

The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget Fiscal Year 2025

Montgomery County

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2025

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For the Fiscal Year Beginning

July 01, 2023

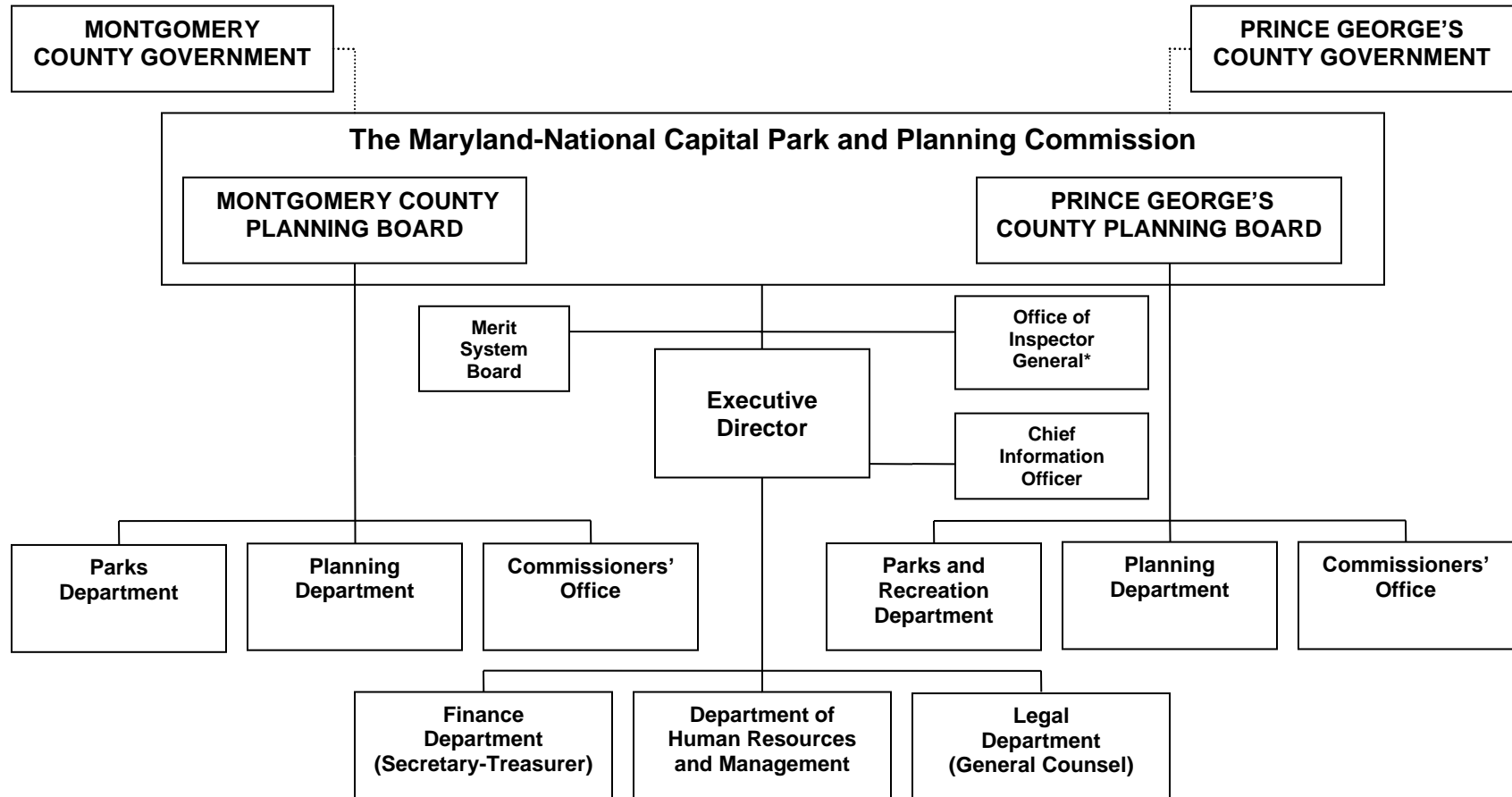
Christopher P. Morrell

Executive Director

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

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January 15, 2024

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

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

Dear Mr. Elrich and Mr. Friedson:

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 FY25 Proposed Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This comprehensive document is presented at the budget appropriate departmental and divisional levels, including lists of the programs and services provided by each division.

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

On-going Service Provision

The Commission's primary mission remains unchanged: enhancing the quality of life of all individuals through our award-winning system of parks and maintaining great communities while also driving economic development through our comprehensive development review program, key master plans, and other critical planning programs. It is our goal to continue to enhance the lives of our customers and residents by providing excellent service.

We are very proud to be an unprecedented six-time winner of the National Gold Medal Award for excellence in Parks and Recreation Management from the American Academy for Park and Recreation Administration. During 2023, we were awarded a Maryland Department of Planning Sustainable Growth Award for Thrive Montgomery 2050, the prestigious Award of Excellence from the American Planning Association County Planning Division and the National Association of County Planners for our Corridor Forward: The I-270 Transit Plan, and one Platinum and four Gold awards in the 2023 MarCom Awards, along with three honorable mentions, for design, video, and website communications and marketing of department master plans and other projects.

In addition, our Planning efforts have been recognized in previous years with awards from the American Planning Association, National Capital Area Chapter's Leadership in Planning Award for Community Outreach and Engagement for equitable engagement for the Thrive Montgomery 2050 plan, the American Planning Association County Planning Division and National Association of County Planners for our Growth and Infrastructure Policy, and the Maryland Office of Planning for



the Complete Street Design Guide, and the National Association for Industrial Office Parks for our Wheaton Headquarters.

The FY25 Proposed Budget includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels. The FY25 Proposed Budget includes increases related to personnel costs, necessary planning studies, critical equipment investments, programmatic, legislative, maintenance, and essential service needs.

The FY25 proposed tax-supported operating budget is \$192.3 million. This is \$18.0 million more than the FY24 adopted budget, a 10.3 percent change, reflecting both on-going and critical needs requests. The total proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$222.5 million, an increase of \$20.2 million or 10.0 percent from the FY24 adopted budget.

**Summary of FY25 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY24 Adjusted Adopted	FY25 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 40,673,436	\$ 46,299,602	\$ 5,626,166	13.8%
Park (2)	131,381,368	143,646,543	12,265,175	9.3%
ALA Debt	2,233,122	2,313,300	80,178	3.6%
Subtotal Tax Supported	174,287,926	192,259,445	17,971,519	10.3%
Enterprise	10,833,205	11,283,610	450,405	4.2%
Property Management	1,757,600	1,688,700	(68,900)	-3.9%
Special Revenue	7,940,988	9,024,081	1,083,093	13.6%
Park Debt	7,455,062	8,211,690	756,628	10.1%
Total Montgomery	\$ 202,274,781	\$ 222,467,526	\$ 20,192,745	10.0%

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

To provide sufficient revenues, the FY25 Proposed Budget reflects the need for tax rate increases in the real and personal property tax rates for the Administration Fund over those set for the FY24 Adopted Budget.

Costs, however, continue to grow at a higher rate. National Pollutant Discharge Elimination System (NPDES) and American with Disabilities Act (ADA) mandates along with Operating Budget Impacts (OBI) from previously approved CIP projects impact the base budget. Maintenance needs are more expensive to address the longer they are deferred. With property tax revenue making up approximately 95 percent of operating revenues, growth, although modest, means the Commission must manage its resources carefully to sustain a stable financial position.



The following table begins with our FY24 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 10.4 percent.

M-NCPPC
Summary of FY25 Proposed Budget Major Changes
Montgomery County General Fund Accounts
Administration and Park Funds (excludes property management and reserves)

	Budget Amount	% Change
FY24 Adopted Budget	\$ 172,054,804	
<i>FY25 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
Compensation Annualization	2,783,858	
Health Insurance	824,680	
Retirement	2,940,158	
OPEB	854,463	
Employee Compensation Marker	3,719,026	
Reclassification Marker	-	
Salary Lapse	(661,373)	
Subtotal Major Personnel Changes	10,460,812	6.1%
<u>Major Non-Personnel Cost Changes</u>		
Transfer to Debt Service	756,628	
Transfer to Development Review	450,000	
One Time Reductions	(90,000)	
Park- NPDES	151,103	
OBI (non-NPDES)	329,557	
Operating Major Known Commitments	2,286,808	
Subtotal Major NonPersonnel Changes	3,884,096	2.3%
<u>Critical Needs and Program Enhancements</u>		
Commissioners' Office	234,060	
Planning	1,325,517	
Parks	1,556,472	
CAS	430,384	
Subtotal Critical Needs and Program Enhancements	3,546,433	2.1%
Total Changes	17,891,341	10.4%
TOTAL FY25 Proposed Budget	\$ 189,946,145	10.4%



OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY25 that includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY25:

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

As shown in the following table, personnel expenses are proposed to increase by \$11.6 million, mostly due to the increased pension and health insurance costs.

	FY24 Adjusted Adopted	FY25 Proposed	\$ Change	% Change
OPEB				
OPEB PayGo & Prefunding	\$ 8,357,594	\$ 9,212,057	\$ 854,463	10.2%
Pension (ERS)				
Pension (ERS)	11,348,272	14,288,430	2,940,158	25.9%
Health and Benefits(1)				
Employee Health Benefits	18,815,967	20,207,202	1,391,235	7.4%
Subtotal Personnel Costs	\$ 38,521,833	\$ 43,707,689	\$ 5,185,856	13.5%
Employee Compensation				
Marker for Changes to Employee Comp.		6,398,341	6,398,341	-
Marker for Possible Reclassifications	926,918	926,918	-	0.0%
Marker for Minimum Wage Increase	-	-	-	-
Total Major Personnel Costs			\$ 11,584,197	

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

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



The net change for total OPEB costs is a \$854 thousand increase or 10.2 percent over the FY24 adopted budget. Total OPEB funding is \$9.2 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension costs are increasing by 25.9 percent in FY25. This represents an increased cost of \$2.9 million over the FY24 adopted budget. Health insurance and benefit costs are projected to increase by 7.4 percent in FY25, or \$1.4 million over the FY24 adopted budget.

Employee compensation includes a compensation adjustment marker of \$6.4 million in the General Fund. The Commission will be in full contract negotiations with the Municipal and County Government Employees Organization (MCGEO) and a wage re-opener with the Fraternal Order of Police (FOP). Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is nearing completion (\$927 thousand).

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

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$3.5 million to address critical maintenance, equipment, and essential service needs. Each department’s budget sections provide detailed information on how this increased investment is proposed to be used. The following is a summary of the requests by department.

Fund	Department	Critical Needs and Program Enhancements
Administration	Commissioners' Office	\$ 234,060
Administration	Planning	1,325,517
Administration	CAS	430,384
Park	Parks	1,556,472
Total		\$ 3,546,433



Summary of FY25 Proposed Budget for the General Fund

The following table provides a comparative summary of the FY25 proposed budget to the FY24 adopted budget for the General Fund. Specific changes in each of the departments are explained in full detail in the Department sections of the Budget Book.

M-NCPPC					
Summary of FY25 Proposed Budget General Fund Accounts					
By Fund by Department (excludes reserves)					
	FY24				
	Adjusted	FY25	\$	%	
	Adopted	Proposed	Change	Change	
Montgomery					
Administration Fund					
Commissioners' Office	\$ 1,255,196	\$ 1,449,585	\$ 194,389	15.5%	
Planning Department Operating	24,294,741	26,374,964	2,080,223	8.6%	
CAS Departments	11,226,492	12,946,404	1,719,912	15.3%	
Transfer to Development Review	500,000	950,000	450,000	90.0%	
Grants	150,000	150,000	-	0.0%	
Non-Departmental (1)	3,247,007	4,428,649	1,181,642	36.4%	
Subtotal Admin Fund	40,673,436	46,299,602	5,626,166	13.8%	
Park Fund					
Park Department Operating	114,620,029	122,741,629	8,121,600	7.1%	
Transfer to Debt Service	7,165,062	7,921,690	756,628	10.6%	
Transfer to Capital Projects	450,000	450,000	-	0.0%	
Grants	400,000	400,000	-	0.0%	
Non-Departmental (1)	8,746,277	12,133,224	3,386,947	38.7%	
Subtotal Park Operating	131,381,368	143,646,543	12,265,175	9.3%	
Montgomery Operating Subtotal	172,054,804	189,946,145	17,891,341	10.4%	
Property Management	1,757,600	1,688,700	(68,900)	-3.9%	
Montgomery General Fund Total	\$ 173,812,404	\$ 191,634,845	\$ 17,822,441	10.3%	

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

PROGRAM HIGHLIGHTS

We are committed to an FY25 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. One of the primary objectives in the FY25 proposed budget is to meet core public service needs in the present and future. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in each Department's section of the Budget Book.



Parks Department

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

The Commission continues to develop and maintain one of the largest and most diverse park systems in the nation with over 37,000 acres in 419 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active lifestyles, and serving as stewards and interpreters of Montgomery County's natural and cultural resources by conserving parkland. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn, and grow. Proximity to parks has been shown to increase property values.

Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of the County's residents. The Parks, Recreation and Open Space (PROS) Master Plan guides future development and management of the park system. This plan gets updated every five years, and the department recently completed the 2022 PROS update. This plan focuses on the key purposes of parks as encouraging physical activity, facilitating social interaction, and protecting the environment.

The Department's FY25 budget includes increases for:

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

In addition, the FY25 budget includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the needs of the future such as:

- Expanding Park activation;
- Utilizing Data Analytics;
- Enhancing Public Safety;
- Promoting Social Equity;
- Supporting the Implementation of the Capital Improvements Program (CIP);
- Maintaining and improving What We Have.

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 improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with stakeholders and within communities. The FY25 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 FY25 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

One-Time funding requests:

- Georgia Avenue Corridor Plan
- Friendship Heights Sector Plan
- Mapping Segregation Phase 2
- Burial Sites Context Study
- Regional Travel Demand Model Update and Validation
- Update to the Climate Assessment Quantitative Tool
- Parking Lot Design Study

On-going funding requests:

- Placemaking Expansion
- Seasonal staff for Learning Management System (LMS)
- Funding a previously frozen position and adding five new positions to enhance programs in Transportation Network Maintenance, Upcounty Planning, Intake Review, Climate Initiatives, Placemaking, Design and Implementation, and Adequate Public Facilities.

Central Administrative Services (CAS)

For FY25, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Promoting Social Equity:
 - One Supplier Diversity and Inclusion chief
 - Supplier Diversity and Inclusion Program Outreach
 - One Americans with Disabilities Act (ADA) coordinator
 - Funding for the Diversity Council Pride Collaborative
- Recruitment, Retention and Succession Planning:
 - One Learning Management specialist
 - One Apprenticeship specialist
 - One HR specialist (funded by an ISF)
 - Funding for a Recruitment Refresh Campaign
- Fortifying Commission Financial Security:
 - One Corporate Assistant Treasury & Investments manager
 - Funding for Continuing Professional Education
- Fortifying Commission Cyber Security:
 - Cybersecurity network monitoring tool software



Commissioners' Office

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

In addition to known operating commitments, the FY25 Proposed Budget for the Commissioners' Office includes:

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

Capital Budget

This transmittal also includes the Capital Budget (which, by definition, is the first year of the six-year Capital Improvements Program (CIP). Highlights of this budget can be found within the Department of Parks detail pages.

TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY

Beyond meeting the immediate FY25 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise approximately 95 percent of operating revenue in the tax-supported funds. The Commission, in proposing this budget, is requesting a change in the property tax rates for both the Administration Fund and the Park Fund.

The FY25 Proposed Budget reflects a total tax rate for property tax supported funds of 8.70 cents real property and 21.75 cents personal property. The breakdown by fund is:

- Administration Fund: 2.18 cents real and 5.45 cents personal, an increase of 0.12 and 0.30, respectively;
- Park Fund: 6.42 cents real and 16.05 cents personal, a decrease of 0.08 and 0.20, respectively; and
- Advanced Land Acquisition Fund: 0.10 cent real and 0.25 cent personal, unchanged.

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



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

FUNDS	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ACTUAL FY19	ACTUAL FY20	ACTUAL FY21	ACTUAL FY22	ACTUAL FY23	ADOPTED FY24	PROPOSED FY25
Administration Fund											
Real	1.70	1.80	1.70	1.72	1.56	1.70	1.76	1.74	1.90	2.06	2.18
Personal	4.25	4.50	4.25	4.30	3.90	4.25	4.40	4.35	4.75	5.15	5.45
Park Fund											
Real	5.60	5.52	5.48	5.54	5.30	5.60	6.00	5.56	6.12	6.50	6.42
Personal	14.00	13.80	13.70	13.85	13.25	14.00	15.00	13.90	15.30	16.25	16.05
Advance Land Acquisition Fund											
Real	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Personal	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)											
Real	7.40	7.42	7.28	7.36	6.96	7.40	7.86	7.40	8.12	8.66	8.70
Personal	18.50	18.55	18.20	18.40	17.40	18.50	19.65	18.50	20.30	21.65	21.75

CONCLUSION

The Proposed FY25 Budget is respectfully submitted for your consideration. In this document, we are proposing a budget that addresses critical needs and planning and parks initiatives. We continue to explore potential collaborative efforts across departments and counties in our effort to provide efficient, effective quality service, while maintaining our fiscal responsibility and commitment to the community we serve.

We continue to strive to find new ways to save taxpayer dollars while providing quality service and achieving progress in our many areas of focus. Working together, we will do everything in our power to ensure that taxpayer dollars are invested wisely in our collective future.

Sincerely,

Artie L. Harris
 Chair



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One Commission Mission

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

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

Strategic Focus

- **Mission-driven Core Services:** Delivery of quality, high performance programs and services directly related to the statutory mandates of the Land Use Article.
 - **Revenue Diversification:** Outreach for additional funding sources such as public/private partnerships and grants to diversify revenue sources and reduce reliance on the property taxes as a source of funds; development of fee structure for services and programs with an overall goal of covering cost but also recognizing equity and ability to pay realities; encouraging active volunteer participation to augment programs, services and service delivery.
 - **Customer Focused Programs:** Maintain on-going communication with users, key stakeholders and funders to determine needs, service performance and receive feedback. Use this information to help develop programs, facilities and services.
 - **Management and Employee Accountability:** Establish clear lines of accountability at all levels of the Commission that customers are a priority, innovation is promoted, service capacities are continuously developing, and productivity is constantly improving.
 - **Contemporary Technologies:** Facilitate programs and services by advanced information technologies improving the flow of information and access to services by customers and stakeholders.
 - **Prioritized Capital Improvement Program:** Manage and direct the Commission's capital program in a method that permits the operating budget to absorb the impact of implementing new programs, facilities and services.
 - **Performance Measurement:** Promote greater efficiency, increase fiscal responsibility and meet customer and stakeholder expectation through a performance measurement system that reports and produces information to plan, monitor, evaluate, and adjust programs and services.
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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 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 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 FY25 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 summary level information about the budget as a fiscal plan for the coming year, along with historical data from prior fiscal years for comparison purposes. **The Administration and Park Fund schedules present an adjusted version of the Fiscal Year 2024 budget to account for further distribution of personnel funding from the Non-Departmental section of each fund to specific departments, divisions, and programs. Fund totals remain the same. The adjustment is only reflected in department and division totals and is presented as *FY24 Adjusted Adopted* where applicable.**

Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2025 are included:

- Commission Summary of FY25 Proposed Budget by County and Fund Type
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY23 and Budgeted Use of Fund Balance/Net Position for FY24 and FY25
- Montgomery County FY25 Proposed Budget Summary - Fund Summary by Department and by Division
- Montgomery County FY25 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$229,521,526
- Montgomery County FY25 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$227,886,226
- Montgomery County FY25 Proposed Budget Expenditure Summary by Major Object
- Montgomery County FY25 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$227,886,226
- Montgomery County Budget Presentation in County Council Resolution Format and Groupings
- Montgomery County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Revenues and Expenditures General Fund Accounts FY16 Actual to FY25 Proposed
- Montgomery County Ending Fund Balance General Fund Accounts FY16 Actual to FY25 Proposed
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object
- Montgomery County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Property Management Subfund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position
- Montgomery County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance



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- Montgomery County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Wheaton Headquarters Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Commission-wide CIO Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Commission-wide IT Initiatives Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Commission-wide Executive Office Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Commission-wide Group Health Insurance Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Montgomery County Tax Rates and Assessable Base
- Montgomery County Positions/Workyears Summary by Fund

Department Budget Section

This section of the Budget Book provides specific information about each department and division operations and policies.

