-	-
	Park Fund - ERP Operations	Finance	-	190,000	210,000	10.5%
	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	-	-100.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Risk Management	Finance	49,141	43,000	32,286	-24.9%
	Special Revenue Funds (multiple)	Finance	139,233	136,000	80,715	-40.7%
	Capital Equipment Fund	Corporate IT	-	-	8,761	-
	Enterprise Funds	Corporate IT	-	-	103,836	-
	Park Fund - Data Center	Corporate IT	-	635,970	777,904	22.3%
	Pension Trust Fund	Corporate IT	-	-	23,600	-
	Risk Management	Corporate IT	-	-	19,469	-
	Special Revenue Funds (multiple)	Corporate IT	-	-	48,673	-
	Park Fund	Inspector General	121,332	127,118	135,138	6.3%
	Admin Fund - Planning	Legal	265,430	273,393	281,595	3.0%
	Park Fund	Legal	186,653	192,253	198,020	3.0%
	Park Fund - Atty support	Legal	80,000	80,000	82,400	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	210,858	210,858	217,184	3.0%
	Subtotal Prince George's		2,869,158	2,938,967	3,108,420	5.8%
Commission-Wide						
	EOB	DHRM	-	80,958	94,708	17.0%
	Group Insurance	DHRM	32,778	31,040	35,382	14.0%
	Group Insurance	Corporate IT	-	-	103,836	-
	Group Insurance	Finance	327,608	322,600	172,192	-46.6%
	Subtotal Commission-Wide		360,386	434,598	406,118	-6.6%
COMBINED TOTAL						
			4,768,360	4,960,215	5,171,980	4.3%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		540,744	619,110	665,265	7.5%
	Finance		2,716,105	1,820,600	1,322,396	-27.4%
	Corporate IT		-	980,715	1,287,881	31.3%
	Legal		1,390,179	1,412,672	1,453,125	2.9%
	Inspector General		121,332	127,118	135,138	6.3%
TOTAL			4,768,360	4,960,215	4,863,805	-1.9%



Central Administrative Services Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The bi-county proposed FY20 operating budget for Central Administrative Services before chargebacks is \$23,447,103, which is a 4.4% increase over FY19. The budget sustains, at a minimum, the same service level as FY19, and incorporates the compensation and benefit assumptions utilized for all operating departments. The level of services, and therefore, funding allocation by county, is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver, such as number of employees paid. Some functions, such as the Merit System Board, are funded evenly by both counties.

Annual Review of Cost Allocation and Chargebacks

Each year, cost drivers and labor distribution are analyzed to better reflect county service levels. The FY20 proposed budget is based on the analysis performed in the Fall of 2018.

The FY20 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 44.7% Montgomery County and 55.3% 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 FY20, the proposed budget addresses major known commitments and essential needs. Most operations have not requested funding of new positions. The proposed budget focuses on such core needs as identified in each department's budgets.

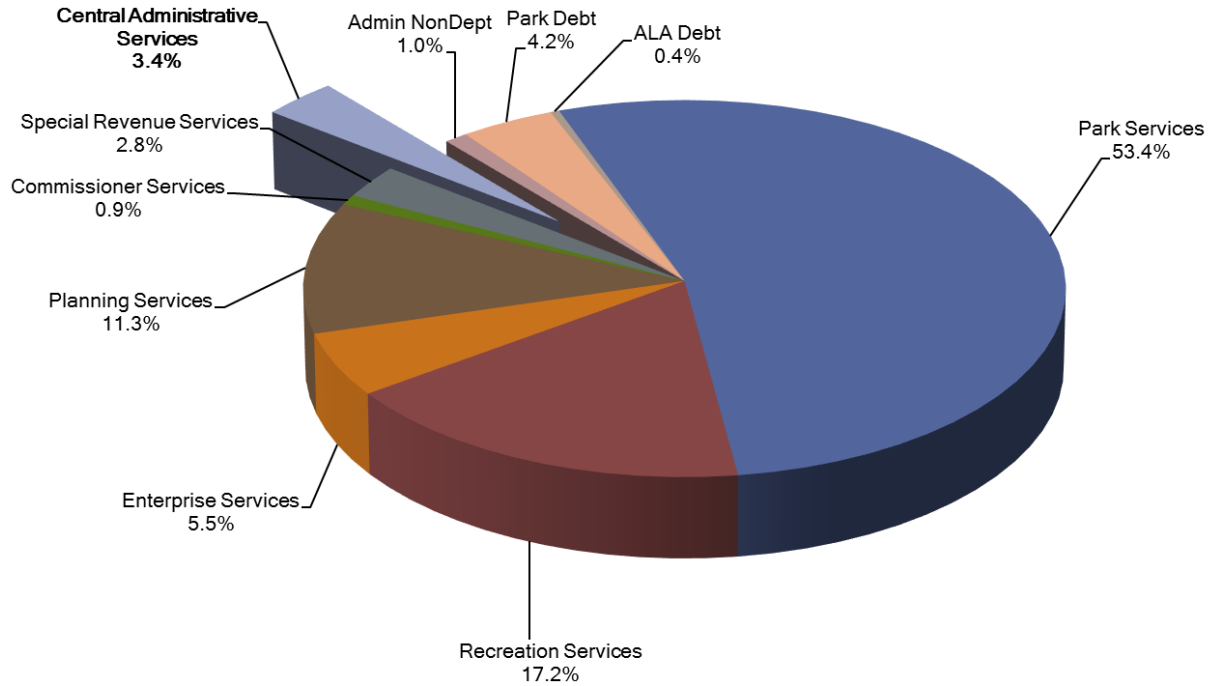
The CAS budget proposal reflects positions and workyears comparable to FY 2011 levels, even while work program demands have increased over the past eight years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued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

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



Central Administrative Services Overview

Central Administrative Services (CAS)
FY20 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

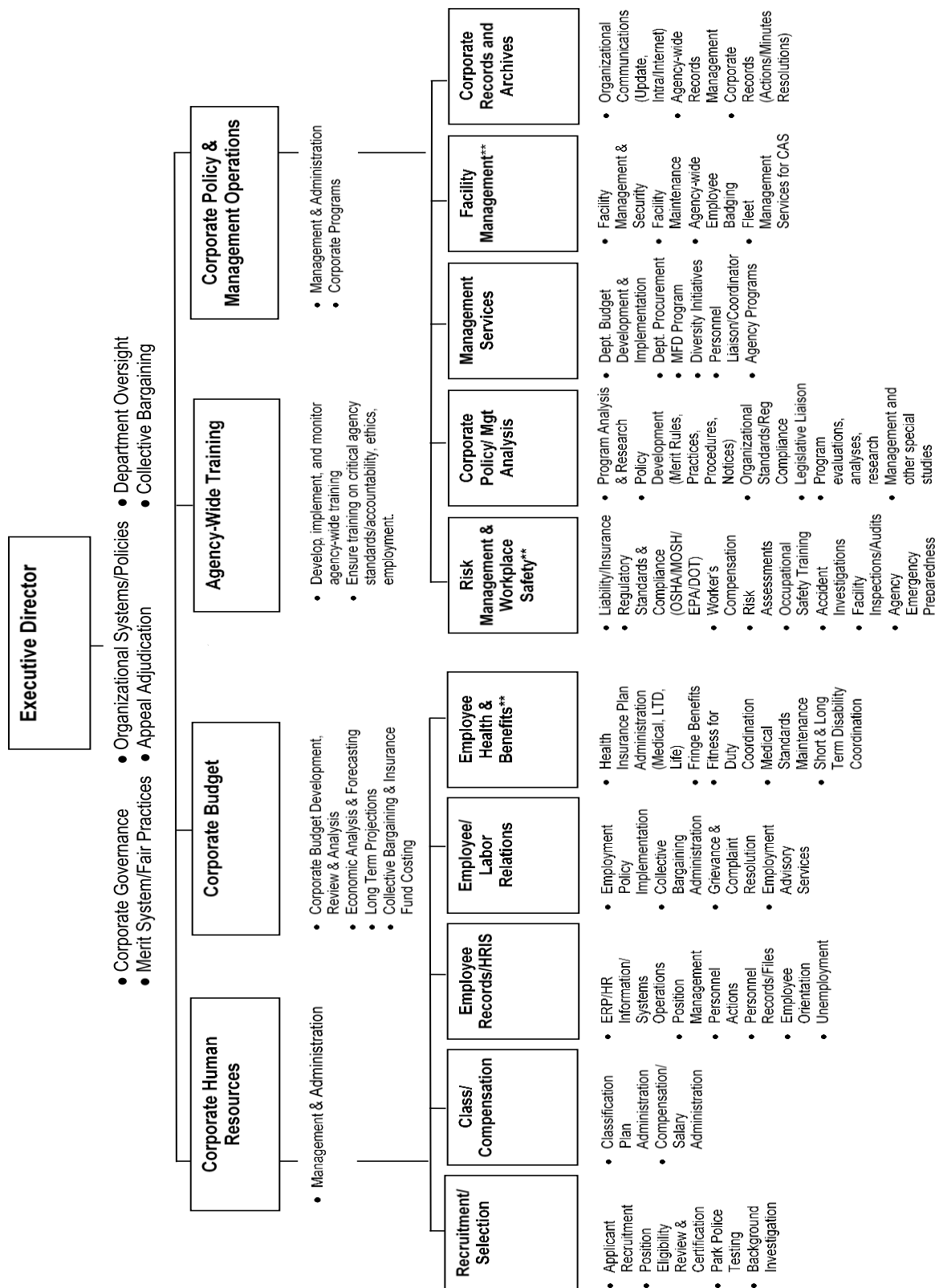


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



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 oversees the work of the 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, the DHRM includes the following operational areas:

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

Collectively these operations provide corporate governance and administer agency-wide initiatives to ensure fair and equitable practices and programs, competitive and cost-effective employment compensation and benefits, prudent fiscal planning, and sound workplace and liability protections. Programs administered by the Departments and 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 Risk and Workplace Safety functions are included in the Group Insurance and the Risk Management Internal Service Funds, respectively. The DHRM also manages the Executive Office Building (EOB) Internal Service Fund. The EOB activities include facility operation, building and 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 several 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 policies and union contracts. The Office ensures compliance with



Central Administrative Services

Department of Human Resources and Management

adopted policies; monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program; conducts contract execution and procurement waiver reviews; reviews employment concerns and handles adjudication of grievance appeals; negotiates collective bargaining agreements; serves as liaison with both County Councils and County Executives; and provides oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs. The Office oversees other corporate functions of the agency including policy development, administration of workforce programs, benefits and insurance, budget development and fiscal planning, and coordination of Commission, Executive Committee, and Department Directors meetings.

The Executive Director and both Planning Board Chairs constitute 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

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

Organizational Policy and Agency-Wide Archives conducts 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, the Merit System Board, union representatives, and the Commission.

The Policy Office 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, Resolutions, and Administrative Practices and Procedures, is managed by this Office. 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 and actions.

Management Services carries out corporate and departmental activities including: budget development/management and procurement administration for the DHRM, Risk Management, Group Insurance, the Executive Office Building, CAS Support Services, and the Merit System Board; corporate communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.); department staff development, development of agency-wide training, and programs including diversity and literacy 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 and employee training; compliance with Federal and State safety regulations issued by the Maryland Occupational Safety and Health (MOSH), the Federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT); 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 handling, drivers' license and driver safety training, and emergency response initiatives; accident and damage inspections; and risk assessments. The unit also provides oversight of the agency's participation in the Montgomery County Government's Self-Insurance Program (MCSIP). The self-insurance program provides specialized services related to third party reviews of workers' compensation/liability claims and participation in some group insurance.

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



Central Administrative Services

Department of Human Resources and Management

Human Resources Division

The goals of the Human Resources (HR) Division are to ensure fair and equitable treatment of all employees; a diverse, qualified and available applicant pool; a merit-based employee recognition and compensation program; and an affordable, responsive, and attractive array of benefits and health programs.

The Division administers two collective bargaining agreements that cover Park Police Officers through the rank of Sergeant (FOP) and general service career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO). The Division includes an HR Director and cross-functional teams to carry out 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 and payroll systems.

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

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



Central Administrative Services

Department of Human Resources and Management

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 provided by this office. 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.

FY19 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.
- **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:** Received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 33rd consecutive year.
 - Revised both the Prince George's County operation's and the Montgomery County operation's long-term fiscal plans to guide the FY20 budget submission.
- **Succession Planning/Workforce Development:** Continued to restore agency-wide employee development training to address deficit in available workforce training and critical succession planning concerns. 33% of the workforce is eligible to retire in less than 5 years (67.4% of officials/administrators will become eligible). Continued staff development efforts are also being implemented through initiatives such as the Language and Literacy program and Diversity Council initiatives.
- **Enterprise Resource Planning System (ERP) and HRIS Programs:** The DHRM, in partnership with the Office of the Chief Information Officer, implemented the following:
 - Continued training departments on human resources inquiry capabilities of Manager Self-Service component.
 - Continued conducting comprehensive review of current HRIS processes and implemented efficient improvements in daily operations.



Central Administrative Services

Department of Human Resources and Management

- Prepared, planned for, and executed the ERP Lawson upgrade to Version 10.
- Employee Benefits: Implemented pension, medical, and prescription benefits plan designed to maintain competitive benefits at sustainable funding levels.
 - Facilitated the receipt of \$1.7 million in subsidies from the Federal government for retiree drug expenses.
 - Conducted competitive RFP's and negotiated rates with dental, vision, and life insurance carriers to provide significant savings for health plans.
 - Implemented a new disability carrier which reduced rates by nearly 50%.
- Policy Development and Management Studies: The agency's policy system requires extensive ongoing review and update. Continued extensive analysis, review and update of agency standards and policies is required to ensure greater operational efficiency and organizational accountability, consistency with ERP platforms, compliance with evolving employment regulations, and workplace and public safety. The following policy areas are among those that were addressed in FY19:
 - Internal controls, including those related to ethics standards, finance and budgeting.
 - Employment policies focused on terms and conditions of employment and employee programs and benefits.
 - Records management and archive standards to ensure compliance with State laws.
 - Risk management and workplace safety standards.
 - Organization and functions policies, which communicate operational duties and related authority of key offices and positions.
- Records Management: Continued reviewing agency-wide archives program to ensure ongoing compliance with State archiving requirement. Continued conducting collaborative reviews with operating departments to ensure critical records are appropriately catalogued. Implemented a digitizing initiative to enhance inventory and access.
- Workplace Excellence: Achieved several prestigious awards for innovative programs and policies such the Workplace Excellence Award for exceptional commitment to overall workforce initiatives including management practices, workplace standards, and comprehensive work/life policies; the Health and Wellness Trailblazer Award; the Diversity Champion Award; and the EcoLeadership Award for Visionary leadership and commitment to environmentally sustainable workplace practices.
- Workforce Analysis/Employee Classification and Compensation: Continued to implement management-supported recommendations from the ongoing Classification and Compensation Study, including job class series reviews prioritized by operating departments. Revitalized internship program as a resource for trades positions. Expanded the number of pay grades to provide more flexibility to new classification and compensation job specifications.
- Recruitment: Performed comprehensive review to streamline and improve effectiveness of recruitment and selection procedures. Continued to 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 agency. Working with the



Central Administrative Services Department of Human Resources and Management

Departments to implement an integrated new employee onboarding solution to facilitate employee engagement and to improve efficiency of current manual processes.

FY20 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY20 include:

- Continued implementation of management-supported recommendations from the Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.
- Conduct collective bargaining negotiations to include a full labor agreement with the FOP and a wage reopener with MCGEO.
- Continue 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 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, internal audit, and the findings of the external accreditation process of the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- Conduct succession planning in collaboration with operating departments to address critical staffing and operational needs.
- Manage the intake, tracking, and response of the 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.
- Complete work with the State on public records compliance for agency wide archives program. Move records to digital platform for corporate records/archives program to ensure continued compliance with changes in public records laws and revised State of Maryland protocols.



Central Administrative Services Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	FY19 Adopted	FY20 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$2,313,987	\$2,349,179	1.5%	44.3%
Staffing				
Funded Career Positions	17.49	17.49	0.0%	42.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	16.64	16.64	0.0%	41.6%
Prince George's County Budget				
Expenditures	\$2,879,139	\$2,957,561	2.7%	55.7%
Staffing				
Funded Career Positions	23.51	23.51	0.0%	57.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.36	23.36	0.0%	58.4%
Combined Department Total Budget				
Expenditures	\$5,193,126	\$5,306,740	2.2%	100.0%
Staffing				
Funded Career Positions	41.00	41.00	0.0%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	40.00	40.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 proposed budget is \$5,306,740, representing an increase of 2.2% (\$113,614) over the FY19 adopted budget level. This increase is allocated \$78,420 to Prince George's and \$35,194 to Montgomery County, after the application of chargebacks. 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 FY20 funding allocation before chargebacks to 42.7% Montgomery and 57.3% to Prince George's. This shifts 0.4% of the funding allocation from Prince George's to Montgomery, as compared to FY19. Major components of the budget are described below:

- **Personnel Services:** This category, which includes salaries and benefits, has a small increase of 0.3% (\$15,493). The proposed DHRM budget includes 41 career and 2 term contract positions, with 40 WYS (of which 16.64 WYS are allocated to Montgomery and 23.36 WYS to Prince George's, respectively). No new/additional positions/workyears are being requested for FY20.



Central Administrative Services Department of Human Resources and Management

- **Supplies and Materials:** These charges reflect a modest increase of \$4,700.
- **Other Service and Charges:** These charges reflect an increase of 16.2% (\$99,932) due to heavier short-term professional services needs to support the agency-wide Classification and Compensation study and expected increase in the need for outside labor counsel for the negotiation of the full FOP contract and the FY20 MCGEO and FOP wage re-openers.
- **Chargebacks:** Have been adjusted for wage and benefit allocations.



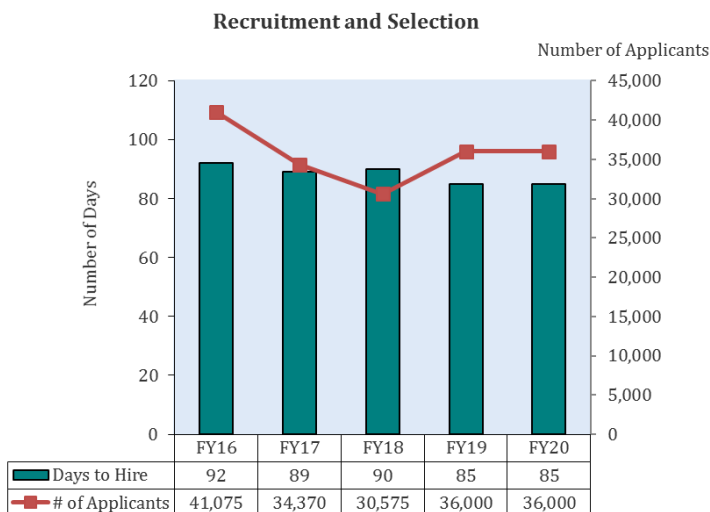
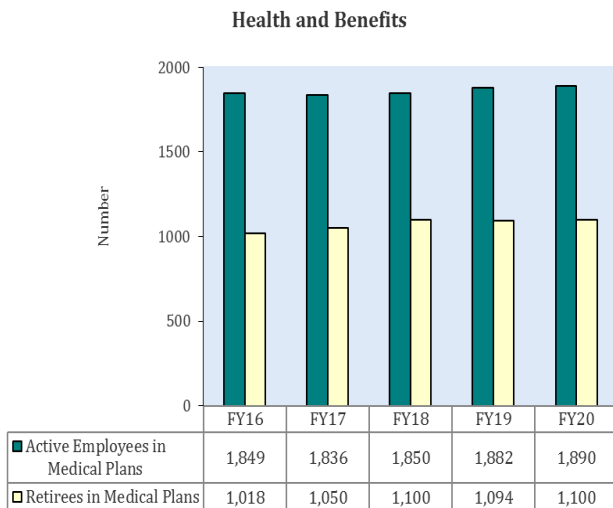
Central Administrative Services Department of Human Resources and Management

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.

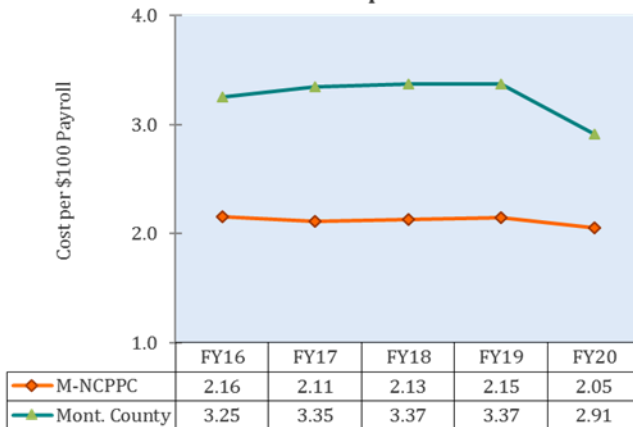
Outcome for Human Resources: Fair and equitable treatment of all employees; a diverse, qualified and available applicant pool; a merit-based employee recognition and compensation program; and an affordable, responsive, and attractive array of benefits and health programs.



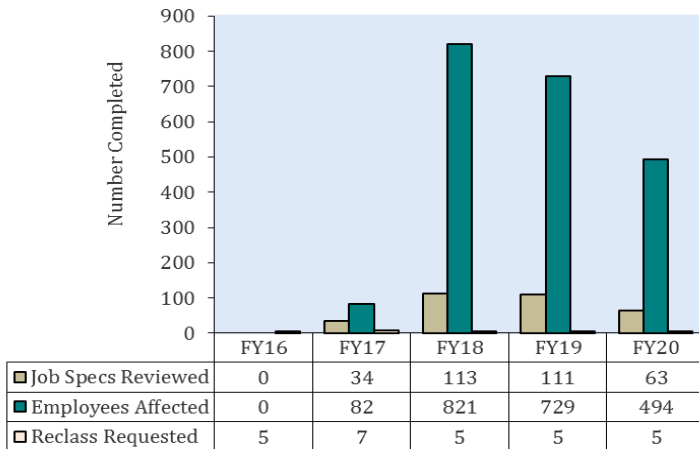
Central Administrative Services

Department of Human Resources and Management

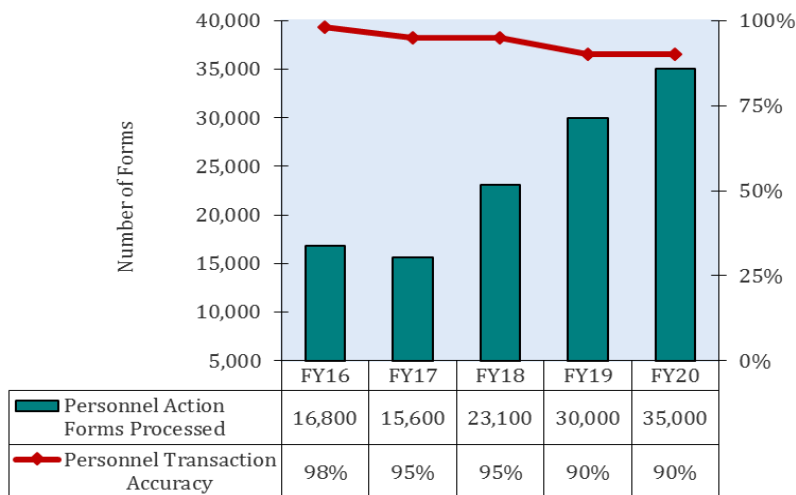
Risk and Safety Management Claims and Workers' Compensation Costs



Classification and Compensation

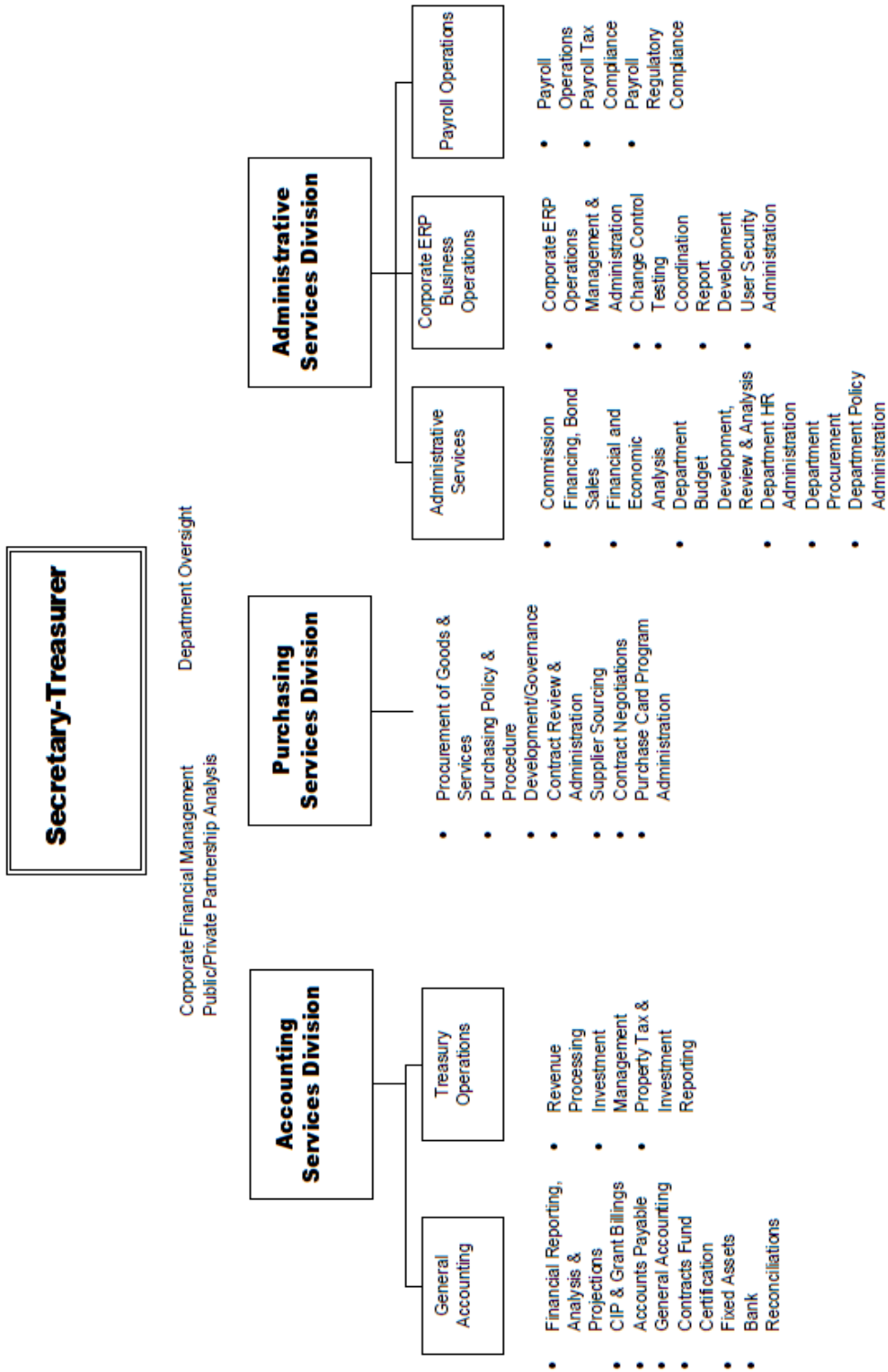


Human Resource Records



ORGANIZATIONAL STRUCTURE

DEPARTMENT OF FINANCE



Central Administrative Services Finance Department

OVERVIEW

The Finance Department operates under the direction of the Secretary-Treasurer and is organized into three divisions: 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) Program Management.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer – 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 Program 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 Administrative Services Finance Department

Central Purchasing

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

ACCOMPLISHMENTS

The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 46th consecutive year in FY2018. The Commission has received this award longer than any other organization in its category.

BUDGET AT A GLANCE

Summary of Finance Department Budget

		<u>FY19 Adopted</u>	<u>FY20 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County					
Budget					
	Expenditures	\$ 1,946,530	\$ 2,308,443	18.6%	47.3%
Staffing					
	Funded Career Positions	19.27	20.47	6.2%	44.5%
	Funded Workyears	18.57	19.58	5.4%	44.5%
Prince George's County					
Budget					
	Expenditures	\$ 2,142,253	\$ 2,566,975	19.8%	52.7%
Staffing					
	Funded Career Positions	24.73	25.53	3.2%	55.5%
	Funded Workyears	23.93	24.42	2.0%	55.5%
Combined Department Total					
Budget					
	Expenditures	\$ 4,088,783	\$ 4,875,418	19.2%	100.0%
Staffing					
	Funded Career Positions	44.00	46.00	4.5%	100.0%
	Funded Workyears	42.50	44.00	3.5%	100.0%

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



Central Administrative Services Finance Department

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 Proposed Budget is \$4,875,418 reflects a 19.2% increase from the FY19 adopted budget after chargebacks realignment.

The Personnel Services budget increased by \$274,847 in salaries and decreased by (\$13,284) in benefits due to additional positions to support accounting and payroll operations and a decrease in pension costs.

In developing this preliminary estimate of the FY20 budget request, the Finance Department has carefully considered how to meet the service needs of the operating departments.

There are several factors driving what would appear at first glance to be a very large request for funding.

The most impactful item, generating a 12.2% increase in funding from the Administration Funds, is a realignment of chargebacks from Finance to Corporate Information Technology (CIT).

As you know, chargebacks are used to allocate various costs to self-supporting funds and other costs driven by demands from non-Administration funds. These allocations are calculated with standard formulas, approved by the Commission, and use prior year actual results. For FY18, the Finance and CIT function actual results have been reported separately per the decision of the Commission Chairs to realign CIT under the Office of the Chief Information Officer.

The FY20 budget effect of the separation of CIT from Finance is to increase charge backs for CIT and reduce them in Finance. While there is some overall change in chargeback amounts, the increase/decrease has no effect on the combined request for Administration Funds. This is the final budgetary step in implementing the Chairs direction in January 2017.

In addition to the changes in chargebacks, increases in benefits and the annualization of personnel decisions made in the FY19 budget will cause an increase in costs of \$154,495 for FY20. This amount is partially offset by a reduction in Commission-wide IT projects of \$25,384.

It is important to note that the increase in major known commitments, net of the change in chargebacks, is \$129,111 or 3.2 % of the FY19 budget.

After careful consideration and input from the operating departments, there are two proposed funding requests for fiscal 2020:

- The addition of a new position in the Accounting Division at the Accountant III level is requested. Additional staff is necessary to maintain a high level of quality service to the operating departments.

This position would handle the general and special revenue funds for both counties. This will allow the two CIP accountants to focus on CIP which has become very complicated and requires additional time to manage and provide the information needed by the operating departments. This position would also be responsible for reconciling general ledger accounts which includes coordinating with the payroll accountant, as well recurring journal entries and year-end allocations.



Central Administrative Services Finance Department

If approved, this will be the second position added to the Accounting Division since fiscal 2009.

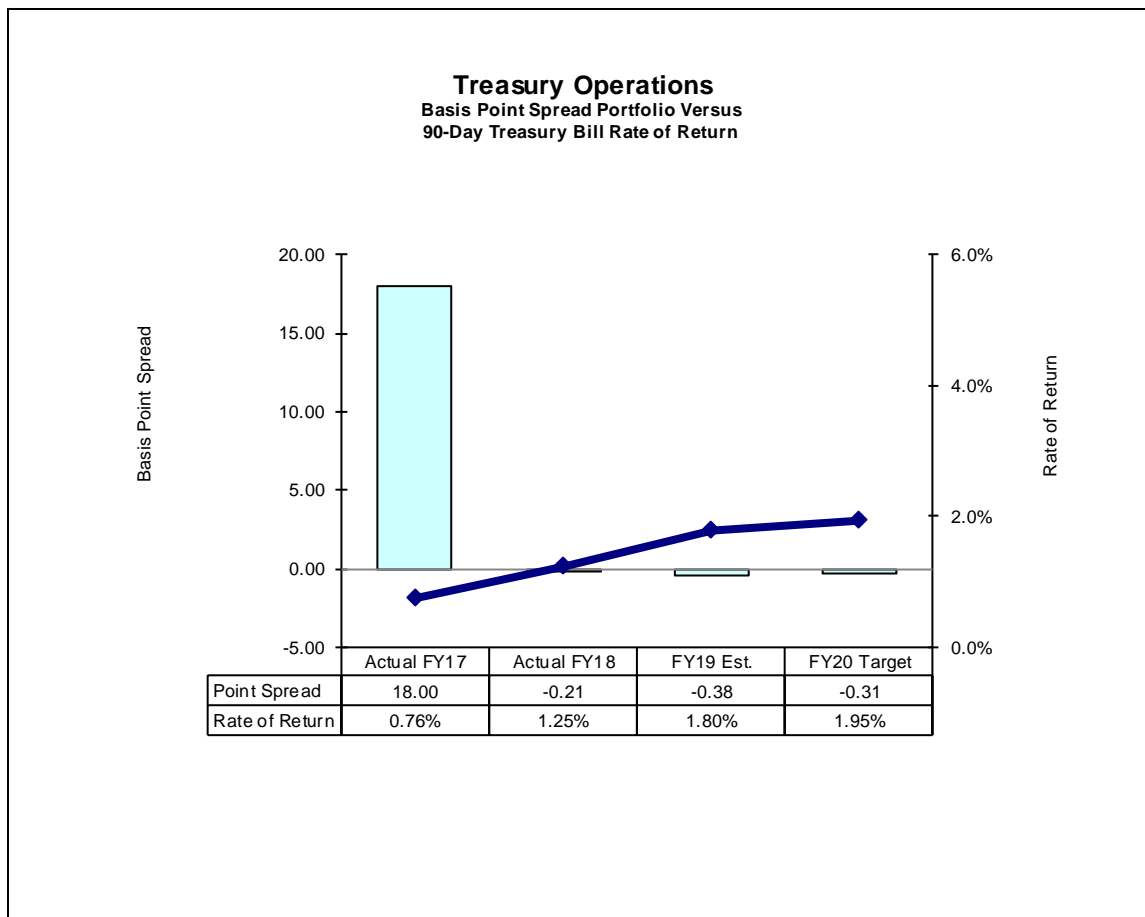
- Finance also requests a new position for payroll processing to strengthen the current staff of three (a 4th tax accountant position is dedicated to regulatory compliance and reconciliations and does not process payroll) that are responsible for processing the two alternating pay cycles each week.

Payroll processed 130,000 paychecks in FY18, for 8,044 employees. It has been necessary to hire and retain 4 part-time (30hr/week) seasonal staff for five months each year to keep up with the volume of the summer programs. The current staff struggles keep up with the normal volume of work during the rest of the year.

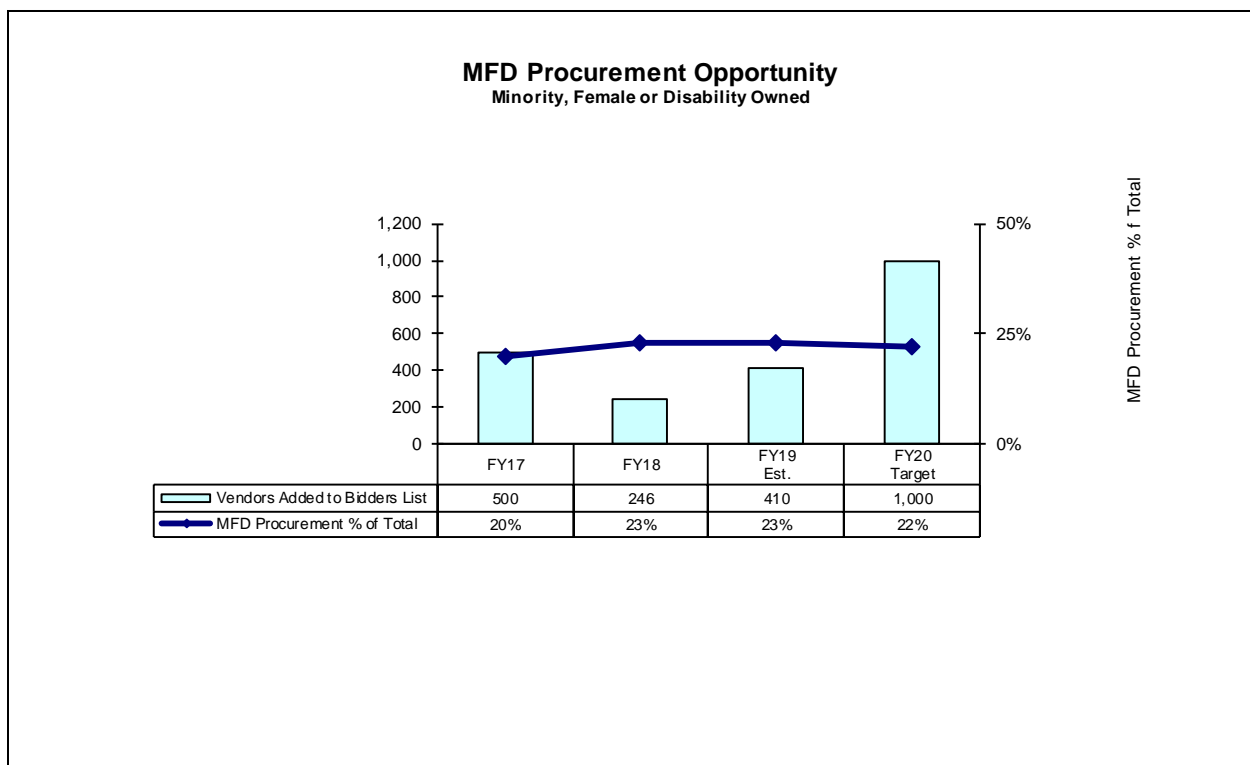
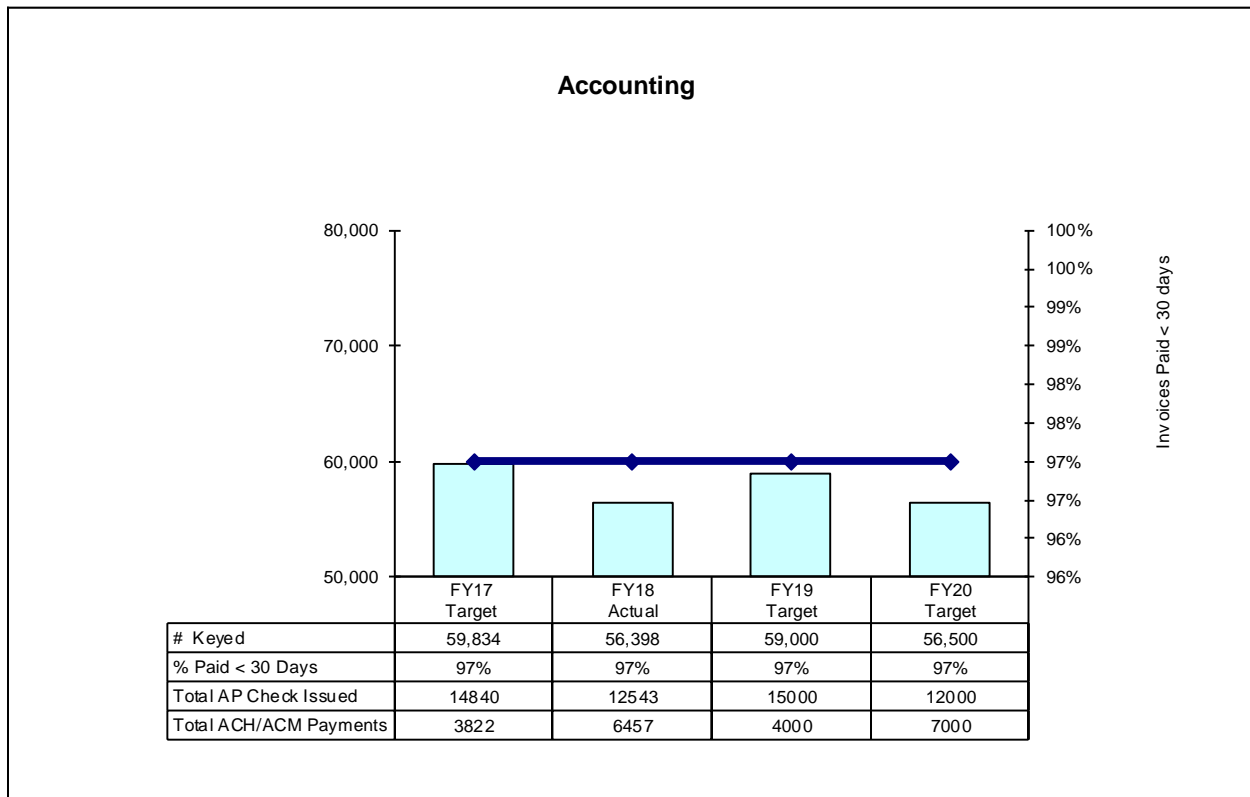
Increased payroll effort will be required to support employee self-service and the automation of seasonal payrolls. Additional support for the payroll process is provided by a contractor. The contractor, originally brought on to assist in resolving various issues in Finance, has become a key to ongoing payroll operations. Given this, it is time to transition contractor support to full time staff.

There have been no additions to payroll processing staff since before fiscal year 2004.

GOALS AND PERFORMANCE MEASURES



Central Administrative Services Finance Department



**Central Administrative Services
Finance Department**

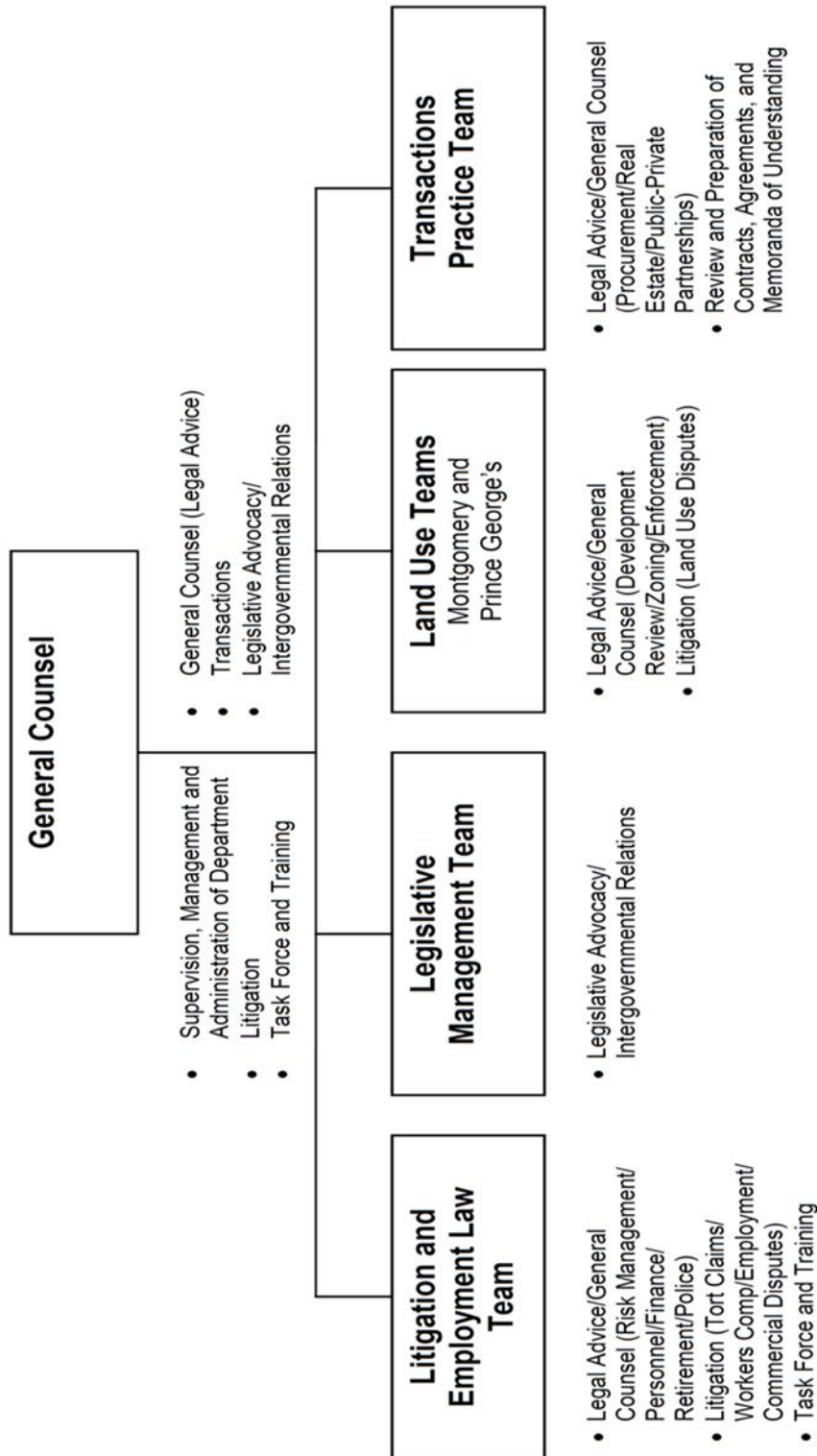
Bond Rating Data

Rating Agency Information	FY17	FY18	FY19 Est.	FY20 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

LEGAL DEPARTMENT



Central Administrative Services Legal Department

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY 2018, the OGC registered 27 new litigation cases and closed 28 cases – ending the year with 24 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including 10 ordinary tort claims, 3 workers compensation appeals and 2 contract disputes. The Commission litigation team consistently delivered successful results, prevailing in a number of notable cases – for example, a lawsuit that threatened to disrupt its revenue collection in one county, one case it launched to stop a municipality from annexing an historic Commission facility without seeking consent, and another case that contested the agency's deer management program. In an effort to preserve its stewardship over the historic Bladensburg Peace Cross monument – the renowned



Central Administrative Services Legal Department

Prince George's County World War I memorial – the Commission also successfully petitioned the U.S. Supreme Court to review a federal appeals court's unfavorable interpretation of the Establishment Clause.

Proactive Legal Support for Commission Policy Makers: The Legal Department continued in its tradition of delivering real-time, preventive counsel to support sound business and public policy decisions. During FY 2018, our work included: drafting amendments for a new "Signature Business Headquarters" zoning use category to encourage major employers to locate headquarters in Montgomery County; drafting effective local short-term rental land use and licensing laws to regulate short-term rentals – Airbnb, VRBO, etc. – in Prince George's County; developing an effective strategy to assure a service contractor's compliance with local wage and hour laws; and advising the agency's management on the implementation of the Maryland Healthy Working Families Act. In addition, each OGC Land Use team continued its history of legal support for staff working to review important area development projects, such as the redevelopment of the Montgomery Village Golf Course in Montgomery County and the WB&A trail amenity required for the Vista Gardens development project in Prince George's County

Building Quality of Life – One Transaction at a Time: Commission attorneys represented staff and the Planning Boards in the negotiation and development of dozens of complex agreements, memoranda of understanding, and policies related to the Commission's park and recreation functions. Examples of important projects initiated or completed during FY 2018 include: the acquisition of a property on Bethesda Row as needed to connect the Capital Crescent Trail with a portion of the Purple Line light rail project; complex agreements for the Tucker Road Ice Rink redevelopment and Southern Regional Technology Center aquatic facility using the construction manager at risk procurement/project delivery method; the first-ever easement in Montgomery County authorizing and encouraging public trail access to privately-owned utility power transmission properties; and multiple technology agreements for the agency's technology systems.

Legislative Support: In its role as legislative advocate for the Commission, the OGC Legislative Management Team lobbied or monitored over 100 bills during the 2018 Session of the Maryland General Assembly, including about one dozen bills relating directly to agency operations in Prince George's or Montgomery County. In addition, the Commission's team in Annapolis engaged directly in advocating for a healthy bi-county share of the State's Program Open Space "Local Side" funding, resulting in near record-setting allocations for Montgomery County and Prince George's County of \$9.7 and \$8.2 million, respectively.

BUDGET AT A GLANCE

The Legal Department's FY 2020 funding request will show no enhancements to our current staffing model or service levels. After accounting for the combined fiscal impact of personnel changes, including expected changes in fringe benefit costs, the fiscal impact of our personnel budget would be an increase which results in a budget for personnel services allocable to the respective administrative funds. Additionally, this budget reflects the updated allocation formula ("split") for Montgomery/Prince George's County at 48.9%/51.1% respectively.

Restoration of FY18 Non-Personnel Spending Levels:

The Legal department was able to attain the reduced spending targets imposed during the budget cycle by reducing non-personnel items – i.e. cutting funding for online legal research, outside counsel and similar ongoing operating costs. We are proposing to restore the capacity to cover those expenses at their approved FY18 levels.



Central Administrative Services Legal Department

For this reason, the net impact above the base level budget would be \$97,119 allocable as follows:

- Montgomery County Administration Fund: \$49,628
- Prince George's County Administration Fund: \$47,491

Summary of Legal Department Budget

		FY19	FY20	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$1,425,142	\$1,495,134	4.9%	54.6%
Staffing	Funded Career Positions	13.00	13.00	0.0%	52.0%
	Funded Workyears	13.00	13.00	0.0%	52.0%
Prince George's County Budget					
Budget	Expenditures	\$1,269,475	\$1,241,664	-2.2%	45.4%
Staffing	Funded Career Positions	12.00	12.00	0.0%	48.0%
	Funded Workyears	12.00	12.00	0.0%	48.0%
Combined Department Total Budget					
Budget	Expenditures	\$2,694,617	\$2,736,798	1.6%	100.0%
Staffing	Funded Career Positions	25.00	25.00	0.0%	100.0%
	Funded Workyears	25.00	25.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 Proposed Budget proposes a maintenance level budget with no enhancements to our current staffing model or service levels with a modest pass-through of interdepartmental chargebacks. General Counsel is, however, in discussion with Montgomery County Parks Department about its request for a service level enhancement and a potential additional chargeback required to fund that enhancement.



Central Administrative Services

Office of Inspector General

OVERVIEW

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

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

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

MISSION

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

ACCOMPLISHMENTS

- Performance audits provide objective analysis to assist management and those charged with governance and oversight in using the information to improve program performance and operations, reduce costs, and facilitate decision making. The OIG completed 13 performance audits in FY18. Seven (7) of the audits included a review of Commission wide programs such as vehicle usage, energy management, and IT change management. Six (6) of the audits were full facility audits. As a result of these reviews, the OIG presented 72 audit recommendations to improve the effective and efficient operation of M-NCPPC programs and facilities.
- The OIG completed 11 fraud, waste, and abuse investigations, 19 management advisories, and 13 follow-up reviews. Five (5) of the investigations resulted in a conclusion of fraud, waste, or abuse. The management advisories were the result of a special request from management to review a specific procedure or function. Upon completion of the follow-up reviews, the OIG was able to conclude 43 of the 47 (91%) audit recommendations reviewed were satisfactorily resolved.
- The OIG facilitated a Commission-wide risk assessment in May 2017. As part of the assessment process, the OIG meet with key stakeholders throughout the Commission to identify auditable units, inherent risks, and mitigating controls. The results of the assessment provided the basis for the FY18 Audit Plan, which was subsequently approved by the AC. These activities furthered the OIG's obligation to timely identify the most critical risks and vulnerabilities in Commission programs and operations to allow the Commission to take necessary corrective actions.



Central Administrative Services Office of Inspector General

BUDGET AT A GLANCE

Summary of Office of the Inspector General

		FY19 Adopted	FY20 Proposed	% Change	% Allocated*
Montgomery County					
Budget	Expenditures	\$ 271,736	\$ 280,088	3.1%	41.9%
Staffing	Funded Career Positions	2.00	2.00	0.0%	40.0%
	Funded Workyears	2.20	2.20	0.0%	40.0%
<hr/>					
Montgomery County					
Budget	Expenditures	\$ 381,910	\$ 388,631	1.8%	58.1%
Staffing	Funded Career Positions	3.00	3.00	0.0%	60.0%
	Funded Workyears	3.30	3.30	0.0%	60.0%
<hr/>					
Combined Department Total					
Budget	Expenditures	\$ 653,646	\$ 668,719	2.3%	100.0%
Staffing	Funded Career Positions	5.00	5.00	0.0%	100%
	Funded Workyears	5.50	5.50	0.0%	100%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 proposed budget of \$668,719 represents a 2.3% (or \$15,073) increase over FY19 adopted budget of \$653,646. Please note that the proposed compensation marker is not included in this number. The increase can be primarily attributed to \$24,955 in approved salary and wage adjustments, offset with (\$8,020) of increases in chargebacks from Prince George's County Department of Parks and Recreation.

The OIG is not requesting any additional funding in FY20 to support new programs or staffing levels.

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.



Central Administrative Services Office of Inspector General

- Maintain a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.
- Promote fiduciary responsibility throughout the Commission.

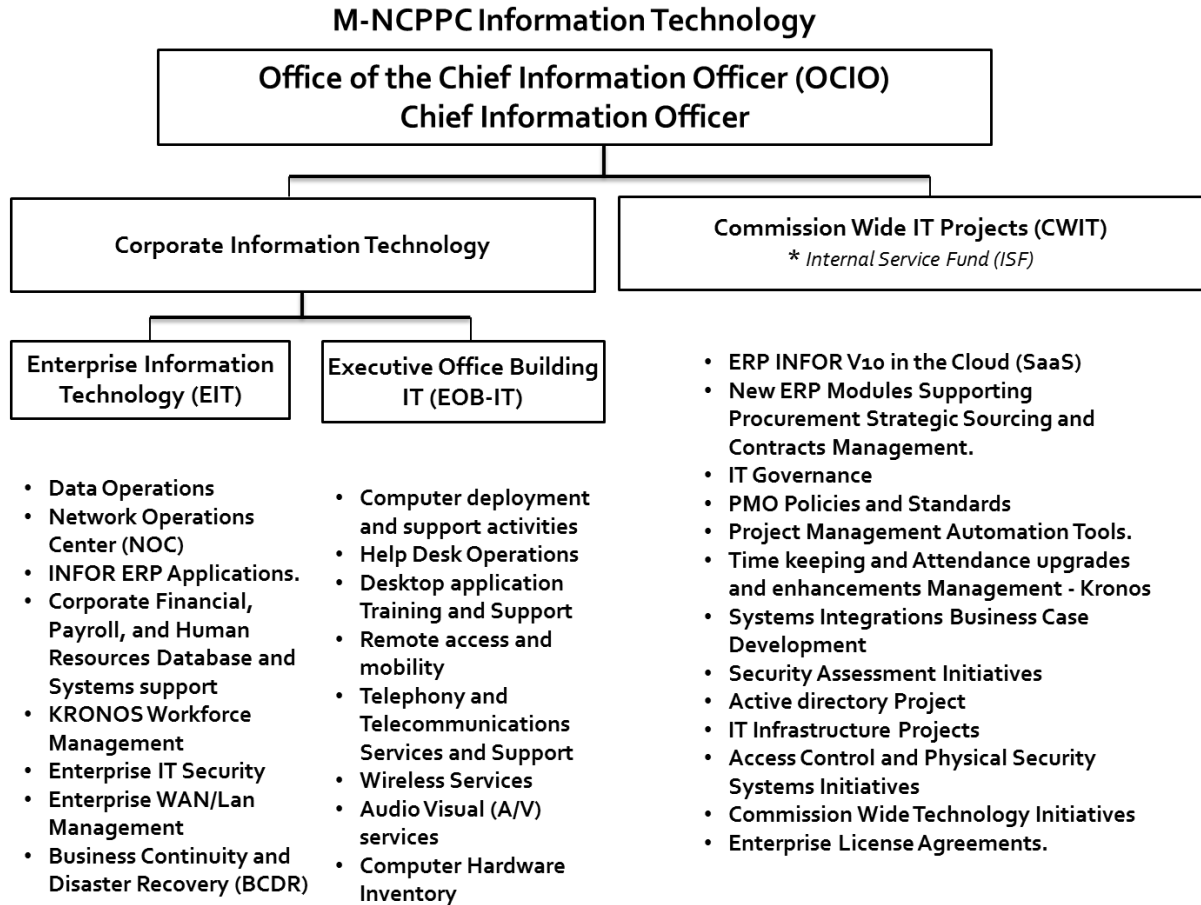
Performance Measures:

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



Central Administrative Services Corporate IT

ORGANIZATIONAL STRUCTURE



** 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 (EIT) and Executive Office Building IT (EOB-IT). Driven by IT governance policies, EIT executes the CIO’s objectives to deliver IT infrastructure, Systems, Applications, Security, accountability, and consistent, timely communication of enterprise IT standards. EIT implements and administers OCIO security governance policies to ensure the protection of Commission data, security administration, accountability and maintenance. EOB-IT objectives are 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

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

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

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

Core Business Financial Systems

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



Central Administrative Services Corporate IT

Core Business Human Resources Systems

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

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

Major EOB-IT efforts included implementation of the new Avaya telephone system. This included deploying new desktop phones, voice mail system and seamless integration with Microsoft Outlook to enable unified communications. Replaced low performing desktops and laptops with new high spec hardware as part of the equipment refresh cycle. Provided expert level support to ensure optimal desktop performance; expanded virtualized architecture to deploy additional Virtual Desktop Computers. This support ensures business continuity, secure integration and optimal performance.

ACCOMPLISHMENTS

EIT provided technical support to establish the HMC Document Management Systems and environment. Implemented a highly secured firewall with 10G connectors. Replacement of the building security system "Alliance" started. The project will include the implementation of a security solution from "Lenel". Upgraded the Data Center SAN with Solid State Drives (SSD), effectively increasing performance by more than 10X. The EIT team migrated all VMware servers to the new Active Directory Environment, the new Active Directory is a single Forest with multiple domains, one for each operating department, it is more secured and provides the flexibility required to advance systems development in a Hybrid infrastructure model. Performed Wireless network upgrade in preparation for the unified Commission Wireless access. Users will be able to connect to IT network anywhere they go without having to log in whenever they visit a Commission site.



Central Administrative Services Corporate IT

BUDGET AT A GLANCE

Summary of Corporate IT Budget

		FY19	FY20	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$1,551,290	\$1,468,921	-5.3%	50.6%
Staffing	Funded Career Positions	7.90	7.90	0.0%	43.9%
	Funded Workyears	7.90	7.90	0.0%	43.9%
Prince George's County Budget					
Budget	Expenditures	\$1,740,798	\$1,434,541	-17.6%	49.4%
Staffing	Funded Career Positions	10.10	10.10	0.0%	56.1%
	Funded Workyears	10.10	10.10	0.0%	56.1%
Combined Department Total Budget					
Budget	Expenditures	\$3,292,088	\$2,903,462	-11.8%	100.0%
Staffing	Funded Career Positions	18.00	18.00	0.0%	100.0%
	Funded Workyears	18.00	18.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

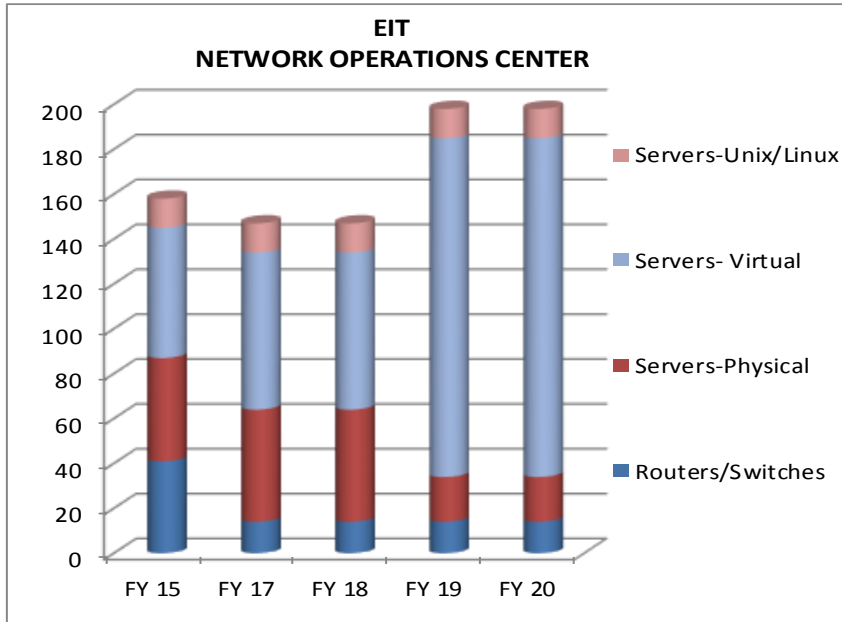
The proposed FY20 expenditure budget is \$2,903,462 representing a \$388,626 (11.8%) decrease from the FY19 adopted levels. This is mainly due to increase in Infor annual cost, and shifting additional chargebacks from Finance to Corporate IT.

- The only new initiative proposed for FY20 is \$43,597 to expand the annual funding of the Computer Refresh Program to ensure a timely and structured computer and peripheral replacement schedule, ensuring computer equipment availability when needed and reducing maintenance cost and downtimes through complete asset management.

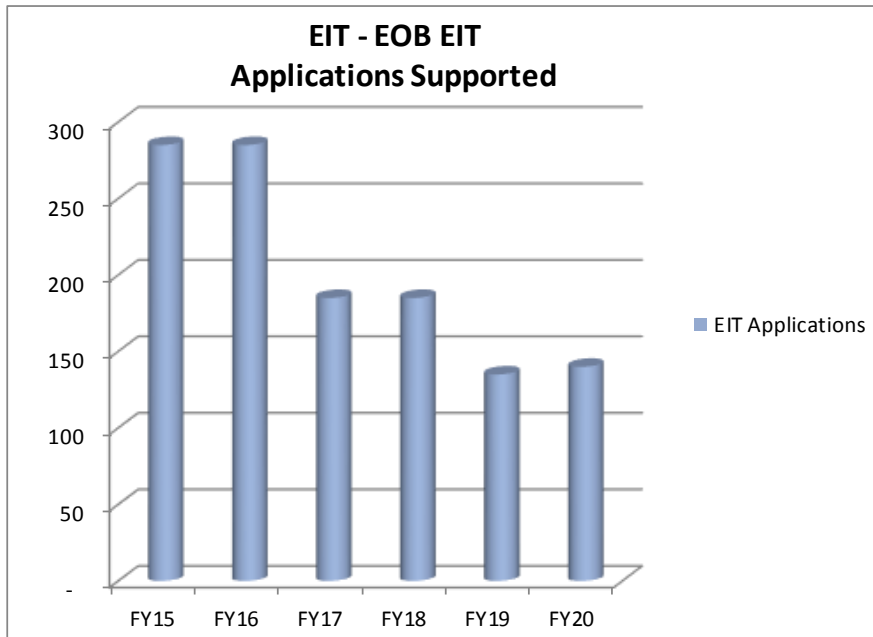


Central Administrative Services Corporate IT

GOALS AND PERFORMANCE MEASURES



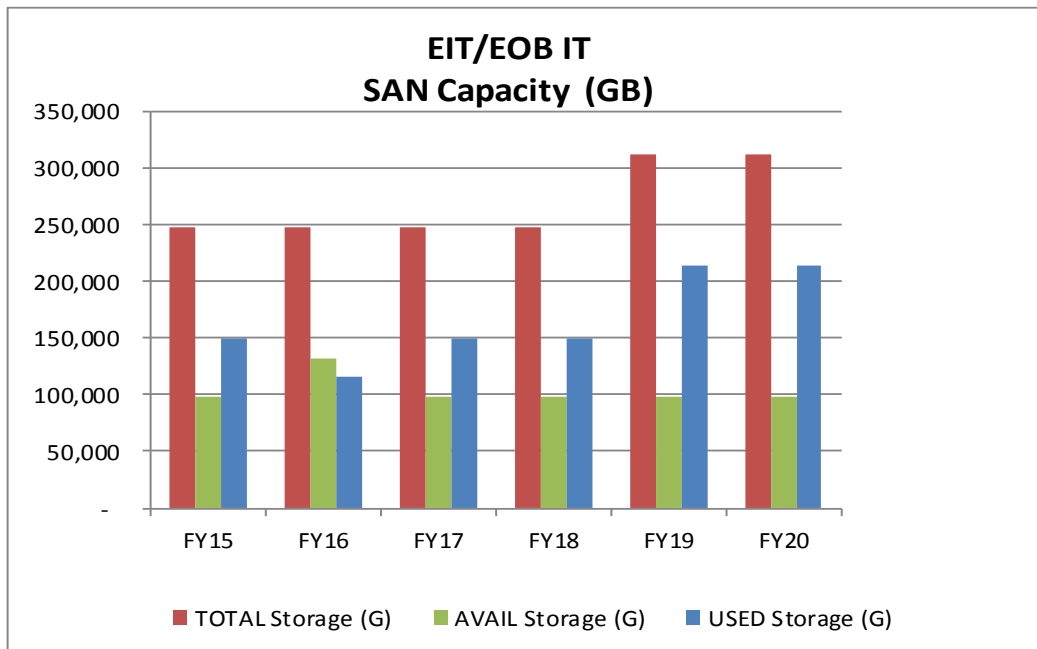
	FY 15	FY 17	FY 18	FY 19	FY 20
Routers/Switches	41	14	14	14	14
Servers-Physical	46	50	50	20	20
Servers-Virtual	58	70	70	151	151
Servers-Unix/Linux	13	13	13	13	13



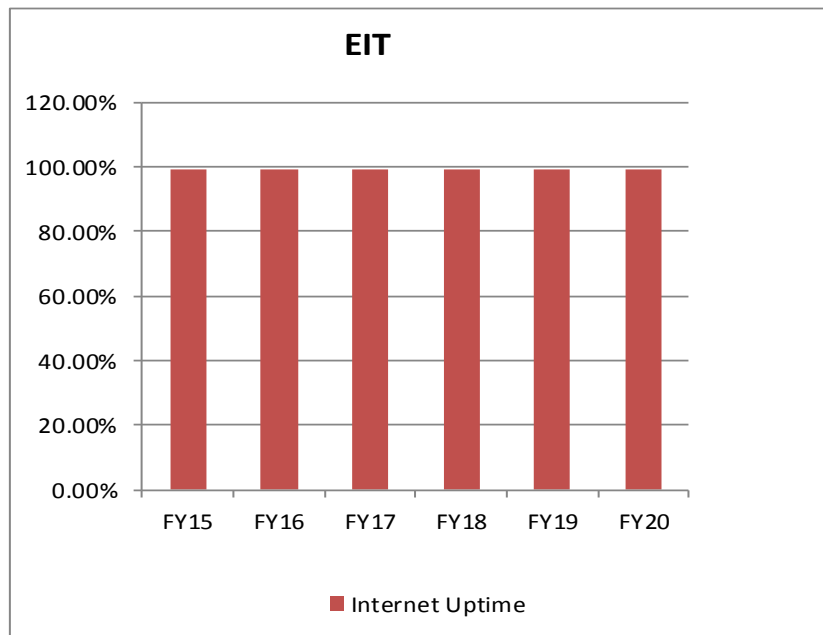
	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
EIT Applications	285	285	185	185	135	140



**Central Administrative Services
Corporate IT**



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



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



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

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

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.

FY19 ACCOMPLISHMENTS

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

FY20 PRIORITIES

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



Central Administrative Services CAS Support Services

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY19 Adopted	FY20 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$626,964	\$643,676	2.7%	44.8%
Prince George's County Budget				
Expenditures	\$789,520	\$794,488	0.6%	55.2%
Combined Department Total Budget				
Expenditures	\$1,416,484	\$1,438,164	1.5%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The total FY20 proposed budget is \$1,438,164, which reflects a small increase of 1.5% (\$21,680) over the FY19 adopted budget levels.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY20 budget funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.8% Montgomery County and 55.2% Prince George's County. This allocation shifts 0.4% from Prince George's to Montgomery, as compared to FY19.

The CAS Support Services budget does not include funding for any staff. The largest portion of the CAS budget (70.7% or \$1,017,352) 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 the Executive Office Building operations.



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.

FY19 ACCOMPLISHMENTS

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

FY20 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>FY19 Adopted</u>	<u>FY20 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
Montgomery County Budget				
Expenditures	\$81,853	\$82,065	0.3%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Prince George's County Budget				
Expenditures	\$81,853	\$82,065	0.3%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Combined Department Total Budget				
Expenditures	\$163,706	\$164,130	0.3%	100.0%
Staffing				
Funded Career Positions	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 Merit System Board Budget is proposed at \$164,130, which reflects a minor increase of 0.3% (or \$424) from FY19 levels, primarily due to an adjustment in salaries/benefits, 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 FY20 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 FY20.

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 costs. Total expenses increased 0.3% (\$533) compared to FY19. No changes to positions/workyears are being proposed for FY20.
- Supplies and Materials: These charges essentially remain flat compared to FY19.
- Other Services and Charges: These charges essentially remain flat as compared to FY19.



Central Administrative Services Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,733,838	2,195,260	2,181,386	-0.6%
Supplies and Materials	15,731	28,015	29,762	6.2%
Other Services and Charges	228,006	273,733	330,518	20.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(141,675)	(183,021)	(192,487)	5.2%
Total	1,835,900	2,313,987	2,349,179	1.5%
Prince George's County				
Personnel Services	2,355,403	2,933,712	2,963,079	1.0%
Supplies and Materials	20,767	36,985	39,939	8.0%
Other Services and Charges	290,190	344,531	427,319	24.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(399,069)	(436,089)	(472,776)	8.4%
Total	2,267,291	2,879,139	2,957,561	2.7%
Combined Total				
Personnel Services	4,089,241	5,128,972	5,144,465	0.3%
Supplies and Materials	36,498	65,000	69,701	7.2%
Other Services and Charges	518,196	618,264	757,837	22.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(540,744)	(619,110)	(665,263)	7.5%
Total	4,103,191	5,193,126	5,306,740	2.2%
Department of Finance				
Montgomery County				
Personnel Services	3,198,215	2,344,329	2,505,570	6.9%
Supplies and Materials	161,620	26,438	26,438	0.0%
Other Services and Charges	919,427	223,263	233,814	4.7%
Capital Outlay	5,121	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(956,701)	(647,500)	(457,379)	-29.4%
Total	3,327,681	1,946,530	2,308,443	18.6%
Prince George's County				
Personnel Services	4,170,943	3,020,274	3,120,596	3.3%
Supplies and Materials	210,776	34,062	34,062	0.0%
Other Services and Charges	1,156,029	261,017	277,334	6.3%
Capital Outlay	6,438	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,745,844)	(1,173,100)	(865,017)	-26.3%
Total	3,798,341	2,142,253	2,566,975	19.8%
Combined Total				
Personnel Services	7,369,158	5,364,603	5,626,166	4.9%
Supplies and Materials	372,395	60,500	60,500	0.0%
Other Services and Charges	2,075,456	484,280	511,148	5.5%
Capital Outlay	11,559	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,702,545)	(1,820,600)	(1,322,396)	-27.4%
Total	7,126,022	4,088,783	4,875,418	19.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,573,524	1,892,882	1,931,004	2.0%
Supplies and Materials	14,090	16,477	16,477	0.0%
Other Services and Charges	247,348	139,851	189,479	35.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(614,459)	(624,068)	(641,826)	2.8%
Total	1,220,502	1,425,142	1,495,134	4.9%
Prince George's County				
Personnel Services	1,548,547	1,900,468	1,847,861	-2.8%
Supplies and Materials	13,867	16,543	16,543	0.0%
Other Services and Charges	238,601	141,068	188,559	33.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(775,720)	(788,604)	(811,299)	2.9%
Total	1,025,294	1,269,475	1,241,664	-2.2%
Combined Total				
Personnel Services	3,122,071	3,793,350	3,778,865	-0.4%
Supplies and Materials	27,957	33,020	33,020	0.0%
Other Services and Charges	485,948	280,919	378,038	34.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,390,179)	(1,412,672)	(1,453,125)	2.9%
Total	2,245,797	2,694,617	2,736,798	1.6%
Merit System Board				
Montgomery County				
Personnel Services	57,877	64,828	65,095	0.4%
Supplies and Materials	74	918	900	-2.0%
Other Services and Charges	11,231	16,107	16,070	-0.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	69,182	81,853	82,065	0.3%
Prince George's County				
Personnel Services	57,877	64,828	65,095	0.4%
Supplies and Materials	74	918	900	-2.0%
Other Services and Charges	11,231	16,107	16,070	-0.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	69,182	81,853	82,065	0.3%
Combined Total				
Personnel Services	115,755	129,656	130,190	0.4%
Supplies and Materials	147	1,836	1,800	-2.0%
Other Services and Charges	22,462	32,214	32,140	-0.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	138,363	163,706	164,130	0.3%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Office of Inspector General				
Montgomery County				
Personnel Services	225,146	256,482	267,376	4.2%
Supplies and Materials	2,353	2,250	2,203	-2.1%
Other Services and Charges	11,622	13,004	10,509	-19.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	239,121	271,736	280,088	3.1%
Prince George's County				
Personnel Services	421,825	489,101	503,162	2.9%
Supplies and Materials	4,294	4,100	4,147	1.1%
Other Services and Charges	18,332	15,827	16,460	4.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(121,332)	(127,118)	(135,138)	6.3%
Total	323,119	381,910	388,631	1.8%
Combined Total				
Personnel Services	646,971	745,583	770,538	3.3%
Supplies and Materials	6,647	6,350	6,350	0.0%
Other Services and Charges	29,953	28,831	26,969	-6.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(121,332)	(127,118)	(135,138)	6.3%
Total	562,240	653,646	668,719	2.3%
Corporate IT				
Montgomery County				
Personnel Services	-	1,097,349	1,115,521	1.7%
Supplies and Materials	-	74,043	93,094	25.7%
Other Services and Charges	-	724,643	907,377	25.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(344,745)	(647,071)	87.7%
Total	-	1,551,290	1,468,921	-5.3%
Prince George's County				
Personnel Services	-	1,413,755	1,391,248	-1.6%
Supplies and Materials	-	95,393	116,106	21.7%
Other Services and Charges	-	867,620	1,057,866	21.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(635,970)	(1,130,679)	77.8%
Total	-	1,740,798	1,434,541	-17.6%
Combined Total				
Personnel Services	-	2,511,104	2,506,769	-0.2%
Supplies and Materials	-	169,436	209,200	23.5%
Other Services and Charges	-	1,592,263	1,965,243	23.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(980,715)	(1,777,750)	81.3%
Total	-	3,292,088	2,903,462	-11.8%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
CAS Support Services				
Montgomery County				
Personnel Services	6,793	2,215	4,460	101.4%
Supplies and Materials	24,758	21,322	22,127	3.8%
Other Services and Charges	575,095	603,427	617,089	2.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	606,646	626,964	643,676	2.7%
Prince George's County				
Personnel Services	8,542	2,785	5,540	98.9%
Supplies and Materials	31,638	26,808	27,374	2.1%
Other Services and Charges	705,740	759,927	761,574	0.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	745,919	789,520	794,488	0.6%
Combined Total				
Personnel Services	15,335	5,000	10,000	100.0%
Supplies and Materials	56,395	48,130	49,501	2.8%
Other Services and Charges	1,280,835	1,363,354	1,378,663	1.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,352,565	1,416,484	1,438,164	1.5%
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	6,795,393	7,853,345	8,070,412	2.8%
Supplies and Materials	218,625	169,463	191,001	12.7%
Other Services and Charges	1,992,728	1,994,028	2,304,856	15.6%
Capital Outlay	5,121	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,712,835)	(1,799,334)	(1,938,763)	7.7%
Total	7,299,032	8,217,502	8,627,506	5.0%
Prince George's County				
Personnel Services	8,563,137	9,824,923	9,896,581	0.7%
Supplies and Materials	281,415	214,809	239,071	11.3%
Other Services and Charges	2,420,121	2,406,097	2,745,182	14.1%
Capital Outlay	6,438	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(3,041,965)	(3,160,881)	(3,414,909)	8.0%
Total	8,229,146	9,284,948	9,465,925	1.9%
Combined Total				
Personnel Services	15,358,530	17,678,268	17,966,993	1.6%
Supplies and Materials	500,040	384,272	430,072	11.9%
Other Services and Charges	4,412,850	4,400,125	5,050,038	14.8%
Capital Outlay	11,559	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(4,754,800)	(4,960,215)	(5,353,672)	7.9%
Total	15,528,178	17,502,450	18,093,431	3.4%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 18		FY 19		FY 20	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.00	15.76	16.99	16.64	16.99	16.64
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	16.50	16.01	17.49	16.89	17.49	16.89
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Less Lapse		(0.50)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	17.50	16.26	18.49	16.64	18.49	16.64
<i>Prince George's County</i>						
Full-Time Career	22.00	22.24	23.01	22.86	23.01	22.86
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	22.50	22.49	23.51	23.11	23.51	23.11
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		-		-
Less Lapse		(0.50)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	23.50	23.24	24.51	23.36	24.51	23.36
TOTAL						
Full-Time Career	38.00	38.00	40.00	39.50	40.00	39.50
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	39.00	38.50	41.00	40.00	41.00	40.00
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(2.00)		(2.00)
Total Dept of Hmn. Res. & Mgmt.	41.00	39.50	43.00	40.00	43.00	40.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	26.00	26.00	18.83	18.35	20.03	19.58
Part-Time Career	0.40	0.30	0.44	0.22	0.44	-
Career Total	26.40	26.30	19.27	18.57	20.47	19.58
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.11)		-		-
Subtotal Department of Finance	26.40	25.19	19.27	18.57	20.47	19.58
<i>Prince George's County</i>						
Full-Time Career	34.00	34.00	24.17	23.65	24.97	24.42
Part-Time Career	0.60	0.30	0.56	0.28	0.56	-
Career Total	34.60	34.30	24.73	23.93	25.53	24.42
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.49)		-		-
Subtotal Department of Finance	34.60	32.81	24.73	23.93	25.53	24.42
TOTAL						
Full-Time Career	60.00	60.00	43.00	42.00	45.00	44.00
Part-Time Career	1.00	0.60	1.00	0.50	1.00	-
Career Total	61.00	60.60	44.00	42.50	46.00	44.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(2.60)		-		-
Total Department of Finance	61.00	58.00	44.00	42.50	46.00	44.00



Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 18		FY 19		FY 20	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	13.70	13.70	13.00	13.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.70	13.70	13.00	13.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.70	13.70	13.00	13.00	13.00	13.00
<i>Prince George's County</i>						
Full-Time Career	10.30	10.30	12.00	12.00	12.00	12.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	10.30	12.00	12.00	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	10.30	10.30	12.00	12.00	12.00	12.00
TOTAL						
Full-Time Career	24.00	24.00	25.00	25.00	25.00	25.00
Part-Time Career	-	-	-	-	-	-
Career Total	24.00	24.00	25.00	25.00	25.00	25.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	24.00	24.00	25.00	25.00	25.00	25.00
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 18		FY 19		FY 20	
	Actual 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	-	0.20
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	2.00	2.20	2.00	2.20	2.00	2.20
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.30	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	3.00	3.30	3.00	3.30	3.00	3.30
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
Total Inspector General	5.00	5.50	5.00	5.50	5.00	5.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	-	-	7.90	7.90	7.90	7.90
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	7.90	7.90	7.90	7.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	-	-	7.90	7.90	7.90	7.90
<i>Prince George's County</i>						
Full-Time Career	-	-	10.10	10.10	10.10	10.10
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	10.10	10.10	10.10	10.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	-	-	10.10	10.10	10.10	10.10
TOTAL						
Full-Time Career	-	-	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Corporate IT	-	-	18.00	18.00	18.00	18.00



Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 18		FY 19		FY 20	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	58.20	57.71	59.22	58.14	60.42	59.37
Part-Time Career	0.90	0.55	0.94	0.47	0.94	0.25
Career Total	59.10	58.26	60.16	58.61	61.36	59.62
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(1.61)		(1.00)		(1.00)
Subtotal CAS	60.10	57.60	61.16	58.56	62.36	59.57
<i>Prince George's County</i>						
Full-Time Career	69.80	69.79	72.78	71.86	73.58	72.63
Part-Time Career	1.10	0.55	1.06	0.53	1.06	0.25
Career Total	70.90	70.34	73.84	72.39	74.64	72.88
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.99)		(1.00)		(1.00)
Subtotal CAS	71.90	69.90	74.84	72.94	75.64	73.43
TOTAL						
Full-Time Career	128.00	127.50	132.00	130.00	134.00	132.00
Part-Time Career	2.00	1.10	2.00	1.00	2.00	0.50
Career Total	130.00	128.60	134.00	131.00	136.00	132.50
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(3.60)		(2.00)		(2.00)
Total CAS	132.00	127.50	136.00	131.50	138.00	133.00



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

OVERVIEW

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

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

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget		FY19 Adopted	FY20 Proposed	% Change
OPEB Prefunding	\$	680,152	\$ 621,761	-8.6%
OPEB PayGo		1,117,512	1,077,818	-3.6%
Marker for Changes to Employee Comp.		<i>(Included in Divisional Budgets)</i>	549,689	-
Marker for Possible Reclasifications		266,564	263,097	-1.3%
Other Personnel		57,665	600	-99.0%
Transfer to Special Revenue Fund		-	500,000	-
Transfer to Park Fund		-	-	-
Operating Expenditure Reserve @ 3%		953,000	987,700	3.6%
Total Expenditures	\$	3,074,893	\$ 4,000,665	30.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo decrease by \$98,085 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$812,786 is included for: 1) a compensation marker. We will be in the second year of our contract with MCGEO with a wage re-opener this year, and will be in full contract negotiation with the FOP this year, 2) fund for possible reclassification adjustments based on the study that is currently being completed.
- The Planning Department has proposed an operating transfer of \$500,000 to the Development Review Special Revenue Fund.



Planning Department
(Administration Fund)

MONTGOMERY COUNTY PLANNING DEPARTMENT

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Division Budgets

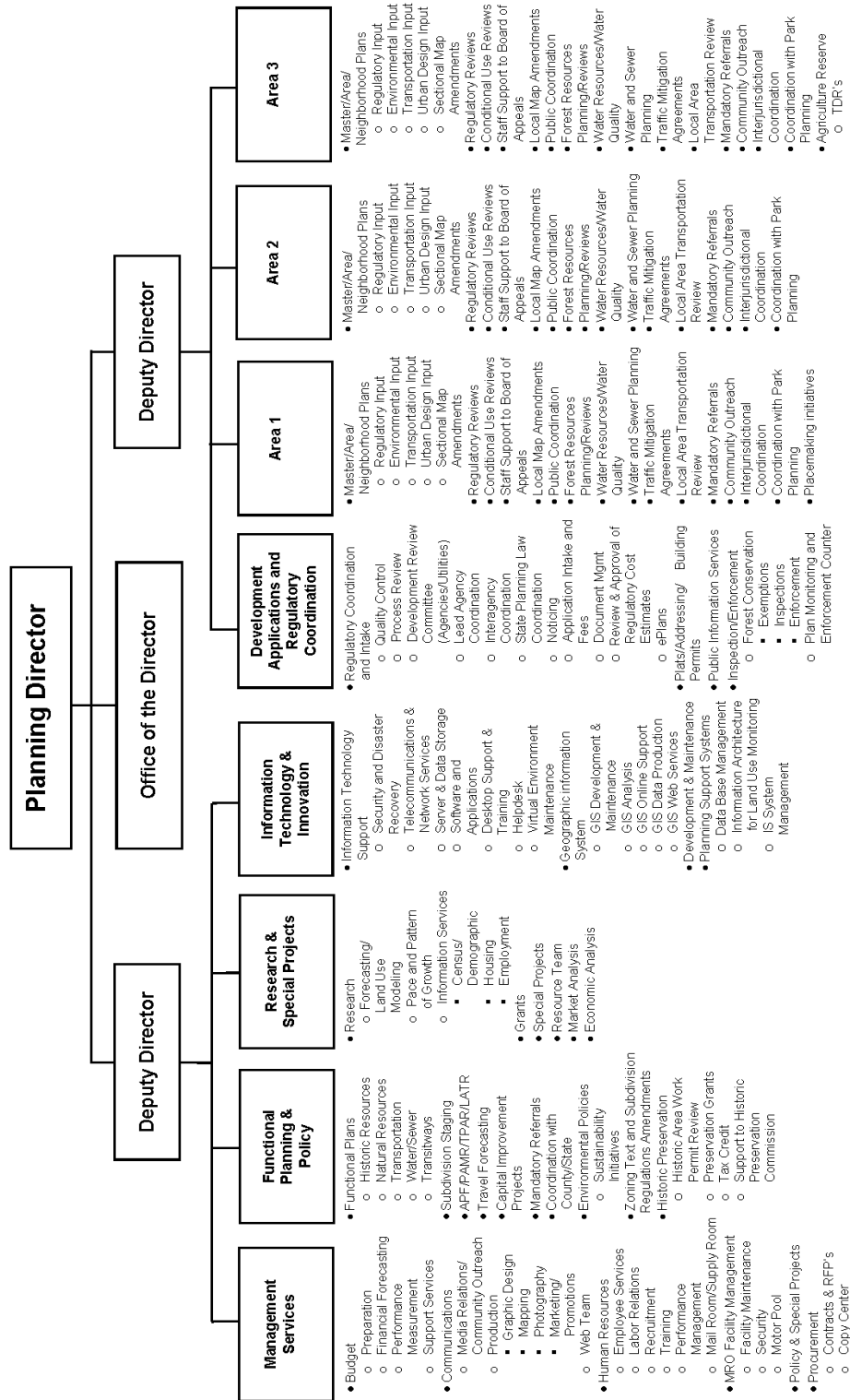
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ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY PLANNING DEPARTMENT



Montgomery County Planning Department

EXECUTIVE OVERVIEW

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

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

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

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

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

The Planning Department aims to improve the quality of life by conserving and enhancing the natural and built environment for current and future generations. The Planning Department vigorously works to create the best urban, 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

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

GOALS

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



Montgomery County Planning Department

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

PROGRAMS AND SERVICES PROVIDED

The Planning Department's work program is organized into four major programs: (1) Master Planning, (2) Regulatory Planning, (3) Information Resources, and (4) Management and Administration.

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, depending on the number of applications received and the plans assigned by the Council in the given geography. FPP and the Area Divisions are supported through the administrative tasks and coordination efforts of the Development Applications and Regulatory Coordination (DARC) Division. DARC manages the Information Counter and is also responsible for those aspects of development that occur after Planning Board approval: plats, building permits, and street addressing. DARC is tasked with regulatory enforcement and processing Forest Conservation Plan exemptions. The Research and Special Projects Division (RSP) provides detailed research (economic and demographic) in support of the master planning program and manages unusually complex or sensitive projects on an as needed basis. The Management Services Division provides administrative and personnel support to all the Divisions and oversees the budget and procurement processes, 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 FY18 (from July 2017 through June 2018)

- Plans Approved by the Council
 - Rock Spring Plan (Area 2)
 - White Flint II Sector Plan (Area 2)
 - Grosvenor/Strathmore Metro Area Minor Master Plan Amendment (Area 2)
- Sectional Map Amendments (SMAs) Approved by the Council
 - Rock Spring Plan (Area 2)
 - White Flint II Sector Plan (Area 2)
 - Grosvenor/Strathmore Metro Area Minor Master Plan Amendment (Area 2)
- Studies/Initiatives Approved by the Planning Board
 - Retail Market Strategy (RSP)
 - Study of Housing for Older Adults (RSP)
 - Colocation of Public Facilities (RSP)
- Plans Currently Underway
 - Forest Glen/Montgomery Hills Sector Plan (Area 1)
 - Veirs Mill Corridor Master Plan (Wheaton to Rockville) (Area 2)
 - Shady Grove Master Plan Amendment (Area 2)
 - MARC Rail Communities Plan (Area 3)
 - Germantown Town Sector Plan (Area 3)
- Studies/Initiatives Currently Underway
 - Aspen Hill Study (Area 2)
 - Agri-Tourism Study (Area 3)
 - Demographic Trends for the General Plan Update (RSP)
 - Missing Middle Study (RSP)
- Design Guidelines Being Developed in Coordination with Master Plans
 - Bethesda Downtown Streetscape Guidelines (Area 1)
 - Greater Lyttonsville Plan (Area 1)
 - Silver Spring CBD Streetscape Guidelines (Area 1)
 - Rock Spring Master Plan/White Flint II Sector Plan Urban Design Guidelines (Area 2)
 - Rock Spring Master Plan/White Flint II Sector Plan Streetscape Guidelines (Area 2)
- Completed 8 mandatory referrals in FY18



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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 county-wide goals and the approved work program in coordination with local, state and regional planning agencies and adjoining jurisdictions (where applicable).				
Program Indicators	Target	FY18 Actuals	FY19 Estimated	FY20 Proposed
# of Plans underway in FY (does not include studies but does include Subdivision Staging)	Varies per Council Directive	7	7	4
# of Master Plans and SMAs approved by the Council in FY	Varies per Council Directive	6	3	7
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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Mandatory referrals completed within the 60-day review period				
% Completed	100%	47%	95%	95%
# Completed		8	20	25

REGULATORY PLANNING

The Regulatory Planning Program ensures compliance with applicable zoning and subdivision requirements, adopted master plans, and Planning Board and County Council actions. The Planning Department provides: 1) planning and urban design expertise for the regulatory caseload (review of project plans, sketch plans, preliminary plans, site plans, and amendments to these plans); 2) technical expertise on zoning matters including special exceptions/conditional uses, local map amendments, and development map amendments; and 3) review of historic area work permits, water quality plans in special protection areas, forest conservation plans, and forest conservation exemptions, inspection and enforcement.

Accomplishments for FY18 (from July 2017 through June 2018)

- Completed the review of 563 development applications in FY18.
- Completed the review of 33 mandatory referral applications for FY18.
- Continued to work closely with the Department of Permitting Services to streamline the development review and platting process.



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- Approved several notable plans (Marriott Headquarters, Bloom MV, Elizabeth Square, Hanson Property) that will increase the both the number of residential units and square footage of office space throughout the county.
- Obtained County Council approval of Administrative Procedures for Chapters 50 and 59.

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	FY18 Actuals	FY19 Estimated	FY20 Proposed
# applications received and processed (Subdivisions, Project, Sketch, Site Plan, Amendments, Natural Resources Inventory (NRI)/ Forest Stand Delineation (FSD), Forest Conservation Plans (FCPs) and Exemptions, Record Plats)	563	520	520
% regulatory cases decided within 4-6 months after accepted	66%	70%	75%
# Special Exceptions/Conditional Uses Applications Received and Processed in FY (they may or may not be approved)	9	10	10
# of local map amendments and development plans / amendments received and processed	6	3	3

INFORMATION RESOURCES

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

Accomplishments for FY18 (from July 2017 through June 2018)

- Created an online 3D base map for Montgomery County – using GIS, LiDAR and realistic renderings of every house and building in the county – assembled in a county-wide base map available on the web. Proposals are then inserted and evaluated against a realistic setting to support regulatory and planning purposes.
- Updated the county-wide LiDAR and Planimetric foundational mapping layers; these layers are updated every three years. This update is used by multiple agencies and the development community for imperviousness calculation, base maps, and site plan submissions.
- Integrated the Parks Department’s asset management system with new Park web mapping. This linkage will bring the Parks Department’s development workflow to park users as new facilities are built in our park system.
- Developed and delivered the Urban Parks plan analysis methodology. This methodology measures every place in the county for its access to public recreation system amenities; that



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supply is then compared to the existing population for each area to determine where shortfalls exist in the county. This informs the Parks Department's Capital Improvement Program.

- Upgraded the GIS web server infrastructure. Modern hardware has been deployed to upgrade the existing architecture used to deploy the Planning Department's mapping systems to the web. Previous servers were about ten years old and had reached the limits of their capacity for newer services and user bandwidth.
- Completed the study of Housing for Older Adults that looked at the supply of and demand for senior housing in the county.
- Completed the county-wide Retail Market Strategy Study that analyzed the supply and demand for retail in 12 subareas and made recommendations to enhance the retail environment in the county.
- Completed the Colocation of Public Facilities study in conjunction with the County Executive's office, a Directors 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.
- Completed the Round 9.1 Forecast of Population, Households and Employment in conjunction with the Metropolitan Washington Council of Governments.
- Made substantial progress on the study of alternative "missing middle" housing types to understand economic and regulatory barriers to the development of a greater range of housing typologies in the county.
- Conducted market and economic analysis to support the Agritourism Study.
- Produced data sheets for economic indicators, demographic changes, and affordable housing.

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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Number of regulatory project views through our Development Activity Information Center (DAIC)	n/a	611,177*	569,000*	400,000*
Number of users accessing GIS in both Montgomery County Parks and Planning Departments	n/a	177	180	185

Note: * In FY18 and FY19 we had a temporary spike due to activities related to Amazon HQ data queries.



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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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Number of division-initiated research publications, trend sheets, blogposts, and/or policy briefs published.	14	10	20	15
Information Requests	200	180	270	250
Number of special studies completed	3	5	4	3
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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Market Analyses (Various Product Types)	Varies	6	6	4
Objective				
Establish and maintain demographic, economic, land use, housing, and other data and decision-making resources that are regularly updated and accurate.				
Program Indicators	Target	FY18 Actuals	FY19 Estimated	FY20 Proposed
Master Plan Support - Demographic and Development Economic Reports and Other Elements	Varies	9	8	4

MANAGEMENT AND ADMINISTRATION

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

Accomplishments for FY18 (from July 2017 through June 2018)

- Executed the successful 2018 Winter Speaker Series that focused on the Economic Future of the Suburbs: Infill, Commerce, Placemaking. The presentations examined the shift away from sprawling, car-centric places to more walkable, mixed-use and urban-style communities.
- Received national recognition with five Hermes Creative Awards for our communications efforts for the Fall 2017 Semiannual Report, Veirs Mill Corridor Master Plan, Bicycle Master Plan coloring book, Agricultural Reserve promotional video, and the 2017/18 Winter Speakers Series.
- Participated with Montgomery County Government in the update of the County's Hazard Mitigation Plan as required every five years by the Federal Emergency Management Agency.
- Provided support to Montgomery County's sustainability initiative under Council Bill 28-16 – The Strategic Plan to Advance Composting, Compost Use, and Food Scraps Diversion in Montgomery County, Maryland.
- Gave back to the community through partnering with A Wider Circle for a professional clothing drive to empower men and women during their job search, with Hearts and Homes for Youth to



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provide gifts to children during the holiday season, and through hosting a fundraising event for hurricane relief.

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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Total Annual # of page views for the Planning Department websites	737,930	786,111	785,000	800,000
Total Annual # of page views for the Planning Board websites	178,524	186,054	185,000	190,000
Tweet impressions on Twitter per month*	22,000	31,200	29,000	33,000
# of YouTube views per video**	50	85	65	65
*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.				

Goal To provide comprehensive training and employee development programs to Planning staff.				
Objective				
To increase staff efficiency and effectiveness by increasing their knowledge base by offering skills development training and managerial and leadership training.				
Program Indicators	Target	FY18 Actuals	FY19 Estimated	FY20 Proposed
% increase in the number of staff attending Departmentally sponsored training	10%	46%*	11%**	10%
# of staff attending training for the year	450	659	500	550
% increase in the number of technical training opportunities offered	5%	7%	13%	6%
# of technical trainings offered		15	17	18
% increase in the number of leadership/managerial training opportunities offered	5%	5%	0%	14%
# of leadership/managerial trainings offered		7	7	8
*FY18 is an anomaly due to the roll out of a new training program – Planning University. **FY19 Estimated is based on the Target rather than FY18 Actuals.				



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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	FY18 Actuals	FY19 Estimated	FY20 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%
Note: These are new programs implemented in FY19.				

SUMMARY OF DEPARTMENT BUDGET

MONTGOMERY COUNTY PLANNING DEPARTMENT SUMMARY OF DEPARTMENT BUDGET Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2020

	FY19 Approved Budget	FY20 Proposed Budget	% Change
Planning Department			
Office of The Planning Director	\$1,111,440	\$1,642,899	47.8%
Management Services	\$2,447,034	\$2,336,285	-4.5%
Information Technology & Innovation	\$3,571,541	\$3,565,029	-0.2%
Research & Special Projects	\$1,168,005	\$1,175,178	0.6%
Functional Planning & Policy	\$2,970,709	\$2,773,891	-6.6%
Area 1	\$1,842,473	\$1,564,061	-15.1%
Area 2	\$1,899,490	\$2,009,901	5.8%
Area 3	\$1,796,390	\$1,661,596	-7.5%
Dev. Applications & Regulatory Coordination	\$1,020,584	\$760,899	-25.4%
Support Services	\$2,202,600	\$2,870,764	30.3%
Grants	\$150,000	\$150,000	0.0%
Total Planning Department Operating*	\$20,180,266	\$20,510,503	1.6%

Notes:

* FY20 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.



HIGHLIGHTS AND MAJOR CHANGES IN FY20 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.

1. Pedestrian Master Plan Support - \$100,000 - One-Time

The Bicycle Master Plan, adopted by the County Council in 2018, is a visionary plan to create a world-class bicycling community in Montgomery County. Using sophisticated planning analyses that are redefining bicycle planning nationwide, it has already been recognized with multiple awards, including the highest award in transportation planning – the 2017 National Planning Achievement Award for Transportation Planning – Gold from the American Planning Association. When implemented, it will enable everyone in Montgomery County to travel by bicycle on a comfortable, safe and connected bicycle network. During the creation of the Bicycle Master Plan, it became clear that a Pedestrian Master Plan should follow—providing the same focus and attention on the pedestrian network and experience. During many of the outreach meetings and through the Department’s online comment board, the desire for a Pedestrian Master Plan was voiced repeatedly. In addition, the Pedestrian Master Plan is a recommended activity in the County’s Vision Zero Two-Year Action Plan with a target completion date of November 1, 2019.

In a similar way that the bicycle stress map was created to understand bicycle connectivity and became an integral tool in developing recommendations in the Bicycle Master Plan, Planning staff are already working on context sensitive criteria to evaluate the pedestrian network throughout the county.

This project will be led by multi-modal transportation planners in the Functional Planning & Policy division. Consultant assistance is needed to identify national and international best practices in:

- 1) Creating pedestrian master plans,
- 2) Identifying goals, objectives and performance metrics, and
- 3) Developing pedestrian-supportive programs and policies.

A similar effort was undertaken for the award-winning Bicycle Master Plan. Consulting assistance will help with further development and evaluation of pedestrian connectivity criteria and will provide needed technological assistance with the creation of connectivity-mapping tools and data.

2. Rustic Roads Functional Master Plan Update - \$25,000 - One-Time

The Rustic Roads Advisory Committee (RRAC) has requested an update to the 1996 and 2004 Rustic Roads Functional Master Plans (RRFMP) to include an evaluation of several nominated roads and a comprehensive review of the existing roads in the program. Staff supports the committee’s request given the changes that have occurred in the area since many of the roads were designated, and because of nominations that have been pending for several years.



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There are currently 98 roads in the Rustic Roads Program, and an additional 13 nominated roads pending review. In addition to the 66 roads designated in the 1996 RRFMP and the four roads designated in the 2004 RRFMP Amendment, roads have been added to the program through ten area master plans. The scope of the 2004 amendment was limited to reviewing nine roads, so no comprehensive review has been done in some years.

To initiate the RRFMP update, consultant assistance for the roadway inventories is proposed. This inventory will include the physical characteristics that are part of the RRFMP descriptions including each road's carriageway (e.g., width, materials, pavement markings), structures (bridges, culverts) and adjacent areas (historic sites and districts, roadside walls, streams, hedgerows, forests, views). Consultant services may include state-of-the-art technologies to improve efficiency and reduce the time required for the inventory. Staff-led road history research, analysis of the inventories and coordination with the RRAC, MCDOT, SHA and other stakeholders will follow the consultant work, possibly beginning in FY21.

3. General Plan Update Support - \$300,000 - One-Time

The update to the General Plan began in FY19 and is a major work effort. "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.

Montgomery County has stayed true to the concept of wedges and corridors, but a lot has changed since the General Plan was adopted. In 1960, the County's population was 340,928 people who lived in 97,141 housing units. Current population projections estimate that the County will have a population of 1.17 million by 2040. In 1964, the major land use challenge was the development of green fields. Today's development is mostly infill and the conversion of large, single use developments into denser, mixed-use, walkable communities.

In FY19, a consultant team was tasked to develop a strategic framework for the plan update and a comprehensive communication and community outreach strategy to gather input at the local, county and regional level. This pre-planning will lay the groundwork for this major effort to update this long-range county-wide policy document with a time horizon of multiple decades and to more concretely define the scope of the General Plan Update to guide the Planning Department's technical and outreach work in FY20 and FY21.

In FY20, Planning staff will continue the visioning and community outreach, and conduct detailed analyses of issues that will arise from the community input as well dialogue with experts in practice and academia. The General Plan Update will consider a wide range of topics affecting the county's long-term future, such as affordable housing, multi-modal transportation and transportation innovations, as well as economic competitiveness, equity/affordability issues in a changing economy, sustainability in the face of climate change affecting health, resiliency, and other related threats, the impacts of cyber technology, and the quality of life issues such as education, accessibility, walkability, and protection of existing assets and resources.

A General Plan, a county-wide policy document that addresses multiple topics with a reach of multiple decades, is a project unlike a typical master plan or functional plan in both scale and scope in very significant ways. A General Plan Update will require additional support—both in



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outreach and consultant resources—that are beyond the available capacity of the Planning Department to conduct. The Department will need FY20 funding to:

- Develop and implement a wide variety of outreach materials, such as communications materials and advertising, on multiple platforms, that will need to be distributed across the county, along with tools and other resources to scale up the Department’s engagement efforts; and
- Utilize consultant technical analysis of some major issues for the update to complement staff capacity and expertise.

With this in mind, the Planning Department is requesting \$300,000 in FY20 for consulting and other project resources to support the General Plan Update for the following purposes:

- Support the Department’s county-wide visioning and community outreach and engagement efforts –\$75,000.

The community outreach for this project will be at a scale significantly greater than what we undertake in master plans or county-wide functional plans. We will need to develop, purchase, and distribute county-wide advertising and marketing materials to promote the General Plan update and purchase interactive software and other engagement resources to gather input from stakeholders at a large scale beyond our current capabilities. These costs will be primarily for materials and technological resources to support the outreach efforts rather than for additional labor. Planning staff will lead the outreach efforts.

- Conduct data and policy research to support the update of the critical elements of the General Plan, including on major issues and drivers that will affect the county’s development and growth in the next 30 years –\$225,000.

Consultant support to conduct transportation and economic competitiveness analyses for the General Plan update is necessary to supplement constrained staff capacity given competing workloads and the desire to leverage specialized expertise. Nearly all master plans currently use some form of outside assistance to support transportation, economic or environmental analysis.

4. Ten-Year Check-Up on the White Flint Sector Plan’s Metrorail Station Area - \$50,000 – One-Time

To perform a ten-year check-up, this study will step back and evaluate one of the key sites in the White Flint Sector Plan - the White Flint Metrorail Station area - to inform any adjustments to the urban design guidelines. This study will provide urban design concepts, including transportation safety improvements for people that walk and bike. To complete the urban design study, which may include market analysis and transportation analysis, staff will work with the Washington Metropolitan Area Transit Authority (WMATA), the Montgomery County Department of Transportation, the State Highway Administration, the Montgomery County Department of Economic Development, and the community to develop urban design concepts. Under FY19, staff is currently developing urban design guidelines for the White Flint 2 Sector Plan and the Rock Spring Master Plan, and this study would lead to an update to the urban design guidelines for the White Flint Sector Plan area and further the Planning Department's goals of transit-oriented development.



5. Architectural Field Surveys - \$25,000 - One-Time

Since FY14, the Historic Preservation (HP) program's research and survey efforts have focused largely on supporting the work of the midcentury modern survey initiative and Montgomery Modern book. Comprehensive survey efforts to support master plans and other planning studies have not been routinely completed, and areas with older sector or master plans have not been comprehensively resurveyed. Typically, field surveys can take a number of weeks to complete, particularly if the survey areas are new or if the baseline data is older than 20 years, as is the case with the proposed FY20 master/sector plan study areas.

Utilizing one-time consultant funds at the beginning of the planning studies will better enable HP staff to support deeper research and synthesis of data during the planning process, and will bring the program work up-to-date, providing continual support of master plan teams as they begin new planning studies for FY20. The proposed master plan/sector plans for FY20 and continuing from FY19 are in urban areas and/or areas of the county that have not been surveyed by architectural historians for over 20 years, and some have not been surveyed at all. The Planning Department proposes using a qualified cultural resources firm to re-evaluate and create new survey forms for properties within and adjacent to FY20 proposed Master Plan/Sector Plan initiatives. The requested funds for these field surveys will allow the HP staff to use this baseline survey data at the beginning of the plan initiatives, and, during plan development, to use their time more efficiently on community outreach and analysis of preservation alternatives based on the field surveys.

6. Archival Assistance - \$30,000 - One-Time

The Planning Department's Historic Preservation (HP) Program is the archival repository for many original and fragile historical primary source materials including maps, photographs, photographic negatives, and slides. These files form the basis of the property files used to designate properties and districts to the Master Plan for Historic Preservation. Currently, the HP office retains an estimated 50,000 slides that have been generated from the 1970s-2000s. The slides were used for educational purposes, and are a resource to the general public and M-NCPPC staff.