The Department sections are comprised of:

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

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

Department budget sections are organized at two levels: department summary level and division detail level. The same basic budget information is reported for both levels. The department level is intended to provide 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



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provided only by that division. Not all departments have division level budgets. The basic information included in each level is outlined below.

- An **Organization Chart** that illustrates the structure of the department or division.
- An **Overview**, department or division as is appropriate, that describes the department or division, how it is organized and how it serves its customers.
- A **Mission** or purpose statement.
- A list of the **Services and Programs Provided** and, where appropriate, a description.
- **Accomplishments** attained during the prior fiscal year and fiscal year to date.
- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts.
- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adjusted Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY25 Proposed Budget**. This section points out significant changes in the budget and any additional information about major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide further explanation about a significant aspect of department operations. For example, the Planning Department's pages will include information about the planning work program.
- The last section for each department's budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

Other Funds

The Budget Book also provides information on funds that are not included in the department section of the Proposed Budget Book. These are referred to as Other Funds and include the following:

- **Special Revenue Funds**
- **Advance Land Acquisition (ALA) Funds**
 - ALA Debt Service Fund
 - ALA Revolving Fund
- **Park Debt Service Fund**
- **Internal Service Funds**
 - Risk Management Fund
 - Capital Equipment Fund
 - Wheaton Headquarters Building Fund
 - Chief Information Officer (CIO) Fund
 - Commission-wide IT Initiatives (CWIT) Fund
 - Commission-wide Executive Office Building Fund
 - Commission-wide Group Insurance Fund



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

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

Capital Improvement Program

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

Appendices

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

BUDGETARY BASIS

Basis of Accounting

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

Basis of Budgeting

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

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



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

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

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

BUDGET PROCESS

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

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

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

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

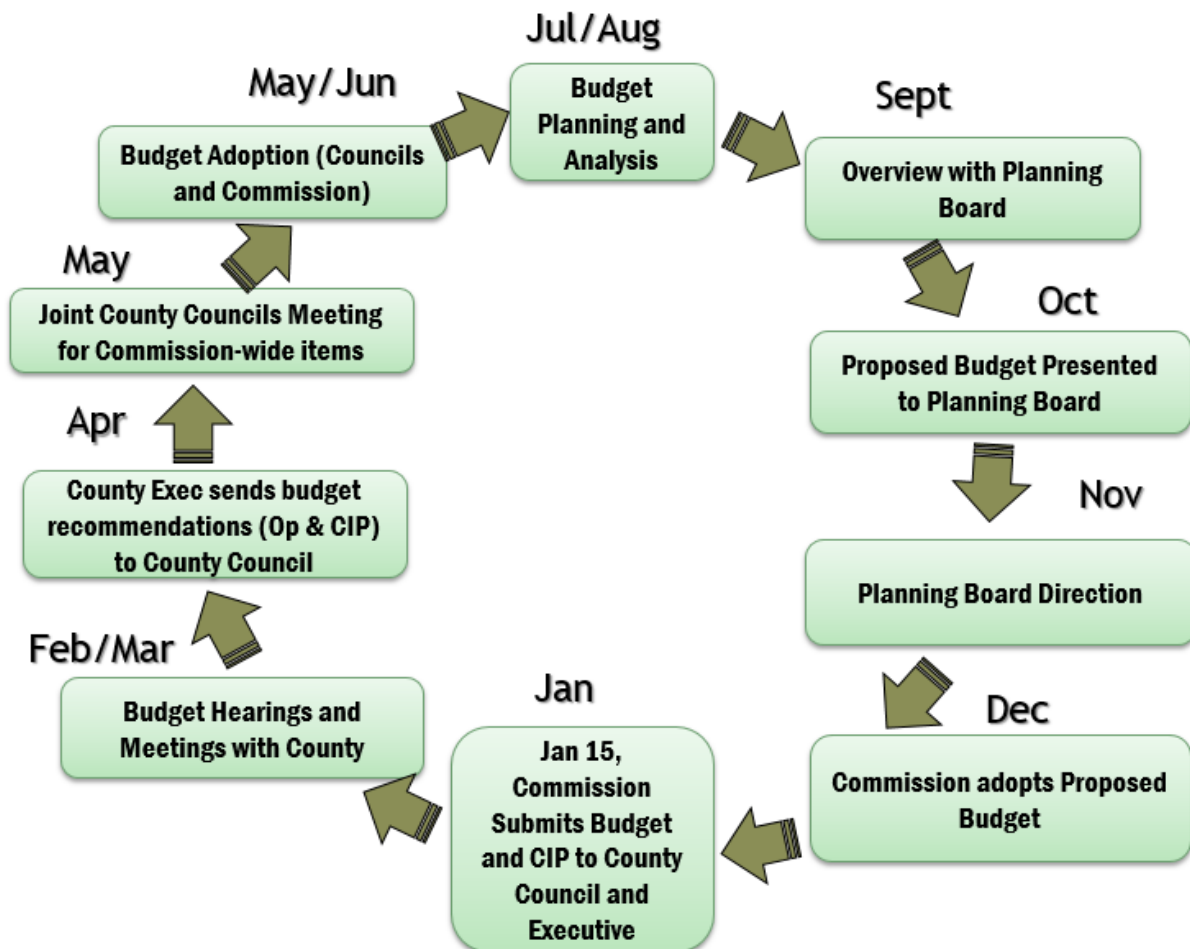


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The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.

Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2023
• Budget Overview with Planning Board	September to November 2023
• Staff Develops Budget	September to November 2023
• Planning Board Work Sessions	September to December 2023
• Commission Approves Proposed Budget	December 20, 2023
• Staff Produce Proposed Budget Book	December 2023 to January 2024
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2024
• County Executive Makes Recommendations	January 15 to March 1, 2024
• County Council Holds Public Hearings	April 2024
• County Council Reviews Budget	April 2024
• County Councils Meet Jointly	May 2024
• County Councils Adopt Budget	By June 1, 2024
• Commission Adopts Budget Resolution	June 12, 2024



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 2.01 million citizens and extends over 1,000 square miles of Maryland, adjacent to the Nation's Capital. The purpose, powers and duties of the Commission are found in the Land Use Article of the Annotated Code of Maryland. Pursuant to this Article, the Commission is empowered to:

- Acquire, develop, maintain and administer a regional system of parks defined as the Metropolitan District;
- Prepare and administer a general plan for the physical development in the areas of the two Counties defined as the Regional District; and
- Conduct a comprehensive recreation program for Prince George's County.

The Commission is a nationally recognized planning, parks and recreation agency. M-NCPPC is the only six-time gold medal winner of the National Parks and Recreation Association Award for Excellence and is one of 192 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

MONTGOMERY COUNTY PROFILE

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

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

THE RESIDENTS WE SERVE

With an estimated population of 1,052,521 as of July 1, 2022, Montgomery County is the most populous county in Maryland. One of the County's greatest resources and strengths lies in the diversity of its population. According to most recent Census Bureau data, minorities comprise about 61.9 percent of the population; 20.3 percent of residents are Hispanic or Latino; 20.7 percent are black or African American; 16.2 percent are Asian; and 41.4 percent are non-Hispanic white. About



Montgomery County Overview – Background

32.7 percent are foreign born, compared to the state of Maryland which shows about 15.7 percent. According to the United States Census Bureau, of the population above age 5, over 41.9 percent speak a language other than English at home. This is substantially greater than it is statewide (19.8 percent).

Over the past four decades, the median age of the county's population has matured from 30 in 1970 to 39.4 in 2020 with the maturing of baby boomers. About 22.5 percent of the population is under 18 years old and another 17.2 percent is age 65 or older. Student enrollment in public grades K-12 was 160,770 during the 2023-2024 school year. In Montgomery County, one of the most highly educated counties in the nation, 60.0 percent of adults age 25 and over have at least a bachelor's degree. Only 8.7 percent did not graduate from high school.

Based on the Census Bureau, the 2022 median household income was \$125,583 compared to the state median household income of \$98,461. The median value of owner-occupied housing units between 2018 and 2022 in Montgomery County was \$588,900 compared to the state median of \$380,500.

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 either supply the raw water that the Washington Suburban Sanitary Commission utilizes to provide potable water to citizens of both Montgomery and Prince George's



Montgomery County Overview – Background

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

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

ORGANIZATION

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

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

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

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



Montgomery County

Overview – Background

FUNDS AND FUNDING SOURCES

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

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

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

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

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

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

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

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

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



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Overview – Background

Special Revenue Funds

Special Revenue Funds account for revenue sources that are restricted or committed for specific purposes other than capital projects or debt service if that revenue is a substantial portion of the fund's resources. Special Revenue Funds are used when the revenue is restricted or committed by grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. For example, the Park Police have the authority to seize certain assets when making an arrest on drug-related charges. Following conviction, the court can award those assets to the Commission. Pursuant to State law, proceeds are placed in a Special Revenue Fund where they can only be expended for costs associated with drug enforcement activities within the County's park system.

Park Debt Service Fund

The Park Debt Service Fund is used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs of bonds issued to fund the acquisition and development of parkland and park facilities.

Capital Projects Fund

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

Enterprise Fund

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

Internal Service Funds

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



Montgomery County

Overview – Policies

POLICIES

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

FISCAL POLICY

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

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. We have different reserve levels for different fund types. The Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund and Park Fund. In FY25, the proposed budget includes a designated fund reserve equaling 3 percent of expenditures in the General Fund accounts in Montgomery County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability, and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission’s policy is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

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

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



Montgomery County

Overview – Policies

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

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

INVESTMENT POLICY

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

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

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

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

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

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



Montgomery County

Overview – Policies

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

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

DEBT MANAGEMENT POLICY

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

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

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

The Commission's Debt Management Policy incorporates the following debt limit targets and/or policies:

1. If, at any time, the planned debt levels of the approved capital budget are projected to be unaffordable based on conservative financial assumptions, the respective Planning Board



Montgomery County Overview – Policies

will slow down the implementation of the capital program to a level that meets the affordability standards of the policy.

2. In both counties, debt service cannot exceed the level of revenue generated by a portion of the Park Fund tax rate designated in state law. In the case of Montgomery County, the revenue limit is equivalent to the revenue generated by 3.6 cents of real property tax and 9 cents of personal property tax, per \$100 of assessed value. For the Advance Land Acquisition Fund, the limit is the equivalent to the revenue generated by a 1.2 cents real property tax rate (3 cents personal property).
3. Debt service as a percentage of General Fund expenditures in the Montgomery County Administration Fund and Park Fund should not exceed 10 percent.
4. Debt service as a percentage of General Fund expenditures in the Prince George's County Administration Fund, Park Fund and Recreation Fund should not exceed 10 percent.
5. Financing a major project critical to Commission business that will cause the debt service ratio to exceed 10 percent may be permitted as a special exception by a vote of the Commission that specifically grants the exception; however, the debt ratio will be brought back into conformance with the target within the next six-year period.
6. The percentage of principal to be paid over the next ten years should remain between 60 percent and 70 percent of the outstanding debt in each of the Commission's county debt portfolios.

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

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

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

LONG-TERM SUSTAINABILITY

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



Montgomery County

Overview – Policies

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

- The County’s total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation and Montgomery County Finance Department. Based on historical patterns, a collection factor is calculated (we currently assume collecting 99.4 percent for real property taxes and 99.8 percent for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year unless trend changes on collection factors warrant modifications.
- Fees and Charges are generally projected with modest annual growth (2-4 percent) unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

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

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

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

PERFORMANCE MEASURES

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



Montgomery County

Overview – Budget Issues

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission’s FY25 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Property tax revenues constitute approximately 95 percent of the General Fund operating revenues in Montgomery County. The latest projections provided by Montgomery County’s Finance Department show the County’s FY25 assessable base (both real and personal) projected to grow by 1.40 percent next year. The remaining 5 percent of General Fund revenues are projected to increase by 7.3 percent in FY25 due primarily to increased program charges, rental/concession fees and Water Quality Protection funds from the County.

Property Tax Revenue and Tax Rates

To provide sufficient revenues, the FY25 Proposed Budget reflects the need for tax rate increases in the real and personal property tax rates for both the Administration Fund and the Park Fund over those set for the FY24 Adopted Budget.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$7.0 million or 4.2 percent in FY25 to \$174.7 million.

The FY25 Proposed Budget reflects a total tax rate for property tax supported funds of 8.70 cents real property and 21.75 cents personal property. The breakdown by fund is:

- Administration Fund: 2.18 cents real and 5.45 cents personal, an increase of 0.12 and 0.30, respectively;
- Park Fund: 6.42 cents real and 16.05 cents personal, a decrease of 0.08 and 0.20, respectively; and
- Advanced Land Acquisition Fund: 0.10 cent real and 0.25 cent personal, unchanged.

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

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

Fees, Charges, and Rentals

Revenues resulting from operations and functions of the Parks and Planning Departments are considered non-tax operating revenues. These are mainly fees and charges from services and programs, and revenues from the rental of Commission properties. Some small miscellaneous fees are collected, such as parking fines from Park Police enforcement operations. Service charges and fees of the two major tax-supported funds (Administration and Park) are projected at \$3.0 million in FY25, a 10.7 percent increase from the FY24 budget.

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



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Overview – Budget Issues

affordable and desirable. FY25 numbers reflect the ongoing effort and cost recovery pyramid approach to setting fees.

Interest Income

Each tax-supported fund maintains a cash balance, and the balance fluctuates from the effects of tax and program revenue inflows as well as expenditure outflows. The cash balance from each fund is held in a cash pool, and cash in the pool is invested at the highest responsible rate within the constraints of protection of principal and liquidity requirements. Interest income depends on the cash balance in each fund as well as the prevailing interest rates earned throughout the year. In past years, bank fees have been netted against interest revenue. They are now being shown separately as an expenditure.

Total General Fund interest income for FY25 is proposed at \$110,000, an increase over the FY24 budgeted amount.

Grant Revenues

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

Other Revenues

The FY25 Proposed Budget includes \$480,970 of continued funding from the Water Quality Protection Fund for the Administration Fund. In the Park Fund, funding from the Water Quality Protection Fund increased to \$4,239,641. This is a total increase of 4.0 percent from FY24. The increase is necessary to cover staffing and other costs for the Parks Department to meet National Pollutant Discharge Elimination System (NPDES) requirements. \$100,000 is proposed from the County Cable fund to continue the extension of Wi-Fi in additional parks. The budget also includes \$47,500 of miscellaneous revenue in the Park Fund.

Enterprise Fund Revenues

In FY25, total Enterprise Fund revenues are proposed at \$12.9 million and expenses at \$11.3 million. Not only does the Enterprise Fund budget no longer depend on a subsidy from the Park Fund, but fund balance is also being accumulated for future capital projects.

EXPENDITURES

The Commission is putting forth a budget for FY25 that includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY25:

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

As can be seen in Exhibit 1, personnel expenses are proposed to increase by \$11.6 million, mostly due to increased employee pension and health and benefit costs.



Montgomery County Overview – Budget Issues

Exhibit 1

**FY25 Proposed Budget
Summary of Changes in Major Personnel Costs
Montgomery County Administration Fund and Park Fund**

	FY24 Adjusted Adopted	FY25 Proposed	\$ Change	% Change
OPEB				
OPEB PayGo & Prefunding	\$ 8,357,594	\$ 9,212,057	\$ 854,463	10.2%
Pension (ERS)				
Pension (ERS)	11,348,272	14,288,430	2,940,158	25.9%
Health and Benefits(1)				
Employee Health Benefits	18,815,967	20,207,202	1,391,235	7.4%
Subtotal Personnel Costs	<u>\$ 38,521,833</u>	<u>\$ 43,707,689</u>	<u>\$ 5,185,856</u>	<u>13.5%</u>
Employee Compensation				
Marker for Changes to Employee Comp.		6,398,341	6,398,341	-
Marker for Possible Reclassifications	926,918	926,918	-	0.0%
Marker for Minimum Wage Increase	-	-	-	-
Total Major Personnel Costs			<u>\$ 11,584,197</u>	

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

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

OPEB

OPEB costs for FY25 have been determined by the actuary. The net change for total OPEB costs is a \$854 thousand increase of 10.2 percent over the FY24 Adopted Budget.

Total OPEB funding is \$9.2 million. At this level of funding, we continue to be essentially at full funding of the annual determined contribution.

Pension (ERS)

As determined by the actuary, pension costs are increasing by 25.9 percent in FY25. This represents an increased cost of \$2.9 million over the FY24 adopted budget.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 7.4 percent in FY25, for an increased cost of \$1.4 million over the FY24 Adopted Budget.

Employee Compensation

The Commission’s FY25 budget includes a compensation adjustment marker of \$6.4 million in the General Fund. The Commission will be in full contract negotiations with the Municipal and County Government Employees Organization (MCGEO) and in a wage re-opener with the Fraternal Order of



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Police (FOP). Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is nearing completion (\$927 thousand).

Total expenditures for tax supported funds in the FY25 Proposed Budget (excluding reserves) are \$192.3 million, a 10.3 percent increase over FY24. The total FY25 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 \$222.5 million, 10.0 percent higher than the FY24 budget. Exhibit 2 provides a comparative total funds summary.

Exhibit 2

Summary of FY25 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)

Montgomery Funds				
Administration (1)	\$ 40,673,436	\$ 46,299,602	\$ 5,626,166	13.8%
Park (5)	131,381,368	143,646,543	12,265,175	9.3%
ALA Debt	2,233,122	2,313,300	80,178	3.6%
Subtotal Tax Supported	174,287,926	192,259,445	17,971,519	10.3%
Enterprise	10,833,205	11,283,610	450,405	4.2%
Property Management	1,757,600	1,688,700	(68,900)	-3.9%
Special Revenue	7,940,988	9,024,081	1,083,093	13.6%
Park Debt	7,455,062	8,211,690	756,628	10.1%
Total Montgomery	\$ 202,274,781	\$ 222,467,526	\$ 20,192,745	10.0%
Combined Total	\$ 617,082,894	\$ 731,176,751	\$ 114,093,857	18.5%

(1) Includes transfer to Special Revenue Fund

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

One of the primary objectives in the FY25 proposed budget is to meet core public service needs in the present and future. Included in the funding levels of the Administration Fund and the Park Fund is a funding request of \$3.5 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs.

This investment will be made primarily in the Planning and Parks Departments. In the Parks Department, new initiatives include efforts to expand park activation; improve customer service; expand the data analytics program; enhance public safety; promote social equity; and maintain existing equipment, facilities and services.

In the Planning Department, new initiatives include various planning studies and analyses; and additional staff to accomplish these.

For the Commissioners’ Office, funding is included for staff and Planning Board training; strategic communications support; a new Public Affairs position; and a seasonal intern.

In CAS, new initiatives include promoting social equity; enhancing recruitment, retention and succession planning; and fortifying Commission cyber and financial security.



Montgomery County

Overview – Budget Issues

Each department’s budget section provides detailed information on how this increased investment will be used. Below is a summary of the investment by department.

Fund	Department	Critical Needs and Program Enhancements
Administration	Commissioners' Office	\$ 234,060
Administration	Planning	1,325,517
Administration	CAS	430,384
Park	Parks	<u>1,556,472</u>
Total		\$ 3,546,433

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 FY23, the Commission had \$3.1 million in fund balance in the Administration Fund and \$7.2 million in fund balance in the Park Fund. Based on current estimates, which reflect the budgeted use of a portion of these balances in FY24, \$3.1 million in the Administration Fund and \$10.5 million in the Park Fund is expected going into FY25. Therefore, coupled with the proposed tax rate changes, the fund balance in the Administration Fund and Park Fund is anticipated to be adequate to meet the proposed budgeted revenue, expenditure, and reserve requirements for both funds. This is based on the FY25 Proposed Budget being developed in accordance with the Commission’s Fund Balance Policy of a 3 percent reserve requirement. Based on projected revenues from property taxes and other sources, with the requested rate increases, projected expenditures and other uses, the ending fund balances after meeting reserve requirements for FY25 are projected to be \$0 in both the Administration Fund and the Park Fund (not including \$341,089 in the Property Management subfund).

DEBT

Debt Service in the Park Fund is proposed to be \$7.9 million in FY25. Expenditures for the Advanced Land Acquisition Debt Service Fund are proposed at \$121,200, in FY25, as part of the continuing debt service repayment. Tax rates for the ALA debt service fund are proposed without change from the FY24 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, 2023 is estimated at \$1.98 billion. This represents the excess of anticipated tax revenue from the mandatory 9 cents personal property and 3.6 cents real property tax available during the next 30 years over the debt service on the \$81.5 million of outstanding Park Acquisition and Development bonds. The Commission’s Montgomery



Montgomery County

Overview – Budget Issues

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

SPENDING AFFORDABILITY PROCESS

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

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

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

DEVELOPMENT REVIEW

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

In past years, fee collections have been greater than anticipated and allowed the fund balance to grow. This allowed for the discontinuance of the subsidy from the Administration Fund in FY14 through FY16. However, in anticipation of needing a larger subsidy in future years, a partial subsidy was restored in FY17 and FY18, was proposed but not funded for FY19 and FY20, and not requested in FY21. The subsidy was funded in FY22 and FY24 and is requested to increase in FY25.



FY25 Proposed Budget
Fiscal and Budget Summary Schedules



COMMISSION SUMMARY of FY25 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			%
	FY 23	FY 24	FY 25	FY 23	FY 24	FY 25	FY 23	FY 24	FY 25	
	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	\$ 69,524,179	\$ 70,685,966	\$ 75,112,666	\$ 37,206,518	\$ 40,632,389	\$ 44,544,670	\$ 106,730,697	\$ 111,318,355	\$ 119,657,336	7.5%
Park Fund	194,964,445	193,220,394	205,740,259	124,810,173	133,871,608	137,220,892	319,774,618	327,092,002	342,961,151	4.9%
Recreation Fund	108,014,642	110,719,320	118,977,143	-	-	-	108,014,642	110,719,320	118,977,143	7.5%
General Funds Total	372,503,266	374,625,680	399,830,068	162,016,691	174,503,997	181,765,562	534,519,957	549,129,677	581,595,630	5.9%
ALA Debt Service Fund	172	-	-	2,194,795	2,233,122	2,313,300	2,194,967	2,233,122	2,313,300	3.6%
Tax Supported Funds Total	372,503,438	374,625,680	399,830,068	164,211,486	176,737,119	184,078,862	536,714,924	551,362,799	583,908,930	5.9%
Park Debt Service Fund	12,571,715	14,668,753	17,384,703	6,166,380	7,455,062	8,211,690	18,738,095	22,123,815	25,596,393	15.7%
Property Management Fund	-	-	-	1,567,671	1,557,600	1,488,700	1,567,671	1,557,600	1,488,700	-4.4%
Capital Projects Fund	78,439,217	135,894,000	131,365,000	31,064,461	52,225,000	58,158,000	109,503,678	188,119,000	189,523,000	0.7%
Special Revenue Funds	7,874,850	6,705,338	8,119,454	6,556,423	6,811,263	7,539,313	14,431,273	13,516,601	15,658,767	15.8%
Governmental Funds Total	471,389,220	531,893,771	556,699,225	209,566,421	244,786,044	259,476,565	680,955,641	776,679,815	816,175,790	5.1%
Proprietary Funds:										
Enterprise Fund	16,957,587	14,721,843	15,922,671	13,057,721	12,559,152	12,918,910	30,015,308	27,280,995	28,841,581	5.7%
Internal Service Funds:										
Risk Management Fund	6,152,379	3,347,200	3,716,300	4,808,275	2,962,600	3,591,000	10,960,654	6,309,800	7,307,300	15.8%
Capital Equipment Fund	251,900	95,000	128,250	2,163,434	1,394,380	1,250,550	2,415,334	1,489,380	1,378,800	-7.4%
Wheaton Headquarters Bldg Fund	-	-	-	2,416,057	2,937,103	2,937,103	2,416,057	2,937,103	2,937,103	0.0%
CIO Fund	3,549,449	3,747,101	4,118,123	2,566,371	2,746,207	3,093,820	6,115,820	6,493,308	7,211,943	11.1%
Comm-wide IT Initiatives Fund	1,933,430	918,138	455,789	1,587,546	535,666	287,198	3,520,976	1,453,804	742,987	-48.9%
Largo Headquarters Bldg Fund	55,889,143	4,000,000	46,818,178	-	-	-	55,889,143	4,000,000	46,818,178	1070.5%
Executive Office Building Fund*	-	-	-	-	-	-	1,639,074	1,524,816	1,555,233	2.0%
Group Insurance Fund*	-	-	-	-	-	-	62,772,496	79,010,000	85,038,559	7.6%
Internal Service Funds Total	67,776,301	12,107,439	55,236,640	13,541,683	10,575,956	11,159,671	145,729,554	103,218,211	152,990,103	48.2%
Proprietary Funds Total	84,733,888	26,829,282	71,159,311	26,599,404	23,135,108	24,078,581	175,744,862	130,499,206	181,831,684	39.3%
Private Purpose Trust Funds:										
ALA Revolving Fund	9,571	-	-	2,281,909	2,110,522	2,193,100	2,291,480	2,110,522	2,193,100	3.9%
GRAND TOTAL	\$ 556,132,679	\$ 558,723,053	\$ 627,858,536	\$ 238,447,734	\$ 270,031,674	\$ 285,748,246	\$ 858,991,983	\$ 909,289,543	\$ 1,000,200,574	10.0%
Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)										
Governmental Funds:										
General Funds:										
Administration Fund	53,078,008	70,749,403	116,924,946	37,555,836	41,878,636	47,660,102	90,633,844	112,628,039	164,585,048	46.1%
Park Fund	243,180,006	202,346,904	231,557,489	126,040,641	135,094,368	147,704,743	369,220,647	337,441,272	379,262,232	12.4%
Recreation Fund	121,837,463	121,515,873	136,863,553	-	-	-	121,837,463	121,515,873	136,863,553	12.6%
General Funds Total	418,095,477	394,612,180	485,345,988	163,596,477	176,973,004	195,364,845	581,691,954	571,585,184	680,710,833	19.1%
ALA Debt Service Fund	127	-	-	2,200,040	2,233,122	2,313,300	2,200,167	2,233,122	2,313,300	3.6%
Tax Supported Funds Total	418,095,604	394,612,180	485,345,988	165,796,517	179,206,126	197,678,145	583,892,121	573,818,306	683,024,133	19.0%
Park Debt Service Fund	12,571,715	14,668,753	17,384,703	6,166,380	7,455,062	8,211,690	18,738,095	22,123,815	25,596,393	15.7%
Property Management Fund	-	-	-	1,722,166	1,757,600	1,688,700	1,722,166	1,757,600	1,688,700	-3.9%
Capital Projects Fund	42,106,780	135,894,000	131,335,000	26,711,111	52,225,000	58,158,000	68,817,891	188,119,000	189,493,000	0.7%
Special Revenue Funds	6,068,944	6,832,133	8,195,459	6,867,364	7,940,988	9,024,081	12,936,308	14,773,121	17,219,540	16.6%
Governmental Funds Total	478,843,043	552,007,066	642,261,150	207,263,538	248,584,776	274,760,616	686,106,581	800,591,842	917,021,766	14.5%
Proprietary Funds:										
Enterprise Fund	31,475,982	15,067,047	16,642,675	10,268,038	10,833,205	11,283,610	41,744,020	25,900,252	27,926,285	7.8%
Internal Service Funds:										
Risk Management Fund	7,590,782	4,767,320	5,469,216	6,303,961	3,568,420	3,997,628	13,894,743	8,335,740	9,466,844	13.6%
Capital Equipment Fund	464,228	15,665	1,116,751	2,814,747	4,074,085	2,744,864	3,278,975	4,089,750	3,861,615	-5.6%
Wheaton Headquarters Bldg Fund	-	-	-	6,794,025	2,937,103	2,937,103	6,794,025	2,937,103	2,937,103	0.0%
CIO Fund	2,944,786	3,771,220	4,136,313	2,136,504	2,765,306	3,108,225	5,081,290	6,536,526	7,244,538	10.8%
Comm-wide IT Initiatives Fund	758,877	918,138	455,789	623,117	535,666	287,198	1,381,994	1,453,804	742,987	-48.9%
Largo Headquarters Bldg Fund	5,123,169	4,000,000	46,818,178	-	-	-	5,123,169	4,000,000	46,818,178	1070.5%
Executive Office Building Fund*	-	-	-	-	-	-	1,211,521	1,614,123	1,685,496	4.4%
Group Insurance Fund *	-	-	-	-	-	-	62,330,327	79,026,000	85,054,620	7.6%
Internal Service Funds Total	16,881,842	13,472,343	57,996,247	18,672,353	13,880,580	13,075,018	99,096,044	107,993,046	157,811,381	46.1%
Proprietary Funds Total	48,357,824	28,539,390	74,638,922	28,940,391	24,713,785	24,358,628	140,840,064	133,893,298	185,737,666	38.7%
Private Purpose Trust Funds:										
ALA Revolving Fund	38	302,637	312,177	176	5,840,404	8,238,398	214	6,143,041	8,550,575	39.2%
GRAND TOTAL	\$ 527,200,905	\$ 580,849,093	\$ 717,212,249	\$ 236,204,105	\$ 279,138,965	\$ 307,357,642	\$ 826,946,859	\$ 940,628,181	\$ 1,111,310,007	18.1%

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

Explanatory Note: This schedule summarizes the total revenues and total funds required for FY25. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

COMMISSION SUMMARY
Summary of Changes in Actual Fund Balance/Net Position for FY23 and Budgeted Use of Fund Balance/Net Position for FY24 and FY25

	Prince George's County			Montgomery County			Total Commission		
	FY 23	FY 24	FY 25	FY 23	FY 24	FY 25	FY 23	FY 24	FY 25
	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed
Governmental Funds:									
Administration Fund	16,446,171	(63,437)	(41,812,280)	(349,318)	(1,246,247)	(3,115,432)	16,096,853	(1,309,684)	(44,927,712)
Park Fund	(48,215,561)	(9,126,510)	(25,817,230)	(1,230,468)	(1,222,760)	(10,483,851)	(49,446,029)	(10,349,270)	(36,301,081)
Recreation Fund	(13,822,821)	(10,796,553)	(17,886,410)	-	-	-	(13,822,821)	(10,796,553)	(17,886,410)
General Funds Total	(45,592,211)	(19,986,500)	(85,515,920)	(1,579,786)	(2,469,007)	(13,599,283)	(47,171,997)	(22,455,507)	(99,115,203)
ALA Debt Service Fund	45	-	-	(5,245)	-	-	(5,200)	-	-
Tax Supported Funds Total	(45,592,166)	(19,986,500)	(85,515,920)	(1,585,031)	(2,469,007)	(13,599,283)	(47,177,197)	(22,455,507)	(99,115,203)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(154,495)	(200,000)	(200,000)	(154,495)	(200,000)	(200,000)
Capital Projects Fund	36,332,437	-	30,000	4,353,350	-	-	40,685,787	-	30,000
Special Revenue Funds	1,805,906	(126,795)	(76,005)	(310,941)	(1,129,725)	(1,484,768)	1,494,965	(1,256,520)	(1,560,773)
Governmental Funds Total	(7,453,823)	(20,113,295)	(85,561,925)	2,302,883	(3,798,732)	(15,284,051)	(5,150,940)	(23,912,027)	(100,845,976)
Proprietary Funds:									
Enterprise Fund	(14,518,395)	(345,204)	(720,004)	2,789,683	1,725,947	1,635,300	(11,728,712)	1,380,743	915,296
Risk Management Fund	(1,438,403)	(1,420,120)	(1,752,916)	(1,495,686)	(605,820)	(406,628)	(2,934,089)	(2,025,940)	(2,159,544)
Capital Equipment Fund	(212,328)	79,335	(988,501)	(651,313)	(2,679,705)	(1,494,314)	(863,641)	(2,600,370)	(2,482,815)
Wheaton Headquarters Bldg Fund	-	-	-	(4,377,968)	-	-	(4,377,968)	-	-
CIO Fund	604,663	(24,119)	(18,190)	429,867	(19,099)	(14,405)	1,034,530	(43,218)	(32,595)
Comm-wide IT Initiatives Fund	1,174,553	-	-	964,429	-	-	2,138,982	-	-
Largo Headquarters Bldg Fund	50,765,974	-	-	-	-	-	50,765,974	-	-
Executive Office Building Fund*	-	-	-	-	-	-	427,553	(89,307)	(130,263)
Group Insurance Fund *	-	-	-	-	-	-	442,169	(16,000)	(16,061)
Internal Service Funds Total	50,894,459	(1,364,904)	(2,759,607)	(5,130,670)	(3,304,624)	(1,915,347)	46,633,511	(4,774,835)	(4,821,278)
Proprietary Funds Total	36,376,064	(1,710,108)	(3,479,611)	(2,340,987)	(1,578,677)	(280,047)	34,904,798	(3,394,092)	(3,905,982)
Private Purpose Trust Funds:									
ALA Revolving Fund	9,533	(302,637)	(312,177)	2,281,733	(3,729,882)	(6,045,298)	2,291,266	(4,032,519)	(6,357,475)
GRAND TOTAL	28,931,774	(22,126,040)	(89,353,713)	2,243,629	(9,107,291)	(21,609,396)	32,045,124	(31,338,638)	(111,109,433)

* 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 FY23 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 FY25 PROPOSED BUDGET SUMMARY
FUND SUMMARY BY DEPARTMENT AND BY DIVISION**

	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO Internal Service Fund	Commission-wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Internal Service Fund	Total
Sources:															
Property Taxes	\$ 43,682,500	\$ 128,695,500	\$ -	\$ -	\$ 2,313,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,691,300
Intergovernmental	630,970	4,739,641	-	200,000	-	-	47,583,000	2,523,980	-	-	-	-	-	-	55,677,591
Sales	1,200	41,500	-	-	-	-	-	176,323	794,200	-	-	-	-	-	1,013,223
Charges for Services	220,000	2,790,051	-	-	-	-	-	3,134,000	7,235,680	3,583,000	1,250,550	3,093,820	287,198	-	21,594,299
Rentals and Concessions	-	781,700	1,478,700	-	-	-	-	150,800	3,904,283	-	-	-	-	2,937,103	9,252,586
Interest	10,000	100,000	10,000	-	-	1,000	25,000	19,610	148,000	8,000	-	-	-	-	321,610
Miscellaneous	-	47,500	-	-	-	2,192,100	6,100,000	584,600	836,747	-	-	-	-	-	9,760,947
Total Revenues	44,544,670	137,195,892	1,488,700	200,000	2,313,300	2,193,100	53,708,000	6,589,313	12,918,910	3,591,000	1,250,550	3,093,820	287,198	2,937,103	272,311,556
Transfers In	-	25,000	-	7,921,690	-	-	450,000	950,000	-	-	-	-	-	-	9,346,690
Bond Proceeds	-	-	-	90,000	-	-	4,000,000	-	-	-	-	-	-	-	4,090,000
Use of Fund Balance/Net Assets	3,115,432	10,483,851	200,000	-	-	6,045,298	-	1,484,768	-	406,628	1,494,314	14,405	-	-	23,244,696
Total Available Funds	\$ 47,660,102	\$ 147,704,743	\$ 1,688,700	\$ 8,211,690	\$ 2,313,300	\$ 8,238,398	\$ 58,158,000	\$ 9,024,081	\$ 12,918,910	\$ 3,997,628	\$ 2,744,864	\$ 3,108,225	\$ 287,198	\$ 2,937,103	\$ 308,992,942
Uses:															
Commissioners' Office	\$ 1,449,585	-	-	-	-	-	-	-	-	-	-	-	-	-	1,449,585
Planning Department:															
Office of The Planning Director	2,044,978	-	-	-	-	-	-	-	-	-	-	-	-	-	2,044,978
Management Services	1,390,915	-	-	-	-	-	-	-	-	-	-	-	-	-	1,390,915
Communications Division	2,034,135	-	-	-	-	-	-	-	-	-	-	-	-	-	2,034,135
Countywide Planning and Policy	4,372,826	-	-	-	-	-	-	-	-	-	-	-	-	-	4,372,826
Downcounty Planning	1,766,407	-	-	-	-	-	-	-	-	-	-	-	-	-	1,766,407
Midcounty Planning	2,509,046	-	-	-	-	-	-	-	-	-	-	-	-	-	2,509,046
Upcounty Planning	2,563,605	-	-	-	-	-	-	-	-	-	-	-	-	-	2,563,605
Intake and Regulatory Coordination	1,000,087	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000,087
Information Technology and Innovation	4,700,387	-	-	-	-	-	-	-	-	-	-	-	-	-	4,700,387
Research and Strategic Projects	1,217,681	-	-	-	-	-	-	-	-	-	-	-	-	-	1,217,681
Support Services	2,774,897	-	-	-	-	-	-	-	-	-	-	-	-	-	2,774,897
Grants	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	-	4,933,988	-	-	-	-	-	-	4,933,988
Planning Operations Total	26,524,964	-	-	-	-	-	-	4,933,988	-	-	-	-	-	-	31,458,952
Central Administrative Services (CAS):															
Dept. of Human Resources and Mgmt.	4,356,992	-	-	-	-	-	-	-	-	-	-	-	-	-	4,356,992
Department of Finance	3,125,386	-	-	-	-	-	-	-	-	-	-	-	-	-	3,125,386
Legal Department	1,926,513	-	-	-	-	-	-	-	-	-	-	-	-	-	1,926,513
Merit System Board	88,411	-	-	-	-	-	-	-	-	-	-	-	-	-	88,411
Office of Inspector General	560,436	-	-	-	-	-	-	-	-	-	-	-	-	-	560,436
Corporate IT	2,144,181	-	-	-	-	-	-	-	-	-	-	-	-	-	2,144,181
Support Services	744,485	-	-	-	-	-	-	-	-	-	-	-	-	-	744,485
CAS Total	12,946,404	-	-	-	-	-	-	-	-	-	-	-	-	-	12,946,404