The move to the new Wheaton Headquarters necessitates that we look at our storage needs and determine what can physically move to the new space, and what can be permanently stored in Archives. The slides are a valuable research tool for staff and the public, but are not usable without dedicated slide-viewing equipment, which is obsolete in the digital age. The HP program began Phase 1 of the archival project in FY18 by scanning 15,000 slides at a cost of \$22,000 through an outside contractor using specialized equipment. The Planning Department does not have the technology or staff available to undertake this work. This request of \$30,000 will scan the remainder of the 25,000 slides in the office. This will form the basis for a digital research library that will be available for the public and M-NCPPC staff to use. The slides will then be boxed and sent to Archives instead of taking up limited storage space in the new Wheaton Headquarters that will be needed to store critical files and records that get daily use by staff.

7. Data for Vision Zero - \$50,000 - One-Time

Adopted unanimously by the County Council in early 2016, the Vision Zero policy established a commitment to eliminate all severe traffic injuries and fatalities involving motorists, pedestrians and bicyclists and directed the County Executive to establish a date and create a plan to achieve Vision Zero. In November 2017, the County Executive released an initial two-



year action plan of activities to advance the County toward Vision Zero. Upon completion of the two-year action plan, the County will put forth a ten-year action plan to achieve Vision Zero by 2030.

Vision Zero represents a fundamental change in thinking about roadway planning and design priorities: changing the focus from mobility to safety for all people regardless of their mode of transportation. Whether applied to an urban, suburban or rural area, the Vision Zero policy fundamentals are the same: saving lives means reducing speeds and decreasing the chance for collisions.

Master plans can support Vision Zero in many areas of the County with comprehensive land use, urban design and transportation recommendations that aim to reduce vehicular speeds and eliminate conflicts. Data collection and analysis is a key component of Vision Zero. While the SHA does collect motor vehicle, pedestrian and bicycle counts, their data collection is focused on state highways and is not always current. For example, as part of the Aspen Hill Vision Zero Study, the team is collecting count data at 16 locations – each signalized and unsignalized intersection in the study area. The SHA has only conducted counts at 5 of these locations since 2015. Furthermore, since traffic speed is a fundamental predictor of safety, we are conducting speed studies at 9 locations. While INRIX data provides average speeds between two points, it does not provide an accurate assessment of speeds at crossings. This project will help to inform recommendations in master plans using several data sources such as motor vehicle turn movement counts, pedestrian and bicycle counts, and speed data.

8. Affordable Housing Preservation and Redevelopment Feasibility - \$75,000 – One-Time

Building upon the preservation recommendations of the Rental Housing Study, the Planning Department seeks to identify challenges, best practices and strategies for the preservation of affordable housing. The Rental Housing Study recommended the creation of an at-risk properties inventory to identify which properties were at most risk for a loss of existing affordable rental housing. This project will be done in close coordination with the County Department of Housing and Community Affairs.

This project would implement the recommendation by identifying potential properties and the factors such as building age, location, market pressures, construction style, zoning, and subsidy expiration date that lead to a loss of existing affordable housing. The outcome of the work will help us be better equipped to be more proactive during the regulatory and master plan process to assess redevelopment or preservation feasibility. A deeper understanding of the factors affecting the feasibility of preservation will help us determine potential strategies, incentives and interventions to help encourage preservation through redevelopment and/or rehabilitation. Outside consultant support is requested for this work because it requires real estate, architecture, construction, and best practice expertise that we do not have in house.

9. Preserving Community Value of Ethnically Diverse Retail Centers - \$60,000 – One-Time

Montgomery County's growing ethnic diversity has meant changes to the retail market, as different consumer groups have different preferences for goods and services. The 2017 Retail Trends Study found that ethnic-oriented retail serves as more than just a marketplace to buy interesting and hard-to-find goods; it often serves as community anchors and social support networks for foreign-born populations and communities of color. Aside from commerce, these centers also serve as gathering places where people can comfortably engage with others in daily life, such as celebrating holidays, joining pick-up sports leagues, finding referrals for medical



professionals, etc. As a result, these retail clusters strengthen community and neighborhood identity.

Building on the previous study, the goal of this study is to identify how to both preserve and enhance the value of these centers and support equitable access to retail services for different consumer groups as Montgomery County moves forward into the future, particularly as many centers face pressures for change and redevelopment. The study will first provide an overview of the geographic distribution of the County's ethnic retail clusters, a history of their growth and development, the communities they serve, and the social value they contribute. The study will then focus on 4 to 5 well-established clusters in Montgomery County to identify how they have become successful and/or factors that have limited them. Subsequently, after conducting a strengths, weaknesses, opportunities, and challenges (S.W.O.C) analysis, the study will develop targeted strategies to help preserve and enhance ethnic-oriented retail clusters that will serve as a tool kit as the Planning Department plans for change in these areas. Additionally, this project will engage with other County agencies, such as the County Executive's Small Business Services offices and MCEDC's Small and Minority Business Development initiative, involved with assistance to small businesses, which encompasses the majority of ethnic retailers.

10. ProjectDox Upgrade - \$68,400 ISF Financed over 6 Years (Total Amount Financed - Planning \$360,000)

ProjectDox is the regulatory system software that manages the workflow tasks required to process 13 main Planning regulatory projects such as Preliminary and Site Plans. It allows for electronic submittal, review, and correction of required plans and documents by staff and applicants. ProjectDox is integrated with the Planning Department's enterprise regulatory system (Hansen). Staff and applicants complete their tasks in ProjectDox and the data is transferred to the Hansen system.

The Planning Department was informed by the vendor that our current ProjectDox software, as well as workflows developed using this system, will no longer be supported beginning December 31, 2019. The new workflow has improved features that allow Administrators to control steps that we currently do not have. Currently, if a regulatory case record gets corrupted, Administrators must completely start the process over which can cause hours of rework and lost productivity. ProjectFlow offers greatly improved usability, management and self-service capabilities. By upgrading to ProjectDox 8.6 and converting our workflows to ProjectFlow, we will be able to take advantage of our latest, Best-in-Class workflows for Building and Planning/Zoning – including the new Quick Review ad-hoc workflow.

11. Comprehensive Park and Planning Placemaking Initiative - \$25,000 – Ongoing

The Planning Department began its Placemaking Program in late FY15 at the request of the County Council. After our series of successful workshops in Silver Spring, the Planning Department built on this success by focusing on placemaking opportunities in Silver Spring and Bethesda since many of the activities included partnering with the respective urban districts and promoting the activities in the downtown areas. The funding has contributed toward activities and events in the downtown intended to promote the arts and entertainment, such as life-size games in Silver Spring and a mural in Bethesda.

We have explored a greater implementation strategy to support the initiatives, however, other areas within the county are also promoting placemaking initiatives such as the Better Block event in White Flint. The Department is proposing to build on past successes and to expand the



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overall placemaking initiative to the entire county by requesting an additional \$25,000 to program events and activities in areas like White Flint, Germantown, Long Branch, and Burtonsville, where we have engaged with interested parties in promoting their communities.

12. Wheaton Headquarters (HQ) Operating Budget Impact (OBI) (500.526)

The Wheaton HQ will consolidate the Montgomery Parks and Planning Departments from three office facilities into one new joint headquarters, as well as house several County departments and agencies. The Wheaton HQ, designed as a Class A, LEED-Platinum facility, will be located at a prime Metro-accessible site to help spur additional investment in the Wheaton Central Business District. This 14-floor, 308,000 square foot building, which will be owned by M-NCPPC, will accommodate nearly 1,000 staff, including approximately 360 M-NCPPC staff. All the staff moving into this building will be relocated from existing government-owned or leased property. Wheaton HQ is currently under construction and scheduled to be completed near the end of FY20 in the spring of 2020. Since M-NCPPC will be the owner of the building, this funding request is for one-time costs related to building completion and occupation of the building, as well as for the day-to-day maintenance and operation of the building for the last few months of FY20.

YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY20 Proposed Budget is \$21,010,503, which includes grant funding and \$500,000 transfer to Development Review Special Revenue Fund (DRSRF), but does not include the compensation increase, OPEB prefunding, or OPEB PayGo. The proposed FY20 base budget is a -3.1 % reduction from the FY19 adopted budget. With the new essential needs and Wheaton HQ Operating Budget Impact (OBI), the budget increased by 4.1% or \$830,237 over the approved FY19 budget.



Montgomery County Planning Department

MONTGOMERY COUNTY PLANNING DEPARTMENT FY20 PROPOSED BUDGET

	FY19 Adopted Budget	\$ 20,180,266	% Change
FY20 BASE BUDGET CHANGES			
	Salaries & Benefits *	(514,036)	
	CPI Increase for contracts & Supplies (1%)	32,400	
	Adjustments in Risk Management /Unemployment / LTD	(9,800)	
	Debt Service for Internal Service Fund Capital Equipment	(95,000)	
	Major Known Commitments	(55,000)	
	Adjustments in Departmental Chargebacks to CIO & Commission Wide IT	110,776	
	Chargebacks to Development Review Special Revenue Fund	(96,600)	
	Subtotal - Base Budget Changes	<u>(627,260)</u>	<u>-3.1%</u>
Less: FY19 One-time Expenses		<u>(425,000)</u>	<u>-2.1%</u>
FY20 New Initiatives			
	Add: Departmental Proposed One-Time Initiatives		
	Pedestrian Master Plan Support	100,000	
	Rustic Roads Functional Master Plan Update	25,000	
	General Plan Update Support	300,000	
	Ten- year check-up on the White Flint Sector Plan's Metrorail Station Area	50,000	
	Architectural Field Surveys	25,000	
	Archival Assistance	30,000	
	Data for Vision Zero	50,000	
	Affordable Housing Preservation and Redevelopment	75,000	
	Preserving Community Value of Ethnically Diverse Retail Centers	60,000	
	Subtotal - Departmental Proposed One-time Changes	<u>715,000</u>	<u>3.5%</u>
	Add: Departmental Proposed On-going Changes		
	Project Dox Upgrade (Financed over six years)	68,400	
	Comprehensive Park and Planning Placemaking Initiative	25,000	
	Subtotal -Proposed On-going Changes	<u>93,400</u>	<u>0.5%</u>
	Proposed Chief Information Officer and Commission - Wide IT Initiatives		
		<u>73,571</u>	<u>0.4%</u>
	Wheaton Headquarters Operating Budget Impact (OBI)		
		<u>500,526</u>	<u>2.5%</u>
	Transfer to Development Review Special Revenue Fund		
		<u>500,000</u>	<u>2.5%</u>
	Net Change from FY19 Adopted to FY20 Proposed Budget		
		830,237	4.1%
	*FY20 Proposed Budget		
		<u>\$ 21,010,503</u>	<u>4.1%</u>

Notes:

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

LAPSE AND STAFFING

For FY20, the Department plans to maintain an approximate 4.5% lapse rate and its current budgeted staffing level of 151 positions (146.85 work years). This level includes: 140.24 funded work years, 6.61 lapsed work years, and three (3) unfunded positions. Included in the position and work year count is the reduction for the transfer of the MRO Building Maintenance Supervisor position, work year, and salary to the Department of Parks in anticipation of the move to the new Wheaton Headquarters in FY20 when the MRO building will be vacated. The responsibility for the oversight of the maintenance and operation of the new Wheaton HQ rests with the Department of Parks. This transfer contributed to the reduction in the Salaries & Benefits line item of Major



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Known Commitments. In addition, the November 2018 actuarial report indicated a significant decrease of over \$400,000 in retirement costs for the Planning Department in FY20 and is also reflected in the Salaries & Benefits line item of Major Known Commitments.

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 \$198,400 in fees from service charges and other program fees in FY20.

The Department also receives an appropriation in revenue from the Water Quality Protection Fund to offset costs that will be incurred in FY20 to provide specific activities consistent with the intent of the Fund, such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY20, the Department is requesting an increase of \$11,800 (a 3.0% increase) for an overall appropriation of \$403,500 to cover the FY19 compensation increases. The appropriation was not increased during the FY19 budget process due to the uncertainty of the requested compensation increases being approved.

SPECIAL REVENUE FUND

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

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

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

The Planning Department is proposing to increase the chargebacks to the DR-SRF by \$131,307. Of this increase, \$4,562 is from the Legal Department and \$30,145 is from the Finance Department for their services. The remaining \$96,600 (3%) is from the Planning Department to cover the FY19 compensation increases. The chargeback was not increased during the FY19 budget process due to the uncertainty of the requested compensation increases being approved.

The Department has traditionally requested a transfer from the Administration Fund into the DR-SRF in recognition of the fact that revenues may not cover the costs of our review efforts. The fund performed well in FY12, FY13, FY15, and FY16 primarily due to the fees collected for various large projects in commercial-residential zones. This performance built a significant fund balance. Due to this large balance and to sufficient fees being collected in each of these fiscal years, the Council did not approve a transfer in FY14, FY15 and FY16. In FY17 and FY18 respectively, transfers of \$500,000 and \$300,000 were approved. In FY19, the Council did not approve a transfer due to tight fiscal constraints.



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In the interest of being prudent and not overestimating revenue that may or may not come in during the remaining three quarters of FY19, the Planning Department is requesting a transfer in the amount of \$500,000 from the Administration Fund to the DR-SRF in FY20 to cover potential shortfalls and to be a stabilizing force against the volatility in the fund.

PROFESSIONAL SERVICES

The Department proposes to spend \$1,295,920 for the professional services outlined in the table below. This level reflects an increase of \$272,140 or a 26.5% from FY19 adopted funding levels due to a combination of changes in new one-time professional services essential needs funding requests in FY20, a reduction of one-time essential needs requests from FY19 adopted, and \$250,000 reduction in FY19 proposed consulting funding request.

Division	Program Element	Description	FY19 Adopted Budget	FY20 Proposed Budget
Director's Office				
	Special Projects	Funding for Special Council Request	\$30,000	\$30,000
	General Plan Update	Funding for materials, technology resources and consultant assistance: 1) to support the Department's countywide visioning and community outreach and engagement efforts; and 2) conduct data and policy research to support the update of the critical elements of the general plan, including on major issues and drivers that will affect the county's development and growth in the next 30 years		\$300,000
Area 1				
	Purple Line Impact on Small Businesses	Consulting funding to evaluate physical and economic impacts to areas affected by the Purple Line	\$50,000	
	Placemaking Initiatives	Consulting funding to expand the successful Silver Spring Placemaking Program to other locations in the county	\$75,000	\$100,000
Area 2				
	Montgomery Hills and Forest Glen Master Plan	Development, feasibility analysis and design studies		
	White Flint II Plan	Feasibility studies ,transportation and economic analyses		
	Aspen Hill and other MP	Consulting Services for Community Outreach		
	Rock Spring Plan	Consulting Services for Community Outreach		
	Veirs Mill Road Corridor Small Area Plan	Provide consulting services for design studies that explore how to integrate enhanced transit facilities and infill development to create a pedestrian friendly boulevard with discrete activity centers		
	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 for Economic Development Study to analyze the timing and potential achievement of the Stage 2 triggers	\$25,000	
	Ten-Year Check-Up on the White Flint Sector Plan's Metrorail Station Area	Study to evaluate the White Flint Metrorail Station area to inform any adjustments to the urban design guidelines. This study will provide urban design concepts, including transportation safety improvements for people that walk and bike		\$50,000



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Division	Program Element	Description	FY19 Adopted Budget	FY20 Proposed Budget
Area 3				
	Ashton MMPA	Consulting funding Graphic/Design	\$25,000	
	Rustic Road Functional Master Plan Update	Consultant assistance for the rustic roads inventories and evaluation		\$25,000
Research and Special Projects				
	General Plan Update	UMD National Center for Smart Growth assistance with General Plan Update	\$100,000	
	Research	On-Call Economic Services (ongoing)	\$57,680	\$57,680
	Affordable Housing Preservation and Redevelopment Feasibility	Consulting funding to identify challenges, best practices and strategies for the preservation of affordable housing		\$75,000
	Preserving Community Value of Ethnically Diverse Retail Centers	Study of the geographic distribution and history of the County's ethnic retail clusters, the communities they serve, the social value they contribute and strategies to preserve them		\$60,000
Functional Planning and Policy				
	Montgomery Hills and Forest Glen Master Plan	Local Area Modeling Assistance	\$18,000	
	Shady Grove Shady Grove Sector Plan - MMPA	Traffic Count Program - Ongoing support of master plans	\$6,000	
	Shady Grove Shady Grove Sector Plan - MMPA	Local Area Modeling Assistance	\$9,000	
	Ashton MMPA	Traffic Count Program - Ongoing support of master plans	\$6,000	
	Ashton MMPA	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	Local Area Modeling Assistance	\$18,000	
	Master Plan Staging & Monitoring	Local Area Modeling Assistance	\$18,000	
	Pedestrian Connectivity Mapping	Partnership with UMD for assistance in creating a pedestrian connectivity map	\$75,000	



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Division	Program Element	Description	FY19 Adopted Budget	FY20 Proposed Budget
	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	
	Pedestrian Master Plan	Transportation Modeling		\$25,000
	General Plan	Transportation Modeling		\$25,000
	Pedestrian Master Plan	Consulting funding to identify national & international best practices in creating a pedestrian master plan, identifying goals, objectives and performance metrics and developing pedestrian-supportive programs & policies		\$100,000
	Data for Vision Zero	Data collection and analysis to inform recommendations in master plans using several data sources such as motor vehicle turn movement counts, speed data, and pedestrian and bicycle counts		\$50,000
	Subdivision Staging Policy	Tools and analyses for increased biennial transportation monitoring for Subdivision Staging Policy. Major Known Commitment needed every other year		\$25,000
	Bicycle Master Plan Implementation	Transportation analysis in support of Development Review		\$25,000
	Historic Preservation Functional Master Plan	Architectural field survey to reevaluate and create new survey forms for properties within and adjacent to FY20 proposed Master Plans/Sector Plans		\$25,000
Information Technology & Innovation				
	Information Technology	WAN/LAN/Harbernet consulting	\$68,200	\$100,000
		Consulting for Telephone Support (VOIP)	\$33,600	\$37,440
		L3 Helpdesk/Inventory support	\$67,900	\$71,400
		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
		CRM and Share Point Support**		\$25,000
	IS/GIS	For professional Services related to Project Docx	\$40,000	\$40,000
		Enhancement of ITPCC**		\$20,000
		Enhance 3D building base map**		\$20,000
Planning Department Total			\$1,023,780	\$1,295,920

Note: ** Reclassified the ongoing expense to professional services for better monitoring.



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PUBLICATIONS








Division	Program Element	Description	FY19 Adopted Budget	FY20 Proposed Budget
Functional Planning and Policy				
	Historic Area Work Permits	HPC Legal Notices in Newspaper	\$11,000	\$11,000
Management Services				
	To be used for all Area teams as needed	Specialized Printing	\$5,000	\$5,000
Planning Department Total			\$16,000	\$16,000



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WORK PROGRAM OVERVIEW

Master Plan & Major Projects	2018				2019				2020				2021										
	FY19				FY20				FY21														
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
Bicycle Master Plan																							
Master Plan of Highways & Transitways Updates																							
Veirs Mill Corridor Master Plan (Wheaton to Rockville)																							
MARC Rail Communities Plan																							
Germantown Plan for Town Sector Zone																							
Montgomery Hills and Forest Glen Master Plan																							
Shady Grove Sector Plan - Minor Master Plan Amendment																							
Ashton Minor Master Plan Amendment																							
General Plan Update																							
Roadway Functional Classification System																							
Pedestrian Master Plan																							
Rustic Roads Functional Master Plan Update																							
Aspen Hill Vision Zero Study and Zoning Analysis																							
Agri-Tourism Study																							
Integrated Multi-Modal GIS Network/Pedestrian Connectivity																							
Purple Line Impacts to Small Businesses																							
Traffic Generation from Mixed Use Develop Implementation																							
Open Space Benefits and Values Assessment																							
Affordable Housing Presevation and Redevelopment Feasibility																							
Preserving Community Value of Ethnically Diverse Retail Centers																							
White Flint Sector Plan's Metrorail Station Area																							

	Staff		Planning Board Draft		Council Review
	Planning Board		Hearing		Commission Adoption, SMA
					Montgomery County Elections



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Montgomery County Planning Department: FY20 Proposed Work Program Crosswalk of Work Years (Division to Work Program Elements)													
		FY19 Adopted	FY20 Proposed	Director's Office	Management Services Division	Functional Planning & Policy	Area 1	Area 2	Area 3	Development Applications & Regulatory Coordination	Information Technology & Innovation	Research & Special Projects	
Total Workyears for FY20		147.85	146.85	7.00	17.75	19.50	16.00	21.00	20.70	19.90	18.00	7.00	
Less: Lapse		(6.61)	(6.61)	0.00	(0.84)	(1.01)	(0.81)	(1.10)	(1.02)	(0.86)	(0.97)	0.00	
Funded WY		141.24	140.24	7.00	16.91	18.49	15.19	19.90	19.68	19.04	17.03	7.00	
Program: MASTER PLANNING PROGRAM													
Plans													
	Master Plan of Highways & Transitways/Technical Corrections & Rock Spring Implementation	0.57	0.00										
	Pedestrian Master Plan	0.75	0.00										
	Rustic Roads Functional Master Plan Update		1.62	0.10	0.22	1.00		0.10	0.10		0.10		
New for FY20	Greater Lyttonsville Plan Implementation	0.10	0.02	0.02									
	Bicycle Master Plan Implementation	0.73	0.10			0.10							
	Bethesda Downtown Plan Implementation	0.10	0.02	0.02									
	Veirs Mill Corridor Master Plan (Wheaton to Rockville)	0.78	0.33	0.03	0.10	0.10						0.10	
	MARC Rail Communities Plan	0.48	0.27	0.02	0.10	0.05				0.10			
	Germantown Plan for Town Sector Zone	2.24	0.83	0.08	0.10	0.20				0.25		0.20	
	Montgomery Hills and Forest Glen Master Plan	1.64	1.09	0.09	0.10	0.20	0.50					0.20	
	Shady Grove Sector Plan - Minor Master Plan Amendment	2.17	1.48	0.08	0.10	0.10		1.00				0.20	
	Ashton Minor Master Plan Amendment	2.19	1.53	0.08	0.10	0.10			1.05			0.20	
	General Plan Update	7.64	9.75	0.30	2.40	1.00	1.00	1.75	1.00		0.30	2.00	
	Historic Preservation Functional Master Plan	1.60	1.02	0.05	0.22	0.75							
	Public Policies Planning and Coordination												
	Master Plan Staging/Monitoring	1.71	0.92	0.12	0.00	0.25	0.25	0.10				0.20	
	Public Project Support including Mandatory Referrals	2.57	4.28	0.14	0.00	1.04	1.00	1.00	1.00			0.10	
Special Projects													
Programs projected to end in FY19	Agri-Tourism Study	0.00	0.00										
	Traffic Generation from Mixed Use Development Projects	0.68	0.00										
	Open Space Benefits and Values Assessment	0.61	0.00										
	The Missing Middle - Design and Economics Study	0.10	0.00										
	Study of Employment Trends	0.20	0.00										
	Silver Spring Streetscape	0.10	0.00										
	Colocation of Public Facilities Study Implementation	0.10	0.00										
New for FY20	Affordable Housing Preservation and Redevelopment Feasibility	0.69	0.09	0.10	0.10	0.10	0.10	0.10	0.05			0.25	
	Preserving Community Value of Ethnically Diverse Retail Centers	0.69	0.09	0.10	0.10	0.10	0.10	0.10	0.05			0.25	
	Ten-Year Check-Up on the White Flint Sector Plan's Metrorail Station	1.27	0.07	0.10	0.10	0.10		1.00					
Carried over from prior years. Will continue in FY20	Purple Line Impacts to Small Business	1.65	0.05	0.05									
	White Flint II Implementation	0.53	0.01	0.01									
	Roadway Functional Classification System	0.71	1.39	0.09	0.10	0.75	0.20	0.10	0.15				
	Integrated Multi-Modal GIS Network / Pedestrian Connectivity	2.04	1.73	0.06	0.22	1.00	0.20	0.10	0.15				
	Burial Sites	1.28	1.29	0.04	0.10	1.15							
	Aspen Hill Vision Zero Study and Zoning Analysis	1.48	1.43	0.06	0.22	0.15		1.00					
	Placemaking Initiatives	1.09	1.57	0.20	0.22	0.15	0.50	0.50	0.15				
	Agriculture Initiatives	0.60	0.34	0.04	0.10	0.10			0.10				
	Design Excellence Initiatives	1.61	1.27	0.59	0.23	0.20	0.20	0.10	0.15				
	Environmental Policy, Planning & Sustainability	1.57	1.57	0.02	0.25	1.00	0.10	0.10	0.10				
	Special Projects	4.84	4.42	1.43	1.84	0.10	0.10	0.10	0.10		0.55	0.20	
	Subdivision Staging Policy - Updates and Implementation	3.08	3.70	0.13	0.22	2.25	0.50	0.25	0.10			0.25	
SUB-TOTAL MASTER PLANNING		47.54	45.71	4.16	7.46	11.74	4.75	7.40	5.00	0.00	1.05	4.15	
Regulatory Policy Development/Amendment													
	Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments	1.63	1.76	0.06	0.00	1.00	0.20	0.15	0.10	0.20	0.05		
Land Use Regulations													
New for FY20	Concept, Sketch, Project and Site Plan Reviews and Amendments	10.32	10.32	0.07	0.60	0.05	2.75	2.90	2.75	1.20			
	Conditional Use (Special Exceptions)	3.95	3.43	0.03		0.10	0.70	0.90	1.25	0.45			
	Forest Conservation Reviews, Inspections & Enforcement	8.47	8.72	0.02			0.75	1.40	1.85	4.70			
	Historic Area Work Permits	2.58	2.00			2.00							
	Local and Corrective Map Amendments and Development Plan	1.83	1.02	0.02		0.10	0.10	0.10	0.10	0.30	0.30		
	Pre-Application Meetings (Pre-Application Meetings/Guidance)	3.53	4.29	0.04	0.05	0.10	1.00	1.40	1.40	0.40			
	Regulatory Enforcement and Building Permit Review	2.55	2.21	0.01			0.25	0.15	0.15	1.65			
	Subdivision Plans (Preliminary, Administrative, Minor) and	10.65	12.22	0.07		0.05	1.25	2.40	3.40	4.75	0.30		
	SUB-TOTAL REGULATORY PLANNING		45.51	45.97	0.32	0.60	3.35	7.00	9.40	11.00	13.65	0.65	0.00
	Program: INFORMATION RESOURCES												
	Public Information												
	Carried over from prior years. Will continue in FY20	Information Services	5.48	5.71	0.06		0.05	0.25	0.10	0.20	1.70	3.15	0.20
Information Systems/Geographic Information Systems (IS/GIS)		5.56	5.79	0.02		0.10	0.18	0.10	0.13	0.20	4.86	0.20	
Research - Demographics, Housing and Other (Research Projects)		3.09	2.41	0.06		0.05	0.10	0.10	0.10			2.00	
SUB-TOTAL INFORMATION RESOURCES		14.13	13.91	0.14	0.00	0.20	0.53	0.30	0.43	1.90	8.01	2.40	
Program: MANAGEMENT/ADMINISTRATION													
Governance													
		Work Program Management	8.48	10.45	0.80	1.15	1.35	1.45	1.40	1.75	1.35	1.00	0.20
		Work Program Support	19.54	18.49	1.50	7.70	1.85	1.46	1.40	1.50	2.14	0.69	0.25
Agency Support													
		Information Technology	6.04	5.71	0.08							5.63	
SUB-TOTAL MANAGEMENT/ADMINISTRATION		34.06	34.65	2.38	8.85	3.20	2.91	2.80	3.25	3.49	7.32	0.45	
TOTAL		141.24	140.24	7.00	16.91	18.49	15.19	19.90	19.68	19.04	17.03	7.00	
Funded Workyears			140.24	7.00	16.91	18.49	15.19	19.90	19.68	19.04	17.03	7.00	
Variance			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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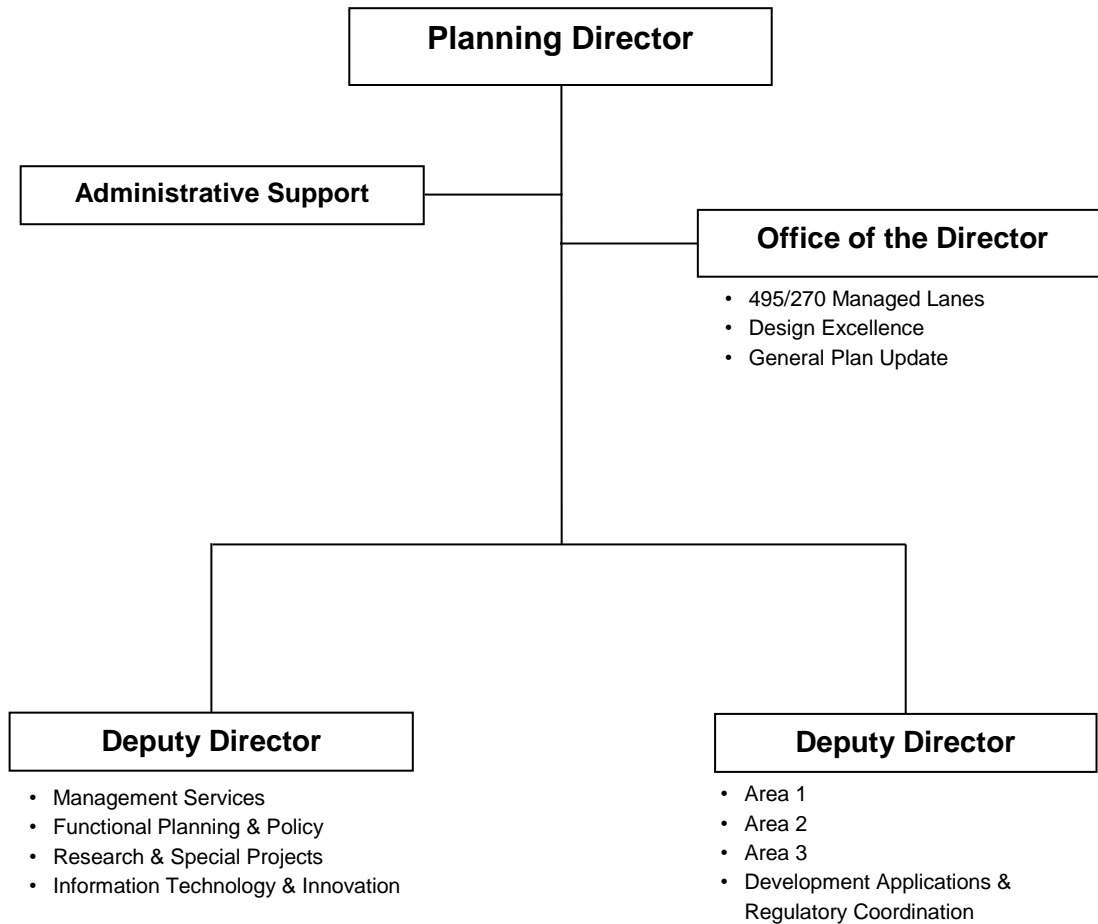
Montgomery County Planning Department: FY20 Proposed Work Program Crosswalk of Work Years (Division to Work Program Elements)										
	FY20 Proposed	Personnel	Professional Services	Publication	Other Costs	Sub Total	DR Changeback	Total		
	Total Funded Workyears for FY19 146.85 Lapse (6.61) Funded WY 140.24									
	Program: MASTER PLANNING PROGRAM									
	Plans									
End in FY19	Master Plan of Highways & Transitways/Technical Corrections & Updates Rock Spring Implementation									
New for FY20	Pedestrian Master Plan	1.62	\$207,829	\$125,000	\$41,235	\$374,064		\$374,064		
	Rustic Roads Functional Master Plan Update	1.03	\$132,138	\$25,000	\$26,218	\$183,356		\$183,356		
Carried over from prior years. Will continue in FY20	Bicycle Master Plan	0.10	\$12,829	\$25,000	\$2,545	\$40,374		\$40,374		
	Greater Lyttonsville Plan Implementation	0.02	\$2,566		\$509	\$3,075		\$3,075		
	Bethesda Downtown Plan Implementation	0.02	\$2,566		\$509	\$3,075		\$3,075		
	Veirs Mill Corridor Master Plan (Wheaton to Rockville)	0.33	\$42,335		\$8,400	\$50,735		\$50,735		
	MARC Rail Communities Plan	0.27	\$34,680		\$6,873	\$41,511		\$41,511		
	Germantown Plan for Town Sector Zone	0.83	\$106,480		\$21,127	\$127,607		\$127,607		
	Montgomery Hills and Forest Glen Master Plan	1.09	\$139,835		\$27,745	\$167,580		\$167,580		
	Shady Grove Sector Plan - Minor Master Plan Amendment	1.48	\$189,868		\$37,672	\$227,540		\$227,540		
	Ashton Minor Master Plan Amendment	1.53	\$196,283		\$38,944	\$235,227		\$235,227		
	General Plan Update	9.75	\$1,250,821	\$325,000	\$248,176	\$1,823,997		\$1,823,997		
	Historic Preservation Functional Master Plan	1.02	\$130,855	\$25,000	\$55,963	\$211,818		\$211,818		
		Public Policies Planning and Coordination								
		Master Plan Staging/Monitoring	0.92	\$118,026		\$23,418	\$141,444		\$141,444	
	Public Project Support including Mandatory Referrals	4.28	\$549,079		\$108,943	\$658,022		\$658,022		
	Special Projects									
End in FY19	Agri-Tourism Study Traffic Generation from Mixed Use Development Projects Implementation Open Space Benefits and Values Assessment The Missing Middle - Design and Economics Study Study of Employment Trends Silver Spring Streetscape Colocation of Public Facilities Study Implementation									
New for FY20	Affordable Housing Preservation and Redevelopment Feasibility	0.69	\$88,520	\$75,000	\$17,600	\$181,120		\$181,120		
	Preserving Community Value of Ethnically Diverse Retail Centers	0.69	\$88,520	\$60,000	\$17,600	\$166,120		\$166,120		
Carried over from prior years. Will continue in FY20	Ten-Year Check-Up on the White Flint Sector Plan's Metrorail Station Area	1.27	\$162,928	\$50,000	\$32,400	\$245,328		\$245,328		
	Roadway Functional Classification System	1.39	\$178,322		\$35,381	\$213,703		\$213,703		
	Purple Line Impacts to Small Business	0.05	\$6,414		\$1,273	\$7,687		\$7,687		
	White Flint II Implementation	0.01	\$1,283		\$255	\$1,538		\$1,538		
	Integrated Multi-Modal GIS Network / Pedestrian Connectivity	1.73	\$221,941		\$44,035	\$265,976		\$265,976		
	Burial Sites	1.29	\$165,493		\$32,836	\$198,329		\$198,329		
	Aspen Hill Vision Zero Study and Zoning Analysis	1.43	\$183,454	\$50,000	\$36,399	\$269,853		\$269,853		
	Placemaking Initiatives	1.57	\$201,414	\$100,000	\$39,963	\$341,377		\$341,377		
	Agriculture Initiatives	0.34	\$43,618		\$8,654	\$52,272		\$52,272		
	Design Excellence Initiatives	1.27	\$162,928		\$32,326	\$195,254		\$195,254		
	Environmental Policy, Planning & Sustainability	1.57	\$201,414		\$39,963	\$241,377		\$241,377		
	Special Projects	4.42	\$567,039	\$30,000	\$112,506	\$709,545		\$709,545		
	Subdivision Staging Policy - Updates and Implementation	3.70	\$474,671	\$25,000	\$94,179	\$593,850		\$593,850		
	SUB-TOTAL MASTER PLANNING	45.71	\$5,864,107	\$915,000	\$0	\$1,193,646	\$7,972,754	\$0	\$7,972,754	
	Program: REGULATORY PLANNING PROGRAM									
	Regulatory Policy Development/Amendment									
Carried over from prior years. Will continue in FY20	Zoning Text Amendments (ZTA)/Subdivision Regulation Amendments (SRA)	1.76	\$225,789		\$44,799	\$270,588		\$270,588		
		Land Use Regulations								
	Concept, Sketch, Project and Site Plan Reviews and Amendments	10.32	\$1,323,946		\$262,684	\$1,586,630	(\$1,109,900)	\$476,730		
	Conditional Uses (Special Exceptions)	3.43	\$440,033		\$87,307	\$527,340		\$527,340		
	Forest Conservation Reviews, Inspections & Enforcement	8.72	\$1,118,683		\$221,958	\$1,340,641		\$1,340,641		
	Historic Area Work Permits	2.00	\$256,579		\$50,908	\$318,487		\$318,487		
	Local and Corrective Map Amendments and Development Plan Amendments	1.02	\$130,855	\$11,000	\$25,963	\$156,818		\$156,818		
	Pre-Application Meetings (Pre-Application Meetings/Guidance)	4.29	\$550,361		\$109,197	\$659,558		\$659,558		
	Regulatory Enforcement and Building Permit Review	2.21	\$283,520		\$56,253	\$339,773	(\$250,700)	\$89,073		
	Subdivision Plans (Preliminary, Administrative, Minor) and Amendments	12.22	\$1,567,696		\$311,047	\$1,878,743	(\$1,680,300)	\$198,443		
		SUB-TOTAL REGULATORY PLANNING	45.97	\$5,897,463	\$0	\$11,170,116	\$7,078,578	(\$3,040,900)	\$4,037,678	
		Program: INFORMATION RESOURCES								
		Public Information								
Information Services	5.71	\$732,532		\$145,342	\$877,874	(\$276,100)	\$601,774			
Information Systems/Geographic Information Systems (IS/GIS)	5.79	\$742,795	\$80,000	\$406,485	\$1,229,280		\$1,229,280			
Research - Demographics, Housing and Other (Research Projects)	2.41	\$309,177	\$57,680	\$61,344	\$428,201		\$428,201			
	SUB-TOTAL INFORMATION RESOURCES	13.91	\$1,784,505	\$137,680	\$0	\$613,171	\$2,535,355	(\$276,100)	\$2,259,255	
	Program: MANAGEMENT/ADMINISTRATION									
	Governance									
Work Program Management	10.45	\$1,340,624		\$265,993	\$1,606,617		\$1,606,617			
Work Program Support	18.49	\$2,372,071		\$470,643	\$2,842,714		\$2,842,714			
	Agency Support									
Information Technology	5.71	\$732,532	\$243,240	\$665,713	\$1,641,485		\$1,641,485			
	SUB-TOTAL MANAGEMENT/ADMINISTRATION	34.65	\$4,445,227	\$243,240	\$0	\$1,402,349	\$6,090,816	\$0	\$6,090,816	
	TOTAL	140.24	\$17,991,302	\$1,295,920	\$11,000	\$4,379,282	\$23,677,503	(\$3,317,000)	\$20,360,503	
							Grant	\$150,000		
							Transfer to development Review Special Revenue Fund	\$500,000		
							*FY20 Proposed Budget	\$21,010,503		

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



ORGANIZATIONAL STRUCTURE

OFFICE OF THE PLANNING DIRECTOR



Montgomery County Planning Department – Director’s Office

OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

Accomplishments for FY18 (from July 2017 through June 2018)

- Continued to celebrate the 90th Anniversary of The Maryland-National Capital Park & Planning Commission with several special events.
- Presented a record number of five sessions at the National American Planning Association Conference in April 2018.
- Won the DC/MD National Association of Industrial and Office Properties (NAIOP) Award of Excellence for Quality Land Use and Urban Design.
- Held the third annual Design Excellence Awards program, at which Planning Director Gwen Wright won the Kea Medal for Architectural Advocacy from the Potomac Valley Chapter of the AIA.
- Organized and implemented the Makeover Montgomery 4 conference with approximately 300 attendees.
- Completed several county-wide studies, including the “Meeting the Housing Needs of Older Adults” Study; the Colocation of Public Facilities Study; and the Retail Strategy/Trends Study. Started work on the Agritourism Study and Missing Middle Housing Study.
- Completed the Rock Spring Sector Plan, the White Flint II Sector Plan, the Grosvenor-Strathmore Minor Master Plan Amendment and the Master Plan of Highways and Transitways Update.
- Guided work on several ongoing Master Planning efforts, including the Veirs Mill Corridor Plan, the MARC Rail Communities Plan, the Forest Glen/Montgomery Hills Sector Plan and the Bicycle Master Plan.
- Continued work on the interior and exterior design of the new headquarters building in Wheaton for the Planning and Parks Departments, and created subcommittees to examine issues including security, parking, and provision of a day care center.
- Supported the development and approval of a Zoning Text Amendment for Signature Business Headquarters.
- Kicked off the update to the General Plan by working on – with consultant support – a Strategic Framework and Outreach Plan for the project.
- Approved several significant regulatory plans, including plans for the Marriott Headquarters and 7359 Wisconsin Avenue (the old police station site) in Bethesda, the Sketch Plan for Viva White Oak, the Hillandale Gateway project, Elizabeth Square in Silver Spring, and Bloom Montgomery Village.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$1,111,440	\$1,642,899	47.8%
Staffing			
Funded Career Positions	6.00	7.00	16.7%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	5.89	6.77	14.9%

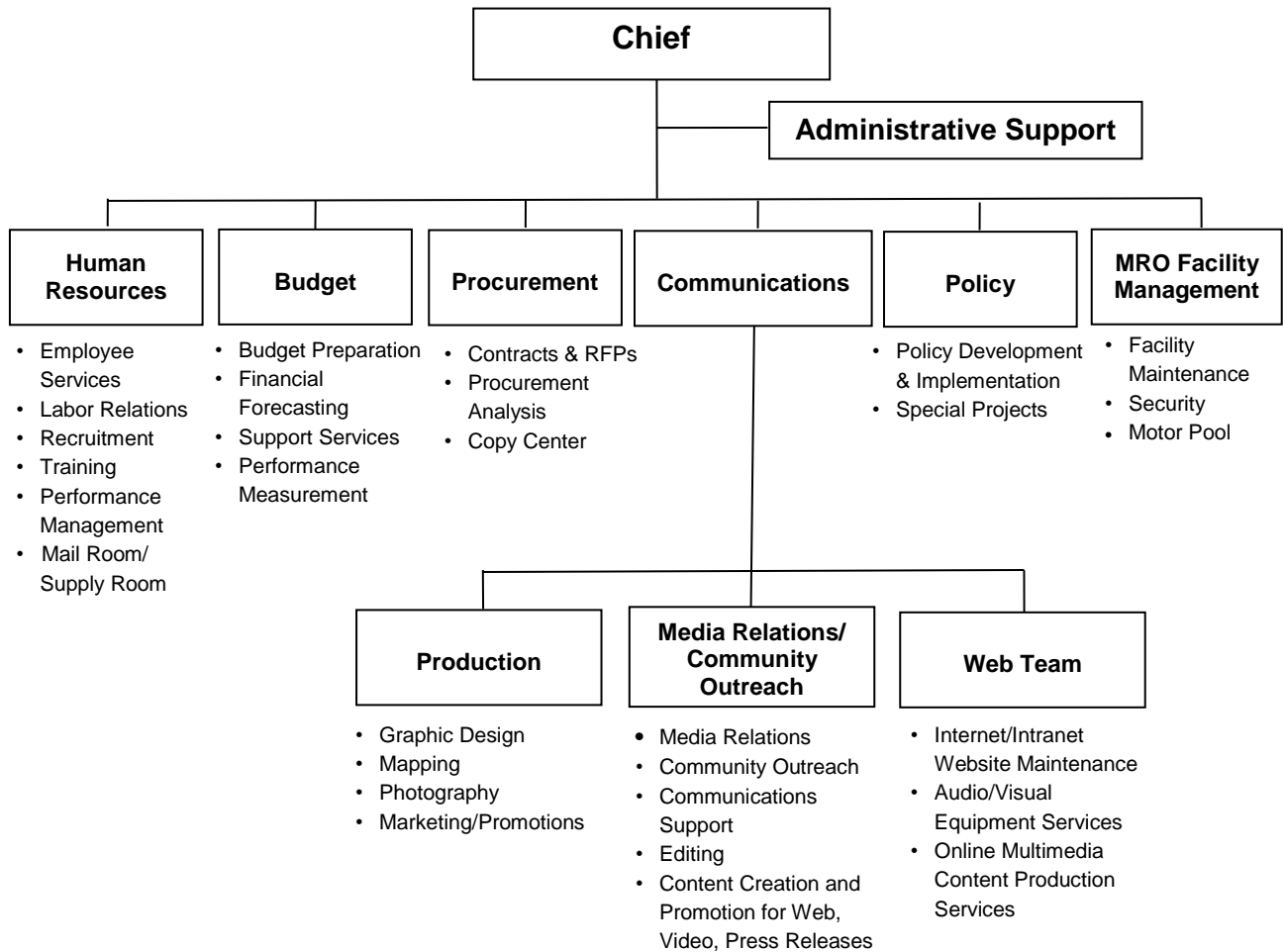
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY20 regulatory work load.
- \$300,000 in communications/outreach support and consulting funding for General Plan Update is included in the budget.
- Upgraded one existing position in the Director’s Office to Deputy Director level.
- Transfers one (1) full-time position, one (1) workyear and the commensurate funding from Area 1 to the Director’s Office.



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:

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.

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.

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

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

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

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



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 FY18 (from July 2017 through June 2018)

- 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 Mentoring Program for staff this past year which was designed to help our managers and supervisors acquire and/or enhance managerial skills.
- Provided technical training on Autocad, Cyber Security for Parents, Traffic Ware, and various Microsoft Office products.
- Provided policy training on Performance Management and Fraud, Waste and Abuse, and Coaching/Counseling for managers and aspiring managers.
- Improved the internship program by providing more opportunities for cross-functional training/exposure and more team building activities for the interns.
- Participated in the regional Emergency Management Tech Summit Crisis Management Exercise.
- Participated in M-NCPPC’s Americans with Disabilities Act (ADA) Committee to continue the pursuit of compliance and collaborate on policy, procedure, training, and assessment action from compliance reports.
- Continued to provide communication and training on transit and commuting resources available in Montgomery County.
- Realigned sidewalk along Montgomery Regional Office (MRO) to improve bicycle and pedestrian safety.

GOALS AND PERFORMANCE MEASURES

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



BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$2,447,034	\$2,336,285	-4.5%
Staffing			
Funded Career Positions	18.00	17.00	-5.6%
Funded Term Positions	1.00	1.00	0.0%
Funded Workyears	17.60	16.91	-3.9%

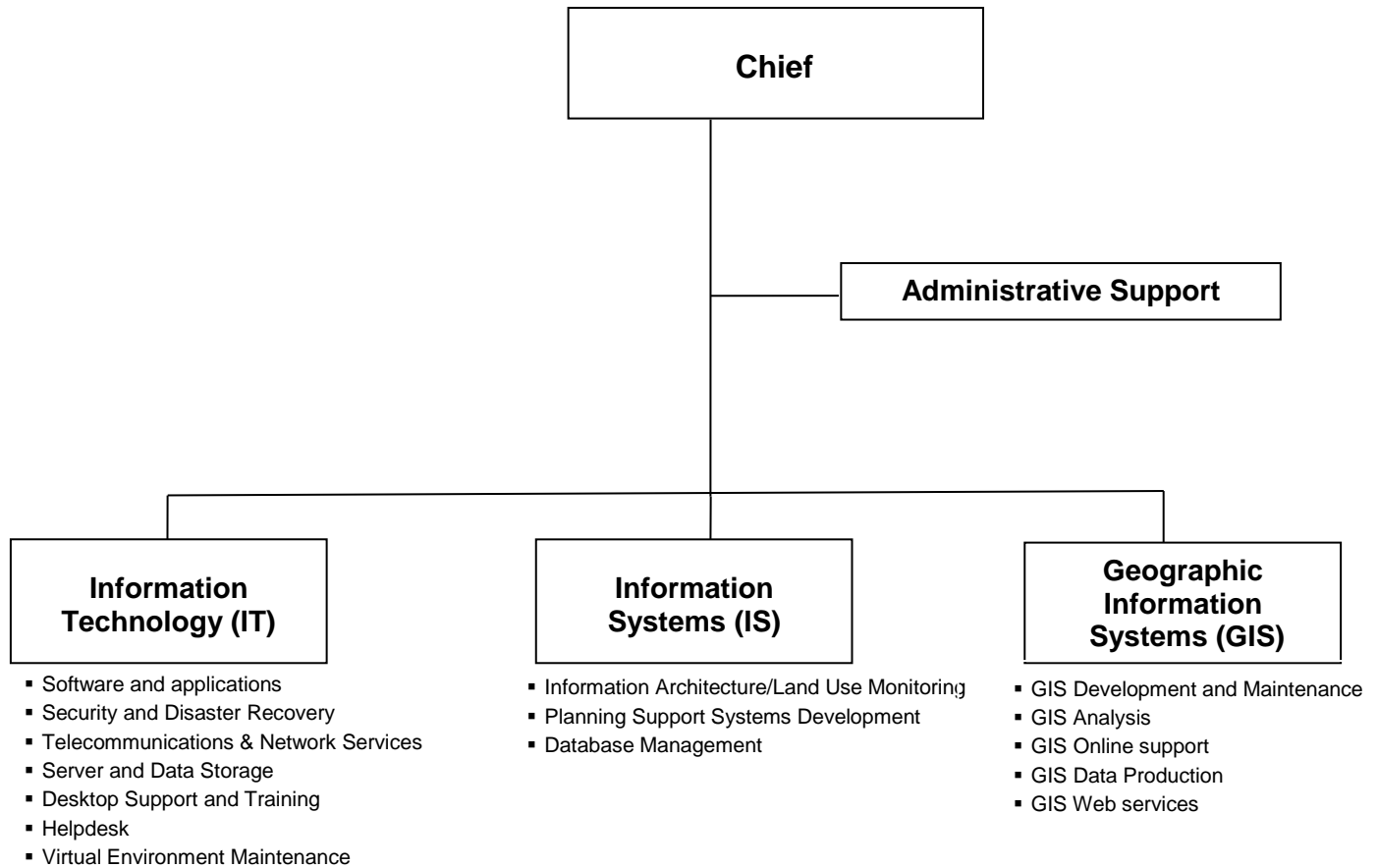
HIGHLIGHTS AND MAJOR CHANGES IN FY 20 PROPOSED BUDGET

- Transfers one (1) full-time position, one (1) workyear and the commensurate funding from Management Services division to the Department of Parks.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY20 regulatory work load.
- Increases Other Services & Charges by transferring \$60,000 from Support Services for marketing and strategic communications support.



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. Furthermore, we provide the web architecture that enables this information to inform the public and planning communities alike.

MISSION

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

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

PROGRAMS AND SERVICES PROVIDED 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 FY18 (from July 2017 through June 2018)

- Continued enhancement of VMWare environment to accommodate additional virtualized servers.
- Implemented integrated messaging (voice mail to email) in both Departments.
- Continued to migrate physical servers to the virtual environment for improved reliability, reduced administration, and cost savings.
- Continued efforts to constantly improve our wide area network with increased bandwidth and redundancy.
- Launched MC-Pulse, new technology for collaboration and branding of both Departments as well as each division and continue to integrate content from all divisions.
- Met the IT replacement schedule determined by the ITPCC - replacing over 100 obsolete desktops and laptops in the Parks and Planning Departments.
- Continued development and implementation of web-based solutions that support Department GIS workflows, interagency access to land use information, and public access to geographic information.
- Retirement of the department's first-generation GIS servers and redeployment in the division's newer data center architecture. Upgraded software version offers additional capabilities.
- Continued maintenance and dissemination of the County's Zoning map through Council approved map amendments.
- Conducted an address Bicycle Master Plan to improve the spatial accuracy of address data, as well as verification and identification of missing addresses.
- Developed and deployed a new interactive tool for gathering and publishing public feedback. The tool was first implemented for the Bicycle Master Plan project.
- Provided new IT training tools for end users including QuickHelp's "just-in-time training", Executive Immersion sessions, and Lynda.com/LinkedIn Learning which provides 6,000+ compelling courses in technology, business, and creative content for beginner, intermediate, and advanced skill levels.



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

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	FY18 Actuals	FY19 Estimated	FY20 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	FY18 Actuals	FY19 Estimated	FY20 Proposed
% of trouble tickets resolved on the first call	97.5%	98.4%	98.85%	99%
Objective				
Maintain uninterrupted access to enterprise email				
Program Indicator	Target	FY18 Actuals	FY19 Estimated	FY20 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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Number of regulatory project views through our Development Activity Information Center (DAIC).	n/a	611,177*	569,000*	400,000
Number of users accessing GIS in both Montgomery County Parks and Planning Departments.	n/a	177	180	185

Note: * In FY18 and FY19 we had a temporary spike due to activities related to Amazon HQ data queries.