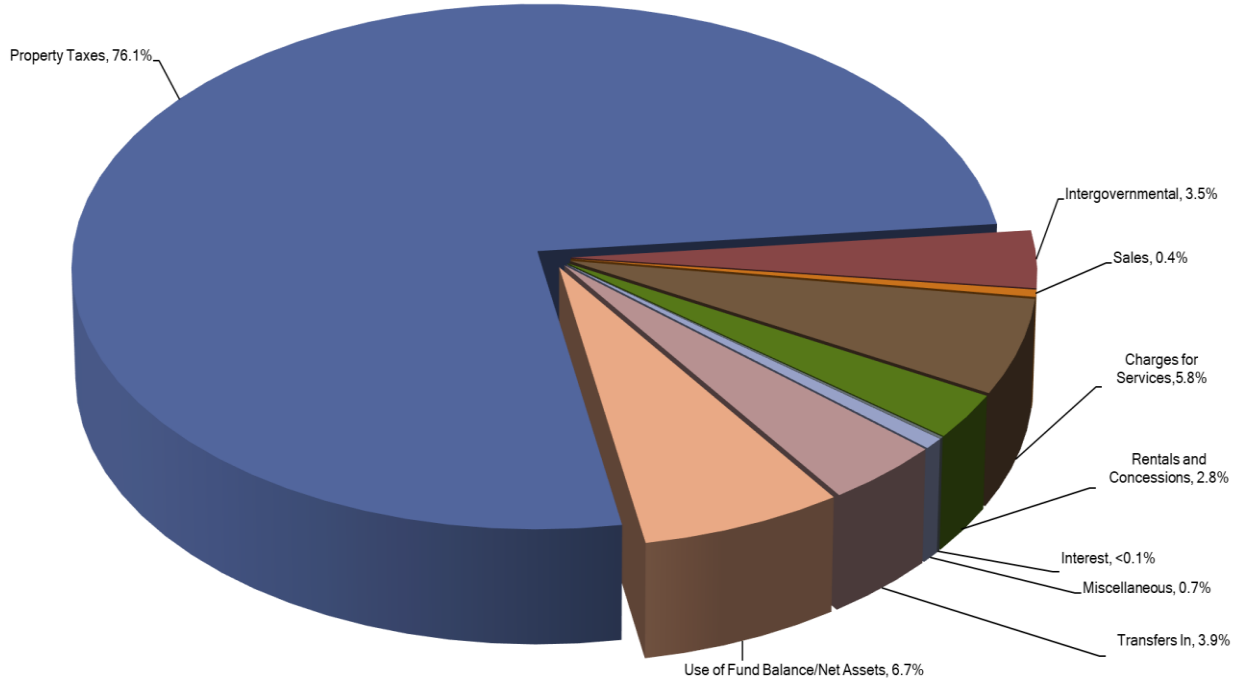
**MONTGOMERY COUNTY FY25 PROPOSED BUDGET SUMMARY
FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd**

	Administration Fund	Park Fund	Property Management Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO Internal Service Fund	Commission- wide IT Initiatives Internal Service Fund	Wheaton Headquarters Building Internal Service Fund	Total
Park Department Operating Divisions:															
Office of the Director	-	1,716,681	-	-	-	-	-	-	-	-	-	-	-	-	1,716,681
Public Affairs & Community Partnerships	-	4,130,495	-	-	-	-	-	-	-	-	-	-	-	-	4,130,495
Management Services	-	3,893,455	-	-	-	-	-	-	-	-	-	-	-	-	3,893,455
Information Technology & Innovation	-	3,739,653	-	-	-	-	-	-	-	-	-	-	-	-	3,739,653
Park Planning & Stewardship	-	8,628,266	-	-	-	-	-	-	-	-	-	-	-	-	8,628,266
Park Development	-	4,963,711	-	-	-	-	-	-	-	-	-	-	-	-	4,963,711
Park Police	-	20,535,430	-	-	-	-	-	-	-	-	-	-	-	-	20,535,430
Horticulture, Forestry & Environmental Educ	-	14,693,863	-	-	-	-	-	-	-	-	-	-	-	-	14,693,863
Facilities Management	-	15,774,351	-	-	-	-	-	-	-	-	-	-	-	-	15,774,351
Northern Parks	-	12,698,851	-	-	-	-	-	-	-	-	-	-	-	-	12,698,851
Southern Parks	-	17,317,338	-	-	-	-	-	-	-	-	-	-	-	-	17,317,338
Support Services	-	14,649,535	-	-	-	-	-	-	-	-	-	-	-	-	14,649,535
Special Revenue Operations	-	-	-	-	-	-	4,090,093	-	-	-	-	-	-	-	4,090,093
Grants	-	400,000	-	-	-	-	-	-	-	-	-	-	-	-	400,000
Property Management	-	-	1,688,700	-	-	-	-	-	-	-	-	-	-	-	1,688,700
Enterprise Operations	-	-	-	-	-	-	-	-	11,283,610	-	-	-	-	-	11,283,610
Total Park Department Operations		123,141,629	1,688,700					4,090,093	11,283,610						140,204,032
NonDepartmental	4,428,649	12,133,224	-	-	-	-	-	-	-	-	-	-	-	-	16,561,873
Debt Service	-	-	-	8,211,690	121,200	-	-	-	-	-	-	-	-	-	8,332,890
Capital Projects	-	-	-	-	-	58,133,000	-	-	-	-	-	-	-	-	58,133,000
Transfer to Debt Service	-	7,921,690	-	-	-	-	-	-	-	-	-	-	-	-	7,921,690
Advanced Land Acquisition	-	-	-	2,192,100	8,238,398	-	-	-	-	-	-	-	-	-	10,430,498
Risk Management Operating	-	-	-	-	-	-	-	-	3,997,628	-	-	-	-	-	3,997,628
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	2,744,864	-	-	-	-	2,744,864
CIO Internal Service Fund	-	-	-	-	-	-	-	-	-	-	3,108,225	-	-	-	3,108,225
Commission-wide IT Initiatives Internal Serv	-	-	-	-	-	-	-	-	-	-	-	287,198	-	-	287,198
Wheaton Headquarters Building	-	-	-	-	-	-	-	-	-	-	-	-	2,937,103	-	2,937,103
Transfers Out	950,000	450,000	-	-	-	25,000	-	-	-	-	-	-	-	-	1,425,000
Total Uses	\$ 46,299,602	\$ 143,646,543	\$ 1,688,700	\$ 8,211,690	\$ 2,313,300	\$ 8,238,398	\$ 58,158,000	\$ 9,024,081	\$ 11,283,610	\$ 3,997,628	\$ 2,744,864	\$ 3,108,225	\$ 287,198	\$ 2,937,103	\$ 301,938,942
Designated Expenditure Reserve @ 3%	1,360,500	4,058,200	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	5,418,700
Total Required Funds	\$ 47,660,102	\$ 147,704,743	\$ 1,688,700	\$ 8,211,690	\$ 2,313,300	\$ 8,238,398	\$ 58,158,000	\$ 9,024,081	\$ 11,283,610	\$ 3,997,628	\$ 2,744,864	\$ 3,108,225	\$ 287,198	\$ 2,937,103	\$ 307,357,642
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,635,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,635,300
Total Funded Career/Term Positions	238.67	833.00	4.00	-	-	-	-	-	38.00	4.00	-	3.50	-	-	1,121.17
Total Funded Workyears	205.26	789.50	5.80	-	-	-	-	41.60	115.80	4.00	-	3.50	-	-	1,165.46

Montgomery County Overview – Fiscal and Budget Summary Schedules

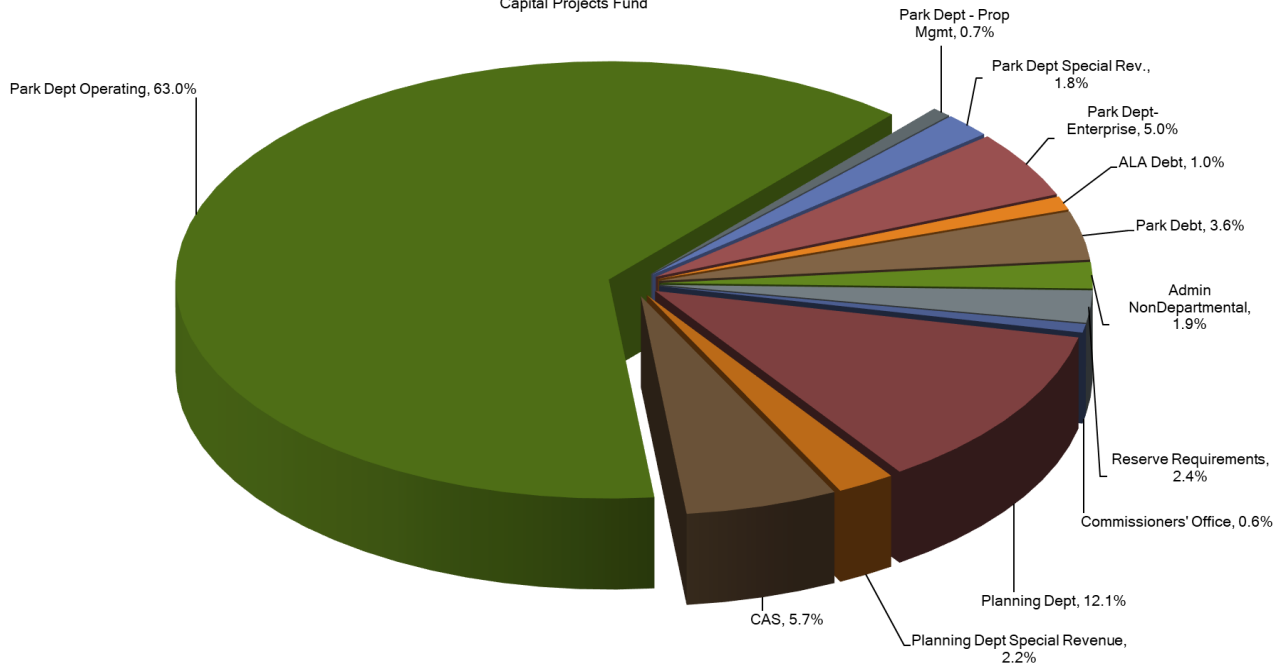
Montgomery County FY25 Proposed Budget
Revenue Sources (Percent of Total by Type)
Operating Funds Total \$229,521,526

Excludes Internal Service Funds, ALARF, and
Capital Projects Fund



Montgomery County FY25 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$227,886,226

Excludes Internal Service Funds, ALARF, and
Capital Projects Fund





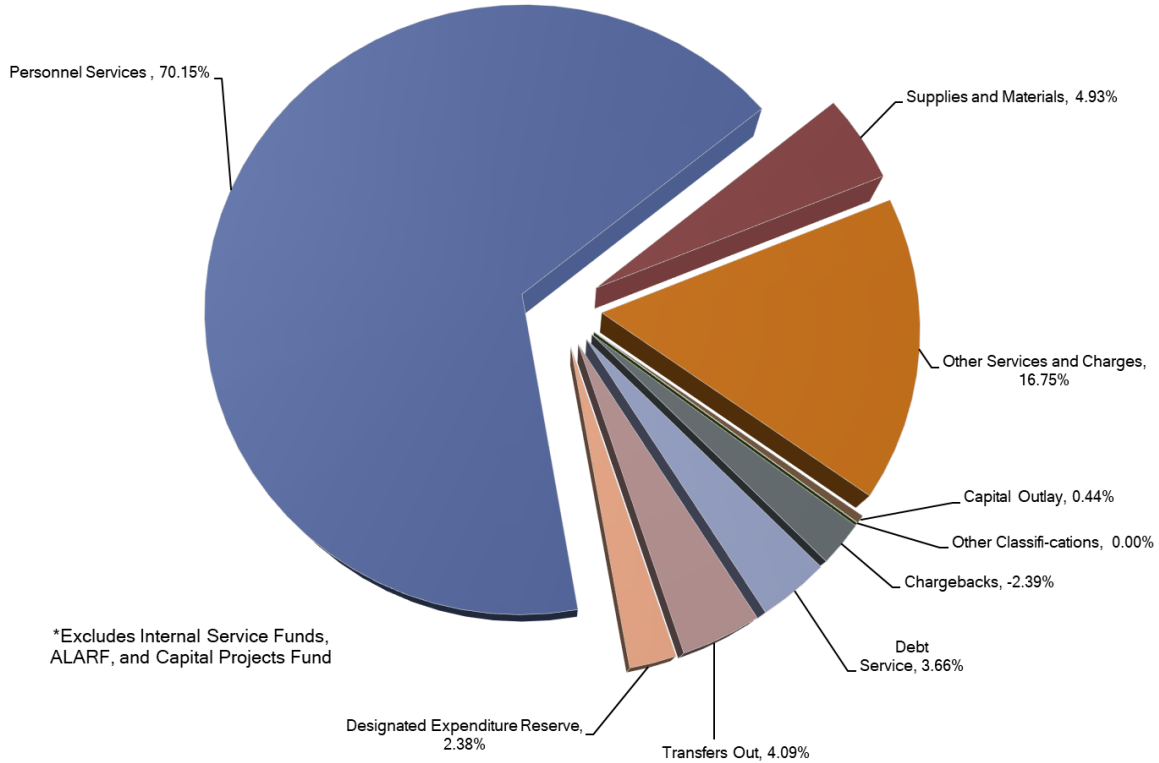
MONTGOMERY COUNTY FY25 PROPOSED BUDGET
EXPENDITURE SUMMARY BY MAJOR OBJECT

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classifications	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:										
General Funds:										
Administration Fund										
Commissioners' Office	\$ 1,044,403	\$ 25,690	\$ 152,284	\$ -	\$ -	\$ 227,208	\$ -	\$ -	\$ -	\$ 1,449,585
Planning Department	24,310,858	499,218	5,403,168	75,000	-	(3,763,280)	-	-	-	26,524,964
DHRM	4,085,310	29,260	561,272	-	-	(318,850)	-	-	-	4,356,992
Department of Finance	3,439,959	30,244	244,283	-	-	(589,100)	-	-	-	3,125,386
Legal Department	2,668,597	28,392	292,022	-	-	(1,062,498)	-	-	-	1,926,513
Merit System Board	70,861	1,000	16,550	-	-	-	-	-	-	88,411
Office of Inspector General	494,508	2,596	63,332	-	-	-	-	-	-	560,436
Corporate IT	1,759,207	55,800	946,116	-	-	(616,942)	-	-	-	2,144,181
CAS Support Services	6,174	17,152	721,159	-	-	-	-	-	-	744,485
Non-Departmental	4,427,349	-	1,300	-	-	-	-	950,000	-	5,378,649
Budgetary Reserve	-	-	-	-	-	-	-	-	1,360,500	1,360,500
Administration Fund Total	42,307,226	689,352	8,401,486	75,000	-	(6,123,462)	-	950,000	1,360,500	47,660,102
Park Fund										
Parks Department	108,594,719	9,312,847	21,324,651	926,403	-	(4,883,767)	-	8,371,690 *	4,058,200	147,704,743
Park Fund Total	108,594,719	9,312,847	21,324,651	926,403	-	(4,883,767)	-	8,371,690	4,058,200	147,704,743
General Funds Total	150,901,945	10,002,199	29,726,137	1,001,403	-	(11,007,229)	-	9,321,690	5,418,700	195,364,845
ALA Debt Service Fund	-	-	2,192,100	-	-	-	121,200	-	-	2,313,300
Tax Supported Funds Total	150,901,945	10,002,199	31,918,237	1,001,403	-	(11,007,229)	121,200	9,321,690	5,418,700	197,678,145
Park Debt Service Fund	-	-	-	-	-	-	8,211,690	-	-	8,211,690
Property Management Fund	-	-	-	-	-	-	-	-	-	-
Parks Department	535,629	120,618	879,153	-	-	153,300	-	-	-	1,688,700
Property Management Fund Total	535,629	120,618	879,153	-	-	153,300	-	-	-	1,688,700
Capital Projects Fund	-	-	-	58,133,000	-	-	-	25,000	-	58,158,000
Special Revenue Funds	-	-	-	-	-	-	-	-	-	-
Planning Department	22,000	30,000	716,750	-	-	4,165,238	-	-	-	4,933,988
Parks Department	892,354	297,255	2,499,353	-	-	401,131	-	-	-	4,090,093
Special Revenue Funds Total	914,354	327,255	3,216,103	-	-	4,566,369	-	-	-	9,024,081
Governmental Funds Total	152,351,928	10,450,072	36,013,493	59,134,403	-	(6,287,560)	8,332,890	9,346,690	5,418,700	274,760,616
Proprietary Funds:										
Enterprise Funds										
Parks Department	7,504,641	792,385	2,153,806	-	-	832,778	-	-	-	11,283,610
Enterprise Funds Total	7,504,641	792,385	2,153,806	-	-	832,778	-	-	-	11,283,610
Internal Service Funds:										
Risk Management Fund	731,707	36,000	2,842,521	-	-	387,400	-	-	-	3,997,628
Capital Equipment Internal Service Fund	-	-	555	2,175,000	-	65,309	504,000	-	-	2,744,864
CIO Internal Service Fund	726,462	22,098	2,359,665	-	-	-	-	-	-	3,108,225
Commission-wide IT Initiatives Fund	-	-	287,198	-	-	-	-	-	-	287,198
Wheaton Headquarters Building Fund	45,000	100,000	2,569,503	-	-	222,600	-	-	-	2,937,103
Internal Service Funds Total	1,503,169	158,098	8,059,442	2,175,000	-	675,309	504,000	-	-	13,075,018
Proprietary Funds Total	9,007,810	950,483	10,213,248	2,175,000	-	1,508,087	504,000	-	-	24,358,628
Private Purpose Trust Funds:										
ALA Revolving Fund	-	-	150	8,238,248	-	-	-	-	-	8,238,398
Private Purpose Trust Funds Total	-	-	150	8,238,248	-	-	-	-	-	8,238,398
GRAND TOTAL	\$ 161,359,738	\$ 11,400,555	\$ 46,226,891	\$ 69,547,651	\$ -	\$ (4,779,473)	\$ 8,836,890	\$ 9,346,690	\$ 5,418,700	\$ 307,357,642

* Park Fund transfers out includes the transfers to Capital Projects Fund (Pay-Go) (\$450K) and to Debt Service (\$7.9M).

Montgomery County Overview – Fiscal and Budget Summary Schedules

Montgomery County FY25 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$227,886,226



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2025

Part I. Administration Fund

	FY 24 Adopted	FY 24 Adjusted Adopted	FY 25 Proposed
Commissioners' Office	1,232,164	1,255,196	1,449,585
Planning Department			
Planning Director's Office	1,631,586	1,693,781	2,044,978
Management Services	1,171,829	1,213,638	1,390,915
Communications Division	1,776,385	1,823,735	2,034,135
Countywide Planning & Policy	3,546,658	3,680,770	4,372,826
Downcounty Planning	1,647,998	1,734,655	1,766,407
Midcounty Planning	2,287,569	2,397,070	2,509,046
Upcounty Planning	2,297,514	2,400,169	2,563,605
Intake & Regulatory Coordination	952,409	1,040,346	1,000,087
Center for Research & Information Systems	-	-	-
Information Technology and Innovation	4,465,379	4,551,645	4,700,387
Research and Strategic Projects	1,085,387	1,123,013	1,217,681
Support Services	2,635,919	2,635,919	2,774,897
Subtotal Planning	23,498,633	24,294,741	26,374,964
Central Administrative Services			
Department of Human Resources and Management	3,287,229	3,390,032	4,356,992
Department of Finance	2,739,656	2,848,345	3,125,386
Legal Department	1,676,773	1,756,493	1,926,513
Merit System Board	84,249	87,454	88,411
Office of Inspector General	540,361	557,332	560,436
Corporate IT	1,824,983	1,876,390	2,144,181
Support Services	710,446	710,446	744,485
Subtotal Central Administrative Services	10,863,697	11,226,492	12,946,404
Non-Departmental	4,428,942	3,247,007	4,428,649
Total Expenditures	40,023,436	40,023,436	45,199,602

Part II. Park Fund

	FY 24 Adopted	FY 24 Adjusted Adopted	FY 25 Proposed
Director of Parks	1,590,686	1,660,007	1,716,681
Public Affairs & Community Partnerships	3,359,595	3,458,511	4,130,495
Management Services	3,389,449	3,500,101	3,893,455
Information Technology & Innovation	3,756,127	3,820,290	3,739,653
Park Planning and Stewardship	7,511,195	7,760,506	8,628,266
Park Development	4,043,253	4,288,040	4,963,711
Park Police	18,488,912	18,971,379	20,535,430
Horticulture, Forestry & Environmental Education	13,202,295	13,602,129	14,693,863
Facilities Management	14,038,082	14,452,492	15,774,351
Northern Parks	12,215,448	12,558,517	12,698,851
Southern Parks	16,640,459	17,167,229	17,317,338
Support Services	13,380,828	13,380,828	14,649,535
Subtotal Park Operations	111,616,329	114,620,029	122,741,629
Non-Departmental	11,749,977	8,746,277	12,133,224
Debt Service	7,165,062	7,165,062	7,921,690
Total Expenditures	130,531,368	130,531,368	142,796,543



Montgomery County

Overview – Fiscal and Budget Summary Schedules

-CONTINUED-
MONTGOMERY COUNTY
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS
PROPOSED BUDGET FISCAL YEAR 2025

Part III. Grants

	FY 24 Adopted	FY 24 Adjusted Adopted	FY 25 Proposed
Admin Fund Future Grants	150,000	150,000	150,000
Park Fund Future Grants	400,000	400,000	400,000
Total Expenditures	550,000	550,000	550,000

Part IV. Self Supporting Funds

	FY 24 Adopted	FY 24 Adjusted Adopted	FY 25 Proposed
Enterprise Fund	10,833,205	10,833,205	11,283,610
Property Management	1,757,600	1,757,600	1,688,700
Total Expenditures	12,590,805	12,590,805	12,972,310

Part V. Advance Land Acquisition Debt Service Fund

	FY 24 Adopted	FY 24 Adjusted Adopted	FY 25 Proposed
Debt Service	123,600	123,600	121,200
Total Expenditures	123,600	123,600	121,200

Part VI. Internal Service Funds

	FY 24 Adopted	FY 24 Adjusted Adopted	FY 25 Proposed
Risk Management Fund	3,568,420	3,568,420	3,997,628
Capital Equipment Fund	4,074,085	4,074,085	2,744,864
CIO Fund	2,765,306	2,765,306	3,108,225
CWIT Fund	535,666	535,666	287,198
Wheaton Headquarters Building	2,937,103	2,937,103	2,937,103
Total Expenditures	13,880,580	13,880,580	13,075,018

Part VII. Special Revenue Funds

	FY 24 Adopted	FY 24 Adjusted Adopted	FY 25 Proposed
Park Activities	3,598,590	3,598,590	4,090,093
Planning Activities	4,342,398	4,342,398	4,933,988
Total Expenditures	7,940,988	7,940,988	9,024,081

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>
* Budgetary Reserve Requirements	Not included
* Administration Fund Transfer to Special Revenue Fund and to Park Fund	Not included
* Park Fund Transfer to the Capital Projects Fund	Not included
* Grants	Included as separate section
* Advance Land Acquisition - Revolving Fund	Not Included
* Enterprise Fund Transfers to Capital Projects	Not Included
* Park Debt Service Fund	Not Included
* Capital Projects Fund	Not Included

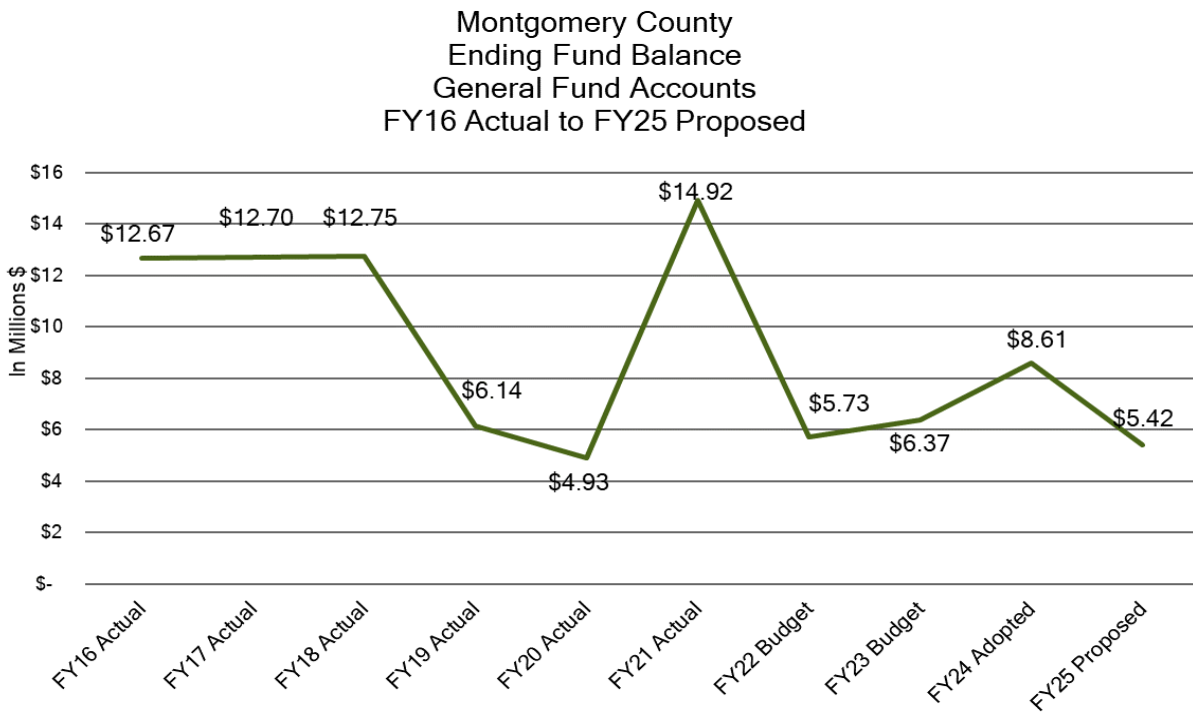
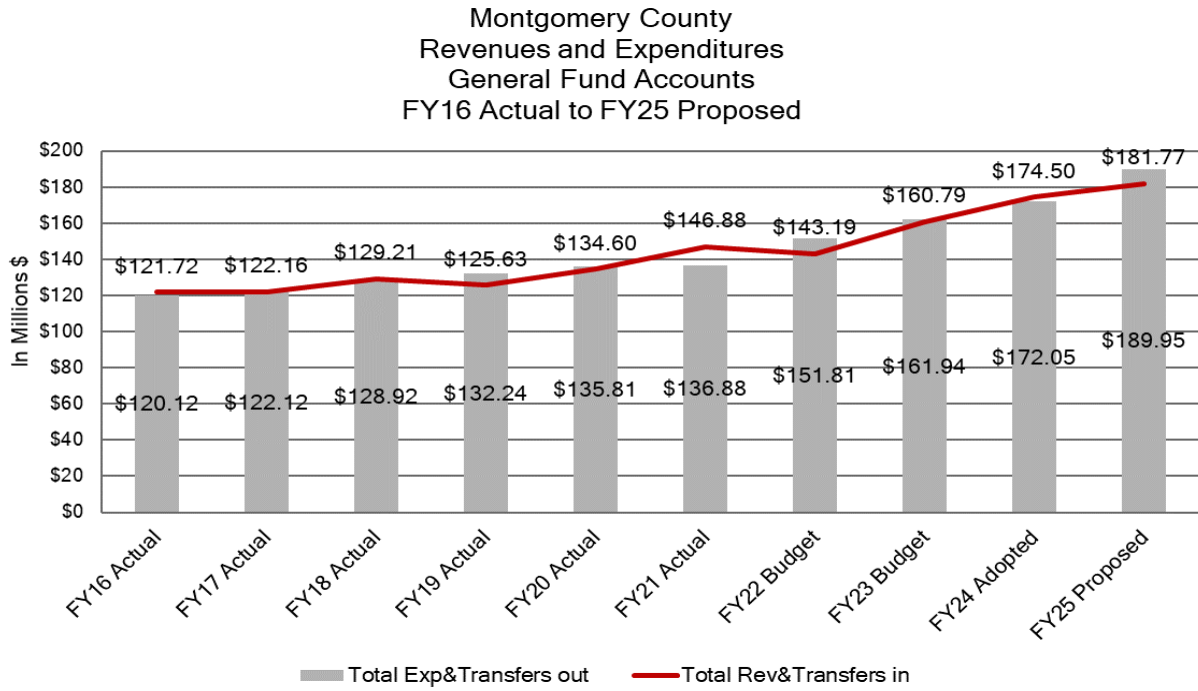


MONTGOMERY COUNTY GOVERNMENTAL FUNDS
Summary of Revenues, Expenditures, and Changes In Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	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 24	FY 25	FY 24	FY 25	FY 24	FY 25	FY 24	FY 25	FY 24	FY 25	FY 24	FY 25	FY 24	FY 25	%	
	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Adjusted Adopted	Proposed	Change	
Revenues:																
Property Taxes	\$ 165,469,153	\$ 172,378,000	\$ 2,233,122	\$ 2,313,300	\$ 167,702,275	\$ 174,691,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167,702,275	\$ 174,691,300	4.2%	
Intergovernmental -													2,390,463	2,523,980	5.6%	
Federal	-	-	-	-	-	-	-	-	1,000,000	9,500,000	-	-	1,000,000	9,500,000	850.0%	
State	550,000	550,000	-	-	550,000	550,000	-	-	25,006,000	13,900,000	-	-	25,556,000	14,450,000	-43.5%	
County- Other	100,000	100,000	-	-	100,000	100,000	200,000	200,000	16,159,000	24,183,000	-	-	16,459,000	24,483,000	48.8%	
County - Water Quality Protection	4,538,043	4,720,611	-	-	4,538,043	4,720,611	-	-	-	-	-	-	4,538,043	4,720,611	4.0%	
Sales	46,848	42,700	-	-	46,848	42,700	-	-	-	-	103,300	176,323	150,148	219,023	45.9%	
Charges for Services	2,928,803	3,010,051	-	-	2,928,803	3,010,051	-	-	-	-	3,119,000	3,134,000	6,047,803	6,144,051	1.6%	
Rentals and Concessions	785,650	781,700	-	-	785,650	781,700	-	-	-	-	129,900	150,800	915,550	932,500	1.9%	
Interest	20,000	110,000	-	-	20,000	110,000	-	-	10,000	25,000	6,000	19,610	36,000	154,610	329.5%	
Miscellaneous	55,500	47,500	-	-	55,500	47,500	-	-	1,600,000	6,100,000	562,600	584,600	2,218,100	6,732,100	203.5%	
Total Revenues	174,493,997	181,740,562	2,233,122	2,313,300	176,727,119	184,053,862	200,000	200,000	43,775,000	53,708,000	6,311,263	6,589,313	227,013,382	244,551,175	7.7%	
Expenditures by Major Object:																
Personnel Services	137,368,922	150,901,945	-	-	137,368,922	150,901,945	-	-	-	-	897,469	914,354	138,266,391	151,816,299	9.8%	
Supplies and Materials	9,616,493	10,002,199	-	-	9,616,493	10,002,199	-	-	-	-	667,212	327,255	10,283,705	10,329,454	0.4%	
Other Services and Charges	26,560,071	29,726,137	2,109,522	2,192,100	28,669,593	31,918,237	-	-	-	-	2,191,372	3,216,103	30,860,965	35,134,340	13.8%	
Debt Service	-	-	123,600	121,200	123,600	121,200	7,455,062	8,211,690	-	-	-	-	7,578,662	8,332,890	10.0%	
Capital Outlay	552,108	1,001,403	-	-	552,108	1,001,403	-	-	52,215,000	58,133,000	-	-	52,767,108	59,134,403	12.1%	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Chargebacks	(10,157,852)	(11,007,229)	-	-	(10,157,852)	(11,007,229)	-	-	-	-	4,184,935	4,566,369	(5,972,917)	(6,440,860)	7.8%	
Total Expenditures	163,939,742	180,624,455	2,233,122	2,313,300	166,172,864	182,937,755	7,455,062	8,211,690	52,215,000	58,133,000	7,940,988	9,024,081	233,783,914	258,306,526	10.5%	
Excess of Revenues over Expenditures	10,554,255	1,116,107	-	-	10,554,255	1,116,107	(7,255,062)	(8,011,690)	(8,440,000)	(4,425,000)	(1,629,725)	(2,434,768)	(6,770,532)	(13,755,351)	103.2%	
Other Financing Sources (Uses):																
Bond Proceeds	-	-	-	-	-	-	90,000	90,000	8,000,000	4,000,000	-	-	8,090,000	4,090,000	-49.4%	
Transfers In																
Park Fund	-	-	-	-	-	-	7,165,062	7,921,690	450,000	450,000	-	-	7,615,062	8,371,690	9.9%	
Capital Projects Fund	10,000	25,000	-	-	10,000	25,000	-	-	-	-	-	-	10,000	25,000	150.0%	
Enterprise Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Administration Fund	-	-	-	-	-	-	-	-	-	-	500,000	950,000	500,000	950,000	90.0%	
Total Transfers In	10,000	25,000	-	-	10,000	25,000	7,165,062	7,921,690	450,000	450,000	500,000	950,000	8,125,062	9,346,690	15.0%	
Transfers (Out) To:																
Park Fund	-	-	-	-	-	-	-	-	(10,000)	(25,000)	-	-	(10,000)	(25,000)	150.0%	
Special Revenue Fund	(500,000)	(950,000)	-	-	(500,000)	(950,000)	-	-	-	-	-	-	(500,000)	(950,000)	90.0%	
Capital Projects Fund	(450,000)	(450,000)	-	-	(450,000)	(450,000)	-	-	-	-	-	-	(450,000)	(450,000)	0.0%	
Debt Service Fund	(7,165,062)	(7,921,690)	-	-	(7,165,062)	(7,921,690)	-	-	-	-	-	-	(7,165,062)	(7,921,690)	10.6%	
Total Transfers (Out)	(8,115,062)	(9,321,690)	-	-	(8,115,062)	(9,321,690)	-	-	(10,000)	(25,000)	-	-	(8,125,062)	(9,346,690)	15.0%	
Total Other Financing Sources (Uses)	(8,105,062)	(9,296,690)	-	-	(8,105,062)	(9,296,690)	7,255,062	8,011,690	8,440,000	4,425,000	500,000	950,000	8,090,000	4,090,000	-49.4%	
Total Uses	172,054,804	189,946,145	2,233,122	2,313,300	174,287,926	192,259,445	7,455,062	8,211,690	52,225,000	58,158,000	7,940,988	9,024,081	241,908,976	267,653,216	10.6%	
Excess of Sources over (under) Total Uses	2,449,193	(8,180,583)	-	-	2,449,193	(8,180,583)	-	-	-	-	(1,129,725)	(1,484,768)	1,319,468	(9,665,351)	-832.5%	
Designated Expenditure Reserve @ 3%	4,918,200	5,418,700	-	-	4,918,200	5,418,700	-	-	-	-	-	-	4,918,200	5,418,700	10.2%	
Total Required Funds	176,973,004	195,364,845	2,233,122	2,313,300	179,206,126	197,678,145	7,455,062	8,211,690	52,225,000	58,158,000	7,940,988	9,024,081	246,827,176	273,071,916	10.6%	
Excess of Sources over (under) Total Funds Required	(2,469,007)	(13,599,283)	-	-	(2,469,007)	(13,599,283)	-	-	-	-	(1,129,725)	(1,484,768)	(3,598,732)	(15,084,051)	319.1%	
Fund Balance - Beginning	6,161,410	13,599,283	-	5,381	6,161,410	13,604,664	-	-	13,717,420	18,070,770	4,664,243	4,712,406	24,543,073	36,387,840	48.3%	
Fund Balance - Ending	\$ 8,610,603	\$ 5,418,700	\$ -	\$ 5,381	\$ 8,610,603	\$ 5,424,081	\$ -	\$ -	\$ 13,717,420	\$ 18,070,770	\$ 3,534,518	\$ 3,227,638	\$ 25,862,541	\$ 26,722,489	3.3%	
Classification of Ending Fund Balance:																
Designated Expenditure Reserve	4,918,200	5,418,700	not applicable	not applicable	4,918,200	5,418,700	not applicable	not applicable	not applicable	not applicable	1,191,148	1,353,612	6,109,348	6,772,312	10.9%	
Undesignated Fund Balance	3,692,403	-	-	-	3,692,403	5,381	-	-	13,717,420	18,070,770	2,343,370	1,874,026	19,753,193	19,950,177	1.0%	
Total Ending Fund Balance	8,610,603	5,418,700	\$ -	\$ 5,381	\$ 8,610,603	\$ 5,424,081	\$ -	\$ -	\$ 13,717,420	\$ 18,070,770	\$ 3,534,518	\$ 3,227,638	\$ 25,862,541	\$ 26,722,489	3.3%	