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



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$3,571,541	\$3,565,029	-0.2%
Staffing			
Funded Career Positions	18.00	18.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	17.06	17.03	-0.2%

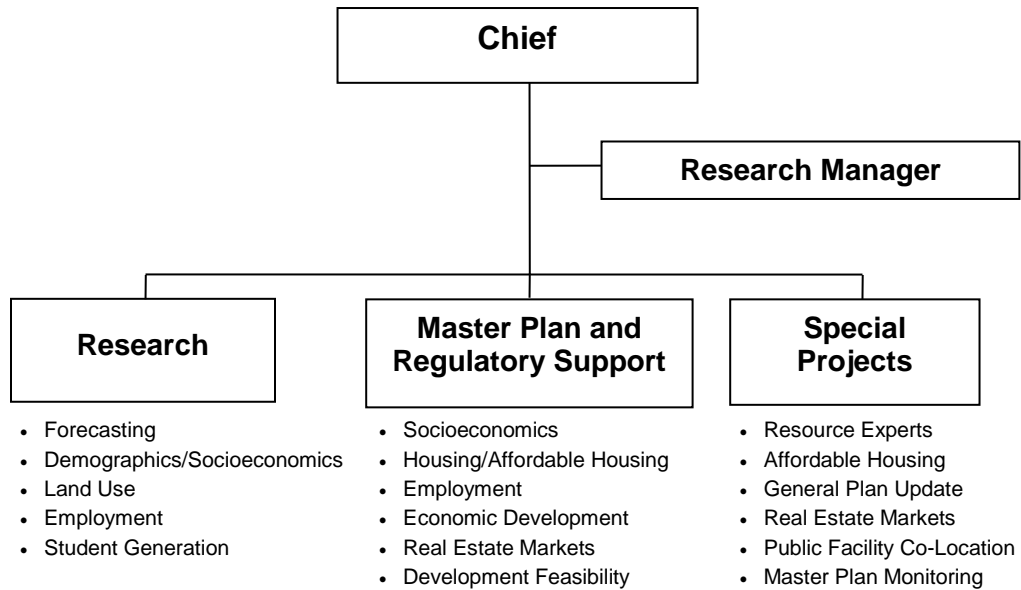
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transfers \$50,000 from Supplies & Materials to Other Services & Charges to meet work program needs.
- Increases in Other Services & Charges of \$40,000 due to CPI contractual increases and the redistribution of budgeted funds in various divisions for IT needs.



ORGANIZATIONAL STRUCTURE

Research and Special Projects



Montgomery County

Planning Department – Research and Special Projects

OVERVIEW

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

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

Accomplishments for FY18 (from July 2017 through June 2018)

- 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 Rock Spring Sector Plan, White Flint II Plan, Veirs Mill Corridor Master Plan,



Montgomery County Planning Department – Research and Special Projects

Grosvenor Minor Master Plan Amendment, Aspen Hill Vision Zero Study, and Forest Glen/Montgomery Hills Sector Plan.

- Completed a county-wide retail market study that analyzed the supply and demand for retail in 12 subareas and made recommendations to enhance the retail environment in the county. Presented findings from the study at local and national planning conferences.
- Completed the 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.
- Made substantial progress on a study of alternative “missing middle” housing types to understand economic and regulatory barriers to the development of a greater range of housing typologies in the County.
- Completed a study of Housing for Older Adults that looked at the supply of and demand for senior housing in the county.
- Conducted background research, data collection, initial trend analysis and other “plan for the plan” work related to the General Plan update. Identified a set of comparable communities with recent General/Comprehensive Plan updates and conducted interviews with staff to obtain information on approaches and lessons learned.
- Completed the Round 9.1 Forecast of Population, Households and Employment in conjunction with the Metropolitan Washington Council of Governments.
- Supported County Council staff by providing GIS, data analysis, and policy analysis during Council’s review of Bills 2-16, 34-17, and 38-17. Adopted Bills 34-17 and 38-17 were informed by the Department’s Rental Housing Study, which was completed in FY17.
- Provided extensive GIS analysis to support the County’s application for certification under the STAR Communities initiative.
- Provided data analysis and GIS support to the County Executive’s office in response to the Amazon HQ2 Request for Proposal.
- Provided market data and reviewed feasibility analyses supporting the evaluation process for the Commission’s Executive Office Building location decision.
- Responded to numerous one-off requests for data from County Council staff, County Executive Agencies, a range of other stakeholders and the public.

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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Master plans for which the RSP division provides demographic, commercial, or housing analysis.	Varies per Council directive	5	5	4



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

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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Number of special studies completed	3	5	4	3
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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Number of division-initiated research publications, trend sheets, blogposts, and/or policy briefs published.	14	10	20	15
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	FY18 Actuals	FY19 Estimated	FY20 Proposed
Information request responses.	200	180	270	250



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$1,168,005	\$1,175,178	0.6%
Staffing			
Funded Career Positions	7.00	7.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	7.00	7.00	0.0%

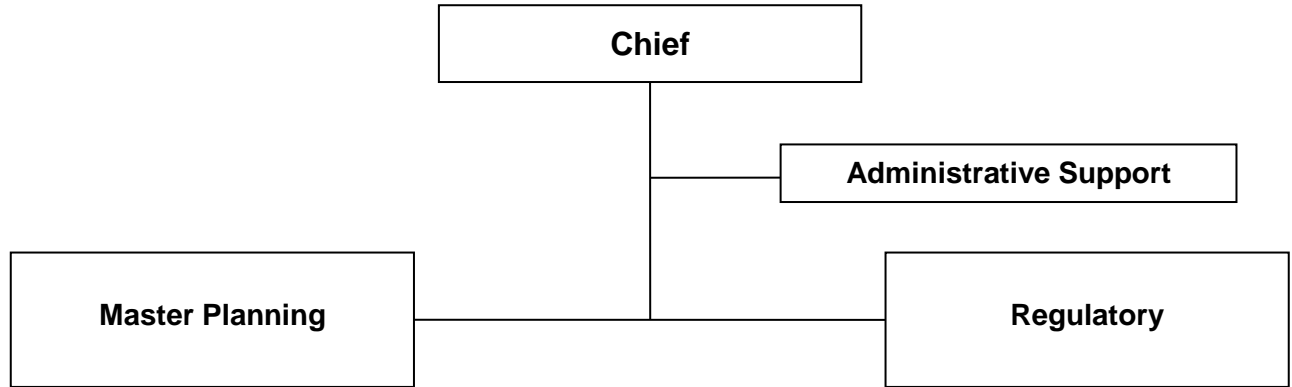
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Reflects reductions of FY19 one-time consultant funding for:
 - \$100,000 for University of Maryland's National Center for Smart Growth assistance with General Plan Update.
 - \$75,000 for Creative Sector Needs and Assessment Study.
- Reflects increases of new FY20 one-time consultant funding for:
 - \$75,000 to identify challenges, best practices and strategies for the preservation of affordable housing.
 - \$60,000 for a study to provide an overview of the geographic distribution of the County's ethnic retail clusters, a history of their growth and development, the communities they serve, and the social value they contribute.



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, Montgomery Hills and Westbard. Many of these areas contain stations for the Metro Red Line connected by future Purple Line transit stops in Chevy Chase Lake, Greater Lyttonsville and sites around Silver Spring providing new opportunities for additional housing, jobs, urban parks and other amenities for county residents.

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

The Area 1 Division:

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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



Montgomery County Planning Department – Area 1

- Regulatory Reviews
- Local Map Amendments
- Development Plan Amendments
- Technical Staff support to the Board of Appeals and Hearing Examiner
- Capital Improvements Program Review
- Sectional Map Amendments
- Amenity Fund Coordination
- 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
- Design Advisory Panel Coordination

Accomplishments for FY18 (from July 2017 through June 2018)

- Greater Lyttonsville Sector Plan approved and adopted by County Council.
- Created Monitoring and Tracking System for the Bethesda Downtown Sector Plan to track density, park impact payments, MPDUs and project status.
- Created Design Advisory Panel (DAP) for new projects in downtown Bethesda.
- Created Implementation Advisory Committee (IAC) to monitor and provide guidance for sector plan implementation in downtown Bethesda.
- 8787 Georgia Avenue (current M-NCPPC site in downtown Silver Spring) was approved for sketch plan in anticipation of our relocation to Wheaton.
- The Purple Line began construction at key sites including 7272 Wisconsin, Chevy Chase Lake, Greater Lyttonsville and Silver Spring.
- Marriott International Headquarters was approved for nearly 1 million square feet of development in downtown Bethesda for their new international headquarters and hotel.
- Avocet towers was approved for nearly 550,000 square feet of development in downtown Bethesda for another flagship hotel and office.
- The Department of Parks purchased a key site for one of three civic green spaces in downtown Bethesda to implement the vision of the Bethesda Downtown Plan.

GOALS AND PERFORMANCE MEASURES

Goal Preparation and implementation of Master Plans in accordance with the General Plan...on Wedges and Corridors				
Objective				
Prepare master plans and sector plans that provide for orderly, functional, and attractive development in the County.				
Program Indicator	Target	FY18 Actuals	FY19 Estimated	FY20 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	0



**Montgomery County
Planning Department – Area 1**

BUDGET AT GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$1,842,473	\$1,564,061	-15.1%
Staffing			
Funded Career Positions	18.00	16.00	-11.1%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	12.86	11.69	-9.1%

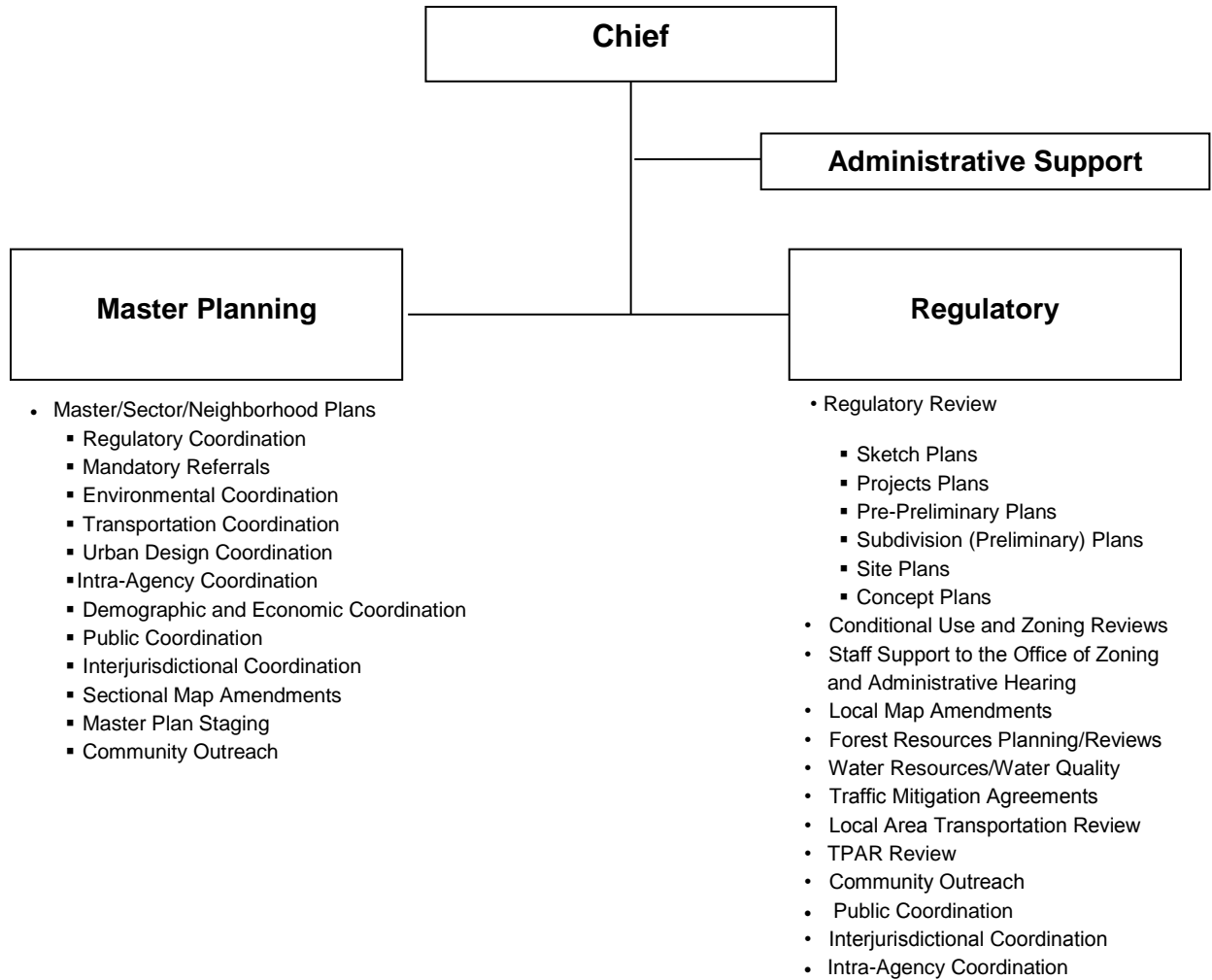
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY20 regulatory work load.
- Transfers one full-time position, one workyear and the commensurate funding from Area 1 to the Director’s office.
- Reflects reductions of FY19 one-time consultant funding for \$50,000 for partnership with the University of Maryland for a Study of Purple Line Impact on Small Businesses.
- Includes \$25,000 in on-going funding for the Placemaking Initiative.



ORGANIZATIONAL STRUCTURE

AREA 2



Montgomery County Planning Department – Area 2

OVERVIEW

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

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

The Area 2 Division:

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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



Montgomery County Planning Department – Area 2

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

Accomplishments for FY18 (from July 2017 through June 2018)

- Rock Spring Master Plan was approved and adopted.
- White Flint 2 Sector Plan was approved and adopted.
- Grosvenor-Strathmore Metro Area Minor Master Plan was approved and adopted.
- Released the Public Hearing Draft for the Veirs Mill Road Corridor Master Plan.
- Bloom Montgomery Village Preliminary Plan and Site Plans approved.
- Viva White Oak Sketch Plan was approved.
- Montgomery Village Center 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	FY18 Actuals	FY19 Estimated	FY20 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	3	1	1
# of Approved Sectional Map Amendments	Varies per Council Directive	3	0	1
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	0	1	1



**Montgomery County
Planning Department – Area 2**

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$1,899,490	\$2,009,901	5.8%
Staffing			
Funded Career Positions	20.00	21.00	5.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	13.62	15.10	10.9%

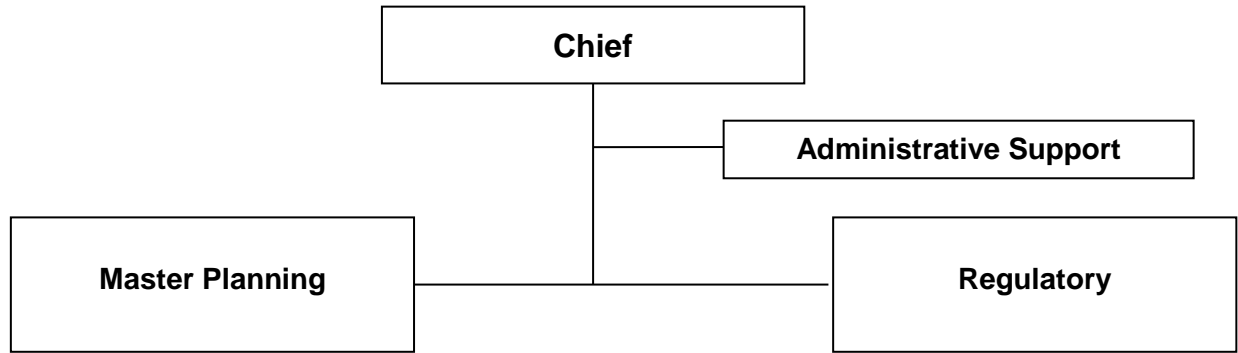
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transfers one (1) full-time position, one (1) workyear and the commensurate funding from Area 1 to Area 2.
- Reflects reductions of FY19 one-time consultant funding for:
 - \$75,000 for Aspen Hill Vision Zero Pedestrian Study & Zoning Analysis of Commercial Centers.
 - \$25,000 for Shady Grove Sector Plan -Minor Master Plan Amendment.
- Reflects increases of new FY20 one-time consultant funding for \$50,000 for a Study to evaluate the White Flint Metrorail Station area.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY20 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, and the environmentally sensitive Special Protection Areas, and includes Clarksburg, Potomac, Damascus, Olney, Burtonsville, and Germantown.

The Area 3 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 FY18 (from July 2017 through June 2018)

- Hanson Farm property was approved.
- Top Golf Site Plan was approved
- Willow Manor Plan was approved.
- Cashell Estates (Design for Life) was approved.
- The Quarry Springs plan was approved.
- Cabin Branch Multi-Family was approved
- Completed water and sewer amendments and comprehensive plan review.
- Processed 46 Natural Resource Inventories.
- Processed 8 Mandatory Referrals.

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	FY18 Actuals	FY19 Estimated	FY20 Proposed
# of Approved Master Plan Amendments	Varies per Council Directive	0	2	1
# of Approved Sectional & Corrective Map Amendments	Varies per Council Directive	0	1	2
# of Approved Urban Design Guidelines for approved master plans	Varies per Council Directive	0	0	0

BUDGET AT A GLANCE

Summary of Division Budget

	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$1,796,390	\$1,661,596	-7.5%
Staffing			
Funded Career Positions	21.00	21.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	13.94	14.03	0.6%



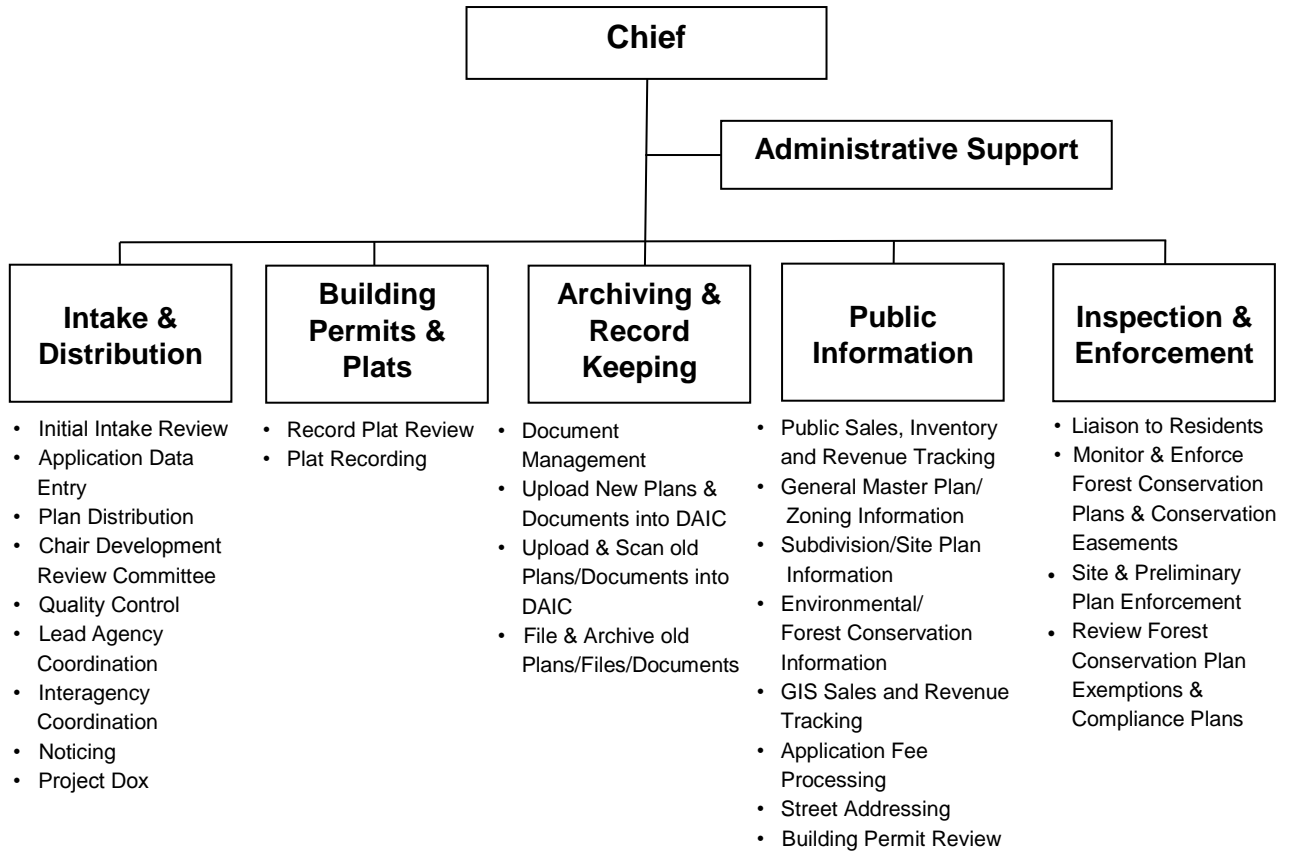
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Reflects reductions of FY19 one-time consultant funding of \$25,000 for Ashton Minor Master Plan Amendment.
- Reflects increases of new FY20 one-time consultant funding for \$25,000 for consultant assistance for the Rustic Roads Functional Master Plan Update.
- Proposed budget redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY20 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, Subdivision Plans and Site Plans.

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
- Review Forest Conservation Plan Amendments

GOALS AND PERFORMANCE MEASURES

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

Accomplishments for FY18 (from July 2017 through June 2018)

- Tracked processing times and reviewed clocks for regulatory plans.
- Wrote and processed major changes to the subdivision regulations.
- Continually looked for ways to reduce the time to review record plat 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 900 boxes containing approximately 7600 separate cases or master plans in permanent archives.
- Initiated revisions for the forest conservation law, regulation, and the Trees Technical Manual.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$1,020,584	\$760,899	-25.4%
Staffing			
Funded Career Positions	20.00	20.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	11.23	9.77	-13.0%

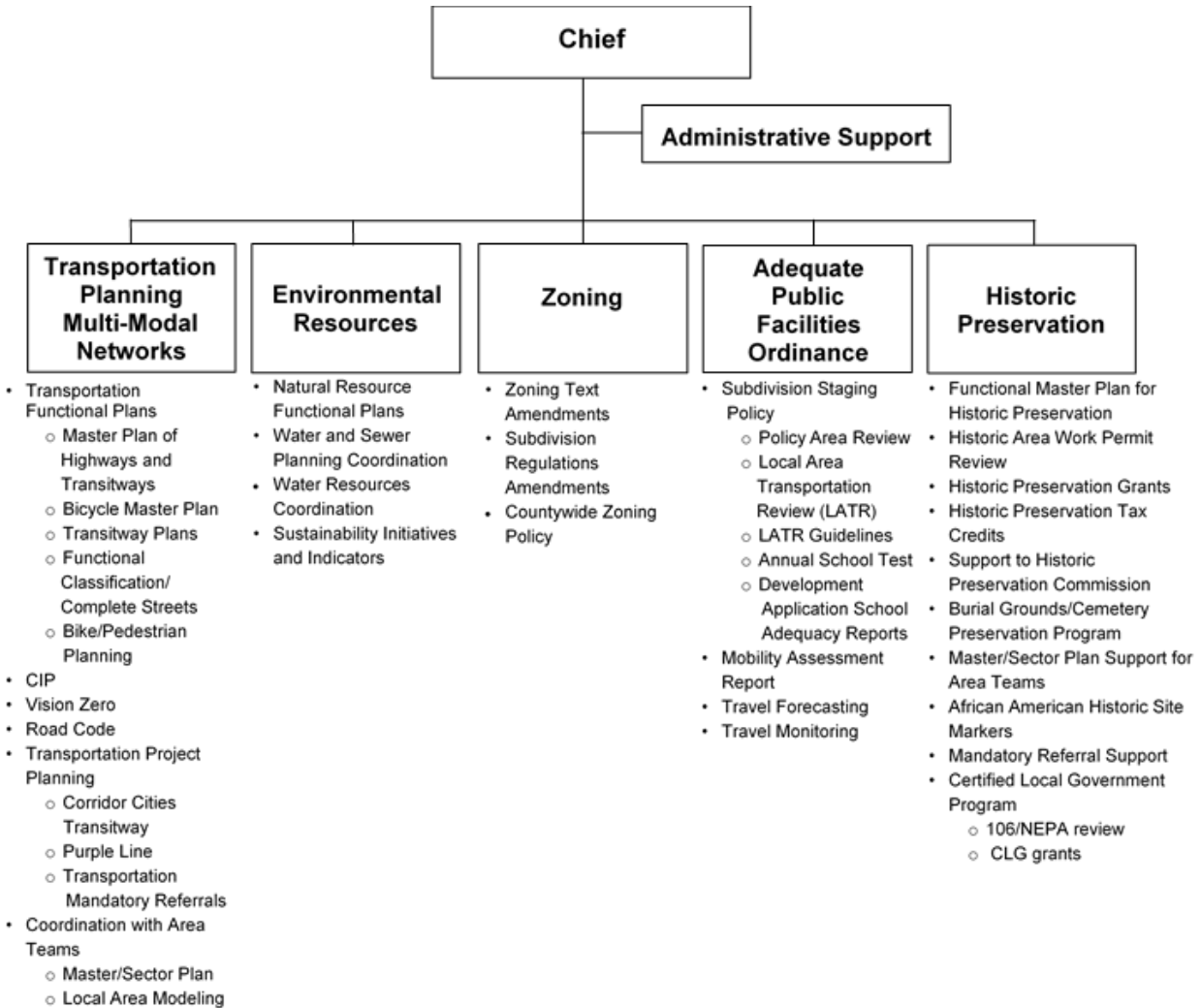
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY20 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

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

PROGRAMS AND SERVICES PROVIDED

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

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

Accomplishments for FY18 (from July 2017 through June 2018)

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



Montgomery County

Planning Department – Functional Planning and Policy

- 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 coordinating work through the Potomac Reservoirs Technical Advisory Committee.
- Completed mandatory referral review and coordination, presenting five design projects to the Planning Board, including the US 29 Bus Rapid Transit Project, and continuing to work on four other pending submissions for FY19.
- Completed numerous Zoning Text Amendment and several Subdivision Regulation Amendments.
- Transmitted the Planning Board Draft of the Bicycle Master Plan to the County Council.
- Completed work on the update to the Master Plan of Highways and Transitways to reflect amended plans, creating additional tools to increase the accessibility of the Plan, including a functional classification interactive application and map book.
- Initiated the development of an approach to evaluate pedestrian connectivity based on the same award-winning approach used for the Bicycle Master Plan.
- Released Planning Board-approved 2017 Local Area Transportation Review (LATR) Guidelines.
- Prepared the FY19 Annual School Test and received Planning Board approval of the test results.
- Provided transportation, school infrastructure, and historic preservation support to planning teams working on five area master plans.
- Enacted new County-wide Ordinance and associated legislation protecting cemeteries and burial grounds.

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	FY18 Actual	FY19 Estimated	FY20 Proposed
New or amended functional master plans as specified by the County Council	Varies per Council	0	2	0
Objective				
Complete permit reviews required by Section 24A (HP Ordinance)				
Program Indicator	Target	FY18 Actual	FY19 Estimated	FY20 Proposed
Percent of reviews completed within the required review period Total number of reviews completed in FY18: 310 - Historic Area Work Permit (HAWP): 164 - Locational Atlas/No Material Effect Determinations: 58 -Tree Removal Waivers: 88	100%	100%	100%	100%



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

Objective				
Prepare Staff Reports for proposed Zoning and Subdivision Regulations Text Amendments.				
Program Indicator	Target	FY18 Actual	FY19 Estimated	FY20 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 FY18: 21				
Objective				
Prepare Mandatory Referral Staff Reports for Public Transportation Projects.				
Program Indicator	Target	FY18 Actual	FY19 Estimated	FY20 Proposed
Percent of reviews completed within the required review period	100%	100%	100%	100%
Number of reviews completed in FY18: 5				

BUDGET AT A GLANCE

Summary of Division Budget

	FY19 Adopted	FY20 Proposed	% Change
Budget			
Expenditures	\$2,970,709	\$2,773,891	-6.6%
Staffing			
Funded Career Positions	20.00	20.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	18.49	18.39	-0.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Reflects reductions of FY19 one-time support funding:
 - \$75,000 for partnership with UMD for Pedestrian Connectivity Mapping
 - \$75,000 for partnership with UMD for Bicycle Plan Implantation
 - \$20,000 for software required to run a new transportation modeling tool that was acquired in FY17 which requires updating every couple of years.
 - \$125,000 for Policy Area & Local Area Transportation Test Update. (updated every 4 years, Major Known Commitment)
- Reflects increases of new FY20 one-time support funding:



Montgomery County Planning Department – Functional Planning and Policy

- \$25,000 for transportation modeling for Pedestrian Master Plan
- \$25,000 for transportation modeling for General Plan Update
- 25,000 for tools and analyses for increased biennial transportation monitoring for Subdivision Staging Policy. Major Known Commitment needed every other year.
- \$100,000 for consultant support to identify national & international best practices in creating pedestrian master plans, identifying goals, objectives and performance metrics and developing pedestrian-supportive programs & policies for Pedestrian Master Plan.
- \$25,000 for Architectural Field Survey to reevaluate and create new survey forms for properties within and adjacent to FY20 proposed Master Plan/Sector Plan initiatives for Historic Preservation Functional Master Plan.
- \$50,000 to help inform recommendations in master plans using several data sources such as counts of motor vehicle turn movement counts, pedestrian and bicycle counts, and speed data for Aspen Hill Vision Zero Study and Zoning Analysis.
- Reflects increases of new FY20 on-going funding of \$25,000 for consultant assistance with transportation analysis for development review Bicycle Master Plan Implementation.



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 (LTD) Insurance, salaries and FICA for interns, and other personnel related costs. Responsibility for administration and monitoring of this program is assigned to the Management Services Division.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$2,202,600	\$2,870,765	30.3%
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 FY20 PROPOSED BUDGET

- Increase of \$16,800 in Personnel funding due to increase in intern funding, LTD and unemployment insurance.
- Increase of \$500,526 for the new Wheaton Headquarters operating budget impact.
- Increase of \$40,000 for custodial contract. The contract was rebid in FY18, and this request reflects the increase in cost.
- Increase of \$68,400 for the upgrade to ProjectDox needed for project workflow. This project will be financed over 6 years.
- Increase of \$99,171 in chargebacks to Central Administrative Services for Chief Information Officer & County-Wide IT Initiatives.
- Reduction of \$95,000 due to prepayment of Capital Equipment Internal Service Fund layers with FY18 year end funds.
- Reduction of \$21,200 for Risk Management chargeback.
- Transfer of \$60,000 from Other Services & Charges to Management Services for marketing and strategic communications support.



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Office of The Planning Director				
Personnel Services	1,012,782	1,044,840	1,295,899	24.0%
Supplies and Materials	4,422	7,500	7,500	0.0%
Other Services and Charges	96,764	74,100	372,100	402.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(15,000)	(32,600)	117.3%
Total	1,113,968	1,111,440	1,642,899	47.8%
Management Services				
Personnel Services	2,127,372	2,206,066	1,998,454	-9.4%
Supplies and Materials	9,417	21,250	21,350	0.5%
Other Services and Charges	228,485	256,718	316,481	23.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(37,000)	-	-100.0%
Total	2,365,274	2,447,034	2,336,285	-4.5%
Functional Planning & Policy				
Personnel Services	2,182,715	2,491,659	2,391,391	-4.0%
Supplies and Materials	2,840	4,600	6,100	32.6%
Other Services and Charges	695,732	474,450	390,500	-17.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(14,100)	-
Total	2,881,287	2,970,709	2,773,891	-6.6%
Area 1				
Personnel Services	1,928,425	2,277,273	1,934,561	-15.0%
Supplies and Materials	40,067	6,000	7,000	16.7%
Other Services and Charges	161,967	140,400	115,400	-17.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(776,700)	(581,200)	(492,900)	-15.2%
Total	1,353,759	1,842,473	1,564,061	-15.1%
Area 2				
Personnel Services	2,379,462	2,514,340	2,618,701	4.2%
Supplies and Materials	98,651	1,500	1,500	0.0%
Other Services and Charges	132,967	115,350	65,700	-43.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(544,400)	(731,700)	(676,000)	-7.6%
Total	2,066,680	1,899,490	2,009,901	5.8%
Area 3				
Personnel Services	2,134,911	2,538,290	2,419,446	-4.7%
Supplies and Materials	992	2,000	2,000	0.0%
Other Services and Charges	231,461	38,200	35,850	-6.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(776,700)	(782,100)	(795,700)	1.7%
Total	1,590,664	1,796,390	1,661,596	-7.5%



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Dev. Applications & Regulatory Coordination				
Personnel Services	1,927,088	2,065,684	2,036,549	-1.4%
Supplies and Materials	4,681	9,600	10,250	6.8%
Other Services and Charges	7,954	18,700	19,800	5.9%
Capital Outlay	29,037	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,028,900)	(1,073,400)	(1,305,700)	21.6%
Total	939,860	1,020,584	760,899	-25.4%
Information Technology and Innovation				
Personnel Services	2,113,080	2,342,845	2,294,332	-2.1%
Supplies and Materials	620,370	247,169	194,233	-21.4%
Other Services and Charges	835,885	981,527	1,076,464	9.7%
Capital Outlay	(62)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,569,274	3,571,541	3,565,029	-0.2%
Research and Special Projects				
Personnel Services	878,966	945,841	918,069	-2.9%
Supplies and Materials	501	750	750	0.0%
Other Services and Charges	416,082	221,414	256,359	15.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,295,549	1,168,005	1,175,178	0.6%
Support Services				
Personnel Services	32,220	67,100	83,900	25.0%
Supplies and Materials	159,722	142,800	136,000	-4.8%
Other Services and Charges	1,974,556	1,907,700	2,563,314	34.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	85,000	85,000	87,550	3.0%
Total	2,251,498	2,202,600	2,870,764	30.3%
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	16,717,020	18,493,938	17,991,302	-2.7%
Supplies and Materials	941,664	443,169	386,683	-12.7%
Other Services and Charges	4,781,853	4,378,559	5,361,968	22.5%
Capital Outlay	28,975	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(3,041,700)	(3,135,400)	(3,229,450)	3.0%
Total	19,427,812	20,180,266	20,510,503	1.6%



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	6.00	6.00	6.00	6.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	6.00	6.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	(0.11)	-	(0.23)
Less Lapse	-	-	-	-	-	-
Subtotal Director's Office	6.00	6.00	6.00	5.89	7.00	6.77
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	17.00	17.00	18.00	18.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
Career Total	17.00	17.00	18.00	18.00	17.00	17.00
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	(0.27)	-	-
Less Lapse	-	(0.87)	-	(0.88)	-	(0.84)
Subtotal Management Services	18.00	16.88	19.00	17.60	18.00	16.91
<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	-	-	-	-	-	(0.10)
Less Lapse	-	(1.03)	-	(1.01)	-	(1.01)
Subtotal Functional Planning and Policy	20.00	18.47	20.00	18.49	20.00	18.39
<u>AREA 1</u>						
Full-Time Career	16.00	16.00	18.00	18.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	18.00	18.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(5.85)	-	(4.25)	-	(3.50)
Less Lapse	-	(0.80)	-	(0.89)	-	(0.81)
Subtotal Area 1	16.00	9.35	18.00	12.86	16.00	11.69
<u>AREA 2</u>						
Full-Time Career	21.00	21.00	20.00	20.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	20.00	20.00	21.00	21.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.10)	-	(5.35)	-	(4.80)
Less Lapse	-	(1.11)	-	(1.03)	-	(1.10)
Subtotal Area 2	21.00	15.79	20.00	13.62	21.00	15.10



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
AREA 3						
Full-Time Career	20.00	20.00	20.00	20.00	20.00	20.00
Part-Time Career	1.00	0.70	1.00	0.70	1.00	0.70
Career Total	21.00	20.70	21.00	20.70	21.00	20.70
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(5.85)		(5.72)		(5.65)
Less Lapse		(1.03)		(1.04)		(1.02)
Subtotal Area 3	21.00	13.82	21.00	13.94	21.00	14.03
DEV APPLICATIONS & REGULATORY COORDINATION						
Full-Time Career	19.00	19.00	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	20.00	19.90	20.00	19.90	20.00	19.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(7.75)		(7.85)		(9.27)
Less Lapse		(0.81)		(0.82)		(0.86)
Subtotal Dev Applicat. & Reg. Coord.	20.00	11.34	20.00	11.23	20.00	9.77
INFORMATION TECHNOLOGY AND INNOVATION						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(0.96)		(0.94)		(0.97)
Subtotal Information Technology & Innovation	18.00	17.04	18.00	17.06	18.00	17.03
RESEARCH AND SPECIAL PROJECTS						
Full-Time Career	8.00	8.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.00	8.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Research & Special Projects	8.00	8.00	7.00	7.00	7.00	7.00
TOTAL PLANNING						
Full-Time Career	144.00	144.00	145.00	145.00	144.00	144.00
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	151.00	147.10	150.00	146.10
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		(6.61)		(6.61)		(6.61)
Grand Total Planning Department	151.00	116.69	152.00	117.69	151.00	116.69



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Department of Parks

(Park /PM /Enterprise /CIP)

MONTGOMERY COUNTY DEPARTMENT OF PARKS (Park and Other Funds)

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MONTGOMERY COUNTY DEPARTMENT OF PARKS



WOMEN'S FIELD HOCKEY
LAYTONIA FIELD



THEATRE ON THE ICE CAMP
CABIN JOHN ICE RINK

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.



YAPPY HOUR POP-UP PARK
ELM STREET URBAN PARK



¡BIENVENIDOS A LA PRIMAVERA!
MEADOWSIDE NATURE CENTER TRAIL



POPSICLE SOCIAL
PLUMGAR LOCAL 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:	421
Total owned or managed acres of parkland:	36,895
Total developed acreage:	7,189
Open and environmental preservation acreage:	29,706
Stream Length (miles)	490

TYPES OF PARKS

Local	151	Regional	5	Neighborhood Conservation Areas	41
Neighborhood	95	Recreational	11	Miscellaneous Recreation/ Non-Recreation Facilities	6
Urban	30	Special	24		
Stream Valley	36	Conservation	22		

PARK FACILITIES

Archery: 2	Driving Range (Stand Alone): 1	Picnic Shelters - Non-Permitted: 48
Athletic fields: 302	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: 290
Basketball Courts: 221	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	Bike Park: 1
Equestrian centers: 6	Miniature Trains: 2	Tennis Centers - Indoor: 3 (20 courts)
Event Centers: 4	Nature Centers: 4 Outdoor	Tennis Courts - Outdoor: 302
Exercise Courses: 18	Ropes Course: 1 Park	Trails - Canoe: 5.4 miles
Formal Botanical Gardens: 2	Activity Buildings: 28	Trails - Natural Surface: 170 miles
Community Gardens: 12	Volleyball Courts: 25	Trails - Paved: 79.4 miles

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

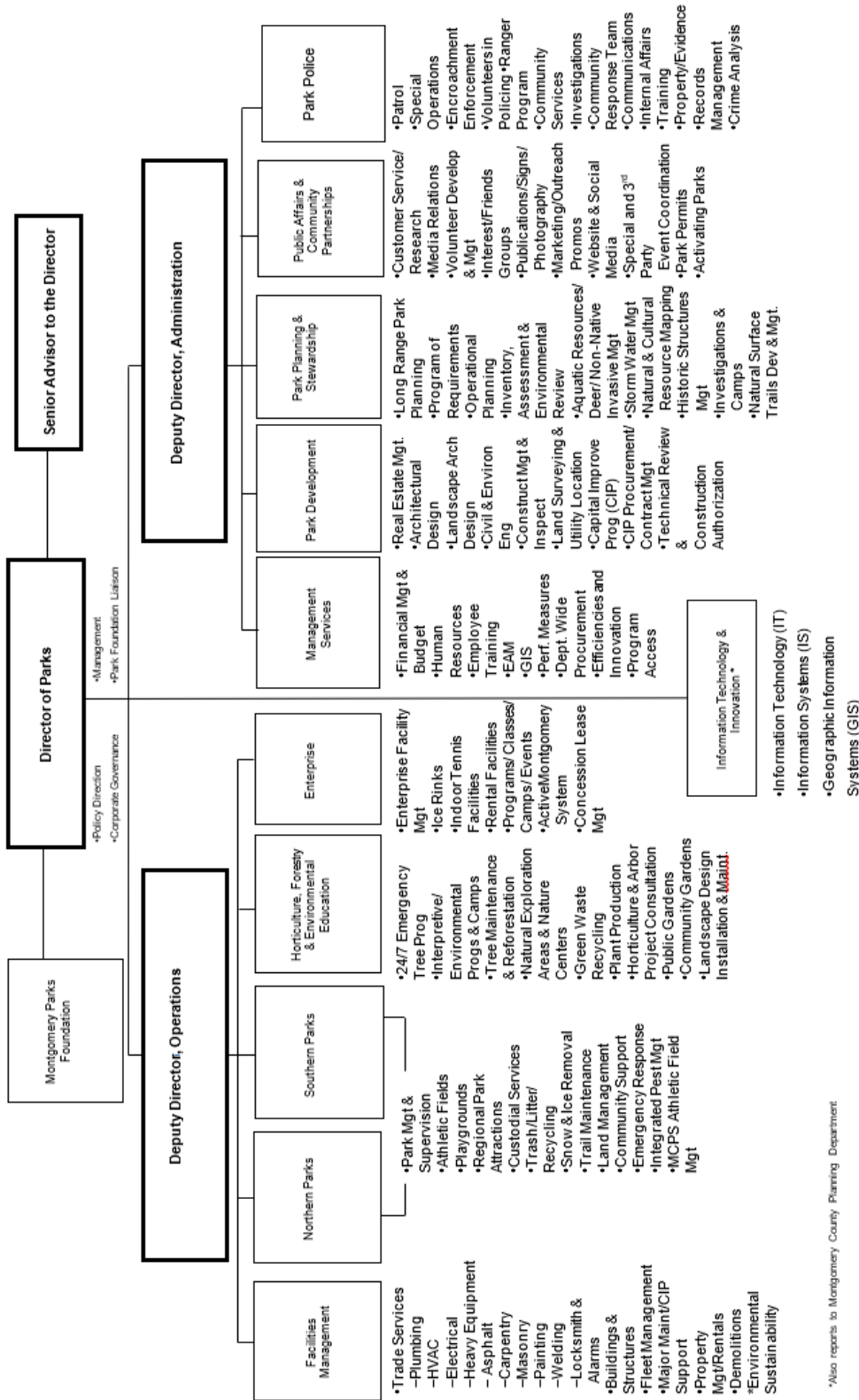
Source: EAM, GIS, and

As of 05/2018



ORGANIZATIONAL STRUCTURE

MONTGOMERY COUNTY DEPARTMENT OF PARKS ORG CHART



*Also reports to Montgomery County Planning Department



Montgomery County Department of Parks

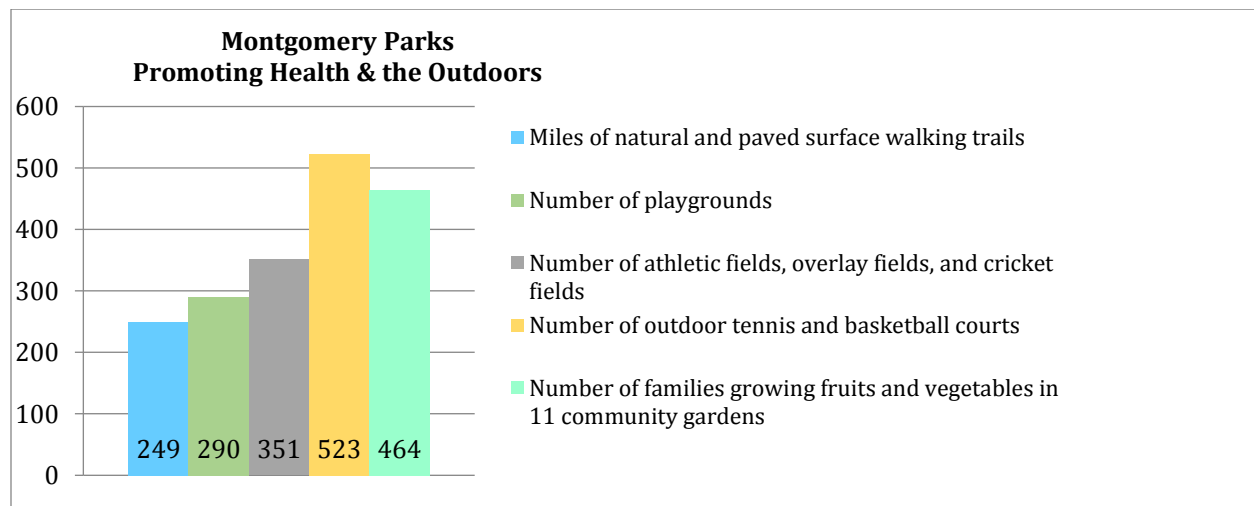
EXECUTIVE OVERVIEW

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 421 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 institutions that foster the web of human relationships can make a neighborhood stronger, safer, and more successful. The social value of people caring about their communities provides economic benefits to help attract residents and businesses. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn, and grow. Proximity to parks has been shown to increase property values.

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



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



Montgomery County Department of Parks

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

The Department's FY20 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 FY20 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 improving the playability and quality of ballfields and maintaining and improving what we have.

Together, we have created a highly popular, valued, and nationally-recognized park system. The entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible, safe, and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves." We will continue to aggressively seek new funding opportunities and improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with stakeholders and within communities. The FY20 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

MISSION

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

VALUES

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



ACCOMPLISHMENTS

- Using data-driven methodology, the Energized Public Spaces Functional Master Plan was approved by the County Council in February 2018. The Plan will measure and map the community's access to parks and open spaces in the most populated parts of the county. This information will help identify and prioritize where and how to spend limited public funds, allowing the community more access to parks and open spaces. The plan's innovative methodology and approach to map outdoor experiences will contribute to future master plans, park-specific plans and park planning studies.
- Developed an urban parks strategic plan which includes an integrated network of accessible, clean, safe, and welcoming parks and public spaces where people of all ages and abilities can engage in a variety of activities that foster stronger, healthier and happier communities.
- Parks is committed to upholding the integrity of the Americans with Disabilities Act by delivering appropriate and reasonable inclusive services, modifications and physical accessibility to ensure social equality and inclusion of all citizens. Our Program Access Office continues to promote and enhance access for all by coordinating direct and indirect services to the public and conducting ongoing inclusion trainings to staff. Creating access to our park system is an ongoing program and, to date, our team has removed more than 1,500 barriers to accessibility within our parks and facilities, hosted disability management training for 1,500 personnel, and provided more than 80 direct and indirect services to park patrons within the past six months.
- The US Department of Justice (DOJ) has issued Parks a "close out" letter regarding our compliance with the terms of a 2011 Settlement Agreement between Montgomery Parks, Montgomery County and the DOJ. The Agreement required various actions on our part including evaluations of all parks, programs, services, and facilities, preparation of an ADA Final Transition Plan to guide the Department towards compliance with the Americans with Disabilities Act, various improvements at 19 parks, effective communication and website compliance, and employee training, as well as yearly reporting and documentation of our compliance efforts. The DOJ has monitored Parks' efforts and recognizes the demonstration of substantial progress in all areas of the Agreement. Effective October 2018, the DOJ will no longer monitor Parks' progress or require yearly submissions. This letter is reflective of the outstanding accomplishments to date by the entire Department.
- Parks' continued partnership with the University of Maryland's Partnership for Action Learning in Sustainability (PALS) program delivered projects addressing ongoing challenges facing Montgomery Parks. These student efforts addressed topics such as: sustainability as a health protection measure; the monetary benefits of parks and open spaces; community gardens; managing graywater and storm water runoff; and the recruitment and development of high-potential employees, among other topics. This work allows Parks to implement programs, gain insights and develop best practices. The ongoing partnership continues to provide high-quality and low-cost solutions to challenges facing Montgomery Parks. It is estimated that Parks has saved approximately 80% of the expense of hiring an outside contractor to support these projects. To date, we have saved an estimated \$336,000 on 14 completed projects. This partnership has also allowed us to develop a pipeline of potential employees through relationships we have developed with the students, who are now aware of the vast career opportunities available within the Department of Parks.
- In working toward greater efficiency, Parks launched the Park Refresher program to renovate more parks in a shorter amount of time and at less cost. This is possible because the program combines design steps, uses on-call contractors and in-house trade staff, and establishes an annual funding pool for multiple projects. By improving existing facilities, trails, playgrounds,



Montgomery County Department of Parks

fields, courts, and buildings, we enhance the park users' experiences and extend the lifespan of these facilities.

- Honoring former Montgomery Planning Board Commissioner Marye Wells-Harley, the Marye Wells-Harley Dream Scholarship is a new Parks Foundation initiative that provides children ages six-to-fourteen with an opportunity to attend a Montgomery Parks' summer camp. The scholarship pays tribute to the great work accomplished by Commissioner Wells-Harley on the Montgomery County Planning Board, as well as her work as the Director of Prince George's County Department of Parks and Recreation. Scholarships are awarded based on financial need and provide children the opportunity to experience the summer camp of their choice. Due to generous community donations, 15 scholarships were awarded for summer 2018.
- Vision Zero is a countywide initiative to eliminate fatalities and severe injuries on county roads by 2030. Montgomery Parks is looking at 79 intersections where hiker-biker trails cross the roads. Intersections have been prioritized based on factors including speed limit and number of lanes. A project is underway to design improvements to 18 mid-block crossings, including six hiker-biker and 12 natural surface trails. Construction of these improvements began in summer 2018. A special interagency working group is studying additional safety improvements to the intersection where the Matthew Henson Trail crosses Veirs Mill Road.
- Montgomery Parks finalized a unique partnership with the Potomac Electric Power Company (Pepco) and Mid-Atlantic Off-Road Enthusiasts (MORE). The first phase of the 13-mile PEPCO Trail project is complete with a new 6.5-mile natural-surface trail connecting Muddy Branch Stream Valley to South Germantown Recreation Park. PEPCO is the landowner of the trail and will serve as a design and permitting partner; Montgomery Parks constructed and patrols the trail, while MORE maintains it.
- Developed a sustainable trail system plan to provide a world-class trail experience with varied experiences, access to our natural and cultural resources, and a regional network that connects major destinations and recreational areas for Montgomery County residents and visitors of all ages and abilities. This will be implemented by planning for multi-modal trails beyond what is in the Countywide Parks Trail Plan including determining emerging trends; increasing funding for trails; improving trail connectivity by closing gaps; extending the longevity of trails through enhanced maintenance, educating and renovating programs; enhancing trail users experiences through better signage, increasing amenities, and improving access; using and exploring new venues for promoting activities; and finally, improving trail safety by increasing safety of intersections and personal safety along trails and trailheads.
- In 2018, Montgomery Parks introduced the Parks Speaker Series. These monthly presentations are given by highly-acclaimed experts who address open space trends and trail needs in suburbs that are becoming more densely developed. The series has attracted urban parks experts from Canada, New York and Minnesota. They have discussed topics such as urban park planning and development, partnering to have more activated parks, and the safety needs of urban parks. The presentations are free and open to the public.
- Nearly 2.5 megawatts (MW) of ground-mounted solar arrays, comprising more than 7,000 solar panels, have been installed across sites in Rock Creek Regional Park and South Germantown Recreational Park. The combined arrays will produce about 3.5 million kWh of solar electricity annually to offset 2,877 tons of greenhouse gases each year. This offset is equivalent to the carbon sequestered by more than 3,000 acres of forest or the amount of carbon dioxide generated in the production of the grid-supplied electricity used by nearly 400 average American homes in a typical year. These Solar Field projects, completed through a long-term power purchase agreement with Standard Solar, allow Montgomery Parks to use a clean, renewable energy source for park facilities with no upfront costs. These projects will help lower utility bills and reduce greenhouse gas emissions, all while contributing to smart, clean and resilient energy resources across the region.



**Montgomery County
Department of Parks**

- The Brookside Gardens Growing Greenhouse is part of Phase Five of Brookside Garden’s Master Plan and was completed in early 2018. Small, inefficient growing spaces were replaced with a state-of-the-art glass greenhouse that features energy-efficient design and a 25,000- gallon cistern to capture and reuse rainwater. This project was made possible by a generous donation from Joan O’Rourke, the founding president of the Friends of Brookside Gardens.