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

Montgomery County Overview - Fiscal and Budget Summary Schedules





CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2025

	Montgomery County				Prince George's County				Combined Department Total		
	FY 24 Adjusted Adopted	FY 25 Proposed	% Change	% Allocation*	FY 24 Adjusted Adopted	FY 25 Proposed	% Change	% Allocation*	FY 24 Adjusted Adopted	FY 25 Proposed	% Change
DHRM	\$	\$			\$	\$			\$	\$	
Personnel Services	3,258,717	4,085,310	25.4%	42.1%	4,763,202	5,623,616	18.1%	57.9%	8,021,919	9,708,926	21.0%
Supplies and Materials	32,357	29,260	-9.6%	42.1%	47,143	40,240	-14.6%	57.9%	79,500	69,500	-12.6%
Other Services and Charges	402,983	561,272	39.3%	43.1%	546,371	742,476	35.9%	56.9%	949,354	1,303,748	37.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,694,057	4,675,842	26.6%	42.2%	5,356,716	6,406,332	19.6%	57.8%	9,050,773	11,082,174	22.4%
Chargebacks	(304,025)	(318,850)	4.9%	28.7%	(762,367)	(791,892)	3.9%	71.3%	(1,066,392)	(1,110,742)	4.2%
Total	3,390,032	4,356,992	28.5%	43.7%	4,594,349	5,614,440	22.2%	56.3%	7,984,381	9,971,432	24.9%
Department of Finance											
Personnel Services	3,074,195	3,439,959	11.9%	42.9%	4,120,672	4,582,771	11.2%	57.1%	7,194,867	8,022,730	11.5%
Supplies and Materials	30,174	30,244	0.2%	42.9%	40,326	40,255	-0.2%	57.1%	70,500	70,499	0.0%
Other Services and Charges	266,499	244,283	-8.3%	44.9%	323,279	300,307	-7.1%	55.1%	589,778	544,590	-7.7%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,370,868	3,714,486	10.2%	43.0%	4,484,277	4,923,333	9.8%	57.0%	7,855,145	8,637,819	10.0%
Chargebacks	(522,523)	(589,100)	12.7%	37.5%	(935,378)	(983,800)	5.2%	62.5%	(1,457,901)	(1,572,900)	7.9%
Total	2,848,345	3,125,386	9.7%	44.2%	3,548,899	3,939,533	11.0%	55.8%	6,397,244	7,064,919	10.4%
Legal Department											
Personnel Services	2,440,550	2,668,597	9.3%	50.7%	2,479,917	2,594,682	4.6%	49.3%	4,920,467	5,263,279	7.0%
Supplies and Materials	27,720	28,392	2.4%	50.7%	27,280	27,608	1.2%	49.3%	55,000	56,000	1.8%
Other Services and Charges	274,396	292,022	6.4%	50.9%	267,353	281,255	5.2%	49.1%	541,749	573,277	5.8%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,742,666	2,989,011	9.0%	50.7%	2,774,550	2,903,545	4.6%	49.3%	5,517,216	5,892,556	6.8%
Chargebacks	(986,173)	(1,062,498)	7.7%	49.7%	(996,307)	(1,073,445)	7.7%	50.3%	(1,982,480)	(2,135,943)	7.7%
Total	1,756,493	1,926,513	9.7%	51.3%	1,778,243	1,830,100	2.9%	48.7%	3,534,736	3,756,613	6.3%
Merit System Board											
Personnel Services	71,154	70,861	-0.4%	50.0%	71,154	70,861	-0.4%	50.0%	142,308	141,722	-0.4%
Supplies and Materials	1,000	1,000	0.0%	50.0%	1,000	1,000	0.0%	50.0%	2,000	2,000	0.0%
Other Services and Charges	15,300	16,550	8.2%	50.0%	15,300	16,550	8.2%	50.0%	30,600	33,100	8.2%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	87,454	88,411	1.1%	50.0%	87,454	88,411	1.1%	50.0%	174,908	176,822	1.1%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
Total	87,454	88,411	1.1%	50.0%	87,454	88,411	1.1%	50.0%	174,908	176,822	1.1%

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2025

	Montgomery County				Prince George's County				Combined Department Total		
	FY 24 Adjusted Adopted	FY 25 Proposed	% Change	% Allocation*	FY 24 Adjusted Adopted	FY 25 Proposed	% Change	% Allocation*	FY 24 Adjusted Adopted	FY 25 Proposed	% Change
Office of Inspector General											
Personnel Services	490,275	494,508	0.9%	37.0%	813,198	841,691	3.5%	63.0%	1,303,473	1,336,199	2.5%
Supplies and Materials	2,596	2,596	0.0%	40.9%	3,753	3,753	0.0%	59.1%	6,349	6,349	0.0%
Other Services and Charges	64,461	63,332	-1.8%	41.8%	86,241	88,127	2.2%	58.2%	150,702	151,459	0.5%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	557,332	560,436	0.6%	37.5%	903,192	933,571	3.4%	62.5%	1,460,524	1,494,007	2.3%
Chargebacks	-	-	-	0.0%	(155,679)	(126,504)	-18.7%	100.0%	(155,679)	(126,504)	-18.7%
Total	557,332	560,436	0.6%	41.0%	747,513	807,067	8.0%	59.0%	1,304,845	1,367,503	4.8%
Corporate IT											
Personnel Services	1,539,717	1,759,207	14.3%	50.0%	1,554,228	1,759,207	13.2%	50.0%	3,093,945	3,518,414	13.7%
Supplies and Materials	76,300	55,800	-26.9%	50.0%	76,300	55,800	-26.9%	50.0%	152,600	111,600	-26.9%
Other Services and Charges	882,962	946,116	7.2%	50.1%	882,465	941,819	6.7%	49.9%	1,765,427	1,887,935	6.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,498,979	2,761,123	10.5%	50.0%	2,512,993	2,756,826	9.7%	50.0%	5,011,972	5,517,949	10.1%
Chargebacks	(622,589)	(616,942)	-0.9%	36.9%	(1,092,732)	(1,054,743)	-3.5%	63.1%	(1,715,321)	(1,671,685)	-2.5%
Total	1,876,390	2,144,181	14.3%	55.7%	1,420,261	1,702,083	19.8%	44.3%	3,296,651	3,846,264	16.7%
CAS Support Services											
Personnel Services	8,360	6,174	-26.1%	44.9%	10,640	7,576	-28.8%	55.1%	19,000	13,750	-27.6%
Supplies and Materials	16,720	17,152	2.6%	44.9%	21,280	21,048	-1.1%	55.1%	38,000	38,200	0.5%
Other Services and Charges	685,366	721,159	5.2%	45.2%	865,905	873,601	0.9%	54.8%	1,551,271	1,594,760	2.8%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	710,446	744,485	4.8%	45.2%	897,825	902,225	0.5%	54.8%	1,608,271	1,646,710	2.4%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
Total	710,446	744,485	4.8%	45.2%	897,825	902,225	0.5%	54.8%	1,608,271	1,646,710	2.4%
Total Central Administrative Services											
Personnel Services	10,882,968	12,524,616	15.1%	44.7%	13,813,011	15,480,404	12.1%	55.3%	24,695,979	28,005,020	13.4%
Supplies and Materials	186,867	164,444	-12.0%	46.4%	217,082	189,704	-12.6%	53.6%	403,949	354,148	-12.3%
Other Services and Charges	2,591,967	2,844,734	9.8%	46.7%	2,986,914	3,244,135	8.6%	53.3%	5,578,881	6,088,869	9.1%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	13,661,802	15,533,794	13.7%	45.1%	17,017,007	18,914,243	11.1%	54.9%	30,678,809	34,448,037	12.3%
Chargebacks	(2,435,310)	(2,587,390)	6.2%	39.1%	(3,942,463)	(4,030,384)	2.2%	60.9%	(6,377,773)	(6,617,774)	3.8%
Total	\$ 11,226,492	\$ 12,946,404	15.3%	46.5%	\$ 13,074,544	\$ 14,883,859	13.8%	53.5%	\$ 24,301,036	\$ 27,830,263	14.5%

* % 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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Property Taxes	\$ 36,034,753	\$ 39,810,684	\$ 39,810,684	\$ 43,682,500	9.7%
Intergovernmental -					
Federal	33,993	-	-	-	-
State	-	150,000	150,000	150,000	0.0%
County - Other	24,330	-	-	-	-
County - Water Quality Protection	428,100	449,505	449,505	480,970	7.0%
Sales	5,240	1,200	1,200	1,200	0.0%
Charges for Services	271,251	211,000	211,000	220,000	4.3%
Rentals and Concessions	-	-	-	-	-
Interest	407,230	10,000	10,000	10,000	0.0%
Miscellaneous	1,621	-	-	-	-
Total Revenues	37,206,518	40,632,389	40,632,389	44,544,670	9.6%
Expenditures by Major Object:					
Personnel Services	31,713,205	37,554,252	37,477,524	42,307,226	12.7%
Supplies and Materials	597,426	709,214	709,214	689,352	-2.8%
Other Services and Charges	8,811,321	7,408,906	7,408,906	8,401,486	13.4%
Capital Outlay	177,111	-	-	75,000	-
Other Classifications	-	-	-	-	-
Chargebacks	(5,322,527)	(5,498,936)	(5,498,936)	(6,123,462)	11.4%
Total Expenditures	35,976,536	40,173,436	40,096,708	45,349,602	12.9%
Excess of Revenues over (under) Expenditures	1,229,982	458,953	535,681	(804,932)	-275.4%
Other Financing Sources (Uses):					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	-	-	-	-	-
Special Revenue Fund	(500,000)	(500,000)	(500,000)	(950,000)	90.0%
Total Transfers (Out)	(500,000)	(500,000)	(500,000)	(950,000)	90.0%
Total Other Financing Sources (Uses)	(500,000)	(500,000)	(500,000)	(950,000)	90.0%
Total Uses	36,476,536	40,673,436	40,596,708	46,299,602	13.8%
Excess of Sources over (under) Total Uses	729,982	(41,047)	35,681	(1,754,932)	4175.4%
Designated Expenditure Reserve @ 3%	1,079,300	1,205,200	1,202,900	1,360,500	12.9%
Total Required Funds	\$ 37,555,836	\$ 41,878,636	\$ 41,799,608	\$ 47,660,102	13.8%
Excess of Sources over (under) Total Funds Required	\$ (349,318)	\$ (1,246,247)	\$ (1,167,219)	\$ (3,115,432)	150.0%
Fund Balance - Beginning	2,349,769	1,821,999	3,079,751	3,115,432	71.0%
Fund Balance - Ending	\$ 3,079,751	\$ 1,780,952	\$ 3,115,432	\$ 1,360,500	-23.6%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	1,079,300	1,205,200	1,202,900	1,360,500	12.9%
Undesignated Fund Balance	2,000,451	575,752	1,912,532	-	-100.0%
Total Ending Fund Balance	\$ 3,079,751	\$ 1,780,952	\$ 3,115,432	\$ 1,360,500	-23.6%

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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Property Taxes	\$ 115,650,609	\$ 125,658,469	\$ 125,658,469	\$ 128,695,500	2.4%
Intergovernmental:					
Federal	-	-	-	-	-
State	193,633	400,000	400,000	400,000	0.0%
County - Other	100,000	100,000	100,000	100,000	0.0%
County - Water Quality Protection	3,897,355	4,088,538	4,088,538	4,239,641	3.7%
Local	-	-	-	-	-
Sales	60,422	45,648	45,648	41,500	-9.1%
Charges for Services	2,475,802	2,717,803	2,717,803	2,790,051	2.7%
Rentals and Concessions	681,137	785,650	785,650	781,700	-0.5%
Interest	1,054,487	10,000	10,000	100,000	900.0%
Miscellaneous	233,024	55,500	55,500	47,500	-14.4%
Total Revenues	124,346,469	133,861,608	133,861,608	137,195,892	2.5%
Expenditures by Major Object:					
Personnel Services	85,985,395	99,814,670	99,040,864	108,594,719	8.8%
Supplies and Materials	9,205,295	8,907,279	8,907,279	9,312,847	4.6%
Other Services and Charges	20,232,249	19,151,165	19,151,165	21,324,651	11.3%
Capital Outlay	4,898,659	552,108	552,108	926,403	67.8%
Other Classifications	-	-	-	-	-
Chargebacks	(4,288,337)	(4,658,916)	(4,658,916)	(4,883,767)	4.8%
Total Expenditures	116,033,261	123,766,306	122,992,500	135,274,853	9.3%
Excess of Revenues over (under) Expenditures	8,313,208	10,095,302	10,869,108	1,921,039	-81.0%
Other Financing Sources (Uses):					
Transfers In					
Capital Projects Funds	463,704	10,000	10,000	25,000	150.0%
Capital Equipment Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	463,704	10,000	10,000	25,000	150.0%
Transfers(Out)					
Capital Projects Funds	(450,000)	(450,000)	(450,000)	(450,000)	0.0%
Debt Service Fund	(6,076,380)	(7,165,062)	(7,165,062)	(7,921,690)	10.6%
Total Transfers (Out)	(6,526,380)	(7,615,062)	(7,615,062)	(8,371,690)	9.9%
Total Other Financing Sources (Uses)	(6,062,676)	(7,605,062)	(7,605,062)	(8,346,690)	9.8%
Total Uses	122,559,641	131,381,368	130,607,562	143,646,543	9.3%
Excess of Sources over (under) Total Uses	2,250,532	2,490,240	3,264,046	(6,425,651)	-358.0%
Designated Expenditure Reserve @ 3%	3,481,000	3,713,000	3,689,800	4,058,200	9.3%
Total Required Funds	\$ 126,040,641	\$ 135,094,368	\$ 134,297,362	\$ 147,704,743	9.3%
Excess of Sources over (under) Total Funds Required	\$ (1,230,468)	\$ (1,222,760)	\$ (425,754)	\$ (10,483,851)	757.4%
Fund Balance - Beginning	4,969,273	4,339,411	7,219,805	10,483,851	141.6%
Fund Balance - Ending	\$ 7,219,805	\$ 6,829,651	\$ 10,483,851	\$ 4,058,200	-40.6%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	3,481,000	3,713,000	3,689,800	4,058,200	9.3%
Undesignated Fund Balance	3,738,805	3,116,651	6,794,051	-	-100.0%
Total Ending Fund Balance	\$ 7,219,805	\$ 6,829,651	\$ 10,483,851	\$ 4,058,200	-40.6%

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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,522,362	1,556,600	1,738,831	1,478,700	-5.0%
Interest	42,274	1,000	25,000	10,000	900.0%
Miscellaneous	3,035	-	-	-	-
Total Revenues	1,567,671	1,557,600	1,763,831	1,488,700	-4.4%
Expenditures by Major Object:					
Personnel Services	450,660	545,322	545,322	535,629	-1.8%
Supplies and Materials	91,242	191,183	191,183	120,618	-36.9%
Other Services and Charges	995,726	867,795	867,795	879,153	1.3%
Capital Outlay	29,738	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	154,800	153,300	153,300	153,300	0.0%
Total Expenditures	1,722,166	1,757,600	1,757,600	1,688,700	-3.9%
Excess of Revenues over Expenditure	(154,495)	(200,000)	6,231	(200,000)	0.0%
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)	-	-	-	-	-
Financing Sources over (under)					
Expenditures and Other Financing					
Uses	\$ (154,495)	\$ (200,000)	\$ 6,231	\$ (200,000)	0.0%
Fund Balance - Beginning	689,353	689,353	534,858	541,089	-21.5%
Fund Balance - Ending	\$ 534,858	\$ 489,353	\$ 541,089	\$ 341,089	-30.3%



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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Property Taxes	\$ 2,194,795	\$ 2,233,122	\$ 2,233,122	\$ 2,313,300	3.6%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,194,795</u>	<u>2,233,122</u>	<u>2,233,122</u>	<u>2,313,300</u>	<u>3.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	2,068,990	2,109,522	2,109,522	2,192,100	3.9%
Debt Service:	131,050	123,600	123,600	121,200	-1.9%
Debt Service Principal	125,000	120,000	120,000	120,000	0.0%
Debt Service Interest	6,050	3,600	3,600	1,200	-66.7%
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>2,200,040</u>	<u>2,233,122</u>	<u>2,233,122</u>	<u>2,313,300</u>	<u>3.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(5,245)</u>	<u>-</u>	<u>-</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>(5,245)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	10,626	-	5,381	5,381	-
Fund Balance, Ending	<u>\$ 5,381</u>	<u>\$ -</u>	<u>\$ 5,381</u>	<u>\$ 5,381</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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	52,919	1,000	1,000	1,000	0.0%
Miscellaneous (Contributions)	2,228,990	2,109,522	2,109,522	2,192,100	3.9%
Total Revenues	<u>2,281,909</u>	<u>2,110,522</u>	<u>2,110,522</u>	<u>2,193,100</u>	<u>3.9%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	176	-	-	150	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	5,840,404	-	8,238,248	41.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>176</u>	<u>5,840,404</u>	<u>-</u>	<u>8,238,398</u>	<u>41.1%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>2,281,733</u>	<u>(3,729,882)</u>	<u>2,110,522</u>	<u>(6,045,298)</u>	<u>62.1%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>2,281,733</u>	<u>(3,729,882)</u>	<u>2,110,522</u>	<u>(6,045,298)</u>	<u>62.1%</u>
Total Net Position - Beginning	<u>1,653,043</u>	<u>3,729,882</u>	<u>3,934,776</u>	<u>6,045,298</u>	<u>62.1%</u>
Total Net Position - Ending	<u>\$ 3,934,776</u>	<u>\$ -</u>	<u>\$ 6,045,298</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY PARK DEBT SERVICE FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	200,000	200,000	200,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	6,166,380	7,455,062	7,455,062	8,211,690	10.1%
Debt Service Principal	4,420,000	4,965,154	4,965,154	5,616,880	13.1%
Debt Service Interest	1,505,508	2,264,908	2,264,908	2,369,810	4.6%
Debt Service Fees	240,872	225,000	225,000	225,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>6,166,380</u>	<u>7,455,062</u>	<u>7,455,062</u>	<u>8,211,690</u>	<u>10.1%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(6,166,380)</u>	<u>(7,255,062)</u>	<u>(7,255,062)</u>	<u>(8,011,690)</u>	<u>10.4%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	90,000	90,000	90,000	90,000	0.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	6,076,380	7,165,062	7,165,062	7,921,690	10.6%
Total Transfers In	<u>6,076,380</u>	<u>7,165,062</u>	<u>7,165,062</u>	<u>7,921,690</u>	<u>10.6%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>6,166,380</u>	<u>7,255,062</u>	<u>7,255,062</u>	<u>8,011,690</u>	<u>10.4%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CAPITAL PROJECTS FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	1,000,000	1,000,000	9,500,000	850.0%
State (POS)	3,503,248	16,211,000	16,211,000	9,000,000	-44.5%
State (Other)	967,073	8,795,000	8,795,000	4,900,000	-44.3%
County	12,896,985	16,159,000	16,159,000	24,183,000	49.7%
Interest	463,704	10,000	10,000	25,000	150.0%
Contributions	523,571	1,600,000	1,600,000	6,100,000	281.3%
Miscellaneous	319,119	-	-	-	-
Total Revenues	<u>18,673,700</u>	<u>43,775,000</u>	<u>43,775,000</u>	<u>53,708,000</u>	<u>22.7%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	26,247,407	52,215,000	52,215,000	58,133,000	11.3%
Park Acquisition	712,826	9,903,000	9,903,000	10,874,000	9.8%
Park Development	25,534,581	42,312,000	42,312,000	47,259,000	11.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>26,247,407</u>	<u>52,215,000</u>	<u>52,215,000</u>	<u>58,133,000</u>	<u>11.3%</u>
Excess of Revenues over Expenditures	<u>(7,573,707)</u>	<u>(8,440,000)</u>	<u>(8,440,000)</u>	<u>(4,425,000)</u>	<u>-47.6%</u>
Other Financing Sources (Uses):					
Bond Proceeds	11,940,761	8,000,000	8,000,000	4,000,000	-50.0%
Transfers In					
Transfer from Park Fund (Pay-Go)	450,000	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	-	-	-	-
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>0.0%</u>
Transfers Out					
Transfer to Park Fund	<u>(463,704)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(25,000)</u>	<u>150.0%</u>
Total Transfers Out	<u>(463,704)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(25,000)</u>	<u>150.0%</u>
Total Other Financing Sources (Uses)	<u>11,927,057</u>	<u>8,440,000</u>	<u>8,440,000</u>	<u>4,425,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>4,353,350</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>13,717,420</u>	<u>13,717,420</u>	<u>18,070,770</u>	<u>18,070,770</u>	<u>31.7%</u>
Fund Balance, Ending	<u>\$ 18,070,770</u>	<u>\$ 13,717,420</u>	<u>\$ 18,070,770</u>	<u>\$ 18,070,770</u>	<u>31.7%</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 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ 1,998,959	\$ 2,390,463	\$ 2,326,115	\$ 2,523,980	5.6%
Sales	124,775	103,300	145,554	176,323	70.7%
Charges for Services	2,877,334	3,119,000	3,039,352	3,134,000	0.5%
Rentals and Concessions	117,751	129,900	119,240	150,800	16.1%
Interest	222,181	6,000	28,606	19,610	226.8%
Miscellaneous	715,423	562,600	601,506	584,600	3.9%
Total Revenues	6,056,423	6,311,263	6,260,373	6,589,313	4.4%
Expenditures by Major Object:					
Personnel Services	574,089	897,469	702,480	914,354	1.9%
Supplies and Materials	163,413	667,212	262,064	327,255	-51.0%
Other Services and Charges	2,263,299	2,191,372	2,471,100	3,216,103	46.8%
Capital Outlay	13,780	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,852,783	4,184,935	4,030,334	4,566,369	9.1%
Total Expenditures	6,867,364	7,940,988	7,465,978	9,024,081	13.6%
Excess of Revenues over Expenditures	(810,941)	(1,629,725)	(1,205,605)	(2,434,768)	49.4%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	500,000	500,000	500,000	950,000	90.0%
Property Management Fund	-	-	-	-	-
Administration Account	-	-	-	-	-
Total Transfers In	500,000	500,000	500,000	950,000	90.0%
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	500,000	500,000	500,000	950,000	90.0%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(310,941)	(1,129,725)	(705,605)	(1,484,768)	31.4%
Fund Balance - Beginning	5,728,952	4,664,243	5,418,011	4,712,406	1.0%
Fund Balance - Ending	\$ 5,418,011	\$ 3,534,518	\$ 4,712,406	\$ 3,227,638	-8.7%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	1,030,105	1,191,148	1,119,897	1,353,612	13.6%
Undesignated Fund Balance	4,387,907	2,343,370	3,592,510	1,874,026	-20.0%
Total Ending Fund Balance	\$ 5,418,011	\$ 3,534,518	\$ 4,712,406	\$ 3,227,638	-8.7%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY ENTERPRISE FUND

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

PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	648,092	776,150	698,300	794,200	2.3%
Charges for Services	7,397,946	7,154,258	7,038,980	7,235,680	1.1%
Rentals and Concessions	3,519,177	3,784,128	3,990,891	3,904,283	3.2%
Miscellaneous	826,348	829,616	830,242	836,747	0.9%
Total Operating Revenues	<u>12,391,563</u>	<u>12,544,152</u>	<u>12,558,413</u>	<u>12,770,910</u>	<u>1.8%</u>
Operating Expenses:					
Personnel Services	6,141,974	7,107,561	6,651,391	7,504,641	5.6%
Goods for Resale	323,155	355,560	321,285	352,035	-1.0%
Supplies and Materials	372,249	405,120	469,715	440,350	8.7%
Other Services and Charges	2,194,775	2,148,345	2,310,885	2,153,806	0.3%
Depreciation & Amortization Expense	393,035	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	1,064,940	531,814	531,814	542,777	2.1%
Indirect Charges (Admin Chargeback)	(223,589)	284,805	284,807	290,001	1.8%
Total Operating Expenses	<u>10,266,539</u>	<u>10,833,205</u>	<u>10,569,897</u>	<u>11,283,610</u>	<u>4.2%</u>
Operating Income (Loss)	<u>2,125,024</u>	<u>1,710,947</u>	<u>1,988,516</u>	<u>1,487,300</u>	<u>-13.1%</u>
Nonoperating Revenue (Expenses):					
Interest Income	666,158	15,000	292,300	148,000	886.7%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	(1,499)	-	-	-	-
Total Nonoperating Revenues (Expense)	<u>664,659</u>	<u>15,000</u>	<u>292,300</u>	<u>148,000</u>	<u>886.7%</u>
Income (Loss) Before Operating Transf	<u>2,789,683</u>	<u>1,725,947</u>	<u>2,280,816</u>	<u>1,635,300</u>	<u>-5.3%</u>
Operating Transfers In (Out):					
Transfer in - Park Fund	-	-	-	-	-
Transfer - Other	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfer Out - Capital Projects Funds	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	2,789,683	1,725,947	2,280,816	1,635,300	-5.3%
Total Net Position - Beginning	<u>28,515,370</u>	<u>30,523,572</u>	<u>31,305,053</u>	<u>33,585,869</u>	<u>10.0%</u>
Total Net Position - Ending	<u>\$ 31,305,053</u>	<u>\$ 32,249,519</u>	<u>\$ 33,585,869</u>	<u>\$ 35,221,169</u>	<u>9.2%</u>

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges for Services:					
Parks	3,132,664	2,895,800	2,895,800	3,471,600	19.9%
Planning	15,700	34,600	34,600	61,300	77.2%
CAS	13,400	24,200	24,200	50,100	107.0%
Enterprise	3,100	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	328,056	-	-	-	-
Total Operating Revenues	3,492,920	2,954,600	2,954,600	3,583,000	21.3%
Operating Expenses:					
Personnel Services	585,867	702,433	702,433	731,707	4.2%
Supplies and Materials	241	36,000	36,000	36,000	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	4,181,976	1,671,800	1,671,800	2,000,200	19.6%
Planning	48,957	28,900	28,900	43,500	50.5%
CAS	5,570	11,500	11,500	16,500	43.5%
Enterprise	(1,226)	300	300	200	-33.3%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	94,025	742,984	742,984	782,121	5.3%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	378,257	374,503	374,503	387,400	3.4%
Total Operating Expenses	5,293,667	3,568,420	3,568,420	3,997,628	12.0%
Operating Income (Loss)	(1,800,747)	(613,820)	(613,820)	(414,628)	-32.5%
Nonoperating Revenue (Expenses):					
Interest Income	305,061	8,000	8,000	8,000	0.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	305,061	8,000	8,000	8,000	0.0%
Income (Loss) Before Operating Transfers	(1,495,686)	(605,820)	(605,820)	(406,628)	-32.9%
Operating Transfers In (Out):					
Transfer In	1,010,294	-	-	-	-
Transfer (Out)	(1,010,294)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(1,495,686)	(605,820)	(605,820)	(406,628)	-32.9%
Total Net Position - Beginning	6,734,546	6,259,980	5,238,860	4,633,040	-26.0%
Total Net Position - Ending	\$ 5,238,860	\$ 5,654,160	\$ 4,633,040	\$ 4,226,412	-25.3%
Designated Position	859,505	1,409,772	1,387,299	1,525,573	8.2%
Unrestricted Position	4,379,355	4,244,388	3,245,741	2,700,839	-36.4%
Total Net Position, June 30	\$ 5,238,860	\$ 5,654,160	\$ 4,633,040	\$ 4,226,412	-25.3%

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

Parks	\$ 572,100	\$ 605,200	\$ 605,200	\$ 638,000	5.4%
Planning	9,500	10,500	10,500	13,900	32.4%
CAS	500	4,200	4,200	5,200	23.8%
Enterprise	2,800	100	100	100	0.0%
Total	\$ 584,900	\$ 620,000	\$ 620,000	\$ 657,200	6.0%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges to Departments					
Planning	-	-	-	-	-
Parks	1,806,300	1,299,380	1,299,380	1,122,300	-13.6%
Finance	142,500	-	-	-	-
Corporate IT	-	95,000	95,000	128,250	35.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,948,800</u>	<u>1,394,380</u>	<u>1,394,380</u>	<u>1,250,550</u>	<u>-10.3%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	28,230	-	-	-	-
Other Services and Charges:	126,757	-	-	555	-
Debt Service:					
Debt Service Principal	-	1,020,000	1,020,000	420,000	-58.8%
Debt Service Interest	-	155,583	155,583	84,000	-46.0%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	2,604,929	2,832,000	2,832,000	2,175,000	-23.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	66,502	66,502	65,309	-1.8%
Total Operating Expenses	<u>2,759,916</u>	<u>4,074,085</u>	<u>4,074,085</u>	<u>2,744,864</u>	<u>-32.6%</u>
Operating Income (Loss)	<u>(811,116)</u>	<u>(2,679,705)</u>	<u>(2,679,705)</u>	<u>(1,494,314)</u>	<u>-44.2%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	56,370	-	-	-	-
Interest Income	158,264	-	-	-	-
Interest Expense, Net of Amortization	(123,679)	-	-	-	-
Loss on Sale/Disposal Assets	68,848	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>159,803</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(651,313)</u>	<u>(2,679,705)</u>	<u>(2,679,705)</u>	<u>(1,494,314)</u>	<u>-44.2%</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	(651,313)	(2,679,705)	(2,679,705)	(1,494,314)	-44.2%
Total Net Position - Beginning	11,314,324	8,766,010	10,663,011	7,983,306	-8.9%
Total Net Position - Ending	<u>\$ 10,663,011</u>	<u>\$ 6,086,305</u>	<u>\$ 7,983,306</u>	<u>\$ 6,488,992</u>	<u>6.6%</u>
Note: Future Financing Plans					
Capital equipment financed for Planning	\$ -	\$ -	\$ -	\$ -	
Capital equipment financed for Parks	2,100,000	2,832,000	2,832,000	2,000,000	
Capital equipment financed for Corporate IT	125,000	-	-	175,000	

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Intergovernmental	\$ -	\$ 1,688,833	\$ -	\$ -	-100.0%
Montgomery County	-	1,688,833	-	-	-
Charges for Services (Office Space Rental):					
MC Planning	-	-	-	-	-
MC Parks	-	-	-	-	-
Rental Revenues	2,156,711	1,248,270	2,937,103	2,937,103	135.3%
Miscellaneous	236,903	-	-	-	-
Total Operating Revenues	2,393,614	2,937,103	2,937,103	2,937,103	0.0%
Operating Expenses:					
Personnel Services	21,850	-	48,183	45,000	-
Supplies and Materials	37,223	100,000	66,393	100,000	0.0%
Other Services and Charges	2,080,704	2,625,103	2,610,527	2,569,503	-2.1%
Depreciation & Amortization Expense	4,454,248	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	200,000	212,000	212,000	222,600	5.0%
Total Operating Expenses	6,794,025	2,937,103	2,937,103	2,937,103	0.0%
Operating Income (Loss)	(4,400,411)	-	-	-	-
Nonoperating Revenue (Expenses):					
Interest Income	22,443	-	-	-	-
Total Nonoperating Revenue (Expenses):	22,443	-	-	-	-
Income (Loss) Before Operating Transfers	(4,377,968)	-	-	-	-
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Income (Loss) Before Capital Contribution:	(4,377,968)	-	-	-	-
Capital Contributions	-	-	-	-	-
Change in Net Position	(4,377,968)	-	-	-	-
Total Net Position - Beginning	127,114,507	127,114,507	122,736,539	122,736,539	-3.4%
Total Net Position - Ending	\$ 122,736,539	\$ 127,114,507	\$ 122,736,539	\$ 122,736,539	-3.4%

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY COMMISSION-WIDE CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	-	-	-	-	-
Charges to Departments/Funds:					
DHRM	49,825	63,245	63,245	65,081	2.9%
CIO	3,356	4,626	4,626	3,089	-33.2%
Finance	47,770	58,604	58,604	60,740	3.6%
Legal	23,497	29,770	29,770	31,879	7.1%
Inspector General	5,805	7,377	7,377	6,208	-15.8%
Corporate IT	142,980	147,485	147,485	168,741	14.4%
Parks	1,706,135	1,943,816	1,943,816	2,205,358	13.5%
Planning	488,196	491,284	491,284	552,724	12.5%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,467,564</u>	<u>2,746,207</u>	<u>2,746,207</u>	<u>3,093,820</u>	<u>12.7%</u>
Operating Expenses:					
Personnel Services	619,206	675,860	675,860	726,462	7.5%
Supplies and Materials	2,520	21,656	21,656	22,098	2.0%
Other Services and Charges:	1,514,778	2,067,790	2,067,790	2,359,665	14.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>2,136,504</u>	<u>2,765,306</u>	<u>2,765,306</u>	<u>3,108,225</u>	<u>12.4%</u>
Operating Income (Loss)	<u>331,060</u>	<u>(19,099)</u>	<u>(19,099)</u>	<u>(14,405)</u>	<u>-24.6%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	98,807	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>98,807</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>429,867</u>	<u>(19,099)</u>	<u>(19,099)</u>	<u>(14,405)</u>	<u>-24.6%</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	429,867	(19,099)	(19,099)	(14,405)	-24.6%
Total Net Position - Beginning	(249,540)	(249,540)	180,327	161,228	-164.6%
Total Net Position - Ending	<u>\$ 180,327</u>	<u>\$ (268,639)</u>	<u>\$ 161,228</u>	<u>\$ 146,823</u>	<u>-154.7%</u>

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	413,855	22,758	22,758	-	-100.0%
CIO	351	436	436	-	-100.0%
Finance	381,758	26,054	26,054	-	-100.0%
Legal	285,200	10,972	10,972	-	-100.0%
Inspector General	3,371	6,456	6,456	-	-100.0%
Corporate IT	11,650	9,874	9,874	-	-100.0%
Parks	427,268	395,086	395,086	278,564	-29.5%
Planning	64,093	64,030	64,030	8,634	-86.5%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	1,587,546	535,666	535,666	287,198	-46.4%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	20,759	-	-	-	-
Other Services and Charges:	593,685	535,666	535,666	287,198	-46.4%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	8,673	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	623,117	535,666	535,666	287,198	-46.4%
Operating Income (Loss)	964,429	-	-	-	-
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	-	-	-	-	-
Income (Loss) Before Operating Transfers	964,429	-	-	-	-
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	964,429	-	-	-	-
Total Net Position - Beginning	2,656,990	2,611,770	3,621,419	3,621,419	38.7%
Total Net Position - Ending	\$ 3,621,419	\$ 2,611,770	\$ 3,621,419	\$ 3,621,419	38.7%

Note: Future Financing Plans

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

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



Montgomery County

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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	-	-	-	-	-
Retirement System	121,868	123,917	123,917	126,396	2.0%
Chief Information Office	64,511	37,143	37,143	44,807	20.6%
Risk Management	59,280	65,717	65,717	66,792	1.6%
Group Insurance	70,670	80,428	80,428	81,738	1.6%
CAS Departments	1,150,314	1,213,611	1,213,611	1,231,500	1.5%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,466,643</u>	<u>1,520,816</u>	<u>1,520,816</u>	<u>1,551,233</u>	<u>2.0%</u>
Operating Expenses:					
Personnel Services	257,593	266,683	266,683	325,112	21.9%
Supplies and Materials	57,426	66,500	66,500	68,500	3.0%
Other Services and Charges:	723,056	1,071,120	1,071,120	1,070,720	0.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	59,663	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	113,783	119,820	119,820	131,164	9.5%
Total Operating Expenses	<u>1,211,521</u>	<u>1,614,123</u>	<u>1,614,123</u>	<u>1,685,496</u>	<u>4.4%</u>
Operating Income (Loss)	<u>255,122</u>	<u>(93,307)</u>	<u>(93,307)</u>	<u>(134,263)</u>	<u>43.9%</u>
Nonoperating Revenue (Expenses):					
Interest Income	172,431	4,000	4,000	4,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>172,431</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>427,553</u>	<u>(89,307)</u>	<u>(89,307)</u>	<u>(130,263)</u>	<u>45.9%</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	427,553	(89,307)	(89,307)	(130,263)	45.9%
Total Net Position - Beginning	<u>6,507,958</u>	<u>6,404,022</u>	<u>6,935,511</u>	<u>6,846,204</u>	<u>6.9%</u>
Total Net Position - Ending	<u>\$ 6,935,511</u>	<u>\$ 6,314,715</u>	<u>\$ 6,846,204</u>	<u>\$ 6,715,941</u>	<u>6.4%</u>

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



Montgomery County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 3,219,732	\$ 3,000,000	\$ 3,000,000	\$ 3,500,000	16.7%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	13,429,227	16,000,000	16,000,000	16,600,000	3.8%
Employer Contributions/Premiums	45,578,303	60,000,000	60,000,000	64,930,559	8.2%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>62,227,262</u>	<u>79,000,000</u>	<u>79,000,000</u>	<u>85,030,559</u>	<u>7.6%</u>
Operating Expenses:					
Personnel Services	1,070,596	909,621	909,621	1,196,376	31.5%
Supplies and Materials	17,614	62,500	62,500	51,200	-18.1%
Other Services and Charges:					
Professional Services	2,423,552	967,328	967,328	1,000,799	3.5%
Insurance Claims and Fees	49,845,738	68,528,863	68,528,863	73,404,144	7.1%
Insurance Premiums	8,472,889	8,200,000	8,200,000	8,900,000	8.5%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	499,938	357,688	357,688	502,101	40.4%
Total Operating Expenses	<u>62,330,327</u>	<u>79,026,000</u>	<u>79,026,000</u>	<u>85,054,620</u>	<u>7.6%</u>
Operating Income (Loss)	<u>(103,065)</u>	<u>(26,000)</u>	<u>(26,000)</u>	<u>(24,061)</u>	<u>-7.5%</u>
Non-operating Revenue (Expenses):					
Interest Income	545,234	10,000	10,000	8,000	-20.0%
Total Non-operating Revenue (Expenses)	<u>545,234</u>	<u>10,000</u>	<u>10,000</u>	<u>8,000</u>	<u>-20.0%</u>
Income (Loss) Before Operating Transfers	<u>442,169</u>	<u>(16,000)</u>	<u>(16,000)</u>	<u>(16,061)</u>	<u>0.4%</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	442,169	(16,000)	(16,000)	(16,061)	0.4%
Total Net Position, Beginning	<u>13,456,871</u>	<u>12,003,871</u>	<u>13,899,040</u>	<u>13,883,040</u>	<u>15.7%</u>
Total Net Position, Ending	<u>13,899,040</u>	<u>11,987,871</u>	<u>13,883,040</u>	<u>13,866,979</u>	<u>15.7%</u>
Designated Position	6,233,033	7,902,600	7,902,600	8,505,462	7.6%
Unrestricted Position	7,666,007	4,085,271	5,980,440	5,361,517	31.2%
Total Net Position, June 30	<u>\$ 13,899,040</u>	<u>\$ 11,987,871</u>	<u>\$ 13,883,040</u>	<u>\$ 13,866,979</u>	<u>15.7%</u>

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



Montgomery County Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY TAX RATES AND ASSESSABLE BASE

<u>Tax Rates:</u> (Cents per \$100 of assessed value)		FY 23 Actual	FY 24 Adopted	FY 25 Proposed	Rate Change
Administration					
	Real	1.90	2.06	2.18	0.12
	Personal	4.75	5.15	5.45	0.30
Park					
	Real	6.12	6.50	6.42	(0.08)
	Personal	15.30	16.25	16.05	(0.20)
Adv. Land Acquisition					
	Real	0.10	0.10	0.10	-
	Personal	0.25	0.25	0.25	-
Total Tax Rates (Cents)					
	Real	<u>8.12</u>	<u>8.66</u>	<u>8.70</u>	<u>0.04</u>
	Personal	<u>20.30</u>	<u>21.65</u>	<u>21.75</u>	<u>0.10</u>

<u>Assessable Base:</u> (in billions \$)		FY 23 Actual	FY 24 Adopted	FY 25 Proposed	% Change
Administration Fund*					
	Real	180.620	185.230	192.525	3.94%
	Personal	4.252	3.567	3.521	-1.29%
Park Fund*					
	Real	180.620	185.230	192.525	3.94%
	Personal	4.252	3.567	3.521	-1.29%
Adv. Land Acquisition (Entire County)					
	Real	208.454	213.770	222.080	3.89%
	Personal	5.042	4.341	4.243	-2.26%