GOALS AND PERFORMANCE MEASURES

Goal		
Improve the quality of athletic fields through consistent maintenance practices		
Objective		
Implement a consistent maintenance plan to improve ballfield condition ratings for all fields that fall below an acceptable level.		
Program Indicator	Target	FY20 Proposed
Percentage of nutrient management plan implementation for each field to ensure available nutrients for sustainable plant health.	100%	100%
Program Indicator	Target	FY20 Proposed
Percentage of athletic field maintenance plans met.	100%	50%
Program Indicator	Target	FY20 Proposed
Percentage of athletic fields scores raised to acceptable levels due to maintenance efficacy.	100%	50%



**Montgomery County
Department of Parks**

Goal Improve Trail Safety			
Objective			
Improve the safety of trail-road intersections by completing the 121 identified high- priority trail crossing improvement projects by 2030 to meet the timeline of Montgomery County’s Vision Zero plan.			
Program Indicator	Target	FY19 Estimated	FY20 Proposed
Complete an average of 10 intersection improvement projects per year* based upon projected completion of high priority projects by 2030. <i>*Depending on available funding and project complexity.</i>	10	12	10

Goal 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	FY19 Estimated	FY20 Proposed
Conduct on-site inspection within 30 days of receipt of work request to assign a risk rating.	100%	90%	90%
Critical risk tree removal/pruning completed within 1 day of risk rating.	100%	99%	95%
High risk tree removal/pruning completed within 30 days of risk rating.	100%	85%	85%
Medium risk tree removal/pruning completed within 6 months of risk rating.	100%	60%	60%
Low risk tree removal/pruning completed within one year of risk rating.	100%	50%	35%



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*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

Routinely inspect all parks* for tree hazards.

Program Indicator	Target	FY19 Estimated	FY20 Proposed
Completed routine park inspections.	100%	75%	85%

*Refers to the inspection of all developed parks that also have amenities.

Goal Increase staff responsiveness in addressing park maintenance concerns from citizens

Objective

Reduce the time it takes to address park issues that are reasonable, viable and relevant to the Parks Department, submitted by patrons through the Customer Resource Management system and completed by maintenance staff as work orders through the Enterprise Asset Management system.

Program Indicator	Target	FY19 Estimated	FY20 Proposed
Percentage of citizen park maintenance requests that are addressed within 30 days of the Work Order creation date.	90%	60%	70%

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	FY18 Actuals	FY19 Estimated	FY20 Proposed
% increase in the number of volunteer hours contributed	2% annual growth	5.6% annual growth	2% growth	2% growth
FY17 hours contributed = 77,389		82,053	83,694	85,368
Value added estimated for FY18 = \$2,025,889				



**Montgomery County
Department of Parks**

Goal Make park, facilities, and/or amenities ADA-accessible to all individuals			
Objective			
Ensure that parks, facilities, and amenities are made ADA-accessible in accordance with the Final Transition Plan (dated August 2016) as submitted to and accepted by the U.S. Department of Justice.			
Program Indicator	Target	FY19 Estimated	FY20 Proposed
Percentage of barrier removals accomplished each year as identified in the 2016 Final Transition Plan (based upon projected 40-year plan).	2.5%	2.5%	2.5%

Goal Minimize attributable impacts of deer on, and adjacent to, parkland				
Objective 1				
Add 2,500 acres of new deer population management on parkland between fiscal years 2020 and 2024.				
Program Indicator	Target	FY18 Actuals	FY19 Estimated	FY20 Proposed
Increased annual acreage of new deer population management.	500*	390	676	767
Objective 2				
In parkland where deer are managed, reduce the annual deer population to 30 deer per square mile or less.				
Program Indicator	Target	FY18 Actuals	FY19 Estimated	FY20 Proposed
Deer/vehicle collisions occurring within .25 miles of parkland, in deer population management areas.	≤ 223	216	214	214
*This target represents an annual average over a 5-year period. FY20 will exceed this average, while other years might fall short of target.				



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Goal		
Ensure the sustainability of our current and future natural surface trail system		
Objective		
Implement an expansion and renovation plan to provide an additional 16 miles of new natural surface trails and renovate 12 miles of existing natural surface trails.		
Program Indicator	Target	FY20 Proposed
Percentage of new, multi-use natural surface trails constructed according to Departmental sustainable standards as defined in the Countywide Park Trails Plan 2016.	100%	50% 8 miles
Program Indicator	Target	FY20 Proposed
Percentage of existing natural surface trails renovated to meet Departmental sustainable standards as defined in the Countywide Park	100%	50% 6 miles

SUMMARY OF DEPARTMENT BUDGET

**MONTGOMERY COUNTY
DEPARTMENT OF PARKS
PROPOSED BUDGET FISCAL YEAR 2020**

	<u>FY 19 Adopted</u>	<u>FY 20 Proposed</u>	<u>% Change</u>
Expenditures by Division/Function:			
Office of the Director	\$ 1,853,951	\$ 1,597,437	-13.8%
Public Affairs & Community Partnerships	3,057,499	3,367,344	10.1%
Management Services	2,044,563	2,475,909	21.1%
Information Technology & Innovation	2,521,752	2,638,297	4.6%
Park Planning & Stewardship	5,436,132	5,735,937	5.5%
Park Development	3,627,857	3,946,371	8.8%
Park Police	14,257,923	14,225,592	-0.2%
Horticulture, Forestry & Environmental Education	10,564,222	10,169,377	-3.7%
Facilities Management	12,310,057	12,783,909	3.8%
Northern Parks	10,446,393	10,437,196	-0.1%
Southern Parks	14,079,360	14,963,842	6.3%
Support Services	9,881,870	11,699,742	18.4%
Non-Departmental	6,567,347	7,785,931	18.6%
Grants	400,000	400,000	0.0%
Transfer to CIP	350,000	350,000	0.0%
Transfer to Debt Service Fund	6,461,285	7,124,410	10.3%
Total Expenditures - Park Fund	\$ <u>103,860,211</u>	\$ <u>109,701,294</u>	<u>5.6%</u>
Property Management	1,528,240	1,566,600	2.5%
Special Revenue Funds	2,497,533	2,861,133	14.6%
Enterprise Funds	13,871,959	10,234,402	-26.2%
Total Department of Parks	\$ <u>121,757,943</u>	\$ <u>124,363,429</u>	<u>2.1%</u>



HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The Department of Parks total FY20 proposed budget request is \$124,363,429 and includes the Park Fund, Property Management subfund, the Enterprise Fund, and the Parks portion of the Special Revenue Fund.

The total Park Fund tax-supported expenditure budget, less reserves, is \$109,701,294 and includes grants, non-departmental, and debt service. This represents an increase of \$5,841,083 or 5.6% over the FY19 adopted budget. This increase is summarized as follows:

Compensation Adjustments (salary, benefits)	1,601,265
Known Operating Commitments	2,590,805
Program Enhancements	1,130,994
Water Quality Protection Fund	\$77,564
Debt Service on General Obligation Bonds	663,125
OPEB (PAYGO and Pre-Funding)	<u>-222,670</u>
Total	\$5,841,083

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 FY20, Montgomery Parks is requesting \$965,575 in additional funding for OBI for added resources necessary to implement completed CIP work programs associated with new or expanded park infrastructure. This total includes \$500,526 for the new Wheaton Headquarters. In addition, this OBI request includes five (5) career positions and WYs and 1.9 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 FY20, the Department is requesting an increase of \$77,564, bringing the total to \$3,422,473 for NPDES activities.

The funding includes \$59,312 in personnel cost for merit and COLA for current staff funded through the NPDES program. The request also includes the addition of one (1) full time career position; however, the cost of the new position is offset by a reduction in seasonal cost for a net zero impact. In addition, the total includes services funding of \$2,562 for contractual increases for stormwater and pond maintenance services. OBI cost of \$15,690 for the new bioretention facility at Good Hope Local Park is also included.

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 \$180,469 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms, \$15,434 for increases in telecommunications costs and utilities, as well as \$300,900 for inflationary increases for supplies and materials, non-



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contracted services and capital outlay. The Department is reducing costs by \$56,000 for removal of one-time funding from FY19 for the purchase of supplies and capital outlay. In addition, the debt service for the Capital Equipment Internal Service Fund (ISF) increases by \$635,000 based on proposed spending for vehicle and equipment purchases. Costs for CAS charges and chargebacks and for chargebacks to other funds (e.g., Special Revenue and Enterprise) are increasing by \$549,657.

Program Enhancements Addressing Deficiencies and Emerging Trends

The FY20 Proposed Budget includes \$1,130,994 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: two (2) full-time career positions and WYs and one seasonal WY for the ballfield consistency initiative; one (1) full-time career position converting from a term contract position for a sustainability program analyst to coordinate energy audits, advance the use of solar and review utility invoices; one (1) full-time career position and WY for a lead mechanic; services funding needed to address infrastructure needs; three (3) full-time career staff WYs for EAM and GIS support and data analysis; and funding for Commission-wide information technology initiatives.

Salary Lapse

The Department is maintaining the same lapse rate at 7.5% in FY20 although this exceeds our normal attrition rate of 4-6% and requires us to hold positions vacant.

MAINTENANCE STANDARDS

The following chart illustrates actual maintenance frequency versus the optimal maintenance standards for our parks. The Department has focused on maintenance standards such as playgrounds that preserve customer safety, 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	FY17 Actual	FY18 Actual	FY19 Estimated	FY20 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	4 X per year	4X per year	4 X per year	4 X per year
	Local Parks	3 X per year	1 X per year	2 X per year	2 X per year	2 X per year
Over-seeding	Regional / Recreational Parks	4 X per year	2 X per year	2 X per year	3 X per year	4 X per year



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Using mechanical means, over-seed athletic fields.	Local Parks	2 X per year	1 X per year	1 X per year	2 X per year	2 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	Weekly	Weekly	Weekly	Weekly	Weekly
	Local Parks	Weekly	2 X per month	2 X per month	2 X per month	2 X per month

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY17 Actual	FY18 Actual	FY19 Estimated	FY20 Proposed
TURF MAINTENANCE						
Turf grass within the park system shall be mowed, trimmed, seeded, and/or replaced based upon the necessary level of maintenance for the turf type, park, and season of the year. All turf areas within the park system shall be aesthetically pleasing and appropriate for each park setting. The permitting season is 34 weeks long.						
Mowing Maintain turf in a horticulturally sound manner and recommended mowing height for the cultivar in place. Trim around fixed amenities, edge walkways and blow chipping.	Local Parks	34 cuts per season	30 cuts per season	1 per seven to ten days	1 per seven to ten days	1 per seven to ten days
	Urban Parks	34 cuts per season	N/A	N/A	1 per seven to ten days	1 per seven to ten days
	Local Park Athletic	34 cuts per season	N/A	N/A	34 cuts per season	34 cuts per season
	Regional / Recreational Parks Managed Turf	34 cuts per season	34 cuts per season	1 per seven to ten days	34 cuts per season	34 cuts per season
	Regional / Recreational Parks Athletic Fields	68 cuts per season	63 cuts Per season	2 per seven to ten days	68 cuts per season	68 cuts per season



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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	11 X per year	12 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. Active service season is March - November (9 months).	All Park Categories	18 X per year	1 X per month	2 X per month	2 X per month	2 X per month

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY17 Actual	FY18 Actual	FY19 Estimated	FY20 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	Weekly	4 X per year	6 X per year	Weekly	Weekly
	Park Office Buildings	4 X per year	4 X per year	6 X per year	4 X per year	4 X per year
	Local Parks	2 X per year	1 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



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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	2 X per year	2 X per year	Monthly (or after storm event)	Monthly (or after storm event)
	Natural Surface	Monthly	2 X per year	2 X per year	Quarterly (or after storm event)	Quarterly (or after storm event)
PARK ROADS and PARKING LOTS						
Park Roads and Parking Lots-Inspections Inspect for damage, erosion, drain systems, signage and striping.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly
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

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY17 Actual	FY18 Actual	FY19 Estimated	FY20 Proposed
STORMWATER MANAGEMENT						
All storm water management assets shall be inspected, maintained, and free of trash and debris in order to comply with U.S. Environmental Protection Agency (NPDES) regulations and Montgomery County Department of Environmental Protection (DEP) guidelines.						
All Stormwater Facilities Keep all stormwater management assets free of trash and debris.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly
All Stormwater Facilities Check for erosion, sediment accumulation, clogging, seeps, animal burrows.	All Park Categories	Monthly and after storm events	Seasonally and after storm events	Seasonally and after storm events	Monthly and after storm events	Monthly and after storm events



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<p>Bioretention Site/Rain Garden Inspections and Maintenance Remove weeds and other undesirable vegetation. Remove debris and trash.</p>	All Park Categories	Monthly	Monthly	Monthly	Quarterly	6X Per Year
<p>Sand Filter Inspections and Maintenance Inspect for standing water, clogging of surface aggregate. Remove grass, algae, leaves, and sediment.</p>	All Park Categories	Monthly	Quarterly	Quarterly	Quarterly	6X Per Year
<p>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.</p>	All Park Categories	Monthly	Monthly	Monthly	Quarterly	6X Per Year
<p>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.</p>	All Park Categories	2 X per year minim.	2 X per year	2X per year	2X per year	2X per year



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY17 Actual	FY18 Actual	FY19 Estimated	FY20 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 in inspection cycle	68% of parks	60% of parks	90% of parks	90% of parks
Service Requests for Tree Crew: Complete all service requests.	All Park Areas	100% of requests	59% of requests	74% of requests	75% of requests	75% of requests
Tree Emergency Requests: Emergency requests responded to in 3 hours during off hours (often after the hazard is cleared, the remaining work that is lower priority becomes part of the backlog).	All Park Areas	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests
Green Waste Recycling Complete three grindings of green waste material to produce mulch, compost and wood chips for tree planting and landscape projects	All Park Areas	3 grindings/year	2	2	2	2
TRASH AND RECYCLING REMOVAL						
Provide the removal of trash and recycling within the park system shall support the need to keep all parks clean and trash free. The level of trash and recycling removal maintenance shall support the level of public use and accessibility assigned to each park type.						
Trash Removal: Empty all trash and recycling cans within park into trash or recycling packer and pick up ground litter within 10 feet of cans and as otherwise seen.	In Season					
	Regional / Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	4 X per week	2 X per week	2 X per week	2 X per week	2 X per week
	Urban Parks	Daily	N/A	N/A	Daily	Daily
	PAB's Shelters	Daily	N/A	N/A	Daily	Daily
	Parkways	Daily	Daily	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
	Urban Parks	5 X Per Week	N/A	N/A	5 X Per Week	5 X Per Week
	PAB's Shelters	5X Per Week	N/A	N/A	5 X Per Week	5 X Per Week
	Parkways	2 X per week	1 X per week	1 X per week	1 X per week	1 X per Week



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY17 Actual	FY18 Actual	FY19 Estimated	FY20 Proposed
CUSTODIAL All park activity buildings (PABs), regional/recreational restrooms and park office buildings shall be cleaned weekly.						
PABs: Clean once per rental. Regional/Recreational Restrooms: Clean seven days per week. Offices & Other Park Buildings: Clean daily.	In Season					
	Park Activity Buildings	1 X per rental	N/A	N/A	1 X per rental	1 X per rental
	Regional Restrooms	Daily	N/A	N/A	Daily	Daily
	Recreational Restrooms	Daily	N/A	N/A	Daily	Daily
	Office Buildings	Daily	N/A	N/A	2 X per week	3 X per week
	Off Season					
	Park Activity Buildings	2 X per rental	N/A	N/A	1X per rental	1 X per rental
	Regional Restrooms	Closed	N/A	N/A	Closed	Closed
	Recreational Restrooms	Closed	N/A	N/A	Closed	Closed
	Office Buildings	Daily	N/A	N/A	2 X per week	3 X per week

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%	93.6%	92.77%	94%	95%	
Vehicle Preventive Maintenance Performed annually or at 5,000 miles.	75% Done on time	52.9%	56.8%	58%	59%	
Service Requests: Completed projects costing under \$3,000. Avg. annual service work orders generated = 3,200.	85% of requests	80% of requests	94% of requests	94% of requests	94% of requests	



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STATEMENT OF STANDARD/ Maintenance Activity	Optimal Frequency Standard	FY17 Actual	FY18 Actual	FY19 Estimated	FY20 Proposed
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	72% of projects	70% of projects	80% of projects	90% of projects
Service Requests: Completed projects costing under \$3,000 Avg. annual service work orders generated = 3,200.	85% of requests	79% of requests	80% 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	83% of requests	75% of requests	80% of requests	100% of requests



**Montgomery County
Department of Parks**

DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY20 is \$4,587,155. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY19 Adopted	FY20 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	39,190	16,806
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contract	294,015	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/Activating Parks	Licensing agreements	1,899	1,482
Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	75,200	75,500
Information Technology & Innovation	Technology	Telephone Support/Maintenance contracts	130,853	142,360
Information Technology & Innovation	Technology	WAN/LAN and CISCO Smartnet Emergencies	150,000	170,000
Information Technology & Innovation	Technology	On-Site Desktop Support	33,388	33,388
Information Technology & Innovation	Technology	Help Desk Support	163,000	165,000
Information Technology & Innovation	Technology	Hardware Maintenance for Servers	120,744	135,030
Information Technology & Innovation	Technology	Software Maintenance for Fleet Management System	16,000	16,000



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Division	Section	Description	FY19 Adopted	FY20 Proposed
Information Technology & Innovation	Technology	Telecommunications support/contract review/pricing analysis	9,312	9,312
Management Services	Smart Parks	Enterprise Asset Management Maintenance and Webhosting	156,089	156,089
Northern Parks	Little Bennett	Bermuda Turf Field Maintenance	64,500	61,169
Northern Parks	Stormwater Management	Stormwater management	73,733	89,888
Northern Parks/Southern Parks	Various	Artificial Turf testing	11,000	14,500
Park Planning & Stewardship	Cultural Resources	Architectural services for historic properties	40,000	77,500
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	230,590	203,982
Park Police	Admin	Maintenance Agreements	118,244	130,854
Park Police	Special Operations, Patrol, Administration	LOEBR/Hearing Boards	15,000	15,000
Public Affairs & Community Partnerships	Activating Parks	Licensing agreements	Cost is included in HFEE total	425
Public Affairs & Community Partnerships	Public Information and Marketing	Graphic design and web maintenance services	90,000	90,000
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	26,000	26,000



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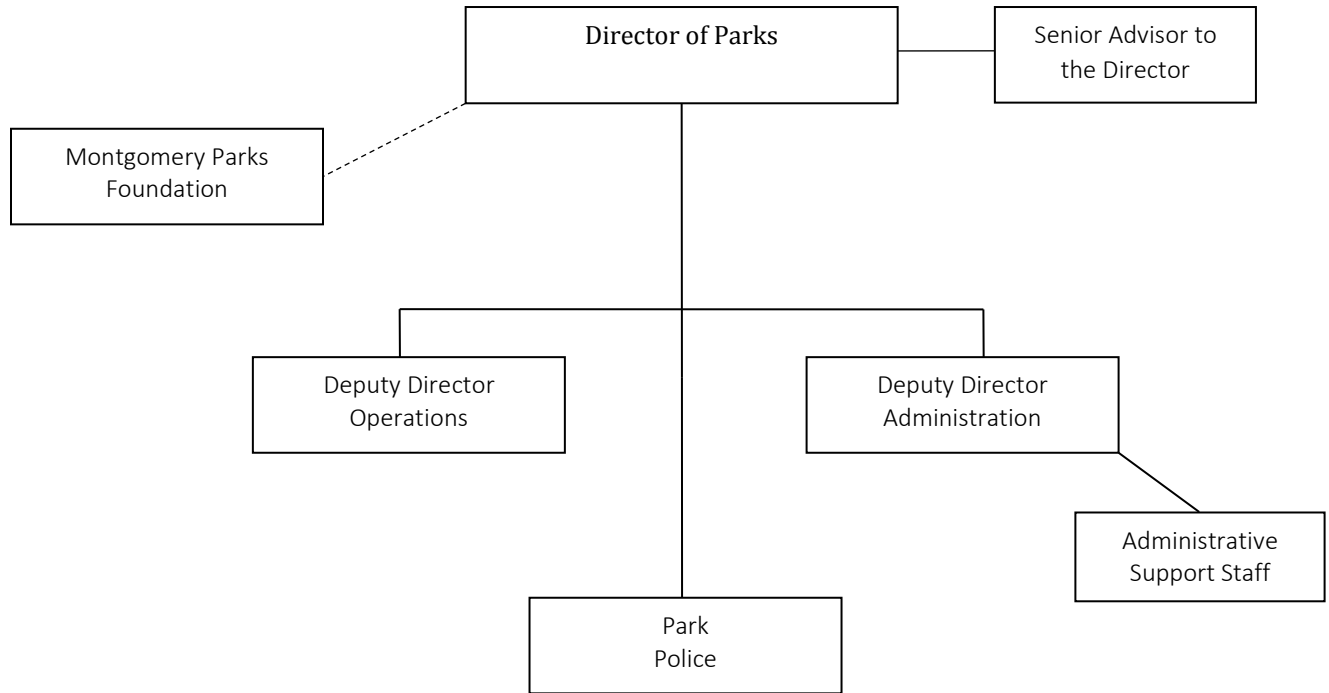
Division	Section	Description	FY19 Adopted	FY20 Proposed
Public Affairs & Community Partnerships	Volunteer Services	Data base for volunteer services	22,500	22,500
Southern Parks	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	3,400	3,400
Support Services	Support Services	Consolidated registration support	106,856	106,856
Support Services	Support Services	Sign Language Interpretation	10,000	10,000
Support Services	Support Services	Specialized professional services and training	96,900	122,000
Support Services	Support Services	Pesticide legislation - ballfield maintenance contract	19,400	19,400
Support Services	Support Services	Rental fees - portable toilets	230,778	240,000
		Total - Park Fund	<u>\$2,985,281</u>	<u>\$3,091,096</u>
<u>Property Management subfund</u>				
Facilities Management	Property Management	Legal Services	5,000	5,000
		Total - Property Management subfund	<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	872,300	1,491,059
		Special Revenue Fund	<u>\$872,300</u>	<u>\$1,491,059</u>
		Total Contract Services - All Funds	<u>\$3,862,581</u>	<u>\$4,587,155</u>

* This amount represents only the vendor cost.



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

ACCOMPLISHMENTS

- The Foundation worked with the Coalition for the Capital Crescent Trail to raise over \$380,000 in private donations. These funds were used to open the Neal Potter Plaza on the Capital Crescent Trail, which is at the intersection of River Road and the Capital Crescent Trail. There was a celebration and naming ceremony for the new plaza on November 3, 2018. The plaza was named after former Montgomery County Executive Neal Potter.
- The Foundation raised \$150,000 toward the renovation and reopening of the historic Mayor Jayne H. Plank Kensington Cabin. The reopening and dedication celebration was held on October 20, 2018. After being closed for 27 years, the Cabin is now once again available for summer camps, birthday parties, and community meetings.
- The Parks Department, with the assistance of the Foundation, obtained \$200,000 in funding through a bond bill in the 2018 legislative session. These funds will be used for the Josiah Henson Historic Park. Additionally, the Foundation provided \$100,000 to the Josiah Henson Historic Park project from the Foundation’s discretionary funds. Further, the Foundation secured a grant of \$50,000 from Maryland Heritage Areas Authority that will also be used for Josiah Henson Historic Park and set aside a \$50,000 match from its discretionary funds.
- The Foundation provided administrative and financial support for the construction and opening of the new Joan & John O’Rourke Greenhouse at Brookside Gardens. The 11,500 square foot greenhouse includes four distinct climate zones and a head house for potting and propagation, as well as outdoor growing space, storage space and parking. The ribbon cutting ceremony was held on September 21, 2018.
- The Foundation secured sponsorships exceeding \$15,000 toward the enhancement of community dog parks.
- The Parks Department, in coordination with the Planning Department, organized a Parks Tour of Philadelphia, PA in July 2018. The tour included 31 attendees from Parks, Planning and the Planning Board. The purpose of the tour was to learn more about sustainable Urban Parks and what it takes to build livable communities that have direct access to public resources. Highlights included meeting with the Philadelphia Parks and Planning staff, walking tours of Dilworth Plaza, Cret Park, Love Park, Sister Cities Park, FDR Park and skate park, Shissler Recreation Center, University City, Schuykill Bike Trail, Public Art Walking tour, Spruce Street Harbor Park and the Bok Building.



Montgomery County

Department of Parks – Director of Parks

- The Parks Department was awarded the President’s Award from Montgomery County Road Runners Club (MCRRC) on March 25, 2018. MCRRC and Montgomery Parks enjoy a long-standing partnership that promotes active recreation in our parks.

BUDGET AT A GLANCE

Summary of Division Budget

		FY19	FY20	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$1,853,951	\$1,597,437	-13.8%
Staffing				
	Funded Career Positions	8.00	6.00	-25.0%
	Funded Term Positions	5.00	5.00	0.0%
	Funded Workyears	13.80	12.30	-10.9%

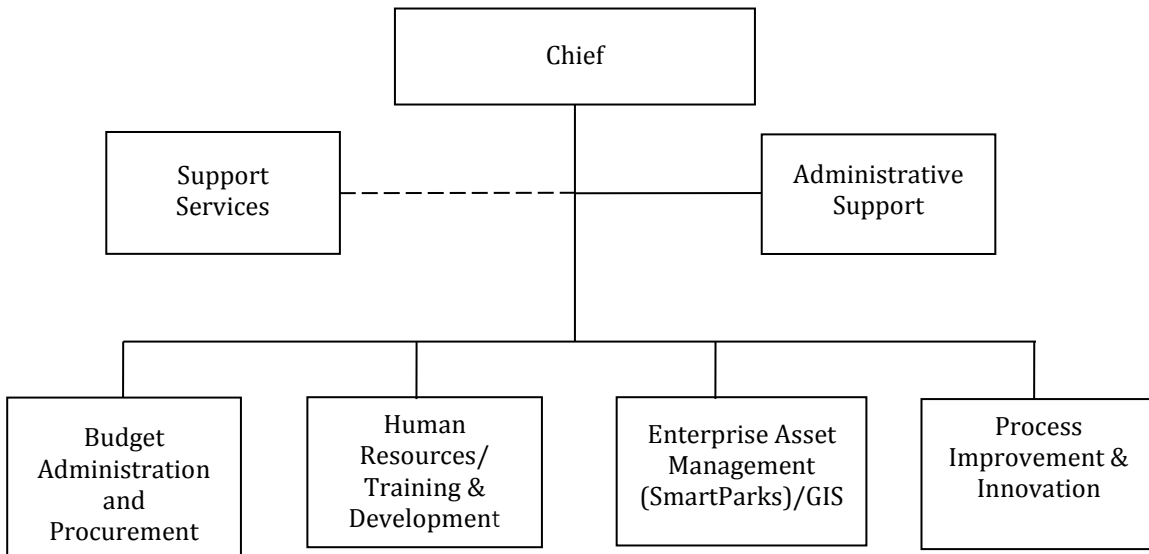
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transfers two (2) full-time career positions and two (2) WYs for the athletic field team to the Southern Parks Division. This consolidates staffing for the Athletic Field team into the Southern Parks Division.



Montgomery County Department of Parks - Management Services

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Management Services

OVERVIEW

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

Budget Administration and Procurement uses a coordinated financial management system that handles more than \$120 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 is also under the purview of this unit.

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

MISSION

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

In addition, provides ADA policy training to staff and offers inclusionary services and accommodations for participants of park programs.



Montgomery County

Department of Parks – Management Services

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Conducted a thorough review of the Department’s fleet pool vehicles and made recommendations for the reduction of underutilized vehicles. Created stricter guidelines for the purchase of new pool vehicles.
- Deployed a digital signature program throughout the Department resulting in a reduction of signature cycle time, an estimated savings of 1.3 hours and \$11 in hard costs per signature transaction and created an audit trail and verification system.
- Revised the way performance goals are developed, monitored, and reported so they more accurately reflect accomplishments made throughout the Department in support of the public’s priorities.
- Developed a Department-wide innovation program to solicit and award new and innovative ideas from staff at all levels.
- Coordinated and implemented 264 direct and indirect modifications/accommodations for county residents/ Park patrons to be successfully included in Parks programs. We strive to enhance our services by 5% by June 2019.
- Participated in an ADA audit conducted by the M-NCPPC Office of the Inspector General and the results for Montgomery Parks were positive. In response to the audit, the Department’s Access Team will work collaboratively with Prince George’s County Department Parks and Recreation Access Team to develop a Bi-county Standard Operating Procedures Manual which will include updating the ADA Self-Evaluation document by spring of 2019.
- Created a four-year strategic plan for the Enterprise Asset Management (EAM) system to set the vision for a robust asset and work order management system for park operations.
- Created a department-wide GIS Strategic Plan that will help set standards, ensure data quality, and set a purposeful GIS work program.
- Completed a comprehensive park asset inventory that was uploaded to the EAM system and GIS for effective analysis, planning, and reports.
- Increased the efficiency and effectiveness of the Interviewing and Hiring process by evolving to a Department-wide digital records system. This reduced the time-to-hire metric by 25% and resulted in savings due to the reduced cost of records storage.



Montgomery County

Department of Parks – Management Services

- 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.
- Developed and implemented a Position Vacancy Database system to better track vacancies within the Department so that timely recruitment action could be taken in critical areas.
- Integrated Divisional Yearly Training Plans into a Department-wide yearly plan to eliminate duplication of efforts and to effectively conduct needs analysis.

BUDGET AT A GLANCE

Summary of Division Budget

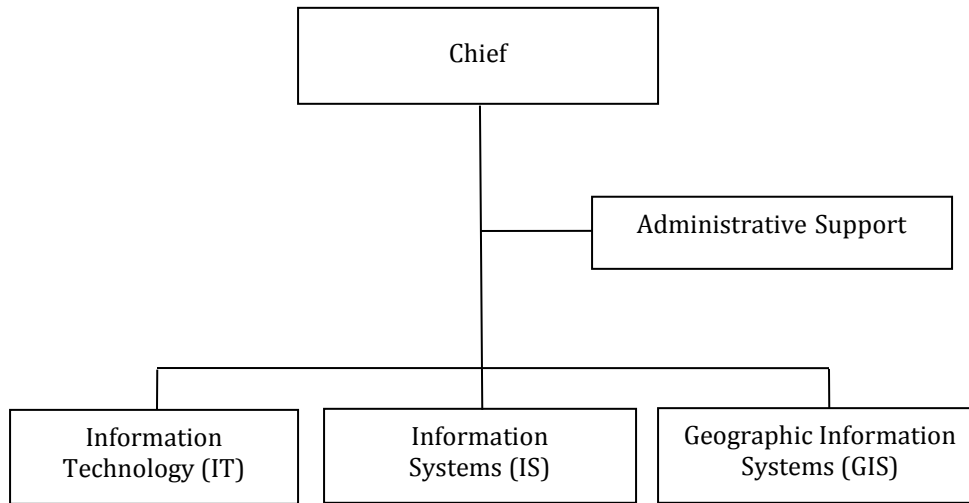
	<u>FY19 Adopted</u>	<u>FY20 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$2,044,563	\$2,475,909	21.1%
Staffing			
Funded Career Positions	15.00	19.00	26.7%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	14.90	19.40	30.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transfer of the Program Access Unit from the Enterprise Division to the Management Services Division to better position the team to provide accessible and inclusive services for our park patrons who engage in various programs offered by multiple divisions. This transfer includes two (2) full-time positions and two (2) WYs. This transfer has minimal cost impact, since a portion of this personnel cost was offset previously by a transfer from the Park Fund to the Enterprise Fund as a chargeback.
- Includes one (1) full time career and one (1) WY for an Enterprise Asset Management (EAM) data specialist position and one (1) full time career and one (1) WY for an Enterprise Asset Management (EAM) GIS/Asset Specialist position.
- Increases Supplies & Materials by \$6,400 transferred from Support Services for Program Access. Adds an additional \$5,300 for Supplies & Materials for Program Access to continue to expand events and outreach.
- Increases Other Services & Charges by \$5,600 transferred from Support Services for Program Access.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Information Technology and Innovation

OVERVIEW

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

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

Information Technology (IT):

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

Information Systems (IS):

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

Geographic Information Systems (GIS):

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Provide Enterprise GIS database and manage the data stewardship workflows for both Departments.
- Provide data infrastructure to handle data, voice, and wireless
- Provide departmental Voice Over IP (VOIP) for all sites
- Support Hansen/ProjectDox (ePlans) system
- Design, implement and maintain the information system architecture
- Coordinate interagency data transfers between County and State agencies



Montgomery County

Department of Parks – Information Technology and Innovation

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

ACCOMPLISHMENTS

- Data center migration for move to Wheaton HQ:
 - High speed dedicated fiber connection extended from MRO to the new datacenter in preparation for move to the new Park and Planning headquarters.
 - Installation of new 3PAR SAN and backbone infrastructure has been accomplished.
 - Server consolidation in preparation for data center move to Montgomery College. Lifecycle upgrades for many of the enterprise GIS servers (web/database).
 - New VMware environment for Montgomery College – many servers at MRO are virtual and need to be re-instantiated at the new datacenter via this infrastructure.
 - Continued enhancement of VMWare environment to accommodate additional virtualized servers.
 - Continued to migrate physical servers to the virtual environment for improved reliability, reduced administration, and cost savings.
- Continued efforts to constantly improve our wide area network with increased bandwidth and redundancy.
- Met the IT replacement schedule determined by the ITPCC, replacing over 100 obsolete desktops and laptops in both Departments.
- Revised the Geographical Information System (GIS) park facilities database and integrated it with the Parks' Enterprise Asset Management (EAM) system and field collection/inspection devices.
- Supported Parks and Trails web page revisions to a GIS data driven model.
- Continued development and implementation of web-based solutions that support Department GIS workflows, interagency access to land use information, and public access to geographic information.



Montgomery County

Department of Parks – Information Technology and Innovation

- Continued maintenance and dissemination of the County’s Zoning map through Council approved map amendments.
- Conducted and addressed Bikeways Functional Plan to improve the spatial accuracy of address data, as well as verification and identification of missing addresses.
- Developed and deployed a new interactive tool for gathering and publishing public feedback. The tool was first implemented for the Bikeways Functional Plan project.
- 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”, Executive Immersion sessions, and Lynda.com/LinkedIn Learning which provides 6,000+ compelling courses in technology, business, and creative content for beginner, intermediate, and advanced skill levels.
- Upgraded 1,000+ Departmental workstations and laptops to Windows 10 Enterprise edition.
- Completed the upgrade to the latest Microsoft Active Directory.
- Completed and disseminated the County-wide Planimetric/Imperviousness and LIDAR update which supports multi-agency work programs, as required by the MOU.
- Implemented interagency-sponsored ‘Wi-Fi in the Parks’ in selected parks providing internet connectivity as well as security to Parks patrons.
- Developed the Parks Department Urban Parks Master Plan methodology that was adopted by the County Council.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$2,521,752	\$2,638,297	4.6%
Staffing			
Funded Career Positions	12.00	12.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	10.50	11.20	6.7%



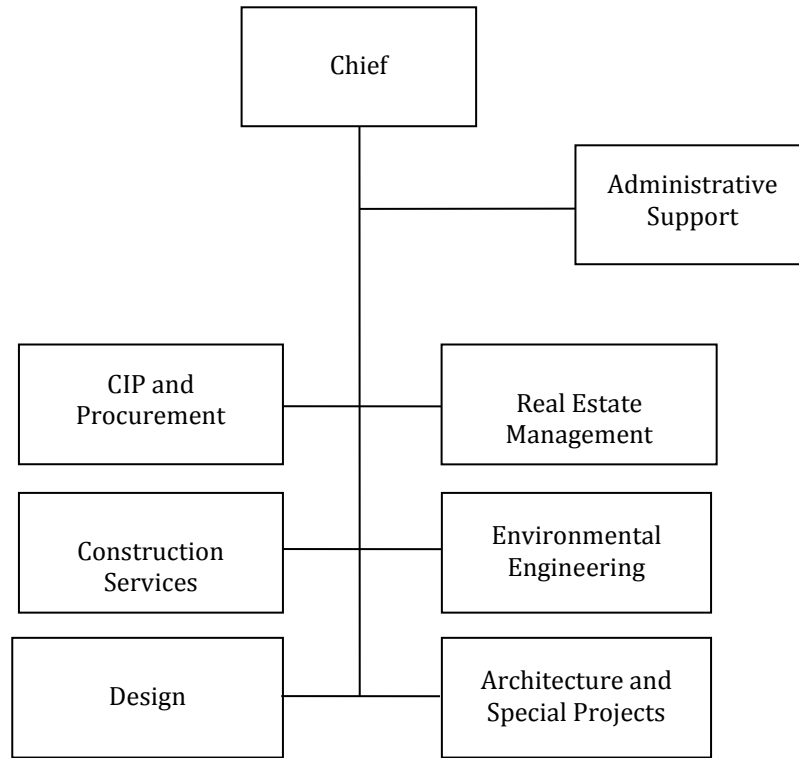
Montgomery County
Department of Parks – Information Technology and Innovation

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreases salary lapse by 0.3 WY based on historical trend and decreases chargeback WY by 0.4 as part of “true-up” based on actual average cost for a full-time position.
- Increases Supplies & Materials by \$16,000 for computer supplies including laptops, printers, and docking stations.
- Increases Supplies & Material by \$20,000 and Other Services and Charges by \$5,000 for one-time OBI costs for Josiah Henson Historic Park.



ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Development

OVERVIEW

The Park Development Division is responsible for the implementation of the six-year Capital Improvements Program (CIP) which includes the following functions: managing the real estate portfolio, 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 reviews and inspects other development projects on parkland through the park construction permit process 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: Real Estate Management, Capital Improvement Program and Procurement, Design, Environmental Engineering, Construction Services, 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
- Construction Management Services
- Inspection Services
- Land Surveying
- Water Quality Programs and Environmental Management
- Landscape Architectural Design Services
- Engineering Design Services
- Architectural Design Services
- Park Encroachment Program
- Real Estate Acquisition and Management
- Public-Private Partnerships Management
- Procurement for CIP projects
- Park Permits for Construction on Park Property

ACCOMPLISHMENTS

- Acquired 83.84 acres of parkland.
- Completed construction for the renovation for seven playgrounds.
- Completed facility/concept plans for Columbia Local Park, Edith Throckmorton Neighborhood Park, Acorn Urban Park, Silver Spring Intermediate Neighborhood Park, Carroll Knolls Local Park, Capital Crescent Trail Crossing at Little Falls, and the Black Hill SEED Classroom.
- Park projects won the following design awards in 2018:



Montgomery County

Department of Parks - Park Development

- Presidential Award of Excellence from the Maryland Chapter of the American Society of Landscape Architects for the design of Greenbriar Local Park.
- Honor award from the Potomac Chapter of the American Society of Landscape Architects for the design of the Garden Gateway- Brookside Gardens Entrance and Parking Renovation.
- Completed construction of Laytonia Recreational Park, cricket field at South Germantown Recreational Park, the Capital Crescent Trail Plaza at River Road, Brookside Gardens Greenhouse, renovation of the Wheaton Stables parking lot and stormwater management retrofits.
- Began construction/renovations of Dewey Local Park, Josiah Henson Special Park, Pinecrest Local Park, Battery Lane Urban Park, and Maydale Nature Center.
- Completed 25 ADA improvement projects that include trails, parking lots, sidewalks, amenities, and other upgrades to comply with ADA requirements in the period between spring 2018 and June 2019 including major renovations at: Capitol-View-Homewood Local Park, Ridge Road Recreational Park, Wheaton Regional Park, Rock Creek Regional Park, and South Germantown Recreational Park.
- Completed construction of six stormwater management facilities along Sligo Creek Parkway.
- Completed interior and exterior renovations at three Park Activity Buildings.
- Updated the ADA Compliance Manual.
- Initiated the implementation of documented barrier removals in EAM (approximately 1,700 barriers to date).
- Created searchable tool on Department of Parks' website to identify accessible amenities.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$3,627,857	\$3,946,371	8.8%
Staffing			
Funded Career Positions	50.00	51.00	2.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	26.50	27.00	1.9%



Montgomery County

Department of Parks - Park Development

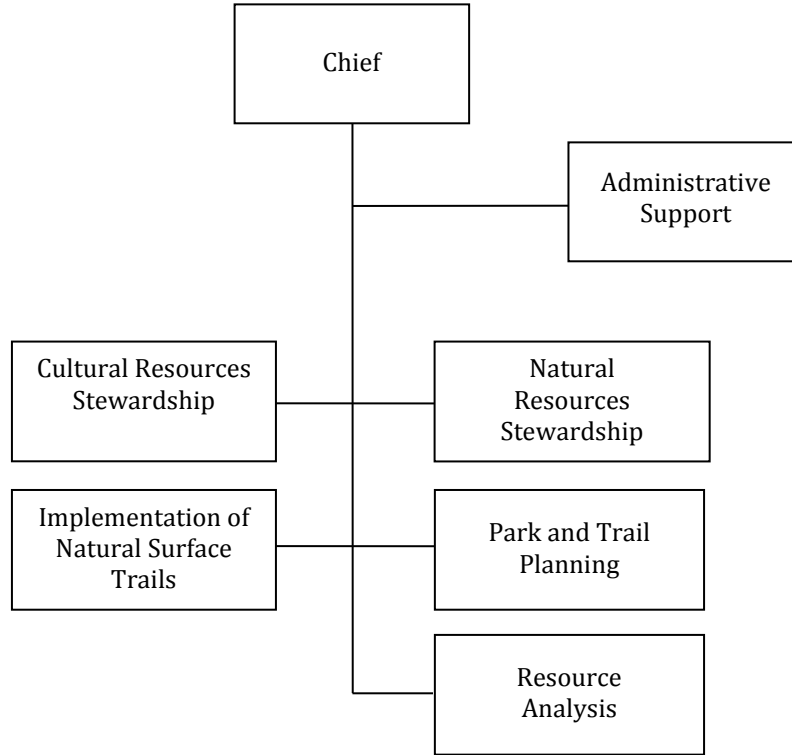
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Underwent reorganization of former Parkland Acquisition Unit during FY19 after new Section Chief was hired. The new section became the Real Estate Management Section and now includes the Public-Private Partnerships Coordinator position and WY transferred from the Public Affairs and Community Partnerships Division. The duties for this position will be split between the real estate/acquisition program and the public-private partnership program. Another aspect of this reorganization is that the Legacy Open Space Program function previously managed by the Park Planning and Stewardship Division is now housed in the Park Development Division with the responsibilities for this program being absorbed by existing Park Development staff.
- Increases Other Services & Charges by \$38,934 for consulting services associated with the scanning and archiving of CIP drawings and project designs in preparation for the planned future move to the new Wheaton Headquarters and for maintenance services associated with the Zagster Bike Share program for the Department.



**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.

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.

PROGRAMS AND SERVICES PROVIDED

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



Montgomery County

Department of Parks - Park Planning and Stewardship

- Restoration/Rehabilitation of Historic Sites
- Environmental Review and Assessment
- Wildlife Management

ACCOMPLISHMENTS

- Resource Analysis has successfully transitioned the Department of Parks into a new National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Storm Sewer System Permit Program (MS4) permit. This new permit has robust compliance and reporting standards and includes a requirement to use stormwater management techniques to treat 20% of our existing untreated impervious surfaces within the first permit term.
- Continued to identify and review numerous MCDOT Outfall Repair and Restoration projects impacting parkland across the County.
- Conducted biological monitoring of benthic macroinvertebrates, herpetofauna, and fish at 21 sites on parkland.
- Began review of MDOT SHA's \$9 billion Traffic Relief Plan, the I-495 and I-270 Managed Lanes Study.
- Continued review and oversight of WSSC Consent Decree projects impacting Sligo Creek, Northwest Branch, Rock Creek, and Watts Branch.
- Provided white-tailed deer population management within 46 park units on nearly 20,000 acres of parkland county-wide. Included in the collaborative effort with Region staff and Park Police personnel, was the expansion of management into four new park units (676 total acres), including two within Silver Spring.
- Coordinated 8,200 hours (net 2.9 work years) of volunteerism directed towards non-native, invasive plant management on M-NCPPC Park properties. This includes work conducted by individual certified Weed Warrior volunteers and 119 group workdays in 43 park units.
- Provided management of non-migratory Canada geese in 14 Park units including a collaborative effort with Region and Water Quality Management staffs to oil eggs toward minimizing reproduction. In addition, most notably, a goose removal project was successfully conducted at Black Hill Regional Park experiencing chronic impacts (e.g. excessive feces in public spaces, shoreline erosion, aggressive behavior, water quality concerns etc.), immediately providing relief to the boat rental area, shoreline, and exposure of park visitors to excessive feces. Finally, a joint effort with Wheaton Regional Park management and staff provided for comprehensive address of resident geese and their impacts at Kemp Mill Local Park. Park visitors are now experiencing relief for impacts of overabundant geese in a small, relatively confined area.
- Started construction of the Josiah Henson Museum at Josiah Henson Park. The museum, which includes a new visitors center, rehabilitated historic house, and exhibits in both buildings and the landscape, will be dedicated to telling the story of resilience and perseverance in overcoming slavery based on the words and experiences of Josiah Henson, enslaved in Montgomery County much of his life. Ongoing public programs, archaeological programs and presentations, plus a new academic biography of Josiah Henson--all by Parks Cultural Resources staff--are bringing Henson's life to greater public awareness.



Montgomery County

Department of Parks - Park Planning and Stewardship

- Opened Kensington Cabin as a permitted recreational building after a successful ribbon cutting ceremony on October 20, 2018. The restored cabin is now named in honor of former Mayor Plank, based on a sizeable financial contribution from the Cupid Foundation. The project's construction was led by Facilities Management's Property Management leads and its historic preservation goals implemented by Parks' Cultural Resources staff.
- The Energized Public Design Guidelines, which is a companion document of the EPS Plan, is scheduled for completion in spring 2019. This document will provide overall design guidance to all stakeholders, including county planners, designers, decision-makers, developers, land owners and public citizens during master and sector plan processes.
- Created a Park Equity Map for the 2107 PROS Plan. This map is an index that scores all Census Block Groups in the County to identify high concentrations of lower income people with low walkable access to parks. The Park Development Division can use this map to prioritize CIP items that fill gaps or address areas of concern identified on this map.
- The natural surface trail team opened new trail systems in Oak Ridge Conservation Park and Wheaton Claridge Local Park. The team also completed the 6.5-mile PEPCO trail between South Germantown Recreational Park and Muddy Branch Stream Valley Park. As part of our trail restoration projects, the team planted 500 containerized trees and shrubs to close old and unwanted trails.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19 Adopted	FY20 Proposed	% Change
Budget			
Expenditures	\$5,436,132	\$5,735,937	5.5%
Staffing			
Funded Career Positions	48.00	50.00	4.2%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	47.00	50.80	8.1%

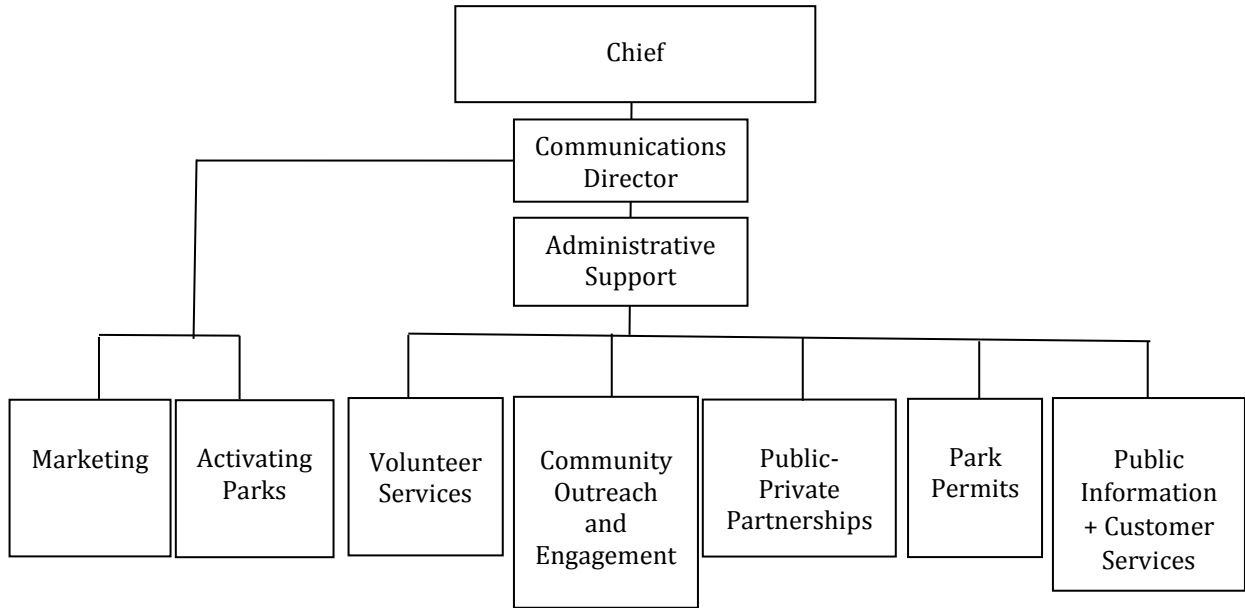
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Includes two (2) full time career and two (2) WYs and personnel funding for OBI for Josiah Henson Historic Park. Also includes OBI cost of \$19,167 for Supplies & Materials and \$9,199 for Other Services & Charges for Josiah Henson Historic Park.
- Transferring \$18,000 in Other Services & Charges funding to seasonal funding for work previously contracted out that is now being performed by seasonal staff. Increases seasonal WY by 0.7.
- Increases Other Services & Charges by \$37,500 for one-time cost for an archaeological assessment of the Moses Cemetery in the Westbard area.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

OVERVIEW

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

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

The **Outreach & Media, Events** section provides management and coordination of communications, and outreach functions. These functions include public outreach and response; related marketing; event planning; program development and consultation; related advertising; publication development; and media relations.

The **Marketing** section provides digital media marketing; coordination for requesting banners and signage and exhibits; photography; media and public relations; website development and design; reports and presentations; and branding efforts.

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

The **Activating Parks** section provides opportunities for Montgomery County residents and visitors to use our Parks. The vision of the Activating Parks Program is for every Montgomery County resident to view the parks as a place to relax, recreate, and foster a sense of community and to choose park activities during their leisure time. This will be accomplished through partnerships with like-minded organizations, and through events, both small and large.

The **Volunteer Services** section provides central coordination and management of volunteer and community service programs. Functions include planning and consultation, recruitment, outreach, screening, training, recognition, data collection and management, and evaluation. Volunteer resources include students, corporate partners, community partners and traditional volunteers. Additionally, the Volunteer Services section is responsible for fulfilling the water quality public involvement and participation requirement under the Department's NPDES MS4 permit; and for ensuring that the Department meets the routine maintenance standards for natural surface trail inspection and maintenance.



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

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.

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Developed social media guidelines, following a thorough audit of sanctioned and unsanctioned social media accounts. Then, we trained 45 content providers on the best practices in this field of marketing.
- Increased subscription of monthly marketing e-newsletter to 2,587 subscribers.
- Established quarterly e-newsletters for History & Archaeology enthusiasts, those interested in Active & Outdoor Fun, and for people wanting to learn more about nature programs.
- Nearly a million people visited our website in the last fiscal year, an increase of 9% over the previous fiscal year. On target to increase it another 10% in the next fiscal year.
- Managed MontgomeryParks.org website and its more than 1,045 active pages by training 120 individual site editors, and consistently updated homepage content with new photos, blog posts, and media releases.
- Executed a new communications plan for the Trails' "RainoutLine."
- Hosted a "World Cup FIFA Watch Party." Approximately 175 people participated in the free event that brought new people into Wheaton Sports Pavilion to support the Mexico and South Korea teams.
- Created four seasonal program guides and a summer camp guide.



Montgomery County Department of Parks - Public Affairs and Community Partnerships

- Created the Bike Share Program at two locations at Black Hill Regional Parks and Wheaton Regional Park and grew the program to more than 1,200 riders.
- Planned and managed various park opening and special events to promote and celebrate the following initiatives:
 - The launch of our first solar farms,
 - A new natural surface trail along a utility transmission corridor,
 - Annual PARK(ing) Day celebration,
 - Wheaton Claridge Park grand re-opening,
 - Laytonia Recreational Park grand re-opening,
 - A new donor-funded, state-of-the-art greenhouse at Brookside Gardens,
 - A new park plaza on the Capital Crescent Trail named for former County Executive Neal Potter,
 - And, a new rehabilitation of the Historic Kensington Cabin.
- Secured extensive feature article in Bethesda Magazine highlighting the parks system including best parks, trails, and park activities.
- Secured regular media coverage throughout the year in various outlets including the Kojo Nnamdi Show, Washington Post, WUSA9 CBS TV affiliate, WTOP radio, Bethesda Beat and MYMCMedia.
- Participated in National Latino Conservation Week initiative by creating and promoting programs to provide opportunities for Latinos to enjoy the outdoors and learn more about how to protect our natural resources.
- Launched the second installment of the Parks Speaker Series featuring sessions with thought leaders David Barth, Certified Planner and Parks and Recreation Professional, and Jason Roberts, CEO of the Better Block Foundation.
- Conducted outreach for wildlife management efforts including Parks Deer Management Program with communications tactics in Spanish and Chinese; and a non-migratory Canada geese management program.
- Continued communications efforts for the Parks Pesticide Reduction program including regular updates to the pesticide web page and providing bi-annual reports to the county council.
- Planned, coordinated and executed outreach programs for a variety of park projects and initiatives, including:
 - Park renovation projects,
 - An effort to improve safety at the Capital Crescent Trail / Little Falls Parkway intersection,



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

- Energized Public Spaces Functional Master Plan Urban Park Design Guidelines,
 - Request for Proposals for tenants for park activity buildings,
 - Promoted park programs and activities during Parks and Recreation month (July) with a culminating free popsicle social event,
 - Launched a new web-based eLearning system for volunteer training,
 - Managed and supported volunteers that contributed 82,053 hours; the value of these contributions surpassed \$2 million for the first time this year,
 - Helped create and recruit for 61 new volunteer jobs and had 215 active jobs overall,
 - Trail Volunteer Program coordinated over 845 Trail Volunteers in 73 workday projects; Trail Rangers completed 479 inspection reports; which contributed towards 5,425 hours of service inspecting, maintaining and building natural surface trails county-wide,
 - Volunteer Stream and Park Cleanup Program held 256 cleanups with 6,310 volunteers who spent 15,149 hours removing 74 tons of trash and recyclables combined, with a 31% diversion rate,
 - Resolved 1,226 customer concerns from inquiring park users and neighbors.
- Generated revenue of over \$2.6 million from permit fees in FY 18.
 - Generated special revenue of \$157,500 for special events in FY 18.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$3,057,499	\$3,367,344	10.1%
Staffing			
Funded Career Positions	23.00	26.00	13.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	22.80	27.50	20.6%



Montgomery County

Department of Parks - Public Affairs and Community Partnerships

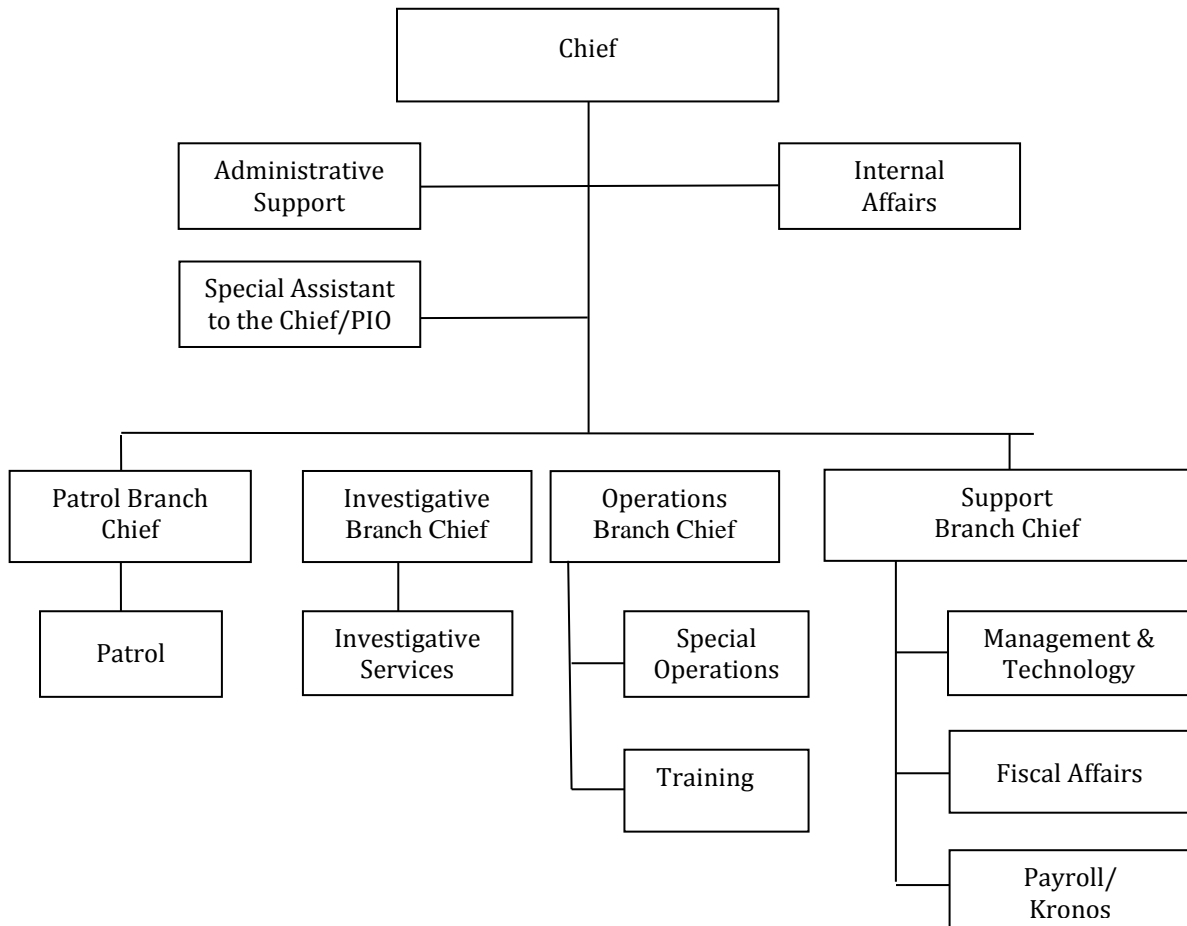
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- The Activating Parks Program was transferred from the Horticulture, Forestry and Environmental Education Division to the Public Affairs & Community Partnerships Division, resulting in the addition of four (4) full-time career positions, three (3) seasonal WYs, \$71,400 in supplies and materials and \$5,542 in other services and charges.
- Transferring one (1) position for the Public-Private Partnerships Coordinator and one (1) WY from the Public Affairs and Community Partnerships Division to the Park Development Division.
- Increases salary lapse by 0.8 WY based on historical trend.
- Adds \$5,000 in Other Services & Charges for foreign language translation services.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Park Police

OVERVIEW

The division is committed to providing professional public safety services with a focus on crime prevention and detection through statistical analysis of citizen-based calls for service and officer observations to ensure a safe park system. The division is committed to working in partnership with the community to improve the quality of life for the citizens of Montgomery County.

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

The Park Police division is divided into four operational branches and an Administrative Section. The operational components are the **Patrol Branch** comprised of Patrol Services and Community Services; the **Support Operations** branch comprised of Management and Technology, Communications, Payroll/Kronos and Fiscal Affairs; and the **Operations Branch** comprised of Special Operations, Canine and Training. The **Investigative Branch** is comprised of Investigative Services and the Community Response Team. The **Office of the Chief** includes Internal Affairs and the Police Information Officer. The division's personnel compliment is augmented by approximately 46 volunteers.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- A new Chief of Police was appointed in May 2018. Chief Darryl W. McSwain's policing philosophies include an emphasis on community outreach, strategic planning to maximize existing resources based on empirical crime, public event, and quality of life data.
- The Park Police Volunteers celebrated 25 years of service with 27,865 hours serving the parks and the community.
- The Park Police held the 4th Annual Turkey Bowl at the Gwendolyn E. Coffield Community Recreation Center in Silver Spring. Forty families in need received complete turkey dinners. This is a 100% increase from the previous year in the number of families receiving meals.



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

- Officers are participating in local and federal Gang Task Forces, working to reduce the impact of crimes in the parks and surrounding communities.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$14,257,923	\$14,225,592	-0.2%
Staffing			
Funded Career Positions	117.00	119.00	1.7%
Funded Term Positions	0.00	0.00	-
Funded Workyears	112.10	116.30	3.7%

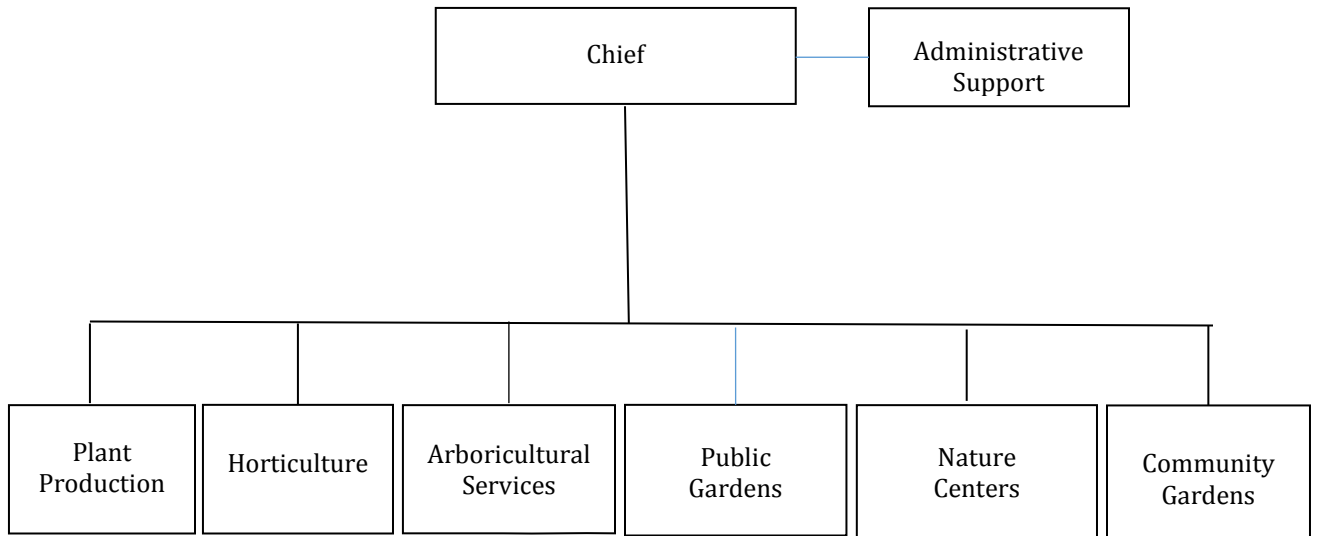
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreases salary lapse by 0.6 WY based on historical trend. Increases seasonal WY by 1.60 based on “true-up” of WY value based on the average cost of a seasonal WY.
- Includes 2.0 career WY for OBI for Wheaton HQ, Supplies & Materials cost of \$30,507 and one-time Capital Outlay cost by \$107,120 for OBI for Wheaton HQ. This cost is offset by a chargeback of (\$193,193) transferring this cost to the Wheaton Headquarters Internal Service Fund.
- Increases Supplies & Materials by \$28,975 for uniform allowance based on updated staff complement and terms in the current Fraternal Order of the Police contract.
- 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 \$12,251 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:

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 park programs and the development, maintenance, beautification and conservation of 37,000 acres of park land.

Public Gardens are responsible for the maintenance, programming, interpretation and development of Brookside and McCrillis Gardens. 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.

MISSION

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



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

PROGRAMS AND SERVICES PROVIDED

- Operation, maintenance and programming of four nature centers and one satellite site at Maydale Conservation Park
- Nature and garden- based wellness programs
- Adult and children’s horticultural and conservation education programs and camps
- Curriculum based school programs which support the states’ environmental literacy graduation requirements
- Spanish language nature programs
- Visual and performing arts
- Natural, historic, cultural and garden Interpretation
- Children in Nature Initiative
- High school and college intern program
- Brookside and McGrillis Gardens management
- 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
- Facility rentals and Gift Shops
- Tree inspection and maintenance
- 24-hour Tree emergency response
- Tree planting, aftercare and maintenance programs
- Tree protection and conservation including historic, significant and Champion Tree Program
- Comprehensive nursery and greenhouse plant propagation and production programs.
- Community Gardens installation and program management
- Sustainable green business practices and green waste recycling /compost program
- Plant health care and integrated pest management (IPM) program
- Horticulture and arboriculture consultation services for park development and renovation Projects

ACCOMPLISHMENTS

- New programming at Brookside Gardens focuses on the intersection of horticulture, well-being and equity. Staff is building partnerships with local and national organizations to use the garden as a therapist to increase emotional and physical well-being, focusing on communities of color and other groups who may be underserved by conventional providers. Brookside Gardens hosted a Forest Therapy coalition meeting with the U.S. Forest Service, planned a 5K fun run with Latino Outdoors and Park RX America, hosted a chapter of “Walk with a Doc,” and is working with a consultant to develop a Stroll for Well-being.
- Meadowside Nature Center now offers all school programs in Spanish. The Center is partnering with Kemp Mill Elementary School (dual language Spanish-English school) and Washington Grove Elementary School (two-way immersion school). The classes come to Meadowside and experience nature programs in Spanish. Meadowside also offers numerous nature programs to the general public in Spanish and has started the Youth on Earth program, a bilingual Spanish-English “green careers” club for teens. Meadowside also had their first annual Hispanic Heritage Celebration this past September and reached over 150 people.
- The Native Plant Program (NPP) has shown an increase of 54% in plant production when compared to 2018 spring/fall orders (25,714) to 2017 spring/fall orders (16,658). Most of these plants are used to support the stormwater management and bioretention projects for the Parks.



Montgomery County

Department of Parks – Horticulture, Forestry & Environmental Education

- A drone was purchased to conduct tree health and risk inspections. The drone is equipped with hi-resolution and multi-spectral cameras to quickly, efficiently and safely gather data for managing the park's urban forests and individual trees.
- Division staff collaborated with Park Development Division staff to design and implement an interpretive signage program for the newly renovated Kemp Mill Park. Signage encourages walking, educates park patrons about bioretention basins and pollinator friendly plants, and highlights meditation stations.
- The Department's first MUDFEST was held at Woodstock Equestrian Park. This event featured giant mud pools and slides, a toddler mud area, mud kitchens, mud art and numerous sprinklers for fun and cleaning up. Over five hundred people attended.
- Brookside Gardens launched activities in anticipation of its 50th anniversary in 2019, including redesigning *Cultivate* magazine, launching a Brookside 50th Facebook group to encourage visitors to share the impact of Brookside Gardens on their lives, and developing an ESRI-based Story Map interpreting key garden features.
- Horticulture staff conducted a successful pilot program to bring horticulture back to high profile park entrances. Staff designed, planted and maintained low-maintenance, deer resistant landscape plantings in beds at Black Hill Regional Park, Olney Manor Recreational Park and Wheaton Regional Park.
- Full registration was achieved for all community garden plots in 2018.
- The Arboriculture section completed the following work in parks county-wide:
 - 410 hazard trees were removed.
 - 360 hazard ash trees were removed by contractors.
 - 346 trees were pruned for health and structure enhancement.
- Using GIS, staff added 7,700 trees in 155 different parks to HFEE Division's tree inventory. The inventory will aid to identify and track tree maintenance work as well as provide information on tree species diversity which will assist with setting goals for tree planting and monitoring invasive species.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY19	FY20	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$10,564,222	\$10,169,377	-3.7%
Staffing				
	Funded Career Positions	91.00	87.00	-4.4%
	Funded Term Positions	1.00	1.00	0.0%
	Funded Workyears	99.30	93.50	-5.8%

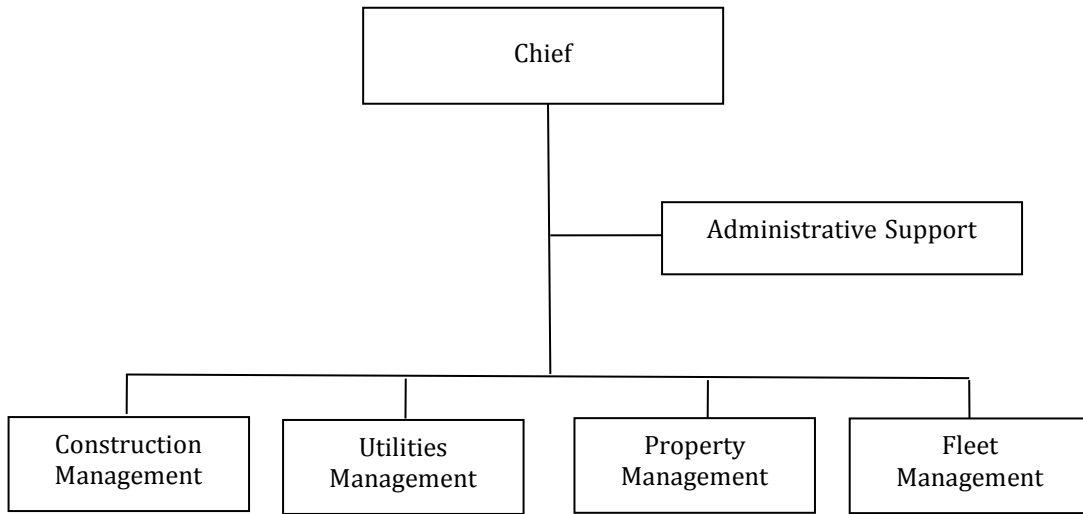
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- The Activating Parks Program was transferred from the Horticulture, Forestry and Environmental Education Division to the Public Affairs & Community Partnerships Division, resulting in the reduction of four (4) full-time career positions, three (3) seasonal WYs, \$71,400 in supplies and materials and \$5,542 in other services and charges.
- Converted a part time Park Naturalist II position at Locust Grove Nature Center to full time.
- Increases Supplies & Materials by \$5,000 to meet Federal and State standards for the housing and care of the animals at the Nature Centers; an additional \$4,500 in materials for the in-house production of interpretive signage at the Nature Centers; \$8,000 to implement a biological control program in Brookside Gardens’ greenhouse to reduce the use of conventional pesticides and \$7,500 for the purchase of equipment.
- This budget adds an additional \$5,000 to the division for travel and training to cover the cost of mandatory regulatory licensure and ongoing safety training for the tree crew; \$2,257 to insure the drone used for assessing hazardous tree conditions; \$4,000 for ongoing maintenance of the portable sawmill; \$12,000 for the repair and replacement of aging fences around the Community Gardens and \$9,200 to process green waste material into usable mulch and compost.



**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 36 CIP projects, the Division has received approximately 215 major maintenance project requests for FY19. Facilities Management Staff will complete 5,720 planned Routine and Preventative Maintenance service requests and approximately 3,200 Reactive Service Requests. Approximately 2,099 work requests are awaiting completion in backlog. For FY20, Fleet Management is projected to have a 1% increase in work requests and will complete over 4,000 work requests, of which 2,045 are preventative maintenance.

The Facilities Management division is comprised of five functional sections:

Administration provides leadership, exceptional customer service and administrative services for the division. The division also oversees the Department's sustainability and recycling program. Sustainability and recycling goals are achieved in close coordination with the Planning Department, Prince George's Parks & Recreation, Montgomery County Department of Sustainability and Montgomery County Department of Environmental Protection.

Construction Management provides centralized planning, development, maintenance, repair and remodeling services for Department facilities.

Utilities Management provides retrofitting, installation and servicing of the mechanical systems for the Department, including upgrades to increase energy conservation such as new solar collection installations, water conservation measures and security upgrades.

Properties and Administration provides oversight of the Department's leased properties and the Property Management revenue budget and; oversight of the Facilities Management budget and purchasing activity. The leased properties are supported by the maintenance efforts of in-house staff which provide 24/7 response.

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

MISSION

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



Montgomery County

Department of Parks – Facilities Management

PROGRAMS AND SERVICES PROVIDED

- Work Order Requests
- Routine and Preventative Maintenance
- Fueling Stations
- CIP Implementation
- Utilities, Security Systems
- Regulatory Compliance
- Inspection and Repairs
- Environmental Stewardship through Sustainability and Energy Management
- Departmental Warehouse for uniforms, sustainable products and safety equipment
- Develop, Renovate, Design, Construct
- Planned Lifetime Asset Replacement (PLAR)
- Fleet Acquisition and Maintenance
- Adaptive Reuse of Obsolete Structures

ACCOMPLISHMENTS

- Completed the relocation of the Exhibit Shop from Saddlebrook to the Green Farm Maintenance Facility.
- Remodeled the Meadowbrook Maintenance Facility kitchen, conference room and restroom for ADA compliance.
- Completed the restroom repairs at Martin Luther King Recreation Park.
- Renovated the playground at Hunters Wood Local Park.
- Completed renovations and ADA enhancements at Glenmont Public Activity Building, the historic Veirs Mill Public Activity Building, Sligo-Dennis Public Activity Building and the basement of Hawks Reach.
- Remodeled the historic Ken-Gar Park Activity Building due to water damage.
- Upgraded Little Bennett Campground Loop D to include water, sewer and electric service for all sites and upgraded lighting to LED in the bathroom area.
- Completed Kensington Cabin renovation, and the facility is now available for permitted public use.
- Worked with the Park Development Division and the Montgomery Parks Foundation to upgrade the service area at Ridge Road including completed ADA alterations, which were partially funded by the Washington Capitals.
- Developed and implemented a pilot program to combat slippery bridges and boardwalks at various parks throughout the County.
- Developed specifications, ordered and took delivery of five new train cars at Cabin John Regional Park for the Enterprise Division. Advertised the sale of the five old train cars and received overwhelming response and used the proceeds to offset 15% of the cost of the new train cars.
- Provided specifications, bid and purchased over \$3.5 million of vehicle and equipment replacement. Successfully took delivery of 60 replacement vehicles.



Montgomery County

Department of Parks – Facilities Management

- Integrated fuel data for Montgomery County fueling facilities with the Department’s fuel master system. Began implementation of auto read systems at all fueling sites to deliver product to only approved vehicles and equipment as recommended by the recent vehicle audit.
- After several unsuccessful bid requests for a replacement vendor for recycling services for departmental facilities, quickly utilized current contracts to specify and procure a twenty-six-yard front load trash/recycle truck. Using existing staff resources to replace previously contracted services with inconsistent performance, implemented a highly successful dual stream recycling program.
- Completed roof solar installation for the bathroom shelter at Olney Mills.
- Completed renovations and ADA enhancements for historic Property Management’s Mauglin House, Hyattstown Mill, and Greenwood Cottage.
- Replaced landscape lighting at Brookside Gardens.
- Retrofit with LED lights in auto shop, carpenter, and plumbing shops at Green Farm Maintenance Facility.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$12,310,057	\$12,783,909	3.8%
Staffing			
Funded Career Positions	114.00	117.00	2.6%
Funded Term Positions	1.00	0.00	-100.0%
Funded Workyears	97.20	101.90	4.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Converts one (1) term contract position to (1) full time career for a sustainability program analyst. This cost is offset with existing personnel funding from the term contract conversion and by a reduction of \$22,384 for contractual services in Other Services and Charges resulting in a net zero impact.
- Includes one (1) full time career position and one (1) WY for a lead mechanic for fleet and equipment maintenance and repair.
- Includes one (1) full time career and one (1) WY transferred from the Administration Fund for the new Wheaton Headquarters building management.

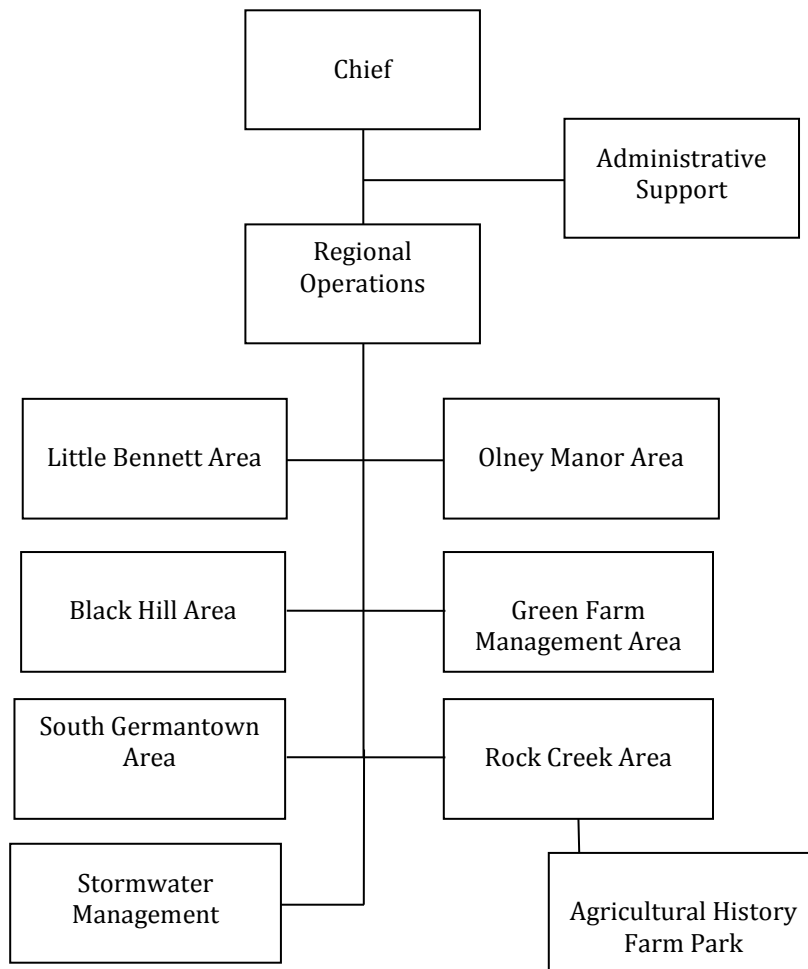


Montgomery County Department of Parks – Facilities Management

- Includes a transfer of \$100,000 from Other Services & Charges to Supplies & Materials for vehicle/equipment parts.
- Increases Supplies & Materials by \$48,967 for major known commitments and \$15,735 for OBI for Josiah Henson Historic Park and Wheaton Library and Community Recreation Center.
- Increases Other Services & Charges by \$2,346 for major known contractual commitments, \$580 for OBI for ballfield irrigation projects and for Josiah Henson Historic Park and \$250,000 for infrastructure repairs.
- Increases chargebacks by \$2,400 for 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

- Maintained surfacing at 112 playgrounds without the use of pesticides.
- Maintained six Local and Neighborhood Parks without the use of pesticides, as part of the Pesticide Free Park Pilot Program.
- Inspected and maintained six playgrounds for the Montgomery County Recreation Department through an Interagency Agreement.
- Increased aeration, management and seeding on 140 Athletic fields to improve playability, availability and player safety.
- Coordinated with Montgomery Parks Program Access Team on completion of accessibility projects including the archery ranges at South Germantown Recreational Park and Rock Creek Regional Park, the picnic shelters at South Germantown Recreational Park and the boat ramp at Seneca Landing Park.
- Supported Natural Resources Section of Park Planning and Stewardship Division with projects related to their non-native invasive program, goose and deer management, as well as trail inspections and routine maintenance.
- Opened and began maintenance of new facilities at Laytonia Recreational Park and the Rock Creek Maintenance Yard.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$10,446,393	\$10,437,196	-0.1%
Staffing			
Funded Career Positions	116.00	117.00	0.9%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	122.90	122.00	-0.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Includes one (1) full time career and one (1) WY for an Enterprise Asset Management (EAM) data specialist position.
- Includes increased salary lapse of 0.8 WY based on historical trend.
- Decreases seasonal WY by 1.0 based on “true-up” of WY value based on the average cost of a seasonal WY.



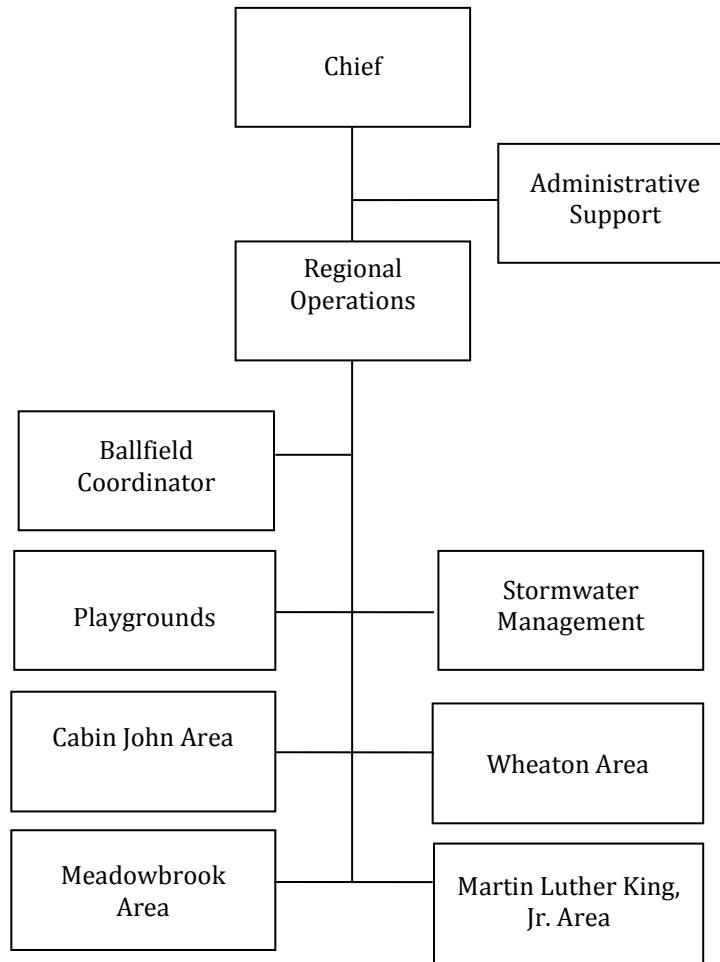
Montgomery County Department of Parks – Northern Parks

- Transfers \$20,206 from Supplies & Materials to Other Services & Charges for repairs and maintenance services to meet divisional needs.
- Increases Supplies & Materials by \$29,303, Other Services & Charges by \$10,729 and Capital Outlay by \$4,859 for CPI and contractual increases and decreases Capital Outlay by \$39,000 for reversal of a one-time expense from FY19.



Montgomery County Department of Parks - Southern Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks - Southern Parks

OVERVIEW

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

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

The Southern Parks Division also contains conservation areas, green spaces, trails, parkways, storm water management structures, two miniature train operations, two ice rinks, one carousel, one sports pavilion, two skateboard parks, two indoor tennis facilities, two nature centers, two equestrian centers, 191 playgrounds, 93 basketball pads, 93 tennis pads, and 3 dog parks.

This Division meets both local and regional leisure needs by providing opportunities for a wide variety of outdoor recreational activities in the most densely populated areas of Montgomery County. In addition to preserving over 4,500 acres of stream valley parks, the Southern Parks Division staff manages and maintains three Regional/Recreational Parks, 23 Urban Parks, 71 Neighborhood Parks, and 81 Local Parks.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Trash/Litter Removal and Recycling
- Storm Water Management/NPDES permit compliance
- Community and 3rd Party Support (Special Events)
- Custodial Services
- Storm Response
- Regional Park Attractions and Enterprise Support
- 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
- Athletic Field Standardization and Renovations (Regional and Local)
- Trail Inspection and Maintenance
- Turf Management
- Snow Removal
- Public Private Partnerships, Adopt-A-Field Agreements

ACCOMPLISHMENTS

- Southern Parks Division, in collaboration with the Facilities Management and Park Development Divisions, completed comprehensive renovations of North Four Corners Park and Shirley Povich Fields. These included successful conversion from cool season grass (blue grass/fescue blend) to warm season grass (Bermuda). The renovated fields have a better playing surface, are more durable (support more use), safer, and more sustainable.



Montgomery County

Department of Parks - Southern Parks

- Installed permanent road closure gates at strategic locations on Beach Drive. This has eliminated the need for staff to temporarily install and remove barricades in flood-prone areas for weather events. This improvement, along with additional flashing signage, has both eliminated associated overtime and increased safety.
- Added new trash receptacles at the entries of our Public Activity Buildings. These are color-coded to match freshly-painted entrance doors. This concept is designed to improve the overall aesthetic and to give visitors and permittees a visually pleasant, welcoming experience.
- Purchased a trash packer with Third Eye programming. This is a GPS-enabled tracking device that also will record “events” such as hard braking or abrupt steering. We are in the process of adding a GPS-based Route with EAM integration.
- Painted pink lines on athletic fields for Breast Cancer Awareness in October. Introduced yellow lines in honor of Veterans Day during November.
- Redesigned the Enterprise Asset Management’s (EAM)’s preventive maintenance schedules for mowing to align with the Department’s maintenance standards.
- Began using the EAM mobile app to complete park and custodial inspections in the field. This technology maximizes the efficiency of data input and retrieval by allowing inspection results to be input on a device in the field immediately at the inspection site. This replaces an off-site, paper-based process.
- Standardized the operational hours for all maintenance areas of the Division, where in the past there was one facility that operated with a separate set of hours. This allows for efficiencies in Division-wide scheduling.
- Successfully renovated twenty-two (22) athletic fields for Montgomery County Public Schools (MCPS), for improved safety, playability, and sustainability.
- Developed a department-wide athletic field strategic plan, which identifies seven core principles for improved service delivery for our community. This included the development and implementation of a comprehensive nutrient management plan for improved soil chemical properties.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$14,079,360	\$14,963,842	6.3%
Staffing			
Funded Career Positions	155.00	161.00	3.9%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	162.50	171.00	5.2%



Montgomery County

Department of Parks - Southern Parks

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Includes one (2) full time career position and two (2) WYs for positions and \$112,500 for Supplies & Materials for the Ballfield Consistency Initiative.
- Includes two (2) full-time career positions and two (2) WYs for the athletic field team transferred from the Director of Parks Division. This consolidates staffing for the Athletic Field team into the Southern Parks Division.
- Includes one (1) full-time career position and WY for OBI and 1.2 seasonal WY for OBI for the Capital Crescent Trail at River Road, Wheaton Library and Community Recreation Center and for ballfield irrigation projects at North Four Corners Local Park, Pinecrest Local Park, and Wheaton Regional Park.
- Includes one (1) full-time career position and one (1) WY for a stormwater and bioretention management position. The cost of this position is offset by a reduction in seasonal cost resulting in a net zero cost impact.
- Decreases salary lapse by 0.6 WY based on historical trend.
- Increases Supplies & Materials by \$27,320 for OBI and by \$52,111 to address on-going divisional needs.
- Increases Other Services & Charges by \$15,500 for OBI, and by \$13,811 for major known commitments and other contractual obligations.
- Increases Capital Outlay by \$110,000 for OBI and by \$4,859 to address ongoing divisional needs.
- Reduces one-time FY19 funding for Supplies & Materials by \$5,000 and for Capital Outlay by \$12,000.
- Transfers \$23,000 from Supplies & Materials to Other Services & Charges to fund training and equipment repair.



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

		FY19	FY20	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
	Expenditures	\$9,881,870	\$11,699,742	18.4%
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 FY20 PROPOSED BUDGET

- Decreases personnel services cost by \$52,600 for unemployment insurance payments and for payment of the employer's share of insurance premiums for staff on long-term disability.
- Transfers \$25,000 in Other Services & Charges reductions for telecommunications costs to Supplies & Materials for increased utility funding for propane. Increases Supplies & Materials by an additional \$17,600 for propane and heating oil utility costs.
- Increases Other Services & Charges by \$500,526 for OBI for the new Wheaton Headquarters and by \$41,252 for other OBI and by \$30,000 for Departmental training.
- Increases Risk Management charges by \$133,800.
- Increases internal service funds by \$635,000 for the repayment of financed capital equipment.
- Increases internal service funds by \$680,252 for Commission-wide IT services and for the Office of the CIO.
- Increases chargebacks from CAS by \$27,121
- Decreases the chargeback from the Enterprise Fund by \$210,700. This reduction is offset by the increase in personnel cost from the transfer of two (2) positions for the Program Access unit from the Enterprise Fund to the Management Services Division in the Park Fund.



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

- Successful completion of multi-year effort to find adaptive uses for vacant Park activity buildings. The recent proposal request issued to seek private tenants resulted in a new tenant for the Colesville building and the decision to demolish the Nolte building.
- Updated the 2014 Montgomery Parks policy for siting private telecommunications on Park property.
- Completion of the shared use agreement for the athletic fields at Blair Local Park with Montgomery County Public Schools.
- Turnover of unique, large mid-century modern home to be added to the inventory of rental houses.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$1,528,240	\$1,566,600	2.5%
Staffing				
	Funded Career Positions	4.00	4.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	7.00	5.80	-17.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Increases revenue by \$33,800. The increase is attributable to annual rent increases and the addition of one park activity building coming back online.
- Increases Personnel cost by \$12,198 for compensation increases.
- Increases Supplies & Materials by \$3,749 for construction and maintenance supplies.
- Increases Other Services & Charges by \$31,913 for increased utility costs and funding for building and maintenance repairs.
- Increases Enterprise Chargeback by \$9,500 and for general Property Management support.
- Decreases chargeback WYS by 1.2 for “true-up” of WY values.



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

Budget		FY19 Adopted	FY20 Proposed	% Change
OPEB Prefunding	\$	2,349,712	\$ 2,190,495	-6.8%
OPEB PayGo		3,860,659	3,797,206	-1.6%
Marker for Changes to Employee Comp.		<i>(Included in Divisional Budgets)</i>	1,556,003	-
Marker for Possible Reclassifications		336,989	238,027	-29.4%
Other Personnel		19,987	4,200	-79.0%
Transfer to Capital Projects Fund		350,000	350,000	0.0%
Transfer to Debt Service Fund		6,461,285	7,124,410	10.3%
Operating Expenditure Reserve @ 3%		2,911,500	3,066,800	5.3%
Total Expenditures	\$	16,290,132	\$ 18,327,141	12.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo decrease by \$222,670 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$1,794,030 is included for: 1) a compensation marker. We will be in the third year of our contract with MCGEO with a wage re-opener this year, and will be in full contract negotiation with the FOP this year, 2) fund for possible reclassification adjustments based on the study that is currently being completed.
- Increases the debt service transfer by \$663,125.



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND

Expenditures by Division by Type

PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Office of the Director				
Personnel Services	1,640,094	1,792,308	1,535,724	-14.3%
Supplies and Materials	10,124	3,503	2,473	-29.4%
Other Services and Charges	100,478	58,140	59,240	1.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,750,696	1,853,951	1,597,437	-13.8%
Public Affairs & Community Partnerships				
Personnel Services	2,206,967	2,431,603	2,660,289	9.4%
Supplies and Materials	39,053	59,384	131,972	122.2%
Other Services and Charges	415,442	566,512	575,083	1.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,661,461	3,057,499	3,367,344	10.1%
Management Services				
Personnel Services	1,688,781	1,843,484	2,257,353	22.5%
Supplies and Materials	11,767	8,860	20,737	134.1%
Other Services and Charges	194,729	192,219	197,819	2.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,895,277	2,044,563	2,475,909	21.1%
Information Technology & Innovation				
Personnel Services	1,087,146	1,369,279	1,439,535	5.1%
Supplies and Materials	260,668	256,794	296,688	15.5%
Other Services and Charges	1,105,959	957,579	965,974	0.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(60,100)	(61,900)	(63,900)	3.2%
Total	2,393,673	2,521,752	2,638,297	4.6%
Park Planning & Stewardship				
Personnel Services	4,745,416	5,137,244	5,365,046	4.4%
Supplies and Materials	121,147	119,241	140,793	18.1%
Other Services and Charges	342,158	530,285	568,736	7.3%
Capital Outlay	22,074	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(310,160)	(350,638)	(338,638)	-3.4%
Total	4,920,634	5,436,132	5,735,937	5.5%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Park Development				
Personnel Services	5,598,573	5,871,254	6,124,867	4.3%
Supplies and Materials	52,496	48,371	49,338	2.0%
Other Services and Charges	44,706	116,181	155,115	33.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,980,524)	(2,407,949)	(2,382,949)	-1.0%
Total	3,715,251	3,627,857	3,946,371	8.8%
Park Police				
Personnel Services	13,821,094	13,361,290	13,321,437	-0.3%
Supplies and Materials	648,873	523,099	603,602	15.4%
Other Services and Charges	289,123	373,534	386,626	3.5%
Capital Outlay	-	-	107,120	-
Other Classifications	-	-	-	-
Chargebacks	-	-	(193,193)	-
Total	14,759,090	14,257,923	14,225,592	-0.2%
Horticulture, Forestry & Environmental Education				
Personnel Services	8,417,577	9,016,534	8,627,767	-4.3%
Supplies and Materials	597,002	670,340	637,347	-4.9%
Other Services and Charges	1,046,859	1,001,848	1,028,763	2.7%
Capital Outlay	18,057	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(116,861)	(124,500)	(124,500)	0.0%
Total	9,962,634	10,564,222	10,169,377	-3.7%
Facilities Management				
Personnel Services	9,892,169	10,469,869	10,650,877	1.7%
Supplies and Materials	2,167,564	1,818,352	1,983,054	9.1%
Other Services and Charges	845,554	1,028,036	1,158,578	12.7%
Capital Outlay	52,624	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,024,876)	(1,006,200)	(1,008,600)	0.2%
Total	11,933,034	12,310,057	12,783,909	3.8%
Northern Parks				
Personnel Services	8,531,834	8,857,793	8,824,849	-0.4%
Supplies and Materials	977,128	905,168	914,265	1.0%
Other Services and Charges	359,321	466,532	516,423	10.7%
Capital Outlay	463,786	250,600	216,459	-13.6%
Other Classifications	-	-	-	-
Chargebacks	(32,700)	(33,700)	(34,800)	3.3%
Total	10,299,369	10,446,393	10,437,196	-0.1%
Southern Parks				
Personnel Services	11,266,569	12,044,819	12,694,200	5.4%
Supplies and Materials	1,552,367	1,463,056	1,632,987	11.6%
Other Services and Charges	405,425	394,635	446,946	13.3%
Capital Outlay	268,351	254,950	357,809	40.3%
Other Classifications	-	-	-	-
Chargebacks	(75,100)	(78,100)	(168,100)	115.2%
Total	13,417,612	14,079,360	14,963,842	6.3%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Support Services				
Personnel Services	279,523	224,500	171,900	-23.4%
Supplies and Materials	1,496,888	1,563,705	1,611,464	3.1%
Other Services and Charges	8,770,500	6,978,661	8,984,953	28.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	1,005,347	1,115,004	931,425	-16.5%
Total	11,552,258	9,881,870	11,699,742	18.4%
Non-Departmental				
Personnel Services	4,316,425	6,567,347	7,785,931	18.6%
Salary Adjustment Marker	-	358,521	1,794,030	400.4%
Other Personnel Costs	-	(1,545)	4,200	-371.8%
OPEB PreFunding	1,586,150	2,349,712	2,190,495	-6.8%
OPEB Paygo	2,730,275	3,860,659	3,797,206	-1.6%
Supplies and Materials	(109,835)	-	-	-
Other Services and Charges	(85,180)	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,121,410	6,567,347	7,785,931	18.6%
Grants				
Personnel Services	-	-	-	-
Supplies and Materials	26,349	-	-	-
Other Services and Charges	2,500	400,000	400,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	28,849	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	5,428,913	6,461,285	7,124,410	10.3%
Total	5,778,913	6,811,285	7,474,410	9.7%
Budgetary Reserve @ 3%	-	2,911,500	3,066,800	5.3%
Fund Total	99,190,161	106,771,711	112,768,094	5.6%
Total Park Fund				
Personnel Services	73,492,166	78,987,324	81,459,775	3.1%
Supplies and Materials	7,851,589	7,439,873	8,024,720	7.9%
Other Services and Charges	13,837,574	13,064,162	15,444,256	18.2%
Capital Outlay	824,893	505,550	681,388	34.8%
Other Classifications	-	-	-	-
Chargebacks	(2,594,974)	(2,947,983)	(3,383,255)	14.8%
Subtotal Park Fund	93,411,248	97,048,926	102,226,884	5.3%
Transfers Out	5,778,913	6,811,285	7,474,410	9.7%
Budgetary Reserve	-	2,911,500	3,066,800	5.3%
Total Park Fund	99,190,161	106,771,711	112,768,094	5.6%



Montgomery County Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

PARK FUND	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	8.00	8.00	8.00	8.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	8.00	8.00	8.00	8.00	6.00	6.00
Term Contract	4.00	3.80	5.00	4.80	5.00	4.80
Seasonal/Intermittent		1.00		1.00		1.50
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Director of Parks	12.00	12.80	13.00	13.80	11.00	12.30
<u>PUBLIC AFFAIRS & COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	22.00	22.00	22.00	22.00	26.00	26.00
Part-Time Career	1.00	0.50	1.00	0.50	-	-
Career Total	23.00	22.50	23.00	22.50	26.00	26.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		1.50		1.50		3.50
Chargebacks		-		-		-
Less Lapse		(1.30)		(1.20)		(2.00)
Subtotal Public Affairs & Comm. Partner.	23.00	22.70	23.00	22.80	26.00	27.50
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	14.00	14.00	15.00	15.00	19.00	19.00
Part-Time Career	-	-	-	-	-	-
Career Total	14.00	14.00	15.00	15.00	19.00	19.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		0.50
Chargebacks		-		-		-
Less Lapse		(0.10)		(0.10)		(0.10)
Subtotal Management Services	14.00	13.90	15.00	14.90	19.00	19.40
<u>INFORMATION TECHNOLOGY & INNOVATION</u>						
Full-Time Career	9.00	9.00	11.00	11.00	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	12.00	11.90	12.00	11.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(1.00)		(1.00)		(0.60)
Less Lapse		(0.30)		(0.40)		(0.10)
Subtotal Information Technology & Innovation	10.00	8.60	12.00	10.50	12.00	11.20
<u>PARK PLANNING AND STEWARDSHIP</u>						
Full-Time Career	45.00	45.00	48.00	48.00	50.00	50.00
Part-Time Career	1.00	0.80	-	-	-	-
Career Total	46.00	45.80	48.00	48.00	50.00	50.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		8.50		6.50		7.20
Chargebacks		(3.40)		(3.60)		(2.50)
Less Lapse		(3.60)		(3.90)		(3.90)
Subtotal Planning and Stewardship	46.00	47.30	48.00	47.00	50.00	50.80



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PARK DEVELOPMENT</u>						
Full-Time Career	48.00	48.00	49.00	49.00	50.00	50.00
Part-Time Career	1.00	0.90	1.00	0.90	1.00	0.90
Career Total	49.00	48.90	50.00	49.90	51.00	50.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(19.30)		(19.70)		(19.90)
Less Lapse		(3.80)		(3.70)		(4.00)
Subtotal Park Development	49.00	25.80	50.00	26.50	51.00	27.00
<u>PARK POLICE</u>						
Full-Time Career	117.00	117.00	117.00	117.00	119.00	119.00
Part-Time Career	-	-	-	-	-	-
Career Total	117.00	117.00	117.00	117.00	119.00	119.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		5.60
Chargebacks		-		-		-
Less Lapse		(8.80)		(8.90)		(8.30)
Subtotal Park Police	117.00	112.20	117.00	112.10	119.00	116.30
<u>HORTICULTURE, FORESTRY & ENVIRONMENTAL ED</u>						
Full-Time Career	85.00	85.00	89.00	89.00	86.00	86.00
Part-Time Career	2.00	1.30	2.00	1.30	1.00	0.60
Career Total	87.00	86.30	91.00	90.30	87.00	86.60
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		18.60		16.60		13.60
Chargebacks		(2.70)		(2.70)		(1.40)
Less Lapse		(6.00)		(5.90)		(6.30)
Subtotal Hort., Forestry & Enviro. Ed.	88.00	97.20	92.00	99.30	88.00	93.50
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	115.00	115.00	114.00	114.00	117.00	117.00
Part-Time Career	-	-	-	-	-	-
Career Total	115.00	115.00	114.00	114.00	117.00	117.00
Term Contract	2.00	2.00	1.00	1.00	-	-
Seasonal/Intermittent		2.50		3.00		3.10
Chargebacks		(11.70)		(11.70)		(8.90)
Less Lapse		(9.20)		(9.10)		(9.30)
Subtotal Facilities Management	117.00	98.60	115.00	97.20	117.00	101.90
<u>NORTHERN PARKS</u>						
Full-Time Career	113.00	113.00	115.00	115.00	116.00	116.00
Part-Time Career	2.00	1.00	1.00	0.50	1.00	0.50
Career Total	115.00	114.00	116.00	115.50	117.00	116.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		17.20		18.00		17.00
Chargebacks		(0.40)		(0.40)		(0.50)
Less Lapse		(10.00)		(10.20)		(11.00)
Subtotal Northern Parks	115.00	120.80	116.00	122.90	117.00	122.00



Montgomery County

Department of Parks – Summary of Positions and Workyears

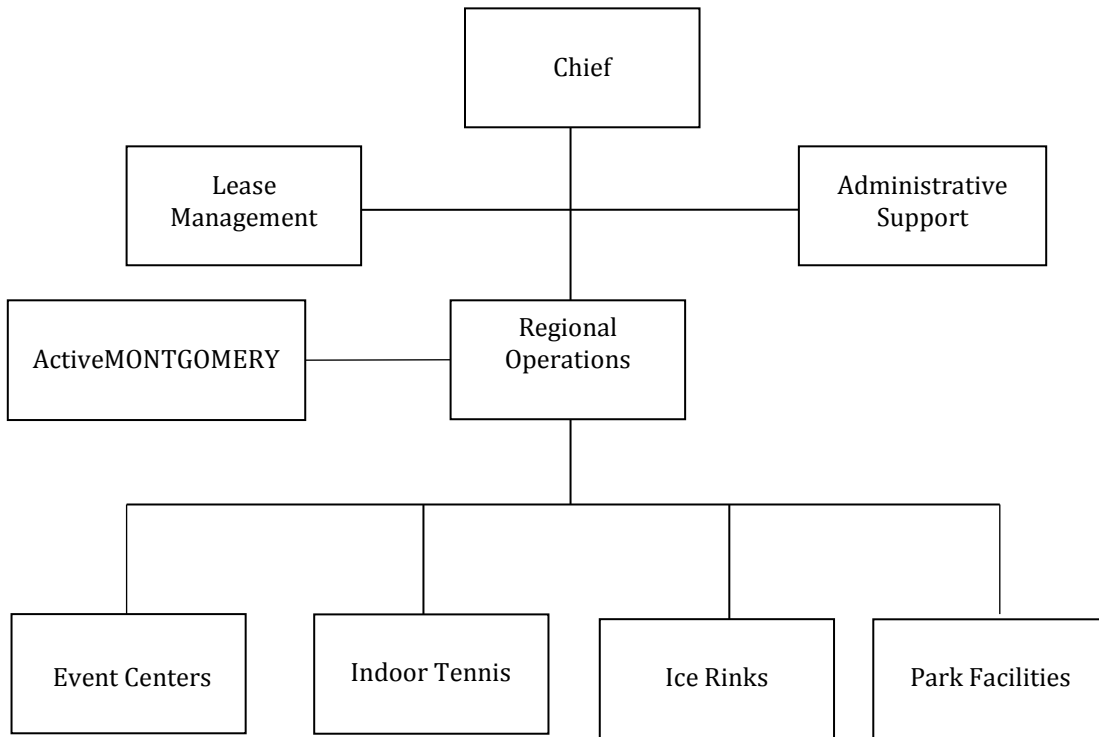
MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SOUTHERN PARKS</u>						
Full-Time Career	155.00	155.00	155.00	155.00	161.00	161.00
Part-Time Career	-	-	-	-	-	-
Career Total	155.00	155.00	155.00	155.00	161.00	161.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		20.70		22.00		24.60
Chargebacks		(0.70)		(0.70)		(1.40)
Less Lapse		(12.70)		(13.80)		(13.20)
Subtotal Southern Parks	155.00	162.30	155.00	162.50	161.00	171.00
<u>SUPPORT SERVICES</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		3.10		3.10		3.10
Less Lapse		-		-		-
Subtotal Support Services	-	3.10	-	3.10	-	3.10
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	731.00	731.00	743.00	743.00	761.00	761.00
Part-Time Career	8.00	5.40	6.00	4.10	4.00	2.90
Career Total	739.00	736.40	749.00	747.10	765.00	763.90
Term Contract	7.00	6.80	7.00	6.80	6.00	5.80
Seasonal/Intermittent		74.00		72.60		76.60
Chargebacks		(36.10)		(36.70)		(32.10)
Less Lapse		(55.80)		(57.20)		(58.20)
Grand Total Park Fund	746.00	725.30	756.00	732.60	771.00	756.00



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

MISSION

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

ACCOMPLISHMENTS

- Greeted approximately one million visitors or participants in hundreds of classes, programs and events at the Enterprise facilities in FY18. Gross revenues reached \$11,724,953.
- Hosted 130 summer camp programs including before care and after care, with approximately 2,359 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.



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 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Revenues and Transfers In:				
Golf Courses	\$ 62,557	\$ 50,000	\$ 40,000	-20.0%
Ice Rinks	5,210,271	4,863,146	4,899,750	0.8%
Indoor Tennis	1,978,551	1,971,207	2,071,795	5.1%
Event Centers	518,701	436,519	499,000	14.3%
Park Facilities	3,954,872	3,905,090	4,086,497	4.6%
Administration	-	-	-	-
Total Revenues	11,724,952	11,225,962	11,597,042	3.3%
Expenses and Transfers Out:				
Golf Courses	148,272	-	-	-
Ice Rinks	5,036,384	7,047,843	4,569,611	-35.2%
Indoor Tennis	1,609,362	1,603,795	1,573,857	-1.9%
Event Centers	553,061	574,383	524,817	-8.6%
Park Facilities	3,196,576	4,595,938	3,566,117	-22.4%
Administration	-	50,000	-	-100.0%
Total Expenses	\$ 10,543,655	\$ 13,871,959	\$ 10,234,402	-26.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 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 FY20 proposed fund balance will be above the reserve requirement.
- FY20 proposed Capital Improvement Projects include \$400,000 for improved ADA storefront access and interior building alterations for a more efficient operational flow at the Wheaton Ice Arena and \$100,000 for design of a waterpark at the Little Bennett Campground.



Montgomery County

Department of Parks – Golf Courses

OVERVIEW

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

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

According to the terms of the contract, the MCRA pays a percentage of revenue received in excess of \$5,100,000 for Little Bennett, Northwest and Needwood golf courses. These courses reached that minimum threshold for the sixth time in ten years and paid \$38,432 to the Enterprise Fund in FY19. There is no revenue payment stipulation in the lease agreement for Sligo Golf Course.

MISSION

To provide consistently high quality golf experiences for the golfing public with no tax payer money subsidizing the operation or the capital investment in the courses pursuant to the lease agreement between the MCRA and the M-NCPPC.

PROGRAMS AND SERVICES PROVIDED

- Golf
- Lessons
- Tournaments
- Special Events

ACCOMPLISHMENTS

- Received \$38,432 from MCRA in FY19, 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 FY20 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	62,557	50,000	40,000	-20.0%
Miscellaneous	-	-	-	-
Interest	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	62,557	50,000	40,000	-20.0%
Operating Expenses and Other Uses				
Personnel Services	-	-	-	-
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Depreciation & Amortization Expense	148,272	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	148,272	-	-	-
Gain (Loss)	\$ (85,715)	\$ 50,000	\$ 40,000	-20.0%

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Golf Courses	-	-	-	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decrease 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 and held special promotions and events to celebrate their Stanley Cup victory.
- Hired Assistant Skating Director for the Cabin John Ice Rink.
- Installed a new lighting system at Wheaton Ice Arena which can reflect multi-lighting configurations and can direct themed light shapes and strobe lights onto the ice surface.
- Registered and taught over 10,000 class participants with both facilities' group lesson program (figure skating and hockey) in FY18.
- Combined operations of both Ice Rink Pro Shops and hired a new Pro Shop manager to streamline operations and ensure bulk ordering and discounts.
- Purchased a new Electric Ice Resurfacers for the Wheaton Ice Arena.



Montgomery County
Department of Parks - Enterprise Operations - Ice Rinks

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	477,418	413,200	453,700	9.8%
Charges for Services	3,002,772	2,729,500	2,774,000	1.6%
Rentals and Concessions	1,717,444	1,718,950	1,662,050	-3.3%
Miscellaneous	(380)	-	-	-
Interest	13,017	1,496	10,000	568.4%
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	5,210,271	4,863,146	4,899,750	0.8%
Operating Expenses and Other Uses				
Personnel Services	1,728,494	1,753,522	1,888,246	7.7%
Goods for Resale	280,867	199,500	221,500	11.0%
Supplies and Materials	213,915	116,700	112,400	-3.7%
Other Services and Charges	1,353,221	1,424,340	1,270,750	-10.8%
Depreciation & Amortization Expense	775,120	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	684,767	753,781	676,715	-10.2%
Transfers Out	-	2,800,000	400,000	-85.7%
Total Oper. Exp and Other Uses	5,036,384	7,047,843	4,569,611	-35.2%
Gain (Loss)	\$ 173,887	\$ (2,184,697)	\$ 330,139	-115.1%

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ICE RINKS						
Full-Time Career	10.00	10.00	10.00	10.00	11.00	11.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.00	10.00	10.00	10.00	11.00	11.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	29.00	-	31.60	-	29.10
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Ice Rinks	10.00	39.00	10.00	41.60	11.00	40.10



Montgomery County Department of Parks - Enterprise Operations – Ice Rinks

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Increases FY20 proposed revenue by \$36,604 due to an increase in camp and group lesson registrations.
- Increases personnel cost by \$134,724 due to proposed compensation increases for staff; the addition of one career position at Wheaton Ice Arena for a Skating Director; and increased seasonal staffing.
- Decreases Other Services and Charges by \$153,590 mainly due to a savings in utility costs with the continuation of the Cabin John Ice Rink renovation of the NHL and Studio Rink project including the installation of a more efficient refrigeration system.
- The proposed capital project funding includes \$400,000 for improved ADA storefront access and interior building alterations for a more efficient operational flow at the Wheaton Ice Arena.



Montgomery County

Department of Parks - Enterprise Operations – Indoor Tennis

OVERVIEW

The Department operates two indoor tennis facilities, one in Cabin John Regional Park and the other in Wheaton Regional Park. The Pauline Betz Addie Tennis Center (PBA) at Cabin John Regional Park is air conditioned and includes six tennis courts, restrooms, showers, lockers, and a large customer lounge. The Wheaton Indoor Tennis facility is also air conditioned and includes six courts that are covered by a fabric skin over a rigid frame structure. The facility has an attached service building that contains restrooms, showers, lockers, party/meeting room, kitchenette, and a waiting area. The average annual attendance at the tennis facilities is over 122,500 patrons.

Each tennis facility operates seven days per week from as early as 6:00 am to midnight. Each facility offers seasonal court time, spot time play, year-round leagues in partnership with the Montgomery County Tennis Association (MCTA), and clinics and camps.

The tennis facilities offer a wide variety of classes and camps for many levels and abilities. The six-week class sessions are offered year-round. A sampling of classes offered include; 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 Facility Manager to oversee both tennis facilities and the two program managers.
- Hosted several new events at the Wheaton Indoor Tennis facility: MedStar NRH Wheelchair Tennis Tournament and the MCTA Bruce Francis Memorial Tournament.
- Improvements made at both facilities include HVAC upgrades; lighting upgrades; updated Wi-Fi at Pauline Betz Addie allowing remote access of the system; addition of variable-frequency drives at Wheaton Indoor to reduce noise and wear and tear on the system; and new flooring in both locker rooms at the Wheaton Indoor facility.
- Hired four new tennis professionals to continue to expand tennis programming.



Montgomery County

Department of Parks - Enterprise Operations - Indoor Tennis

- Established partnership with ACEing Autism organization to launch new group lesson program. Trained Wheaton Indoor teaching staff and offered three, six-week group lesson sessions generating 25 total registrations.
- Resurfaced all six courts at the Wheaton Indoor facility and re-stripped blended lines for youth tennis.
- Revamped and implemented additional camp and program offerings to increase participation.

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	3,868	5,000	5,000	0.0%
Charges for Services	1,764,230	1,739,000	1,800,500	3.5%
Rentals and Concessions	108,589	178,852	185,295	3.6%
Miscellaneous	(97)	-	-	-
Interest	101,961	48,355	81,000	67.5%
Other	-	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	<u>1,978,551</u>	<u>1,971,207</u>	<u>2,071,795</u>	<u>5.1%</u>
Operating Expenses and Other Uses				
Personnel Services	751,637	734,357	767,743	4.5%
Goods for Resale	151	3,500	3,200	-8.6%
Supplies and Materials	43,449	43,550	24,800	-43.1%
Other Services and Charges	397,237	373,190	381,671	2.3%
Depreciation & Amortization Expense	47,076	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-
Capital Assets	-	29,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	369,812	420,198	396,443	-5.7%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,609,362</u>	<u>1,603,795</u>	<u>1,573,857</u>	<u>-1.9%</u>
Gain (Loss)	<u>\$ 369,189</u>	<u>\$ 367,412</u>	<u>\$ 497,938</u>	<u>35.5%</u>



Montgomery County
Department of Parks - Enterprise Operations - Indoor Tennis

	FY 18 Actual		FY 19 Adopted		FY 20 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		16.30		15.90		14.50
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Indoor Tennis	4.00	20.30	4.00	19.90	4.00	18.50

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Increases revenue by \$67,943 for camps, group lessons, spot time rentals, and concessions primarily due to the rent increase to Jack Shore Tennis facility at the South Germantown Recreational Park.
- Pauline Betz Addie Tennis facility will re-surface the courts, and both facilities will purchase and install new divider nets.
- Increases Personnel cost by \$33,386 due to proposed compensation increases for staff and due to an increase in seasonal staffing needed to support the planned expansion of programming.



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 repairing the chimney, staining the back deck, refinishing the hardwood floor, and replacing minor fixtures to improve overall décor.
- Continued improvements to Rockwood Manor by installing new wood laminate floors, painted multiple rooms within the Manor House, upgraded lighting in several rooms, created a new bride's room and purchased a new entrance sign.
- Continued marketing efforts by advertising on the Knot, Wedding Wire, and various other publications and social media sites.
- Hired a new Venue Manager to oversee both Event Centers and to supervise the onsite Seneca Lodge Manager.
- Completed the Rockwood Manor Facility's Driveway and Stormwater Management Capital Improvement Project.



Montgomery County
Department of Parks - Enterprise Operations - Event Centers

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	-	-	-	-
Charges for Services	220	-	-	-
Rentals and Concessions	515,201	435,000	495,000	13.8%
Miscellaneous	-	-	-	-
Interest	3,280	1,519	4,000	163.3%
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	518,701	436,519	499,000	14.3%
Operating Expenses and Other Uses				
Personnel Services	214,784	348,237	303,333	-12.9%
Goods for Resale	2,618	6,000	10,500	75.0%
Supplies and Materials	49,049	30,800	30,910	0.4%
Other Services and Charges	158,701	124,865	111,430	-10.8%
Depreciation & Amortization Expense	7,387	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	120,522	64,481	68,644	6.5%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	553,061	574,383	524,817	-8.6%
Gain (Loss)	\$ (34,360)	\$ (137,864)	\$ (25,817)	-81.3%

	FY 18 Actual		FY 19 Adopted		FY 20 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	-	6.30	-	4.90	-	3.50
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Event Centers	2.00	8.30	2.00	6.90	2.00	2.00



Montgomery County
Department of Parks - Enterprise Operations – Event Centers

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Increases in revenue by \$60,000 due to proposed increase in rentals at both Event Centers.



Montgomery County

Department of Parks - Enterprise Operations - Park Facilities

OVERVIEW

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

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

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 golf instruction and archery lessons. Also, there are party rental opportunities at the facilities for special occasions.

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

ACCOMPLISHMENTS

- Expanded archery and golf programming in the South Germantown Driving Range area.
- Added multi-station toddler water feature and made ADA improvements at the South Germantown Splash Park and Mini Golf Course.
- Purchased additional kayaks, canoes, and pedal boats at both boating facilities and more paddleboards for Black Hill Boats. Purchased a replacement pontoon boat for Lake Needwood.
- Additional sports camp weeks were added to the Wheaton Sports Pavilion resulting in increased revenue.
- New Turf field installed at the Wheaton Sports Pavilion.
- Continued to increase amenities at the campground by operating year-round; added laser tag, a game room, and a gem mining sluice; upgraded the three bathhouses and laundry room; moved the reservation office into the camp store; and created a haunted trail for the Halloween October festivities.



Montgomery County
Department of Parks - Enterprise Operations - Park Facilities

- Purchased five new train coaches and one accessible coach for the Wheaton Train facility.
- Continued to upgrade both mini-train tracks for longevity.

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	331,217	337,400	395,650	17.3%
Charges for Services	1,862,072	1,869,460	1,895,775	1.4%
Rentals and Concessions	853,482	928,375	912,450	-1.7%
Miscellaneous	774,791	711,225	777,622	9.3%
Interest	133,310	58,630	105,000	79.1%
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	3,954,872	3,905,090	4,086,497	4.6%
Operating Expenses and Other Uses				
Personnel Services	1,367,762	1,521,902	1,699,108	11.6%
Goods for Resale	162,109	124,500	159,600	28.2%
Supplies and Materials	259,219	245,320	240,695	-1.9%
Other Services and Charges	471,521	468,869	456,585	-2.6%
Depreciation & Amortization Expense	113,215	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	822,750	960,347	910,129	-5.2%
Transfers Out	-	1,275,000	100,000	-92.2%
Total Oper. Exp and Other Uses	3,196,576	4,595,938	3,566,117	-22.4%
Gain (Loss)	\$ 758,296	\$ (690,848)	\$ 520,380	-175.3%

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FACILITIES						
Full-Time Career	5.00	5.00	5.00	5.00	6.00	6.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	6.00	6.00
Term Contract	-	-	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	37.80	-	35.20	-	34.70
Chargebacks	-	0.50	-	0.50	-	0.70
Less Lapse	-	-	-	-	-	-
Subtotal Park Facilities	5.00	43.30	6.00	41.70	7.00	42.40



HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transferred one career position and associated work year from the Administration Unit to the Little Bennett Campground to assist with management of the expanded amenities and expansion to year-round operation.
- Increase in operating revenue of \$135,037 is attributed mainly to various facilities sales revenue and charges for services. Brookside Gardens reflects an increase in projected gift shop sales. 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 sites due to the full hookup amenity. In addition, Wheaton Sports Pavilion projects more revenue due to implementing more weeks of sports camps.
- Increases personnel cost by \$177,206 due to compensation increases for staff and for additional seasonal staff hired to support programs and operations.
- Increases goods for resale by \$35,100 due to Brookside Gardens purchasing additional merchandise; however, the cost increase is offset by additional revenue.
- Proposed capital improvement project includes \$100,000 for the design of a waterpark at the Little Bennett Campground.



Montgomery County

Department of Parks – Enterprise Operations - Administration

OVERVIEW

The Enterprise Division’s Administrative Office oversees and coordinates all the activities of the Enterprise Fund. The Enterprise Division budget includes: an administrative office budget; 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 several years and is a consolidated registration/reservation system with the Montgomery County Department of Recreation and Community Use of Public Facilities. The system allows residents to register for programs and reserve facilities offered by each agency. It is also used as a point of sale system.

ActiveMONTGOMERY is utilized at the ice rinks, indoor tennis facilities, event centers, Brookside Gardens, the seasonal park facilities, the nature centers, as well as for Cultural Resources programs and tours.

MISSION

To provide administrative support including personnel, budget, procurement, and ActiveMONTGOMERY registration and reservation system for the Enterprise facilities.

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

ACCOMPLISHMENTS

- Achieved an appropriate balance among fees and public service.
- Operated all Enterprise facilities in a fiscally responsible manner resulting in a net profit.
- Hired a career Helpdesk Assistant to assist customers registering for programs and reserving facilities through the ActiveMONTGOMERY system.
- Completed new office space built for the administrative staff to relocate to the Seneca Lodge House.
- Purchased and programmed three mobile point-of-sale units to better serve the Department during special events and to serve as emergency replacements when facility workstations are not operating properly.



Montgomery County
Department of Parks – Enterprise Operations - Administration

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 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	1,664,324	1,938,044	1,570,472	-19.0%
Goods for Resale	-	-	-	-
Supplies and Materials	37,815	43,200	40,700	-5.8%
Other Services and Charges	83,098	83,063	88,689	6.8%
Depreciation & Amortization Expense	13,599	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Assets	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	141,016	76,000	284,070	273.8%
Indirect Charges (Admin Chargeback)	(1,939,851)	(2,140,307)	(1,983,931)	-7.3%
Transfers Out	-	50,000	-	-100.0%
Total Oper. Exp and Other Uses	-	50,000	-	-100.0%
Gain (Loss)	\$ -	\$ (50,000)	\$ -	-100.0%

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION						
Full-Time Career	15.00	15.00	16.00	16.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	15.00	15.00	16.00	16.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1.90	-	0.40	-	-
Chargebacks	-	(1.10)	-	(1.10)	-	1.20
Less Lapse	-	-	-	-	-	-
Subtotal Administration	15.00	15.80	16.00	15.30	13.00	14.20



HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transferred one career position and associated work year from the Administration Unit to the Little Bennett Campground to assist with management of the expanded amenities and expansion to year-round operation.
- Transfer of the Program Access Unit from the Enterprise Division to the Management Services Division to better position the team to provide accessible and inclusive services for our park patrons who engage in various programs offered by multiple divisions. This transfer includes two (2) full-time positions and two (2) WYs. This transfer has minimal cost impact, since a portion of this personnel cost was offset previously by a transfer from the Park Fund to the Enterprise Fund as a chargeback.



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 421 parks maintained by the Commission. The proposed FY19-24 CIP (FY20 biennial submission) includes \$72,487,000 for land acquisition and \$166,874,000 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 FY20 CAPITAL BUDGET

The major highlights of the FY20 Capital Budget include:

- New Park Refresher project to deliver smaller scaled park renovations in a streamlined development process. The following active projects in FY20 are funded from the Park Refresher Program: Dewey Local Park, Battery Lane Urban Park, Edith Throckmorton Neighborhood Park, Columbia Local Park, Acorn Urban Park, Silver Spring Intermediate Park, Woodside Urban Park, and Caroline Freeland Urban Park.
- Continue renovations of ballfields at county elementary schools
- Continue construction of Josiah Henson Historical Park, Seneca-Poole Store and Pinecrest Local Park
- Design the Little Bennett Day Use Area
- Design and begin to construct the expansion of Ovid Hazen Wells Recreational Park
- Design and begin to construct a new ice rink at Ridge Road Recreational Park
- Start construction of Hillandale Local Park.



Montgomery County

Department of Parks – Capital Improvement Program

- Complete renovations at Dewey Local Park, Battery Lane Urban Park, and Maydale Nature Center.
- Construct renovations at Edith Throckmorton Neighborhood Park and Columbia Local Park.
- Design Acorn Urban Park and Silver Spring Intermediate Park.
- Design Woodside Urban Park
- Begin Design for renovations at Caroline Freeland Urban Park
- Vision Zero – complete ten trail/road intersection improvement projects
- 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 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	FY20 OBI Expenditures	FY20 Career Workyears	FY20 Seasonal Workyears
CIP PROJECTS			
Capital Crescent Trail at River Road	\$4,872		0.2
Josiah Henson Historic Park	\$173,112	2.0	0.7
North Four Corners Local Park - Ballfield Irrigation	\$63,215	0.3	
Pinecrest Local Park - Ballfield Irrigation	\$31,140	0.3	
Wheaton Library + Community Recreation Center	\$68,347		0.5
Wheaton Regional Park - Ballfield Irrigation	\$124,363	0.4	0.2
SUB-TOTAL	\$465,049	3.0	1.6
CIP - WQPF PROJECT			
Good Hope Local Park - Bio-Retention Area	\$15,690		0.3
WHEATON HEADQUARTERS			
Wheaton HQ	\$500,526	2.0	
TOTAL	\$981,265	5.0	1.9

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 Improvement Program

M-NCPPC, Montgomery Department of Parks												
FY19-24 Capital Improvements Program - Expenditure Schedule, FY20 Request												
	Total	Thru FY17	Est FY18	6 Yr Total	FY 19	FY 20	FY 21	FY 22	FY 23	FY24	Beyond 6 Yrs	FY20 Approp
Acquisition												
P767828 Acquisition: Local Parks	21,959	2,951	1,291	17,717	2,997	2,330	3,395	2,750	4,300	1,945	0	2,330
P998798 Acquisition: Non-Local Parks	18,092	1,186	3,636	13,270	2,135	2,135	2,250	2,250	2,250	2,250	0	2,135
P727007 ALARF: M-NCPPC	25,798	18,798	1,000	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	1,000
P872002 Bethesda Park Impact Payment	16,000	0	0	16,000	0	10,000	4,000	2,000	0	0	0	10,000
P018710 Legacy Open Space	100,000	71,622	7,092	19,500	3,250	3,250	3,250	3,250	3,250	3,250	1,786	3,250
Acquisition Subtotal:	181,849	94,557	13,019	72,487	9,382	18,715	13,895	11,250	10,800	8,445	1,786	17,715
Development												
P128701 ADA Compliance: Local Parks	7,117	1,663	614	4,850	800	850	900	800	750	750	0	850
P128702 ADA Compliance: Non-Local Parks	8,848	2,150	598	6,100	1,100	1,000	1,000	1,000	1,000	1,000	0	1,000
P008720 Ballfield Initiatives	11,223	2,220	903	8,100	1,650	1,200	1,500	1,250	1,250	1,250	0	1,200
P078702 Brookside Gardens Master Plan Implementation	11,911	9,928	283	1,700	0	0	0	250	950	500	0	0
P977748 Cost Sharing: Local Parks	701	251	0	450	75	75	75	75	75	75	0	75
P761682 Cost Sharing: Non-Local Parks	456	156	0	300	50	50	50	50	50	50	0	50
P138701 Elm Street Urban Park	1,613	44	627	0	0	0	0	0	0	0	0	942
P998710 Energy Conservation - Local Parks	495	142	131	222	37	37	37	37	37	37	0	37
P998711 Energy Conservation - Non-Local Parks	390	67	83	240	40	40	40	40	40	40	0	40
P998773 Enterprise Facilities' Improvements	22,712	3,680	507	18,525	4,125	8,000	6,000	400	0	0	0	14,000
P957775 Facility Planning: Local Parks	3,229	1,154	275	1,800	300	300	300	300	300	300	0	300
P958776 Facility Planning: Non-Local Parks	3,008	515	693	1,800	300	300	300	300	300	300	0	300
P871742 Hillandale Local Park	5,700	217	268	5,215	715	1,500	2,500	500	0	0	0	0
P871552 Josiah Henson Historic Park	7,312	509	891	5,912	3,550	1,500	862	0	0	0	0	0
P138703 Little Bennett Regional Park Day Use Area	14,567	0	0	8,740	256	317	600	1,715	2,786	3,066	5,827	0
P871744 Magruder Branch Trail Connector	2,780	0	0	150	0	0	150	0	0	0	0	2,630
P098706 Magruder Branch Trail Extension	2,629	0	0	0	0	0	0	0	0	0	0	2,629
P998799 Minor New Construction - Local Parks	3,979	1,520	609	1,850	275	275	300	300	350	350	0	275
P998763 Minor New Construction - Non-Local Parks	4,265	976	1,159	2,130	405	225	350	350	400	400	0	225
P871541 North Branch Trail	4,672	91	2,191	2,390	1,177	1,213	0	0	0	0	0	0
P118704 Northwest Branch Recreational Park-Athletic Area	4,950	162	188	0	0	0	0	0	0	0	0	4,600
P871745 Ovid Hazen Wells Recreational Park	8,100	0	0	5,100	295	181	1,039	2,375	1,210	0	3,000	4,059
P871902 Park Refreshers	19,585	0	0	19,585	4,645	3,660	1,240	2,900	3,800	3,340	0	3,660
P967754 Planned Lifecycle Asset Replacement: Local Parks	31,335	8,966	2,996	19,383	3,745	3,120	3,250	3,279	3,019	2,970	0	3,120
P968755 Planned Lifecycle Asset Replacement: NL Parks	28,393	4,230	3,181	20,982	2,964	2,964	3,709	3,709	3,818	0	0	2,964
P078701 Pollution Prevention and Repairs to Ponds & Lakes	10,639	4,117	897	5,625	525	700	1,000	1,000	1,200	1,200	0	700
P808494 Restoration Of Historic Structures	4,586	815	1,071	2,700	350	350	500	500	500	500	0	350
P871746 S. Germantown Recreational Park: Cricket Field	2,570	1,145	0	1,425	925	500	0	0	0	0	0	0
P138704 Seneca Crossing Local Park	8,773	0	0	0	0	0	0	0	0	0	0	8,773
P058755 Small Grant/Donor-Assisted Capital Improvements	6,185	2,127	558	3,500	1,250	1,050	300	300	300	300	0	1,050
P818571 Stream Protection: SVP	9,149	1,774	275	7,100	750	1,400	1,700	1,350	950	950	0	1,400
P768673 Trails: Hard Surface Design & Construction	4,608	2,220	588	1,800	300	300	300	300	300	300	0	300
P888754 Trails: Hard Surface Renovation	5,291	1,822	769	2,700	450	450	450	450	450	450	0	450
P858710 Trails: Natural Surface & Resource-based Recreation	3,588	1,082	406	2,100	350	350	350	350	350	350	0	350
P871540 Urban Park Elements	3,250	278	472	2,500	250	250	500	500	500	500	0	250
P871905 Vision Zero	1,900	0	0	1,900	200	200	300	300	400	500	0	200
P118703 Warner Circle Special Park	6,177	929	296	0	0	0	0	0	0	0	0	4,952
P871904 Wheaton Regional Park Improvements	5,000	0	0	0	0	0	0	0	0	0	0	5,000
Development Subtotal:	281,686	54,930	21,529	166,874	31,854	32,357	29,602	24,680	25,085	23,296	38,353	37,205
M-NCPPC Total:	463,535	149,487	34,548	239,361	41,236	51,072	43,497	35,930	35,885	31,741	40,139	54,920



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 FY20 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL PROJECTS FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	%
	\$	\$	\$	Change
Revenues:				
Intergovernmental:				
Federal	-	-	-	-
State (POS)	1,112,065	6,891,000	6,925,000	0.5%
State (Other)	798,955	175,000	1,800,000	928.6%
County	10,872,865	13,200,000	14,423,000	9.3%
Interest	29,269	25,000	25,000	0.0%
Contributions	478,295	1,050,000	11,300,000	976.2%
Miscellaneous	57,846	-	-	-
Total Revenues	<u>13,349,295</u>	<u>21,341,000</u>	<u>34,473,000</u>	<u>61.5%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	1,415,774	-	-	-
Other Services and Charges	6,797,352	-	-	-
Capital Outlay	8,988,986	32,505,000	54,920,000	69.0%
Park Acquisition	-	8,165,000	17,715,000	117.0%
Park Development	8,988,986	24,340,000	37,205,000	52.9%
Other Classifications	-	-	-	-
Chargebacks	3,115,421	-	-	-
Total Expenditures	<u>20,317,533</u>	<u>32,505,000</u>	<u>54,920,000</u>	<u>69.0%</u>
Excess of Revenues over Expenditures	<u>(6,968,238)</u>	<u>(11,164,000)</u>	<u>(20,447,000)</u>	<u>83.2%</u>
Other Financing Sources (Uses):				
Bond Proceeds	-	6,714,000	16,122,000	140.1%
Transfers In				
Transfer from Park Fund (Pay-Go)	350,000	350,000	350,000	0.0%
Transfer from Enterprise Fund	1,912,962	4,125,000	4,000,000	-3.0%
Transfer from Debt Service Fund	-	-	-	-
Total Transfers In	<u>2,262,962</u>	<u>4,475,000</u>	<u>4,350,000</u>	<u>-2.8%</u>
Transfers Out				
Transfer to Park Fund	<u>(29,269)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>0.0%</u>
Total Transfers Out	<u>(29,269)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>2,233,693</u>	<u>11,164,000</u>	<u>20,447,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(4,734,545)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	8,717,734	8,717,734	3,983,189	-54.3%
Fund Balance, Ending	<u>\$ 3,983,189</u>	<u>\$ 8,717,734</u>	<u>\$ 3,983,189</u>	<u>-54.3%</u>



Other Funds

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Montgomery County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue funds are Development Review (Planning Department). The FY20 proposed revenue budget is \$5,680,873 and is 22.9% higher compared to the FY19 adopted budget. FY20 expenditures are proposed at \$7,084,740 representing an 8.7% increase over the FY19 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
	Change				
Revenues and Other Sources:					
Planning Department:					
Traffic Mitigation Program	\$ 639	\$ 20,400	\$ 20,000	\$ 20,000	-2.0%
Historic Preservation-County Non-Dept	2,226	1,500	1,500	1,500	0.0%
GIS Data Sales	1,788	1,300	300	1,600	23.1%
Environmental/Forest Conserv. Penalties	7,525	25,800	25,800	26,200	1.6%
Development Review	4,512,689	2,521,700	2,521,700	3,063,400	21.5%
Forest Conservation	306,569	11,300	112,000	110,100	874.3%
Subtotal Planning:	<u>4,831,436</u>	<u>2,582,000</u>	<u>2,681,300</u>	<u>3,222,800</u>	<u>24.8%</u>
Parks Department:					
Historic Renovations- Property Mngmt.	586	970	200	10	-99.0%
Park Police- Drug Enforcement	615	300	580	250	-16.7%
Park Police- Federally Forfeited Prop.	601	290	580	250	-13.8%
Interagency Agreements	1,164,203	1,326,700	1,371,565	1,738,430	31.0%
Park Cultural Resources	91,560	100,100	83,200	118,850	18.7%
Special Events	140,249	170,420	171,400	171,000	0.3%
Nature Programs and Facilities	363,401	332,130	319,931	325,693	-1.9%
Special Donations and Programs	62,645	109,120	72,220	103,590	-5.1%
Subtotal Parks:	<u>1,823,860</u>	<u>2,040,030</u>	<u>2,019,676</u>	<u>2,458,073</u>	<u>20.5%</u>
Total Revenues and Other Sources	<u>6,655,296</u>	<u>4,622,030</u>	<u>4,700,976</u>	<u>5,680,873</u>	<u>22.9%</u>
Expenditures and Other Uses:					
Planning Department:					
Traffic Mitigation Program	490	20,000	80,000	20,000	0.0%
Historic Preservation-County Non-Dept	-	5,000	2,000	2,000	-60.0%
GIS Data Sales	-	125,000	-	130,000	4.0%
Environmental/Forest Conserv. Penalties	8,310	56,000	56,000	34,000	-39.3%
Development Review	3,302,462	3,456,300	3,456,300	3,567,607	3.2%
Forest Conservation	285,287	360,000	360,000	470,000	30.6%
Subtotal Planning:	<u>3,596,549</u>	<u>4,022,300</u>	<u>3,954,300</u>	<u>4,223,607</u>	<u>5.0%</u>
Parks Department:					
Historic Renovations- Property Mngmt.	(5,580)	5,000	10,500	-	-100.0%
Park Police- Drug Enforcement	-	20,000	20,000	10,000	-50.0%
Park Police- Federally Forfeited Prop.	-	20,000	20,000	20,000	0.0%
Interagency Agreements	1,301,108	1,556,700	1,403,967	1,936,689	24.4%
Park Cultural Resources	65,708	118,700	97,800	134,342	13.2%
Special Events	159,365	166,500	175,000	171,640	3.1%
Nature Programs and Facilities	185,677	472,473	241,937	439,126	-7.1%
Special Donations and Programs	76,580	138,160	68,800	149,336	8.1%
Subtotal Parks:	<u>1,782,857</u>	<u>2,497,533</u>	<u>2,038,004</u>	<u>2,861,133</u>	<u>14.6%</u>
Total Expenditures and Other Uses	<u>5,379,406</u>	<u>6,519,833</u>	<u>5,992,304</u>	<u>7,084,740</u>	<u>8.7%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,275,890</u>	<u>(1,897,803)</u>	<u>(1,291,328)</u>	<u>(1,403,867)</u>	<u>-26.0%</u>
Fund Balance - Beginning	5,153,314	3,750,832	6,429,204	5,137,876	37.0%
Fund Balance - Ending	<u>\$ 6,429,204</u>	<u>\$ 1,853,029</u>	<u>\$ 5,137,876</u>	<u>\$ 3,734,009</u>	<u>101.5%</u>



Montgomery County Special Revenue Funds – Traffic Mitigation Program

OVERVIEW

The Traffic Mitigation SRF supports the regulatory process to ensure compliance with traffic mitigation agreements that were Planning Board requirements for the approved developments. Revenues are received from developers on an annual basis. This account is designated to pay for the independent monitoring of traffic mitigation agreements and to ensure that each achieves and maintains its trip reduction goal.

SUMMARY OF FY20 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
TRAFFIC MITIGATION PROGRAM
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	400	-	-	-100.0%
Miscellaneous	639	20,000	20,000	20,000	0.0%
Total Revenues	<u>639</u>	<u>20,400</u>	<u>20,000</u>	<u>20,000</u>	<u>-2.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	490	20,000	20,000	20,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>490</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>149</u>	<u>400</u>	<u>-</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	(60,000)	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>(60,000)</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>(60,000)</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>149</u>	<u>400</u>	<u>(60,000)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	<u>60,465</u>	<u>60,665</u>	<u>60,614</u>	<u>614</u>	<u>-99.0%</u>
Fund Balance - Ending	<u>\$ 60,614</u>	<u>\$ 61,065</u>	<u>\$ 614</u>	<u>\$ 614</u>	<u>-99.0%</u>



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

OVERVIEW

The Historic Preservation SRF was established to manage funds derived from the annual contract between Montgomery County and the Planning Department to partially fund staff support to the Montgomery County Historic Preservation Commission (HPC) and other activities. The historic preservation special revenue fund remains in place as a source of funding for grant projects and sale of publications. Staff also administers additional grants from the State of Maryland, in support of historic preservation functions.

SUMMARY OF FY20 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 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,226	1,500	1,500	1,500	0.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,226</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	5,000	2,000	2,000	-60.0%
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>5,000</u>	<u>2,000</u>	<u>2,000</u>	<u>-60.0%</u>
Excess of Revenues over Expenditures	<u>2,226</u>	<u>(3,500)</u>	<u>(500)</u>	<u>(500)</u>	<u>-85.7%</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>2,226</u>	<u>(3,500)</u>	<u>(500)</u>	<u>(500)</u>	<u>-85.7%</u>
Fund Balance - Beginning	<u>(830)</u>	<u>4,671</u>	<u>1,396</u>	<u>896</u>	<u>-80.8%</u>
Fund Balance - Ending	<u>\$ 1,396</u>	<u>\$ 1,171</u>	<u>\$ 896</u>	<u>\$ 396</u>	<u>-66.2%</u>



Montgomery County

Special Revenue Funds: Map Sales

OVERVIEW

The Map Sales SRF was formerly known as the GIS Data Sales SRF. The GIS Data SRF was created to accumulate the revenue needed to contract for countywide GIS data updates. These updates occur on a three-year basis for Planimetric data, and a six-year basis for topographic data (LiDAR) as dictated by the County GIS strategic plan. Revenue for this fund used to come from the sale of GIS data to the development community. In FY15, the sale of digital GIS data was ended at the request of the Montgomery County Council and by State law enacted for providing open data to the public. Map sales are now the remaining revenue source for this fund.

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
MAP SALES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	225	500	300	300	-40.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,563	800	-	1,300	62.5%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,788</u>	<u>1,300</u>	<u>300</u>	<u>1,600</u>	<u>23.1%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	125,000	-	130,000	4.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>125,000</u>	<u>-</u>	<u>130,000</u>	<u>4.0%</u>
Excess of Revenues over Expenditures	<u>1,788</u>	<u>(123,700)</u>	<u>300</u>	<u>(128,400)</u>	<u>3.8%</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>1,788</u>	<u>(123,700)</u>	<u>300</u>	<u>(128,400)</u>	<u>3.8%</u>
Fund Balance - Beginning	<u>142,309</u>	<u>143,009</u>	<u>144,097</u>	<u>144,397</u>	<u>1.0%</u>
Fund Balance - Ending	<u>\$ 144,097</u>	<u>\$ 19,309</u>	<u>\$ 144,397</u>	<u>\$ 15,997</u>	<u>-17.2%</u>



Montgomery County

Special Revenue Funds: Environmental/Forest Conservation Penalties

OVERVIEW

The Environmental/Forest Conservation Penalty SRF collects funds from property owners that have received administration citations and administrative civil penalties. By law, the money collected in this fund must be used to administer the program. Funds have been used to reimburse hearing examiners used in violation cases, obtain transcripts for appeals, planting of new trees and forests, and obtaining equipment and training necessary for the forest conservation inspectors to perform their duties.

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,425	800	800	1,200	50.0%
Miscellaneous	6,100	25,000	25,000	25,000	0.0%
Total Revenues	<u>7,525</u>	<u>25,800</u>	<u>25,800</u>	<u>26,200</u>	<u>1.6%</u>
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	8,071	6,000	6,000	9,000	50.0%
Other Services and Charges	239	50,000	50,000	25,000	-50.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>8,310</u>	<u>56,000</u>	<u>56,000</u>	<u>34,000</u>	<u>-39.3%</u>
Excess of Revenues over Expenditures	<u>(785)</u>	<u>(30,200)</u>	<u>(30,200)</u>	<u>(7,800)</u>	<u>-74.2%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(785)</u>	<u>(30,200)</u>	<u>(30,200)</u>	<u>(7,800)</u>	<u>-74.2%</u>
Fund Balance - Beginning	127,425	123,725	126,640	96,440	-22.1%
Fund Balance - Ending	<u>\$ 126,640</u>	<u>\$ 93,525</u>	<u>\$ 96,440</u>	<u>\$ 88,640</u>	<u>-5.2%</u>



Montgomery County

Special Revenue Funds: Development Review

OVERVIEW

The Development Review SRF was created to collect fees generated from the submission of development applications. A certain portion of the costs associated with the review of plans may be recovered through fees. Treating this portion separately from the remainder of the Planning Department's budget served to reduce pressure on both the Administration Fund and the Spending Affordability Guidelines. Costs have been defined broadly to reflect not only the time spent by reviewers in the analysis of development applications, but also additional support costs associated with administrative and tech team staff, public information staff, legal staff, and a certain portion of other support services, such as technology support and GIS. Revenues are defined as the fees received for record plats, preliminary plans of subdivisions, administrative subdivisions, sketch plans, project plans, and site plans and amendments to those plans.

It was originally anticipated that fees could be adjusted as necessary to recover the necessary costs. However, previous slowdowns in the economy led to a gap between costs incurred and fees received. Moreover, fees could not be raised to inordinately high levels to cover the gap. Therefore, transfers were made from the Administration Fund to cover the gap in years of low economic development. From FY08-FY13, the average transfer was \$1.4 million.

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, FY13, FY15 and FY16 primarily due to the fees collected for various large projects in commercial/residential zones. This performance built a significant fund balance resulting in the fund not requiring a transfer in FY14, FY15, 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. A transfer was not required in FY19.

The FY20 Development Review SRF includes a \$500,000 transfer from the Administration Fund to maintain a sufficient fund balance to guard against the volatility in the fund. It also includes an increase in the chargebacks from the Administration Fund of \$131,307 which is comprised of increases of \$4,562 from the Legal Department and \$30,145 from the Finance Department for their services, and the remaining \$96,600 (3%) from the Planning Department to cover the FY19 compensation increases.



Montgomery County Special Revenue Funds: Development Review

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	4,173,837	2,505,000	2,505,000	2,526,000	0.8%
Rentals and Concessions	-	-	-	-	-
Interest	38,852	16,700	16,700	37,400	124.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>4,212,689</u>	<u>2,521,700</u>	<u>2,521,700</u>	<u>2,563,400</u>	<u>1.7%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	2,256	55,000	55,000	35,000	-36.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,300,206	3,401,300	3,401,300	3,532,607	3.9%
Total Expenditures	<u>3,302,462</u>	<u>3,456,300</u>	<u>3,456,300</u>	<u>3,567,607</u>	<u>3.2%</u>
Excess of Revenues over Expenditures	<u>910,227</u>	<u>(934,600)</u>	<u>(934,600)</u>	<u>(1,004,207)</u>	<u>7.4%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	300,000	-	-	500,000	-
Total Transfers In	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,210,227</u>	<u>(934,600)</u>	<u>(934,600)</u>	<u>(504,207)</u>	<u>-46.1%</u>
Fund Balance - Beginning	2,838,561	1,814,261	4,048,788	3,114,188	71.7%
Fund Balance - Ending	<u>\$ 4,048,788</u>	<u>\$ 879,661</u>	<u>\$ 3,114,188</u>	<u>\$ 2,609,981</u>	<u>196.7%</u>



Montgomery County

Special Revenue Funds: Forest Conservation

OVERVIEW

The Forest Conservation SRF 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 onto private lands already under conservation easements but not forested. 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 continues to finance the transplanting of large trees from the Pope Farm nursery to areas of immediate visual and ecological impact along Beach Drive and on other parkland. 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 FY20 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS					
FOREST CONSERVATION					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2020					
	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	13,599	6,300	12,000	10,100	60.3%
Miscellaneous	292,970	5,000	100,000	100,000	1900.0%
Total Revenues	<u>306,569</u>	<u>11,300</u>	<u>112,000</u>	<u>110,100</u>	<u>874.3%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	16,168	10,000	10,000	20,000	100.0%
Other Services and Charges	269,119	350,000	350,000	450,000	28.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>285,287</u>	<u>360,000</u>	<u>360,000</u>	<u>470,000</u>	<u>30.6%</u>
Excess of Revenues over Expenditures	<u>21,282</u>	<u>(348,700)</u>	<u>(248,000)</u>	<u>(359,900)</u>	<u>3.2%</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>21,282</u>	<u>(348,700)</u>	<u>(248,000)</u>	<u>(359,900)</u>	<u>3.2%</u>
Fund Balance - Beginning	<u>1,068,569</u>	<u>774,269</u>	<u>1,089,851</u>	<u>841,851</u>	<u>8.7%</u>
Fund Balance - Ending	<u>\$ 1,089,851</u>	<u>\$ 425,569</u>	<u>\$ 841,851</u>	<u>\$ 481,951</u>	<u>13.2%</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 FY20 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	586	970	200	10	-99.0%
Miscellaneous	-	-	-	-	-
Total Revenues	586	970	200	10	-99.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	(5,580)	5,000	10,500	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	(5,580)	5,000	10,500	-	-100.0%
Excess of Revenues over Expenditures	6,166	(4,030)	(10,300)	10	-100.2%
Other Financing Sources (Uses):					
Transfers In					
Property Management Fund	-	-	-	-	-
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	6,166	(4,030)	(10,300)	10	-100.2%
Fund Balance - Beginning	4,681	5,081	10,847	547	-89.2%
Fund Balance - Ending	\$ 10,847	\$ 1,051	\$ 547	\$ 557	-47.0%



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 FY20 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS PARK POLICE - DRUG ENFORCEMENT Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2020					
	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	615	300	580	250	-16.7%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>615</u>	<u>300</u>	<u>580</u>	<u>250</u>	<u>-16.7%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	20,000	10,000	-	-100.0%
Other Services and Charges	-	-	10,000	10,000	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>10,000</u>	<u>-50.0%</u>
Excess of Revenues over Expenditures	<u>615</u>	<u>(19,700)</u>	<u>(19,420)</u>	<u>(9,750)</u>	<u>-50.5%</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>615</u>	<u>(19,700)</u>	<u>(19,420)</u>	<u>(9,750)</u>	<u>-50.5%</u>
Fund Balance - Beginning	<u>46,898</u>	<u>47,198</u>	<u>47,513</u>	<u>28,093</u>	<u>-40.5%</u>
Fund Balance - Ending	<u>\$ 47,513</u>	<u>\$ 27,498</u>	<u>\$ 28,093</u>	<u>\$ 18,343</u>	<u>-33.3%</u>



Montgomery County

Special Revenue Funds: Park Police – Federally Forfeited Property

OVERVIEW

The Federal Forfeited Property account was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When forfeiture is approved by the court, the seized assets may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

SUMMARY OF FY20 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	601	290	580	250	-13.8%
Miscellaneous	-	-	-	-	-
Total Revenues	601	290	580	250	-13.8%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	10,000	10,000	10,000	0.0%
Other Services and Charges	-	10,000	10,000	10,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	20,000	20,000	20,000	0.0%
Excess of Revenues over Expenditures	601	(19,710)	(19,420)	(19,750)	0.2%
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	601	(19,710)	(19,420)	(19,750)	0.2%
Fund Balance - Beginning	54,592	54,882	55,193	35,773	-34.8%
Fund Balance - Ending	\$ 55,193	\$ 35,172	\$ 35,773	\$ 16,023	-54.4%



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 FY20 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,141,789	\$ 1,276,700	\$ 1,336,565	\$ 1,688,430	32.2%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	22,414	50,000	35,000	50,000	0.0%
Total Revenues	<u>1,164,203</u>	<u>1,326,700</u>	<u>1,371,565</u>	<u>1,738,430</u>	<u>31.0%</u>
Expenditures by Major Object:					
Personnel Services	231,947	250,000	335,000	274,000	9.6%
Supplies and Materials	28,657	30,000	89,865	42,730	42.4%
Other Services and Charges	998,104	1,232,300	899,702	1,531,059	24.2%
Capital Outlay	-	-	35,000	-	-
Other Classifications	-	-	-	-	-
Chargebacks	42,400	44,400	44,400	88,900	100.2%
Total Expenditures	<u>1,301,108</u>	<u>1,556,700</u>	<u>1,403,967</u>	<u>1,936,689</u>	<u>24.4%</u>
Excess of Revenues over Expenditures	<u>(136,905)</u>	<u>(230,000)</u>	<u>(32,402)</u>	<u>(198,259)</u>	<u>-13.8%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(136,905)</u>	<u>(230,000)</u>	<u>(32,402)</u>	<u>(198,259)</u>	<u>-13.8%</u>
Fund Balance - Beginning	415,858	301,058	278,953	246,551	-18.1%
Fund Balance - Ending	<u>\$ 278,953</u>	<u>\$ 71,058</u>	<u>\$ 246,551</u>	<u>\$ 48,292</u>	<u>-32.0%</u>



Montgomery County

Special Revenue Funds: Park Cultural Resources

OVERVIEW

This program provides supplemental funding for expanding and enhancing historic interpretation and archaeology-educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events and admissions at public historic sites, guided historical tours, and school programs. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and volunteer docent materials related to historic and archaeological programs.

SUMMARY OF FY20 PROPOSED BUDGET

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	368	6,500	2,500	10,000	53.8%
Charges for Services	76,560	88,000	68,500	103,000	17.0%
Rentals and Concessions	1,095	5,500	3,700	5,500	0.0%
Interest	573	100	500	350	250.0%
Miscellaneous	12,964	-	8,000	-	-
Total Revenues	91,560	100,100	83,200	118,850	18.7%
Expenditures by Major Object:					
Personnel Services	47,182	88,500	77,500	96,300	8.8%
Supplies and Materials	11,367	15,000	9,000	19,250	28.3%
Other Services and Charges	7,158	15,200	11,300	17,250	13.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	1,542	-
Total Expenditures	65,708	118,700	97,800	134,342	13.2%
Excess of Revenues over Expenditures	25,852	(18,600)	(14,600)	(15,492)	-16.7%
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	25,852	(18,600)	(14,600)	(15,492)	-16.7%
Fund Balance - Beginning	27,976	25,276	53,828	39,228	55.2%
Fund Balance - Ending	\$ 53,828	\$ 6,676	\$ 39,228	\$ 23,736	255.5%



Montgomery County

Special Revenue Funds: Special Events

OVERVIEW

This Special Revenue Fund account provides for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks. Examples include the Avon Breast Cancer Walk and the Half Marathon in the Parks.

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL EVENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	138,779	170,000	170,000	170,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	1,470	420	1,400	1,000	138.1%
Miscellaneous	-	-	-	-	-
Total Revenues	140,249	170,420	171,400	171,000	0.3%
Expenditures by Major Object:					
Personnel Services	115,469	136,000	144,000	144,000	5.9%
Supplies and Materials	14,631	24,000	24,500	18,000	-25.0%
Other Services and Charges	29,265	6,500	6,500	7,000	7.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	2,640	-
Total Expenditures	159,365	166,500	175,000	171,640	3.1%
Excess of Revenues over Expenditures	(19,116)	3,920	(3,600)	(640)	-116.3%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(19,116)	3,920	(3,600)	(640)	-116.3%
Fund Balance - Beginning	114,806	115,226	95,690	92,090	-20.1%
Fund Balance - Ending	\$ 95,690	\$ 119,146	\$ 92,090	\$ 91,450	-23.2%



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 FY20 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
NATURE PROGRAMS AND FACILITIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	5,805	-	2,476	6,000	-
Charges for Services	289,398	262,730	249,848	252,863	-3.8%
Rentals and Concessions	56,043	59,700	56,057	55,380	-7.2%
Interest	3,282	700	3,000	2,900	314.3%
Miscellaneous	8,873	9,000	8,550	8,550	-5.0%
Total Revenues	363,401	332,130	319,931	325,693	-1.9%
Expenditures by Major Object:					
Personnel Services	152,116	283,000	183,690	245,890	-13.1%
Supplies and Materials	4,468	152,897	23,897	149,000	-2.5%
Other Services and Charges	29,093	36,576	34,350	39,207	7.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	5,029	-
Total Expenditures	185,677	472,473	241,937	439,126	-7.1%
Excess of Revenues over Expenditures	177,724	(140,343)	77,994	(113,433)	-19.2%
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	177,724	(140,343)	77,994	(113,433)	-19.2%
Fund Balance - Beginning	165,790	221,447	343,514	421,508	90.3%
Fund Balance - Ending	\$ 343,514	\$ 81,104	\$ 421,508	\$ 308,075	279.9%



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 FY20 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL DONATIONS AND PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	62,397	68,000	67,000	67,500	-0.7%
Interest	248	220	220	240	9.1%
Miscellaneous	-	40,900	5,000	35,850	-12.3%
Total Revenues	<u>62,645</u>	<u>109,120</u>	<u>72,220</u>	<u>103,590</u>	<u>-5.1%</u>
Expenditures by Major Object:					
Personnel Services	20,706	29,500	19,000	39,000	32.2%
Supplies and Materials	24,229	45,400	22,000	46,000	1.3%
Other Services and Charges	772	34,300	27,800	31,290	-8.8%
Capital Outlay	30,873	28,960	-	32,000	10.5%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	1,046	-
Total Expenditures	<u>76,580</u>	<u>138,160</u>	<u>68,800</u>	<u>149,336</u>	<u>8.1%</u>
Excess of Revenues over Expenditures	<u>(13,935)</u>	<u>(29,040)</u>	<u>3,420</u>	<u>(45,746)</u>	<u>57.5%</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>(13,935)</u>	<u>(29,040)</u>	<u>3,420</u>	<u>(45,746)</u>	<u>57.5%</u>
Fund Balance - Beginning	<u>86,214</u>	<u>60,064</u>	<u>72,279</u>	<u>75,699</u>	<u>26.0%</u>
Fund Balance - Ending	<u>\$ 72,279</u>	<u>\$ 31,024</u>	<u>\$ 75,699</u>	<u>\$ 29,953</u>	<u>-3.5%</u>



Montgomery County

Advance Land Acquisition Funds

EXECUTIVE OVERVIEW

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

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 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 \$145,200 in FY20. The contribution to the Advance Land Acquisition Revolving Fund is \$1,943,600.

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 FY20 are \$8,965,565.



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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ 1,929,019	\$ 2,024,928	\$ 2,024,928	\$ 2,088,800	3.2%
Intergovernmental -					-
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,929,019</u>	<u>2,024,928</u>	<u>2,024,928</u>	<u>2,088,800</u>	<u>3.2%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	1,775,416	1,872,078	1,877,247	1,943,600	3.8%
Debt Service:	154,050	152,850	152,850	145,200	-5.0%
Debt Service Principal	135,000	135,000	135,000	130,000	-3.7%
Debt Service Interest	19,050	16,350	16,350	13,700	-16.2%
Debt Service Fees	-	1,500	1,500	1,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,929,466</u>	<u>2,024,928</u>	<u>2,030,097</u>	<u>2,088,800</u>	<u>3.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(447)</u>	<u>-</u>	<u>(5,169)</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	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(447)</u>	<u>-</u>	<u>(5,169)</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	5,616	-	5,169	-	-
Fund Balance, Ending	<u>\$ 5,169</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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	81,280	50,000	50,000	75,000	50.0%
Miscellaneous (Contributions)	1,775,416	1,872,078	1,877,247	1,943,600	3.8%
Total Revenues	<u>1,856,696</u>	<u>1,922,078</u>	<u>1,927,247</u>	<u>2,018,600</u>	<u>5.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	8,541,442	6,938,608	-	8,965,565	29.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>8,541,442</u>	<u>6,938,608</u>	<u>-</u>	<u>8,965,565</u>	<u>29.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(6,684,746)</u>	<u>(5,016,530)</u>	<u>1,927,247</u>	<u>(6,946,965)</u>	<u>38.5%</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>(6,684,746)</u>	<u>(5,016,530)</u>	<u>1,927,247</u>	<u>(6,946,965)</u>	<u>38.5%</u>
Total Net Position - Beginning	11,704,464	5,016,530	5,019,718	6,946,965	38.5%
Total Net Position - Ending	<u>\$ 5,019,718</u>	<u>\$ -</u>	<u>\$ 6,946,965</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 FY20 PROPOSED BUDGET

The FY20 proposed budget includes debt service on an expected \$10 million issue in July of 2019.

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 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	-	-	-	-	-
Debt Service -	5,428,913	6,461,285	6,461,285	7,124,410	10%
Debt Service Principal	3,660,000	4,470,600	4,470,600	4,635,000	4%
Debt Service Interest	1,763,143	1,840,685	1,840,685	2,239,410	22%
Debt Service Fees	5,770	150,000	150,000	250,000	67%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>5,428,913</u>	<u>6,461,285</u>	<u>6,461,285</u>	<u>7,124,410</u>	<u>10%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(5,428,913)</u>	<u>(6,461,285)</u>	<u>(6,461,285)</u>	<u>(7,124,410)</u>	<u>10%</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	5,428,913	6,461,285	6,461,285	7,124,410	10%
Total Transfers In	<u>5,428,913</u>	<u>6,461,285</u>	<u>6,461,285</u>	<u>7,124,410</u>	<u>10%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>5,428,913</u>	<u>6,461,285</u>	<u>6,461,285</u>	<u>7,124,410</u>	<u>10%</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	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

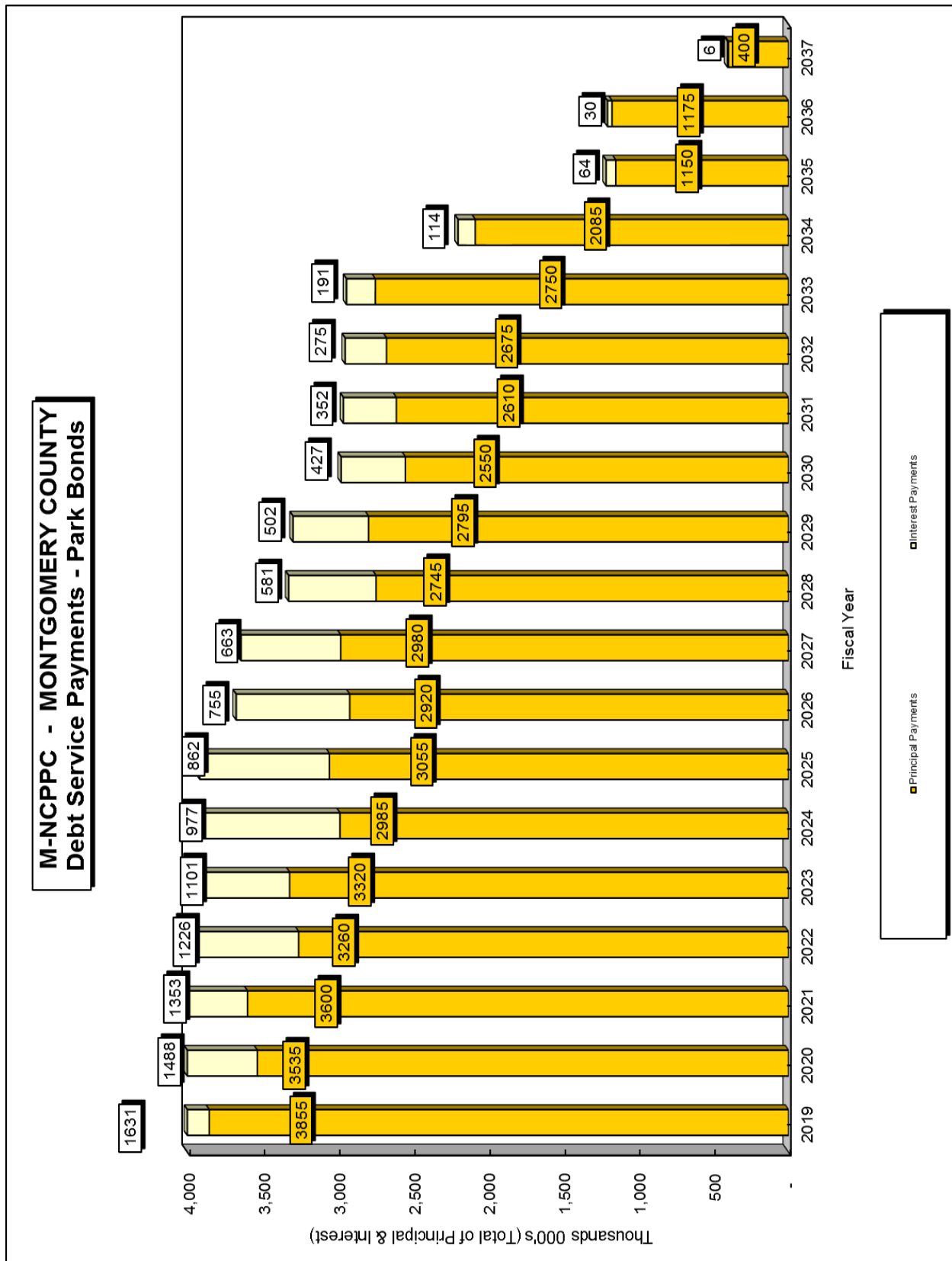


Montgomery County Debt Service Requirements for FY20

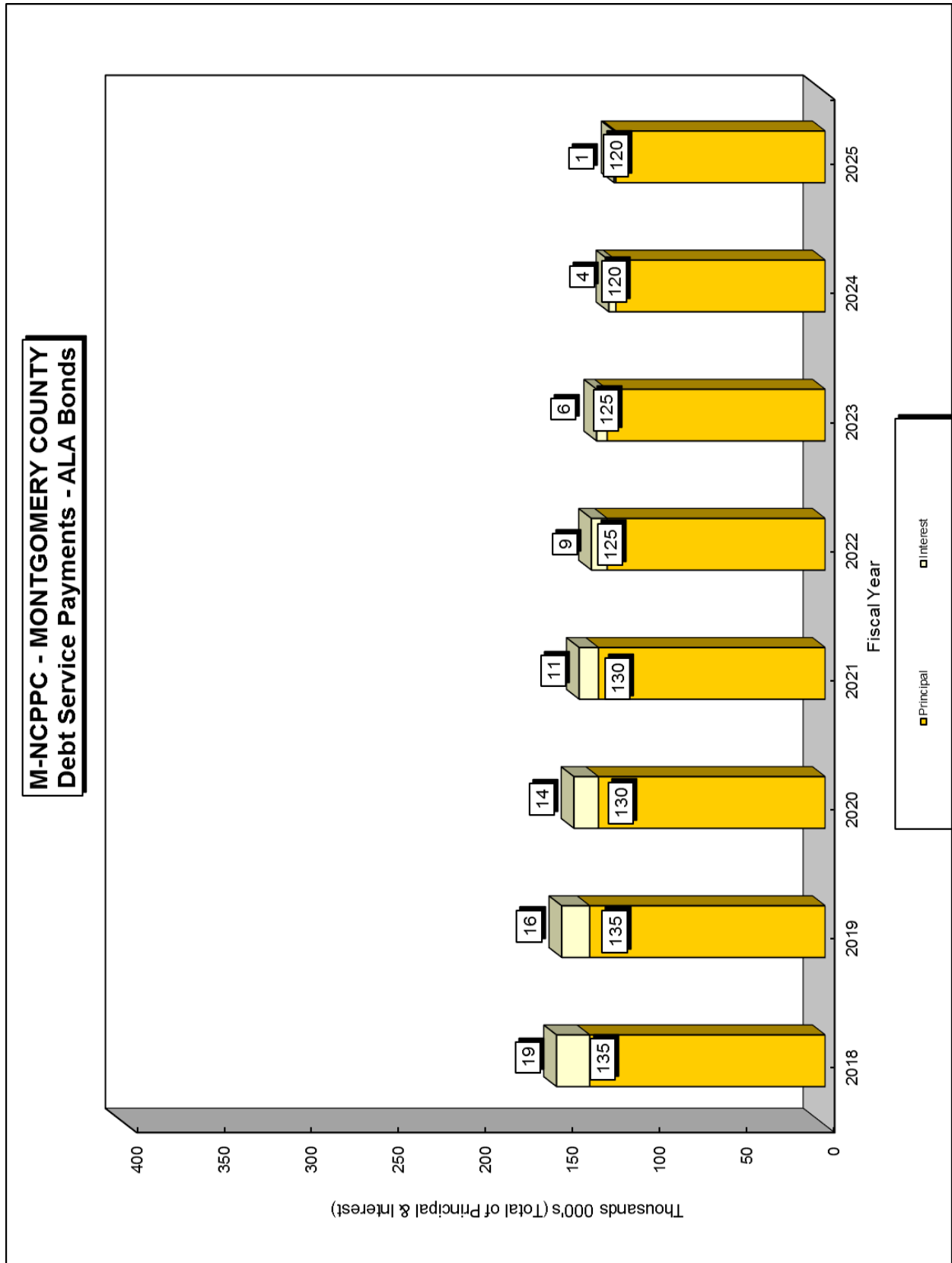
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
MONTGOMERY COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2020

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/19	FY 2020 Payments			
						Principal	Interest	Total	Balance
LL-2 Park and Acquisition and Development	2.3300%	05/21/09	11/01/20	8,405,000	810,000	410,000	20,700	430,700	400,000
MM-2 Park Acquisition and Development	3.4300%	05/21/09	11/01/28	5,250,000	315,000	315,000	4,725	319,725	-
MC 2012- A Park Acquisition and Development Reunding Bond	2.8695%	03/21/12	12/30/32	12,505,000	8,265,000	930,000	296,856	1,226,856	7,335,000
MC 2012- B Park Acquisition and Development	3.5622%	03/21/12	06/30/33	3,000,000	2,245,000	130,000	83,198	213,198	2,115,000
MC 2014- A Park Acquisition and Development	2.8633%	06/17/14	12/01/23	14,000,000	11,425,000	575,000	357,575	932,575	10,850,000
MC 2016- A Park Acquisition and Development	2.2959%	04/14/16	11/01/35	12,000,000	10,680,000	480,000	307,656	787,656	10,200,000
MC 2016- B Park Acquisition and Development	1.5876%	04/14/16	11/01/28	6,120,000	5,650,000	295,000	189,200	484,200	5,355,000
MC 2017- A Park Acquisition and Development	2.6886%	05/04/17	11/01/36	8,000,000	7,200,000	400,000	228,000	628,000	6,800,000
MC 2018- A Park Acquisition and Development	3.1590%	10/04/18	11/01/38	12,000,000	12,000,000	600,000	516,750	1,116,750	11,400,000
Proposed Debt Service- \$10M July 2019				10,000,000	-	500,000	225,000	725,000	9,500,000
Issuance Costs				91,280,000	58,590,000	4,635,000	2,229,660	6,864,660	63,955,000
Totals								250,000	-
Total Park Fund Debt Service								7,114,660	63,955,000
Advance Land Acquisition									
MC 2016-C- ALA	1.2177%	04/14/16	11/01/24	1,075,000	750,000	130,000	13,700	143,700	620,000
Issuance Costs				1,075,000	750,000	130,000	13,700	143,700	620,000
Total Advance Land Debt Service								1,500	-
								145,200	620,000

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, driver's license monitoring program and defensive driving program; risk assessments of new and existing agency programs; emergency response program; and case management of workplace injuries and liability claims.

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 FY20, 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.

FY19 WORK PROGRAM ACCOMPLISHMENTS

- Comprehensive assessment of Automated External Defibrillators (AEDs) utilized throughout Commission facilities for compliance with State requirements.



Montgomery County Risk Management Internal Service Fund

- 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 FY20 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 FY20 agency-wide expenses are \$7,318,037. After the application of unrestricted fund balance and interest income (explained further below in greater detail), the total funding needs are adjusted to \$5,651,700, representing a total decrease in requesting funding by 1.7% from FY19 adopted levels.

The FY20 proposed expenses of \$7,318,037 reflect a 1.2% increase from the FY19 adopted budget levels of \$7,233,240. These expenses are comprised of three components. The largest component (58%) 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 FY20 expenses are attributed to actual claims experienced 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 FY20 proposed expense for Montgomery County funded operations is \$3,000,335. After the application of \$350,435 in available fund balance and \$140,000 of interest income, the proposed funding level is adjusted down to \$2,509,900. The FY20 funding level represents a 5% increase from the FY19 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: 97.3% (or \$1,556,500) to the Park Fund; 2.1% (or \$33,100) the Planning Department; and nominal amounts for the Enterprise Fund (\$6,600) and to CAS Operations (\$4,300).



Montgomery County Risk Management Internal Service Fund

FY20 WORK PROGRAM PRIORITIES

- Continue to implement and monitor 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.
- 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.
- Enhance monthly position-specific safety trainings for maintenance and trades personnel.

BUDGET AT A GLANCE

		FY19 Adopted	FY20 Proposed	% Change	% Allocated*
Montgomery County					
Budget					
	Expenditures	\$ 2,933,215	\$ 3,000,335	2.3%	41.0%
Staffing					
	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%

Prince George's County

Budget					
	Expenditures	\$ 4,300,025	\$ 4,317,702	0.4%	59.0%
Staffing					
	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%

Combined Department Total

Budget					
	Expenditures	\$ 7,233,240	\$ 7,318,037	1.2%	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 FY20 PROPOSED BUDGET

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,550,500	2,332,100	2,332,100	2,465,900	5.7%
Planning	83,900	45,600	45,600	24,400	-46.5%
CAS	5,900	2,600	2,600	7,800	200.0%
Enterprise	1,200	9,500	9,500	11,800	24.2%
Miscellaneous (Claim Recoveries, etc.)	460,992	-	-	-	-
Total Operating Revenues	3,102,492	2,389,800	2,389,800	2,509,900	5.0%
Operating Expenses:					
Personnel Services	472,987	473,467	473,467	502,033	6.0%
Supplies and Materials	34,905	33,720	33,720	34,750	3.1%
Other Services and Charges:					
Insurance Claims:					
Parks	2,546,729	1,524,257	1,524,257	1,556,500	2.1%
Planning	5,570	36,200	36,200	33,100	-8.6%
CAS	43,654	4,700	4,700	4,300	-8.5%
Enterprise	(219,451)	9,100	9,100	6,600	-27.5%
Misc., Professional services, etc.	261,112	597,001	597,001	607,674	1.8%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	242,439	254,770	254,770	255,378	0.2%
Total Operating Expenses	3,387,945	2,933,215	2,933,215	3,000,335	2.3%
Operating Income (Loss)	(285,453)	(543,415)	(543,415)	(490,435)	-9.7%
Nonoperating Revenue (Expenses):					
Interest Income	148,296	73,000	73,000	140,000	91.8%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	148,296	73,000	73,000	140,000	91.8%
Income (Loss) Before Operating Transfers	(137,158)	(470,415)	(470,415)	(350,435)	-25.5%
Operating Transfers In (Out):					
Transfer In	799,860	-	-	-	-
Transfer (Out)	(799,860)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(137,158)	(470,415)	(470,415)	(350,435)	-25.5%
Total Net Position - Beginning	5,647,045	5,192,601	5,509,887	5,039,472	-2.9%
Total Net Position - Ending	\$ 5,509,887	\$ 4,722,186	\$ 5,039,472	\$ 4,689,037	-0.7%
Designated Position	3,193,542	3,421,358	880,975	1,333,587	-61.0%
Unrestricted Position	2,316,345	1,300,828	4,158,497	3,355,451	157.9%
Total Net Position, June 30	\$ 5,509,887	\$ 4,722,186	\$ 5,039,472	\$ 4,689,037	-0.7%

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

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Parks	\$ 438,900	\$ 473,000	\$ 473,000	\$ 477,600	1.0%
Planning	14,800	11,200	11,200	10,200	-8.9%
CAS	1,600	1,500	1,500	1,300	-13.3%
Enterprise	5,600	2,800	2,800	2,000	-28.6%
Total	\$ 460,900	\$ 488,500	\$ 488,500	\$ 491,100	0.5%

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

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 FY20 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 FY20, the Commission proposes the purchase and financing of \$3,710,000 in capital outlay expenses in the CEISF. This consists of:

- Planning Department - \$760,000
 - \$400,000 (Total cost \$800,000, split 50/50 with Parks) – for the Wheaton headquarters auditorium audio/visual fit out.
 - \$360,000 (Total cost \$450,000, split 80/20 with Parks) – for upgrade to Project Docx.
- Department of Parks - \$2,700,000
 - \$400,000 (Total cost \$800,000, split 50/50 with Planning – for the Wheaton headquarters auditorium audio/visual fit out.
 - \$90,000 (Total cost \$450,000, split 20/80 with Planning) – for upgrade to Project Docx.
 - \$35,000 for vehicle for new Lead Mechanic position.
 - \$239,000 for vehicles/equipment for Ballfield Consistency Initiative.
 - \$1,936,000 for replacement of older vehicles and equipment that have exceeded their useful life cycle.
- OCIO – Corporate IT – bi-county amount of \$500,000 (split 50/50 with Prince George's)
 - \$300,000 for servers and server component capacity for the virtual environment.
 - \$100,000 for wireless controller upgrade.
 - \$100,000 for additional network devices.



Montgomery County Capital Equipment Internal Service Fund

SUMMARY OF FY20 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Planning	570,000	140,600	140,600	190,000	35.1%
Parks	2,574,500	768,000	768,000	1,479,000	92.6%
Finance	113,000	-	-	-	-
Corporate IT	-	149,150	149,150	180,500	21.0%
Miscellaneous (Sale of Equipment, etc.)	163,668	-	-	-	-
Total Operating Revenues	3,421,168	1,057,750	1,057,750	1,849,500	74.9%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	131,838	-	-	-	-
Other Services and Charges:	(634)	-	-	-	-
Debt Service:					
Debt Service Principal	-	1,408,250	-	690,300	-51.0%
Debt Service Interest	-	364,250	125,417	158,300	-56.5%
Depreciation & Amortization Expense	2,400,956	-	-	-	-
Capital Outlay	-	2,050,000	2,050,000	3,710,000	81.0%
Other Classifications	-	-	-	-	-
Chargebacks	40,951	42,000	42,000	51,755	23.2%
Total Operating Expenses	2,573,111	3,864,500	2,217,417	4,610,355	19.3%
Operating Income (Loss)	848,057	(2,806,750)	(1,159,667)	(2,760,855)	-1.6%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	2,050,000	2,050,000	3,710,000	81.0%
Interest Income	26,395	4,000	4,000	10,000	150.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	5,951	-	-	-	-
Total Nonoperating Revenue (Expenses):	32,346	2,054,000	2,054,000	3,720,000	81.1%
Income (Loss) Before Operating Transfers	880,403	(752,750)	894,333	959,145	-227.4%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	880,403	(752,750)	894,333	959,145	-227.4%
Total Net Position - Beginning	10,681,280	11,440,630	11,561,683	12,456,016	8.9%
Total Net Position - Ending	\$ 11,561,683	\$ 10,687,880	\$ 12,456,016	\$ 13,415,161	25.5%

Note: Future Financing Plans

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

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



Montgomery County

Wheaton Headquarters Building Internal Service Fund

OVERVIEW

When completed, the Wheaton Headquarters Building (Wheaton HQ) will consolidate the Montgomery Parks and Planning Departments from three office facilities into one new joint headquarters, as well as house several County departments and agencies. This fourteen-floor, 308,000 square foot building, of which 133,000 sq. ft. will be utilized by the Commission, will be owned by the Commission. It will accommodate nearly 1,000 staff, including approximately 360 Commission employees.

To account for this Commission-owned facility that will be utilized by both the Commission and the County, a new internal service fund will be created. The Wheaton Headquarters Building Internal Service Fund will account for all building related expenses, and will be funded by “rental” charges to the Planning Department, the Parks Department, and to Montgomery County.

HIGHLIGHTS OF THE FY20 PROPOSED BUDGET

For FY20, the Wheaton HQ budget is \$928,029. Although the approximate annual operation and maintenance cost is estimated at \$3.5 million, the building is not anticipated to be available for occupancy until the last two months of the fiscal year.

- **Expenditures in the Fund:**

- Personnel Services: No personnel services are proposed here. Two new Park Police officers will be requested in the Park Fund budget, assigned here, and funded by chargebacks (see below).
- Supplies and Materials: No supplies and materials are proposed here. All necessary building supplies will be provided by the management services company.
- Other Services and Charges: Included in this cost is contractual services for a management services company that will handle daily building support including project management, building engineering, maintenance and repair services, and concierge service. In addition, costs for services will include building costs for utilities, telecommunications, and refuse and recycling.
- Capital Outlay: This one-time proposed cost (\$300,000) is for information technology costs associated with adding the Wi-Fi infrastructure for the building that will be available for both internal and public use.
- Chargebacks: The chargeback cost is for salaries and uniforms for two new Park Police positions along with one-time costs for vehicles and equipment.



Montgomery County Wheaton Headquarters Building Internal Service Fund

SUMMARY OF FY20 PROPOSED BUDGET

WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Montgomery County				528,977	-
Charges for Services (Office Space Rental):					
MC Planning				199,526	-
MC Parks				199,526	-
Rental Revenues				-	-
Miscellaneous				-	-
Total Operating Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>928,029</u>	<u>-</u>
Operating Expenses:					
Personnel Services					-
Supplies and Materials					-
Other Services and Charges				434,836	-
Capital Outlay				300,000	-
Chargebacks				193,193	-
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>928,029</u>	<u>-</u>
Operating Income (Loss)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Nonoperating Revenue (Expenses):	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	-	-	-	-	-
Total Net Position - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Position - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

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



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

MISSION

The Chief Information Officer (CIO) reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The Office of the CIO (OCIO) has its own office space in the Executive Office Building.

Executive Overview

Working in collaboration with the Chief Technology Officers of each department and the Information Technology Council, the Office of the Chief Information Officer (OCIO) has submitted the FY20 budget with the following highlights.

FY19 has seen sustained progress in advancing Enterprise IT Systems the face of increased information technology security threats and breaches. The OCIO is recruiting an IT Security Officer to and leads the information security planning processes to establish an inclusive and comprehensive information security program in alignment with MNCPPC System-wide Information Security Policies. The IT Security Officer has functional responsibility for the management and delivery of information security outcomes executed by all IT Divisions across the Commission. 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. The CIO collaborated with the Information Technology Council to rank Commission Wide IT (CWIT) project priorities for FY20 to ensure that projects are aligned with Commissions goals and objectives.

OCIO Budget Overview

The proposed FY20 expenditure budget is \$1,351,101 representing a \$146,676 (12.3%) increase from the FY19 adopted levels. This is mainly due to the addition of the position of Project Manager. In addition, the IT Security Officer position partially funded in FY19 is fully funded in FY20, along with health insurance increases, OPEB increases, and compensation markers for this office.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with the Chief Technology Officers and was vetted and supported by the Information Technology Council. The OCIO requests authority to spend \$2,053,257 in FY20. This consists of \$425,000 for new project initiatives, \$1,985,525 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:

- Budget Software replacement
- Intranet upgrade
- Remediation of Security Assessment Findings
- Active Directory Phase V
- Enterprise Content Management (ECM) - Feasibility & Requirements Study



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

The ongoing software license fees are for:

- Microsoft Licenses – Annual Enterprise License agreement
- Kronos – Annual Cloud hosting and related services
- Adobe – Annual Enterprise License agreement
- Website – Annual hosting and
- End user IT Security Training

By comparison the adopted budget for FY19 initiatives was \$1,605,025

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

Proposed Changes consist of:

1. Project Manager/Systems Analyst MC \$65,663, PGC \$80,974 (\$146,636) The Project Manager/Systems Analyst will be integral part of the PMO in gathering and performing in developing in depth requirement analysis to ensure systems implementation achieve goals and objectives. This new position will reduce that consulting need, as well as allow us to retain the expertise and institutional knowledge gained in implementing these projects.
2. Budget Software Replacement MC \$30,810 PGC \$44,220 (\$75,000) Support for the current Lawson Budget Planning (LBP) software from Infor will end in June 2019. Patches and modifications will no longer be provided; technical support will no longer be available. benefits of this replacement are: Continued integration with Infor Financial ERP Module, improved flexibility for budget development, and improved reporting.
3. Intranet upgrade MC \$47,500, PGC \$52,500 (\$100,000) The existing intranet (InSite) serves as a Commission-Wide Communication system, a forms and documents repository, employee training calendar and serves as a one stop shop for events, policies and major initiatives. The current platform is at end of life and must move to a supported platform as soon as funding can be secured. Benefits of the upgrade will be: Continuation of existing services; and the ability to add new services, provide secure access to content outside of the Commission's network, and enhanced security.
4. Remediation of Security Assessment Findings MC \$75,000, PGC \$75,000 (\$150,000) The Commission-wide Security Assessment was awarded to an IP Plus, an experienced IT Security firm. The work began June 2018 and is expected to be completed December 2018. We expect several issues will be identified that will need to be addressed in a timely manner. The proposed budget is only an estimate; if funding is needed beyond this amount, departments will be asked to fund mid-year.
5. Active Directory Phase V MC \$45,500, PGC \$54,500 (\$100,000) This is the next phase of the Active Directory Project, which manages permissions and access to email, network storage, and other network resources. Benefits of Phase V will be: Address Departmental legacy systems and applications that could not move over to the new AD environment, assist in resolving technical problems that may require systems customizations, eliminate the lingering security issues related to the old AD environment by ensuring legacy environment retirement by the end of 2020.



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

6. Enterprise Content Management (ECM) - Feasibility & Requirements Study MC \$45,000, PGC \$55,000 (\$100,000) We currently own multiple variations of ECM, yet several Department representatives at multiple levels have stated the need for a comprehensive Enterprise Content Management. This project is expected to move us forward in resolving the technology gaps among such variations. An ECM solution will help the Commission to organize, manage and distribute documents, images, and other departmental specific information. The project involves conducting a thorough needs assessment and for the Project team to establish a comprehensive inventory of requirements and identify a solution that will store, track, edit, and collaborate on content creation and other information related projects, while maintaining appropriate security levels. The solution will also streamline the life-cycle of information and automates various business processes using embedded workflows.

Specific benefits of ECM are expected to be: Electronic Signature, disaster Recovery, regulatory Compliance, document Capture and Access Control, document Security, archiving & Retention, document and Content Management, and E-Forms and workflows to enable Business Process Automation.

BUDGET AT A GLANCE

		FY19	FY20	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated*</u>
<i>Montgomery County</i>					
Budget					
	Expenditures	\$ 1,009,126	\$ 1,835,729	81.9%	43.3%
Staffing					
	Funded Career Positions	3.00	3.50	16.7%	50.0%
	Funded Workyears	3.00	3.50	16.7%	50.0%
<i>Prince George's County</i>					
Budget					
	Expenditures	\$ 1,783,950	\$ 2,406,392	34.9%	56.7%
Staffing					
	Funded Career Positions	3.00	3.50	16.7%	50.0%
	Funded Workyears	3.00	3.50	16.7%	50.0%
<i>Combined Department Total</i>					
Budget					
	Expenditures	\$ 2,793,076	\$ 4,242,121	51.9%	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 FY20 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	22,747	31,943	31,943	39,398	23.3%
CIO	2,099	3,000	3,000	2,150	-28.3%
Finance	76,250	32,082	32,082	38,646	20.5%
Legal	15,109	21,629	21,629	14,573	-32.6%
Inspector General	2,904	4,314	4,314	3,395	-21.3%
Corporate IT	-	67,876	67,876	108,577	60.0%
Parks	558,805	518,955	518,955	1,199,207	131.1%
Planning	286,865	299,685	299,685	484,032	61.5%
Enterprise	14,000	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	978,778	979,484	979,484	1,889,978	93.0%
Operating Expenses:					
Personnel Services	347,518	399,830	399,830	518,701	29.7%
Supplies and Materials	113,825	20,145	20,145	20,144	0.0%
Other Services and Charges:	1,000,578	551,029	551,029	1,277,826	131.9%
Debt Service:					
Debt Service Principal	-	31,063	31,063	14,958	-51.8%
Debt Service Interest	-	7,059	7,059	4,100	-41.9%
Depreciation & Amortization Expense	79,058	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	1,540,979	1,009,126	1,009,126	1,835,729	81.9%
Operating Income (Loss)	(562,201)	(29,642)	(29,642)	54,249	-283.0%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	3,403	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	3,403	-	-	-	-
Income (Loss) Before Operating Transfers	(558,798)	(29,642)	(29,642)	54,249	-283.0%
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(558,798)	(29,642)	(29,642)	54,249	-283.0%
Total Net Position - Beginning	1,561,804	1,574,737	1,003,006	973,364	-38.2%
Total Net Position - Ending	\$ 1,003,006	\$ 1,545,095	\$ 973,364	\$ 1,027,613	-33.5%

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 the 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 Disabilities 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 FY20 PROPOSED BUDGET

Because the Executive Office Building is nearly 50 years old, with many original systems and outdated design elements, it poses a number of structural, operational, and space design challenges. A facility condition assessment was completed by an independent facility consultant which identified a number of significant and costly updates to maintain the integrity of the building. At the direction of the Commission, a feasibility study was launched to determine the long-term viability of remaining at the EOB as compared to relocation, with emphasis on cost containment.

Initial cost analysis revealed that it will be more financially prudent to relocate CAS operations to an alternate site. Consultants are presently researching feasible alternate sites through purchase or lease, which will address concerns and reduce long-term operating costs.

Once a feasible alternative is identified and approved through a cost-benefit analysis, we will have a more accurate understanding of funding needs. If the feasibility analysis is completed in FY19, a budget amendment will be submitted for a proposed relocation project.

For FY20, the EOB budget is \$1,440,307. The budget reflects an increase of 6.3% (or \$84,913). This adjustment is needed to address and critical repairs for the continued safe and reliable operation of the facility and expected life cycle maintenance. The FY20 budget reflects 12 months of continued operation of the present EOB configuration until a feasible relocation option is approved.



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
- \$25,000 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 worker) 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 have been adjusted to accommodate required security system components, and preventative maintenance performed by EOB staff
- 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, and professional services. Expenses in this category were adjusted slightly to address life cycle maintenance and repairs.
- Capital Projects: This category includes capital expenses for structural building improvements, machinery, and equipment (boilers, generators, etc.). The additional funding for FY20 addresses critical building repairs to meet immediate operational needs.
- Chargebacks: 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.

FY20 Priorities and Major Known Commitments

Critical improvements to EOB for continued operation of the facility and occupant safety will be performed in FY20.



Montgomery County Commission-wide Executive Office Building Internal Service Fund

FY20 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	<u>FY19 Adopted</u>	<u>FY20 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 FY20 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	126,178	0.0%
Retirement System	108,680	108,680	108,680	108,680	0.0%
Chief Information Office	59,644	59,644	59,644	59,644	0.0%
Risk Management	54,808	54,808	54,808	54,808	0.0%
Group Insurance	65,338	65,338	65,338	65,338	0.0%
CAS Departments	937,352	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	212,261	238,790	238,790	240,569	0.7%
Supplies and Materials	46,177	35,500	35,500	42,500	19.7%
Other Services and Charges:	486,919	955,146	955,146	977,530	2.3%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	171,669	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	45,000	45,000	85,000	88.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	80,958	80,958	94,708	17.0%
Total Operating Expenses	<u>917,026</u>	<u>1,355,394</u>	<u>1,355,394</u>	<u>1,440,307</u>	<u>6.3%</u>
Operating Income (Loss)	<u>434,974</u>	<u>(3,394)</u>	<u>(3,394)</u>	<u>(88,307)</u>	<u>2501.9%</u>
Nonoperating Revenue (Expenses):					
Interest Income	37,990	5,000	5,000	25,000	400.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>37,990</u>	<u>5,000</u>	<u>5,000</u>	<u>25,000</u>	<u>400.0%</u>
Income (Loss) Before Operating Transfers	<u>472,964</u>	<u>1,606</u>	<u>1,606</u>	<u>(63,307)</u>	<u>-4041.9%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	472,964	1,606	1,606	(63,307)	-4041.9%
Total Net Position - Beginning	<u>4,172,500</u>	<u>4,645,464</u>	<u>4,645,464</u>	<u>4,647,070</u>	<u>0.0%</u>
Total Net Position - Ending	<u>\$ 4,645,464</u>	<u>\$ 4,647,070</u>	<u>\$ 4,647,070</u>	<u>\$ 4,583,763</u>	<u>-1.4%</u>

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



Montgomery County

Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission’s Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The 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 Pay-go costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 6 full-time positions.

Highlights and Major Changes in the FY20 Proposed Budget

The Proposed FY20 expenditure budget is \$64.02 million, which reflects a 7.6% increase from the FY19 Adopted Budget. This increase results from higher claims experience which resulted in higher rates forecast for FY20.

The FY20 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 FY20 Proposed Budget contains a designated reserve of \$6.40 million, which is sufficient to meet the 10.0% of total operating expense reserve policy. A summary of the Proposed Budget follows.

Essential Need

No essential needs are proposed for FY20.

Group Insurance Fund

	<u>FY19 Adopted</u>	<u>FY20 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 FY20 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
EGWP Subsidy	2,004,422	1,681,000	1,681,000	2,000,000	19.0%
Charges for Services:					
Employer Contributions, Other	13,900	13,490	13,490	14,180	5.1%
Employee/Retiree Contributions	7,481,332	11,782,010	11,782,010	12,737,218	8.1%
Employer Contributions/Premiums	36,325,350	43,486,196	43,486,196	47,913,873	10.2%
Miscellaneous (Claim Recoveries, etc.)	2,994,046	-	-	-	-
Total Operating Revenues	<u>48,819,050</u>	<u>56,962,696</u>	<u>56,962,696</u>	<u>62,665,271</u>	<u>10.0%</u>
Operating Expenses:					
Personnel Services	668,643	778,214	778,214	789,377	1.4%
Supplies and Materials	28,224	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	621,745	437,088	437,088	483,928	10.7%
Insurance Claims and Fees	39,755,907	49,334,171	49,334,171	54,215,757	9.9%
Insurance Premiums	7,935,338	8,555,408	8,555,408	8,169,825	-4.5%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	360,386	353,640	353,640	311,410	-11.9%
Total Operating Expenses	<u>49,370,243</u>	<u>59,508,521</u>	<u>59,508,521</u>	<u>64,020,297</u>	<u>7.6%</u>
Operating Income (Loss)	<u>(551,193)</u>	<u>(2,545,825)</u>	<u>(2,545,825)</u>	<u>(1,355,026)</u>	<u>-46.8%</u>
Non-operating Revenue (Expenses):					
Interest Income	229,962	150,000	150,000	200,000	33.3%
Total Non-operating Revenue (Expenses)	<u>229,962</u>	<u>150,000</u>	<u>150,000</u>	<u>200,000</u>	<u>33.3%</u>
Income (Loss) Before Operating Transfers	<u>(321,230)</u>	<u>(2,395,825)</u>	<u>(2,395,825)</u>	<u>(1,155,026)</u>	<u>-51.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>(321,230)</u>	<u>(2,395,825)</u>	<u>(2,395,825)</u>	<u>(1,155,026)</u>	<u>-51.8%</u>
Total Net Position, Beginning	<u>16,174,135</u>	<u>15,852,905</u>	<u>15,852,905</u>	<u>13,457,080</u>	<u>-15.1%</u>
Total Net Position, Ending	<u>15,852,905</u>	<u>13,457,080</u>	<u>13,457,080</u>	<u>12,302,054</u>	<u>-8.6%</u>
Designated Position	4,443,322	5,950,852	5,950,852	6,402,030	7.6%
Unrestricted Position	11,409,583	7,506,227	7,506,227	5,900,024	-21.4%
Total Net Position, June 30	<u>\$ 15,852,905</u>	<u>\$ 13,457,080</u>	<u>\$ 13,457,080</u>	<u>\$ 12,302,054</u>	<u>-8.6%</u>

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



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Montgomery County

Appendices - Glossary

Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$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 20, the year ending June 30 of the number shown is intended. (June 30, 2020, 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	
2009	959,013	\$ 126,613,148	\$ 39,114	0.03 %	\$ 146,276,983	\$ 3,210	0.002 %	\$ 3.35
2010	976,321	149,161,911	34,114	0.02	171,220,841	2,680	0.002	2.74
2011	992,928	149,284,865	29,319	0.02	171,646,984	2,145	0.001	2.16
2012	1,006,218	143,754,415	35,654	0.02	165,916,424	1,905	0.001	1.89
2013	1,017,759	140,577,467	32,462	0.02	161,877,310	1,665	0.001	1.64
2014	1,027,780	141,899,535	44,616	0.03	163,601,193	1,430	0.001	1.39
2015	1,036,233	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.16
2016	1,043,863	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,050,370	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97
2018	1,056,920	163,053,038	52,924	0.03	188,182,436	885	0.000	0.84

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	
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	912,756	78,488,744	64,534	0.08	83,863,174	-	-	n.a.
2018	n.a.	84,361,738	92,162	0.11	90,065,188	-	-	n.a.

Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums

(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments

Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch



Montgomery County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business- Type Activities (1)	Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable			Revenue Bonds and Notes	Percentage Of Personal Income			Outstanding Debt Per Capita	Percentage Of Personal Income
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	
2018	52,924	-	-	52,924	0.06		885	53,809	0.06	

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	Percentage Of Personal Income			Outstanding Debt Per Capita	Percentage Of Personal Income
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	0.17		-	73,329	0.17	
2017	64,534	-	-	64,534	na		-	64,534	na	
2018	92,162	-	-	92,162	na		-	92,162	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 2017 and FY 2018.

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	2018			2009		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	>30,000	1	6.12 %	>30,000	1	6.27 %
Montgomery County Public Schools	20,000 - 25,000	2	4.59	20,000 - 25,000	2	4.70
Montgomery County Government	10,000 - 15,000	3	2.55	5,000 - 10,000	5	1.57
U.S. Department of Commerce	5,000 - 10,000	4	1.53	5,000 - 10,000	4	1.57
U.S. Department of Defense	2,500 - 5,000	5	0.76	10,000 - 15,000	3	2.61
Holy Cross Hospital of Silver Spring	2,500 - 5,000	6	0.76	2,500 - 5,000	10	0.78
Adventist Healthcare	2,500 - 5,000	7	0.76	5,000 - 10,000	7	1.57
Government Employees Insurance Co.	2,500 - 5,000	8	0.76	**		-
Marriott International, Inc (Headquarters)	2,500 - 5,000	9	0.76	2,500 - 5,000	8	0.78
U. S. Nuclear Regulatory Commission	1,500 - 2,500	10	0.41	**		-
Lockheed Martin Corporation	**		-	5,000 - 10,000	6	1.57
Giant Food Corporation	**		-	2,500 - 5,000	9	0.78
Total			19.00 %			22.20 %

PRINCE GEORGE'S COUNTY

Employer	2017 (1)			2008(1)		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
University System of Maryland (2)	20,205	1	4.93 %	12,454	3	3.98 %
Joint Base Andrews Naval Air Facility Washington*	17,500	2	4.27	15,000	2	4.80
U.S. Internal Revenue Service *	4,735	3	1.16	5,539	5	1.77
United States Census Bureau *	4,605	4	1.12	4,158	8	1.33
United Parcel Service	3,000	5	0.73	4,220	7	1.35
NASA/Goddard Space Flight Center *	3,000	6	0.47	3,083	9	0.99
MGM National Harbor	2,830	7	0.57	-	-	-
Inovalon - MedAssurant	2,500	8	0.50	-	-	-
University Of Maryland Capital Region Health (Formerly Dimensions Healthcare System)	2,400	9	0.48	-	-	-
Marriott International	2,200	10	0.44	-	-	-
Giant Food, Inc.	-	-	-	5,394	6	1.73
Verizon	-	-	-	2,738	10	0.88
Prince George's County Public Schools	-	-	-	18,888	1	6.04
Prince George's County Government	-	-	-	6,889	4	2.20
Total	62,975		14.68 %	78,363		25.07 %

Note:

- (1) In 2018, Information is not yet available.
- (2) Includes UMPC, UMUC and Bowie State University
- (*) Employee counts for federal and military facilities exclude contractors.
- (**) Employer is not one of the ten largest employers during the year noted.

Source: Montgomery County and Prince George's County Governments.



Montgomery County

Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Demographic Statistics
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2009	959,013	\$ 66,147,761	\$ 68,975	522,421	5.3 %	137,763
2010	976,321	69,149,438	70,827	532,549	5.6	140,500
2011	992,928	73,818,085	74,344	536,832	5.3	143,309
2012	1,006,218	76,994,315	76,519	540,427	5.2	146,497
2013	1,017,759	74,017,970	72,726	543,124	4.9	149,018
2014	1,027,780	75,745,140	73,698	545,005	4.4	151,289
2015	1,036,233	80,786,226	77,961	549,111	3.9	153,852
2016	1,043,863	84,518,332	80,967	548,401	3.4	159,242
2017	1,050,370	87,230,000	83,047	557,412	3.3	161,909
2018	1,056,920	90,840,000	85,948	562,343	3.4	161,936

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)
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	41,922,938	46,168	498,002	4.4	128,936
2017	912,756	n. a.	n. a.	513,393	4.7	130,814
2018	n. a.	n. a.	n. a.	512,961	4.7	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 2017-2018 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 2010-2017 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2018 are not available
Data for 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 2018. Prince George's County data for 2018 is an estimate
- (10) Source: www.mdreportcard.org, 2018 estimates for Prince George's County



**Montgomery County
Appendices – Historical Data**

**MONTGOMERY COUNTY
TAX RATES BY FUND: FY06 THRU FY20**

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<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</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 ADOPTED</u>	Real	0.0156	0.0450	0.0080	0.0010	0.0696
	Personal	0.0390	0.1125	0.0200	0.0025	0.1740
<u>FY20 PROPOSED</u>	Real	0.0175	0.0488	0.0080	0.0010	0.0753
	Personal	0.0438	0.1220	0.0200	0.0025	0.1883

NOTE: Rates are per \$100 of assessed valuation



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY REVENUES BY FUND: FY06 THRU FY20

<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>			
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	\$29,608,451	\$100,123,666	\$1,929,019	\$11,724,952	\$6,655,296	\$150,041,384
FY19 ADOPTED	\$28,264,675	\$101,630,631	\$2,024,928	\$11,225,962	\$4,622,030	\$147,768,226
FY20 PROPOSED	\$32,531,100	\$111,673,187	\$2,088,800	\$11,597,042	\$5,680,873	\$163,571,002

* Park includes Property Management Fund



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY EXPENDITURES BY FUND: FY06 THRU FY20

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK *</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	\$95,568,452	\$1,861,720	\$9,913,919	\$5,352,881	\$140,522,294
FY18	\$29,729,197	\$100,454,632	\$1,929,466	\$10,543,655	\$5,379,406	\$148,036,356
FY19 ADOPTED**	\$31,767,007	\$105,388,451	\$2,024,928	\$13,871,959	\$6,519,833	\$159,572,178
FY20 PROPOSED**	\$33,424,912	\$111,267,894	\$2,088,800	\$10,234,402	\$7,084,740	\$164,100,748

* Park includes Property Management Fund

** Includes Reserves for Administration & Park Funds



Montgomery County Appendices – Historical Data

MONTGOMERY COUNTY WORKYEARS BY FUND: FY06 THRU FY20

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	183.79	732.30	126.70	32.05	1,074.84
FY19 ADOPTED	185.75	739.60	125.40	34.15	1,084.90
FY20 PROPOSED	185.47	761.80	120.70	34.15	1,102.12

* Park includes Property Management Fund



Montgomery County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective October 7, 2018
1.5% COLA**

Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$29,746 \$14.3010	\$41,609 \$20.0043	\$53,470 \$25.7067
12	\$33,419 \$16.0668	\$45,301 \$21.7793	\$57,184 \$27.4923
14	\$36,974 \$17.7760	\$50,122 \$24.0971	\$63,269 \$30.4178
16	\$41,490 \$19.9471	\$56,243 \$27.0399	\$70,995 \$34.1322
18	\$46,987 \$22.5899	\$63,694 \$30.6221	\$80,401 \$38.6543
20	\$49,336 \$23.7192	\$66,880 \$32.1538	\$84,423 \$40.5880
22	\$53,267 \$25.6091	\$72,206 \$34.7144	\$91,150 \$43.8221
24	\$55,930 \$26.8894	\$75,816 \$36.4500	\$95,702 \$46.0106
26	\$60,326 \$29.0029	\$81,877 \$39.3639	\$103,429 \$49.7255
28	\$64,363 \$30.9438	\$88,263 \$42.4341	\$112,164 \$53.9250
30	\$70,213 \$33.7563	\$96,291 \$46.2938	\$122,367 \$58.8303
32	\$77,991 \$37.4957	\$105,685 \$50.8101	\$133,379 \$64.1245
34	\$84,084 \$40.4250	\$113,981 \$54.7986	\$143,880 \$69.1731
36	\$93,036 \$44.7288	\$126,118 \$60.6337	\$159,201 \$76.5389
38	\$101,988 \$49.0327	\$138,254 \$66.4683	\$174,521 \$83.9043
40	\$112,186 \$53.9356	\$147,717 \$71.0178	\$183,246 \$88.0990

**Approved by the Commission
May 16, 2018**



**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective October 7, 2018
1.5% COLA**

Lawson Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$26,569 \$12.7736	\$36,017 \$17.3159	\$45,467 \$21.8591	\$46,830 \$22.5144
HL2	\$29,673 \$14.2659	\$41,505 \$19.9543	\$53,339 \$25.6438	\$54,939 \$26.4130
HL3/HL4	\$33,338 \$16.0279	\$45,192 \$21.7269	\$57,046 \$27.4260	\$58,758 \$28.2490
HL5/HL6	\$36,885 \$17.7332	\$50,001 \$24.0389	\$63,117 \$30.3447	\$65,010 \$31.2548
HL7	\$41,389 \$19.8986	\$56,107 \$26.9745	\$70,824 \$34.0500	\$72,949 \$35.0716

**Approved by the Commission
May 10, 2018**



Montgomery County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective October 7, 2018
1.5% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$26,648 \$12.8115	\$36,124 \$17.3673	\$45,600 \$21.9231	\$46,969 \$22.5813
HC2	\$28,465 \$13.6851	\$38,587 \$18.5514	\$48,708 \$23.4173	\$50,169 \$24.1197
HC3	\$29,760 \$14.3077	\$41,628 \$20.0135	\$53,497 \$25.7197	\$55,102 \$26.4913
HC4	\$33,435 \$16.0745	\$45,324 \$21.7904	\$57,211 \$27.5053	\$58,928 \$28.3308
HC5	\$36,994 \$17.7856	\$50,147 \$24.1091	\$63,303 \$30.4341	\$65,200 \$31.3462
HC6	\$41,510 \$19.9567	\$56,271 \$27.0534	\$71,033 \$34.1505	\$73,162 \$35.1740

Approved by the Commission
May 10, 2018



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective October 7, 2018
1.5% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$28,465 \$13.6851	\$38,587 \$18.5514	\$48,708 \$23.4173	\$50,169 \$24.1197
HT2	\$33,435 \$16.0745	\$45,324 \$21.7904	\$57,211 \$27.5053	\$58,928 \$28.3308
HT3	\$36,994 \$17.7856	\$50,147 \$24.1091	\$63,301 \$30.4332	\$65,200 \$31.3462
HT4	\$41,510 \$19.9567	\$56,271 \$27.0534	\$71,033 \$34.1505	\$73,163 \$35.1745

Approved by the Commission
May 10, 2018



Montgomery County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 15, 2018 (1.5% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02 (annual) (hourly)	\$52,577 \$25,2774	\$54,422 \$26,1644	\$56,327 \$27,0803	\$58,298 \$28,0279	\$60,335 \$29,0072	\$62,450 \$30,0240	\$64,634 \$31,0740	\$66,896 \$32,1615	\$69,236 \$33,2865	\$71,664 \$34,4538	\$74,173 \$35,6601	\$76,764 \$36,9058	\$79,451 \$38,1976	\$82,233 \$39,5351		
P03 (annual) (hourly)	\$55,208 \$25,2668	\$57,143 \$27,4726	\$59,150 \$28,4375	\$61,212 \$29,4288	\$63,348 \$30,4558	\$65,571 \$31,5245	\$67,865 \$32,6274	\$70,246 \$33,7721	\$72,701 \$34,9524	\$75,246 \$36,1760	\$77,883 \$37,4438	\$80,610 \$38,7548	\$83,425 \$40,1082	\$86,345 \$41,5120		
P04 (annual) (hourly)	\$55,183 \$26,5303	\$57,966 \$27,8683	\$60,001 \$28,8466	\$62,100 \$29,8558	\$64,270 \$30,8990	\$66,522 \$31,9817	\$68,848 \$33,1000	\$71,256 \$34,2577	\$73,754 \$35,4587	\$76,331 \$36,6976	\$79,007 \$39,3139	\$81,773 \$40,6889	\$84,633 \$42,1139	\$87,597 \$43,5889		
P05 (annual) (hourly)	\$60,838 \$29,2490	\$63,915 \$30,7284	\$66,149 \$31,8024	\$68,464 \$32,9154	\$70,857 \$34,0659	\$73,339 \$35,2591	\$75,906 \$36,4933	\$78,566 \$37,7721	\$81,317 \$39,0947	\$84,159 \$40,4611	\$87,108 \$41,8788	\$90,160 \$43,3462	\$93,309 \$44,8601	\$96,575 \$46,4303	\$99,952 \$48,0538	\$102,453 \$49,2563
Rank	ASI 1*	ASI 2**														
P02 (annual) (hourly)	\$84,701 \$40,7216	\$87,453 \$42,0447														
P03 (annual) (hourly)	\$88,935 \$42,7572	\$91,826 \$44,1471														
P04 (annual) (hourly)	\$93,385 \$44,8966	\$96,420 \$46,3558														
P05 (annual) (hourly)	\$105,527 \$50,7341	\$108,956 \$52,3827														

*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 15, 2018
1.5% COLA**

Title	Minimum	Midpoint	Maximum
Lieutenant [P06]	\$70,920 \$ 34.0962	\$95,827 \$46.0707	\$120,737 \$58.0466
Captain [P07]	\$82,051 \$ 39.4476	\$110,863 \$53.2995	\$139,677 \$67.1524
Commander [P09]	\$100,234 \$48.1894	\$130,270 \$62.6298	\$160,301 \$77.0678

**Officer Candidate Pay Scale
Effective July 15, 2018
1.5% COLA**

<u>Position</u>	<u>Scale</u>
Candidate [PC]	\$50,924 \$24.4827

**Approved by the Commission
May 16, 2018**



**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 October 7, 2018
1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$49,336 \$23.7192	\$65,453 \$31.4678	\$84,423 \$40.5880
EHT	\$55,930 \$26.8894	\$74,198 \$35.6721	\$95,702 \$46.0106
EIT	\$63,340 \$30.4519	\$84,134 \$40.4490	\$108,599 \$52.2111
EJT	\$76,533 \$36.7947	\$102,702 \$49.3760	\$133,379 \$64.1245

<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 16, 2018**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$11.5000	\$12.3500	\$13.2000	950	I
PFA II - 921	N02	\$11.5500	\$12.6750	\$13.8000		
PFA III - 922	N03	\$11.6000	\$13.0500	\$14.5000		
PFMA I - 930	N04	\$11.6500	\$13.4500	\$15.2500	951	II
PFMA II - 931	N05	\$11.7000	\$13.8500	\$16.0000		
PFMA III - 932	N07	\$11.7500	\$14.2750	\$16.8000		
Call Center/Help Desk Rep 1 - 936	N08	\$11.8000	\$14.7250	\$17.6500	952	III
Not in Use	N10	\$11.8500	\$15.2000	\$18.5500		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$20.0500	953	IV
Call Center/Help Desk Rep 2 - 937	N12	\$13.2626	\$16.9100	\$21.6500		
Intern II/Call Center-Help Desk Rep 3 (938)	N13	\$15.2514	\$19.4455	\$23.6396	954	V
Not in Use	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 941	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission
October 18, 2017



Montgomery County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission Aquatics Seasonal/Intermittent Pay Schedule Effective May 13, 2018 Pay Schedule Adjustments and New Grade

	<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
900 - Ramp Guard/Slide Attendant	AQ2	\$12.00	\$12.61	\$13.23	\$13.89
906 - Shallow Water Lifeguard	AQ3	\$13.00	\$13.88	\$14.57	\$15.30
901 - Lifeguard	AQ4	\$15.00	\$15.75	\$16.53	\$17.36
902 - Instructor Aide/Swim Lessons	AQ5	\$16.50	\$17.31	\$18.18	\$19.09
903 - Assistant Pool Manager	AQ6	\$18.14	\$19.05	\$20.00	\$21.00
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$19.96	\$20.96	\$22.01	\$23.10
907 - Senior Pool Manager	AQ8	\$24.15	\$25.36	\$26.62	\$27.95

Approved by Commission
February 21, 2018



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$11.5000	\$16.7500	\$22.0000
Spec Svcs Instructor 2	SS2	\$12.5000	\$19.7500	\$27.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

Approved by the Commission
October 18, 2017



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	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