* 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 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ADMINISTRATION FUND</u>						
Full-Time Career	215.21	214.66	220.35	220.35	230.41	230.41
Unfunded Career (Planning Dept)	1.00	-	1.00	-	-	-
Part-Time Career	9.93	6.10	8.41	5.68	7.42	4.89
Career Total	226.14	220.76	229.76	226.03	237.83	235.30
Term Contract	1.00	0.75	0.81	0.77	0.84	0.79
Seasonal/Intermittent		0.20		0.20		1.10
Chargebacks		(22.00)		(22.00)		(23.70)
Less Lapse		(7.73)		(11.86)		(8.23)
TOTAL ADMINISTRATION FUND	227.14	191.98	230.57	193.14	238.67	205.26
<u>PARK FUND</u>						
Full-Time Career	795.00	795.00	811.00	811.00	826.00	826.00
Part-Time Career	2.00	1.40	2.00	1.30	2.00	1.30
Career Total	797.00	796.40	813.00	812.30	828.00	827.30
Term Contract	7.00	6.80	7.00	6.80	5.00	4.80
Seasonal/Intermittent		82.00		82.30		82.50
Chargebacks		(41.10)		(45.80)		(40.20)
Less Lapse		(60.90)		(83.30)		(84.90)
TOTAL PARK FUND	804.00	783.20	820.00	772.30	833.00	789.50
<u>TOTAL TAX SUPPORTED (Admin. and Park)</u>						
Full-Time Career	1,010.21	1,009.66	1,031.35	1,031.35	1,056.41	1,056.41
Unfunded Career (Planning Dept)	1.00	-	1.00	-	-	-
Part-Time Career	11.93	7.50	10.41	6.98	9.42	6.19
Career Total	1,023.14	1,017.16	1,042.76	1,038.33	1,065.83	1,062.60
Term Contract	8.00	7.55	7.81	7.57	5.84	5.59
Seasonal/Intermittent		82.20		82.50		83.60
Chargebacks		(63.10)		(67.80)		(63.90)
Less Lapse		(68.63)		(95.16)		(93.13)
TOTAL TAX SUPPORTED (Admin. and Park)	1,031.14	975.18	1,050.57	965.44	1,071.67	994.76
<u>ENTERPRISE FUND</u>						
Full-Time Career	34.00	34.00	35.00	35.00	37.00	37.00
Part-Time Career	-	-	-	-	-	-
Career Total	34.00	34.00	35.00	35.00	37.00	37.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		79.30		82.90		72.10
Chargebacks		2.80		2.80		5.70
Less Lapse		-		-		-
TOTAL ENTERPRISE FUND	35.00	117.10	36.00	121.70	38.00	115.80
<u>PROPERTY MANAGEMENT FUND</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		-		-		-
Chargebacks		1.80		1.80		1.80
Less Lapse		-		-		-
TOTAL PROPERTY MANAGEMENT FUND	4.00	5.80	4.00	5.80	4.00	5.80
<u>SPECIAL REVENUE FUND</u>						
Seasonal/Intermittent		37.80		43.40		41.60
<u>INTERNAL SERVICE FUNDS</u>						
Full-Time Career	7.00	7.40	7.50	7.50	7.50	7.50
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.40	7.50	7.50	7.50	7.50
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,055.21	1,055.06	1,077.85	1,077.85	1,104.91	1,104.91
Unfunded Career (Planning Dept)	1.00	-	1.00	-	-	-
Part-Time Career	11.93	7.50	10.41	6.98	9.42	6.19
Career Total	1,068.14	1,062.56	1,089.26	1,084.83	1,114.33	1,111.10
Term Contract	9.00	8.55	8.81	8.57	6.84	6.59
Seasonal/Intermittent		199.30		208.80		197.30
Chargebacks		(58.50)		(63.20)		(56.40)
Less Lapse		(68.63)		(95.16)		(93.13)
GRAND TOTAL	1,077.14	1,143.28	1,098.07	1,143.84	1,121.17	1,165.46



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Montgomery County Commissioners' Office

EXECUTIVE OVERVIEW

Appointed by the Montgomery County Council, the Planning Board consists of one full-time Chair and four Commissioners who meet weekly (or more often, as needed) as the Montgomery County Planning Board. The Board plans for livable communities by developing large- and small- scale plans, providing guidelines for the pattern and pace of future development, preserving historic resources throughout the 323,000-acre county, and developing and managing Montgomery County's more than 36,512 acre, nationally-recognized park system, including 420 parks.

The Planning Board sets policy on planning and parks issues, prepares master plans for County Council action, and acts as the final decision-maker in subdivision reviews and for sketch, preliminary, and site project plans. The Planning Board makes recommendations to the County Council, the Board of Appeals, Montgomery County Public Schools, and other local, county, state, and federal agencies on projects affecting land use. The Planning Board reviews and makes recommendations on the County's Capital Improvements Program and reviews and approves land acquisitions and major park development plans. The Planning Board also exercises oversight authority over the Planning Department and Department of Parks.

COMMISSIONERS' OFFICE PROGRAMS AND SERVICES

The Commissioners' Office staff supports the Chair and Commissioners in the performance of their official duties; serves as the point of contact for meeting-related issues; and coordinates responses to issues and inquiries from agencies and the general public. In FY25, the Commissioners' Office will continue to carry out the following responsibilities:

- Coordinate and provide administrative, technical, and public support at Planning Board hearings.
- Develop and manage the Planning Board meeting agenda.
- Post the Planning Board's meeting agenda, approved meeting minutes, and adopted resolutions on the web.
- Receive, acknowledge, track, and distribute incoming correspondence directed to the Chair and Planning Board members for hearings and outgoing correspondence on behalf of the Chair.
- Assist members of the public in accessing online Planning Board hearings and related documents.
- Serve as point of contact for local, county, state, regional, and federal officials and agencies.
- Manage the correspondence tracking system in the Commissioners' Office and ensure timely response to inquiries.
- Act as liaison to the public to assist with resolution of issues, as needed.
- Develop and manage the budget for the Commissioners' Office.
- Manage the human resource functions for the Commissioners' Office.
- Serve as liaison for callers and visitors to the Chair and Planning Board.
- Coordinate Planning Board members meeting schedules and activities.
- Represent the Commission on internal committees related to outreach, diversity, and special events.

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

Achievements by the Commissioners' Office in FY23 include the following:



Montgomery County Commissioners' Office

- Approved 46 development plans and 91 amendments which will result in 2,532 dwelling units and 1,103,637 square feet of commercial space.
- Approved the following in support of the Master Plan process:
 - Pedestrian Master Plan Planning Board Draft
 - Updated Rustic Road Functional Master Plan Planning Board Draft
 - Fairland and Briggs Chaney Master Plan Planning Board Draft
 - Clarksburg Gateway Sector Plan Scope of Work
- Approved the Historic Designation of the Edward U. Taylor School in Boyds.
- Received briefings on implementing Climate Assessments of Zoning Text Amendments and Master Plans, the Mapping Segregation Project, Annual Monitoring Report for Bethesda Downtown Plan, Access Management Study, and more.
- Approved the FY24 Operating Budgets for the Park and Planning departments, and the FY25 Capital Improvement Budget for Parks.
- Supported many Parks and Planning department events, such as tours, parades, ribbon cuttings, community engagement meetings, stakeholder events, and more.
- Served on various Montgomery and bi-county internal planning committees and work groups and participated in events including racial equity training, Black History Month, Asian Pacific American Heritage Month, Women's History Month, LGBTQ Celebrations, and Hispanic Heritage Month, as well as serving on the Diversity Council.
- Oriented and onboarded ten new Commissioners.

FY25 POSITION REQUEST

In FY24, the Commissioners' Office complement showed five part-time positions, each with 0.5 workyears. Four of the part-time positions are the four Commissioners. One of the part-time positions was unfunded.

For FY25, the Commissioners' Office is requesting to convert the unfunded part-time position to a full-time position with funding of \$116,524 and one workyear for a Principal Public Affairs Specialist. This position will develop and assist with strategic communications for the Montgomery County Planning Board Commissioners' Office, with a focus on equitable, audience-centric communications. This includes educating a variety of audiences - including local decision-makers, members of the business community, state, county and municipal government officials, the news media, and the general public - about the work of the Planning Board and M-NCPPC and helping to encourage collaborative partnerships with those audiences. This position will handle many facets of community relations, news media relations, and public relations activities, including: managing social media accounts; writing and producing news releases; developing and writing web-based and electronic communications products; managing arrangements and support for community meetings, public hearings, special events, and other community outreach activities; providing news media relations support for the Planning Board; handling public inquiries; and providing exemplary customer service. This position will report to the Department Program Manager/Chief of Staff and will work in close coordination with the Montgomery Planning Communications Division staff and the Montgomery Parks Public Affairs Office.

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The Montgomery County Commissioners' Office proposes an FY25 Operating Budget of \$1,449,585, an increase of \$194,389 or 15.5%, from the FY24 adjusted adopted budget.



Montgomery County Commissioners' Office

The proposed FY25 Operating Budget includes the following major categories:

- \$1,044,403 in Personnel Services, an increase of \$140,288 or 15.5% for:
 - \$16,228 for increases in benefits, retirement, and annualization of prior year's salary adjustments,
 - \$116,524 to convert an unfunded part-time position to a full-time Principal Public Affairs Specialist position/workyear,
 - \$7,536 for a summer seasonal intern to work with the Commissioners' Office staff on a special project and to provide valuable work experience for the next generation of public servants.
- \$25,690 in Supplies and Materials, an increase of \$3,142, for general inflation costs.
- \$152,284 for Other Services and Charges, an increase of \$111,909, for general inflation costs, strategic communications support, and Board and staff trainings and conferences.
- \$227,208 in Chargebacks, a decrease of \$36,009, to Legal for technical writing support.

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Commissioners' Office					
Personnel Services	780,360	927,147	927,147	1,044,403	12.6%
Supplies and Materials	21,107	24,457	24,457	25,690	5.0%
Other Services and Charges	94,589	40,375	40,375	152,284	277.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	243,720	263,217	263,217	227,208	-13.7%
Total	1,139,776	1,255,196	1,255,196	1,449,585	15.5%

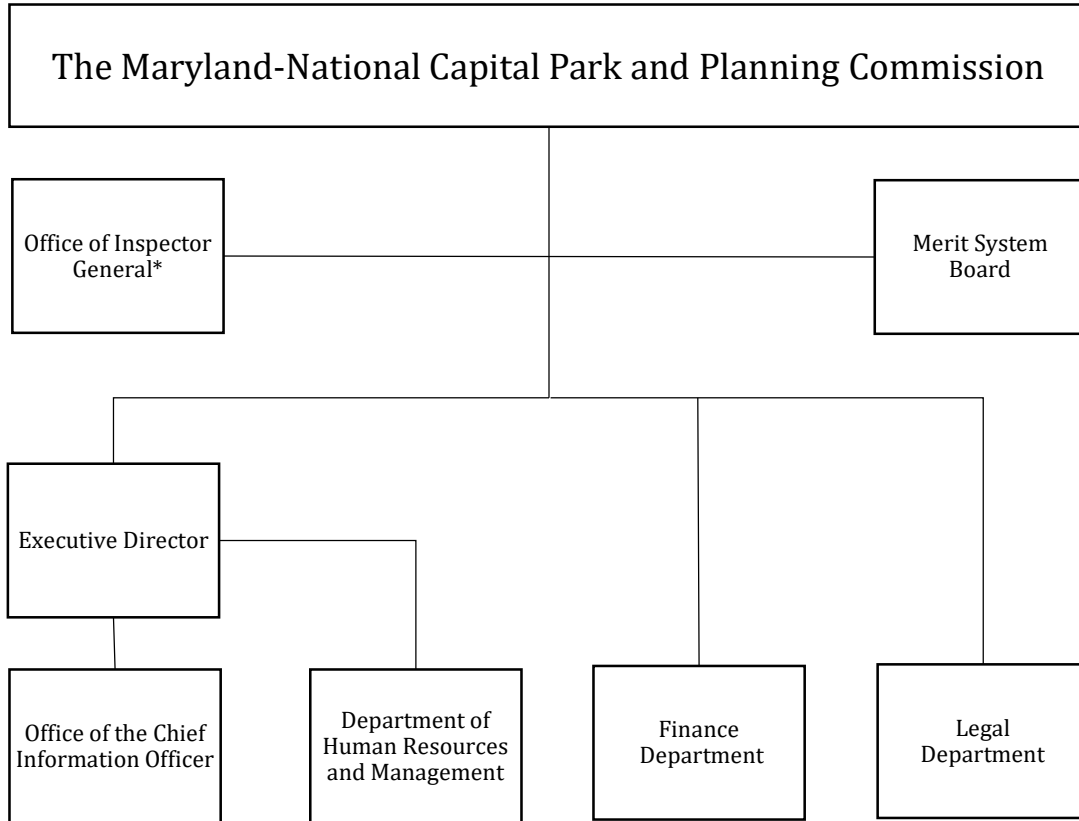
	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
<u>COMMISSIONERS' OFFICE</u>						
Full-Time Career	4.00	4.00	5.00	5.00	5.00	5.00
Part-Time Career	5.00	2.50	4.00	2.00	4.00	2.00
Career Total	9.00	6.50	9.00	7.00	9.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	0.15
Subtotal Commissioner's Office	9.00	6.50	9.00	7.00	9.00	7.15



Central Administrative Services Overview

ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



* Office of Inspector General reports to the Audit Committee



Central Administrative Services Overview

EXECUTIVE OVERVIEW

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

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

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

The Commission's three Officers – the Executive Director, the Secretary-Treasurer, and the General Counsel – are responsible for corporate functions as well as leading their respective departments. To enhance independence, the Office of the Inspector General is overseen by the Audit Committee, while administrative oversight is provided by the Executive Director. The Chief Information Officer (CIO) reports to the Executive Director to enable focus on Enterprise-wide Information Technology (IT) initiatives recommended by the IT Council.

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

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 agency-wide administrative and human resource management, corporate governance and quality corporate budgeting and forecasting. The Department delivers executive and operational leadership through a set of best management practices, strong fiscal planning, and fair employment and compensation programs. It is composed of five cross-functional divisions including the Office of the Executive Director, Corporate Budget, Corporate Policy and Management Operations, Corporate Human Resources, and Corporate Communications.

Finance Department

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



Central Administrative Services Overview

Legal Department

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

Office of the Inspector General

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

Merit System Board

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

Support Services

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

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



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY23 Budget	FY24 Adopted	FY25 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	46,500	50,000	50,000	0.0%
	Risk Management	DHRM	87,023	80,069	87,072	8.7%
	Capital Equipment Fund	Finance	40,700	46,200	45,900	-0.6%
	Enterprise Funds	Finance	131,000	108,400	134,000	23.6%
	Park Fund - ERP Operations	Finance	97,700	100,300	130,700	30.3%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Park Fund	Finance	-	19,324	-	-100.0%
	Risk Management	Finance	20,700	16,200	19,500	20.4%
	Special Revenue Funds (multiple)	Finance	64,900	66,000	76,900	16.5%
	Capital Equipment Fund	Corporate IT	16,014	20,302	19,409	-4.4%
	Enterprise Funds	Corporate IT	57,400	56,506	51,610	-8.7%
	Park Fund - Data Center	Corporate IT	297,406	317,424	329,489	3.8%
	Pension Trust Fund	Corporate IT	70,845	71,908	72,986	1.5%
	Risk Management	Corporate IT	18,114	18,103	16,662	-8.0%
	Spec Rev Fund - Planning	Corporate IT	20,695	22,109	20,687	-6.4%
	Spec Rev Fund - Parks	Corporate IT	16,219	16,917	17,144	1.3%
	Admin Fund - Commissioners' Office	Legal	243,720	210,378	227,208	8.0%
	Admin Fund - Planning	Legal	100,312	108,337	117,004	8.0%
	Park Fund	Legal	181,399	195,911	211,583	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	236,480	244,598	264,166	8.0%
	Spec Rev Fund - Development Review	Legal	180,416	194,849	210,437	8.0%
	Subtotal Montgomery		2,095,843	2,132,135	2,270,757	6.5%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	23,508	60,053	27,830	-53.7%
	Admin Fund - Planning - Recruitment	DHRM	18,208	18,445	21,831	18.4%
	Park Fund - HRIS/CC	DHRM	122,495	90,387	115,894	28.2%
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	46,500	50,000	50,000	0.0%
	Park Fund - Recruitment	DHRM	60,660	61,448	72,728	18.4%
	Recreation Fund - Recruitment	DHRM	60,660	61,448	72,728	18.4%
	Recreation Fund - HRIS/CC	DHRM	155,601	166,561	162,032	-2.7%
	Risk Management	DHRM	87,023	80,069	87,072	8.7%
	Capital Equipment Fund	Finance	17,900	14,900	9,400	-36.9%
	Enterprise Funds	Finance	173,200	141,700	169,700	19.8%
	Park Fund - New Positions	Finance	128,600	164,800	160,000	-2.9%
	Park Fund - ERP Operations	Finance	146,400	140,900	176,800	25.5%
	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%
	Park Fund	Finance	-	25,391	-	-100.0%
	Recreation Fund	Finance	-	16,486	-	-100.0%
	Recreation Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Recreation Fund - ERP Operations	Finance	85,800	86,800	112,400	29.5%
	Risk Management	Finance	32,000	24,700	23,800	-3.6%
	Special Revenue Funds (multiple)	Finance	77,700	53,600	49,600	-7.5%
	Capital Equipment Fund	Corporate IT	805	765	75	-90.2%
	Enterprise Funds	Corporate IT	104,073	72,009	71,780	-0.3%
	Park Fund - Data Center	Corporate IT	451,638	488,718	519,185	6.2%
	Recreation Fund - Data Center	Corporate IT	243,927	333,229	277,797	-16.6%
	Pension Trust Fund	Corporate IT	70,845	71,908	72,986	1.5%
	Risk Management	Corporate IT	26,332	26,783	23,965	-10.5%
	Special Revenue Funds (multiple)	Corporate IT	35,590	-	-	-
	Park Fund	Inspector General	149,686	155,679	126,504	-18.7%
	Admin Fund - Planning	Legal	322,644	348,454	376,332	8.0%
	Admin Fund - Planning - Atty support	Legal	84,412	101,965	110,122	8.0%
	Park Fund	Legal	226,886	245,037	264,640	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	248,843	268,751	290,251	8.0%
	Subtotal Prince George's		3,470,236	3,639,286	3,713,752	2.0%
Commission-Wide						
	EOB	DHRM	113,783	119,820	131,164	9.5%
	Group Insurance	DHRM	89,247	78,092	82,391	5.5%
	Group Insurance	Corporate IT	195,291	198,640	177,910	-10.4%
	Group Insurance	Finance	215,400	209,800	241,800	15.3%
	Subtotal Commission-Wide		613,721	606,352	633,265	4.4%
COMBINED TOTAL			6,179,800	6,377,773	6,617,774	3.8%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		1,061,208	1,066,392	1,110,742	4.2%
	Finance		1,454,400	1,457,901	1,572,900	7.9%
	Corporate IT		1,625,194	1,715,321	1,671,685	-2.5%
	Legal		1,889,312	1,982,480	2,135,943	7.7%
	Inspector General		149,686	155,679	126,504	-18.7%
TOTAL			6,179,800	6,377,773	6,617,774	3.8%



Central Administrative Services Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The bi-county proposed FY25 operating budget for CAS before chargebacks is \$34,448,037, which is a 12.3% increase over FY24. The budget sustains, at a minimum, the same service level as FY24, 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 FY25 proposed budget is based on the analysis performed in the fall of 2023.

The FY25 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 45.1% Montgomery County and 54.9% 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 or Unit is provided in the individual sections that follow the CAS summary.

Investing in an Essential Needs Budget

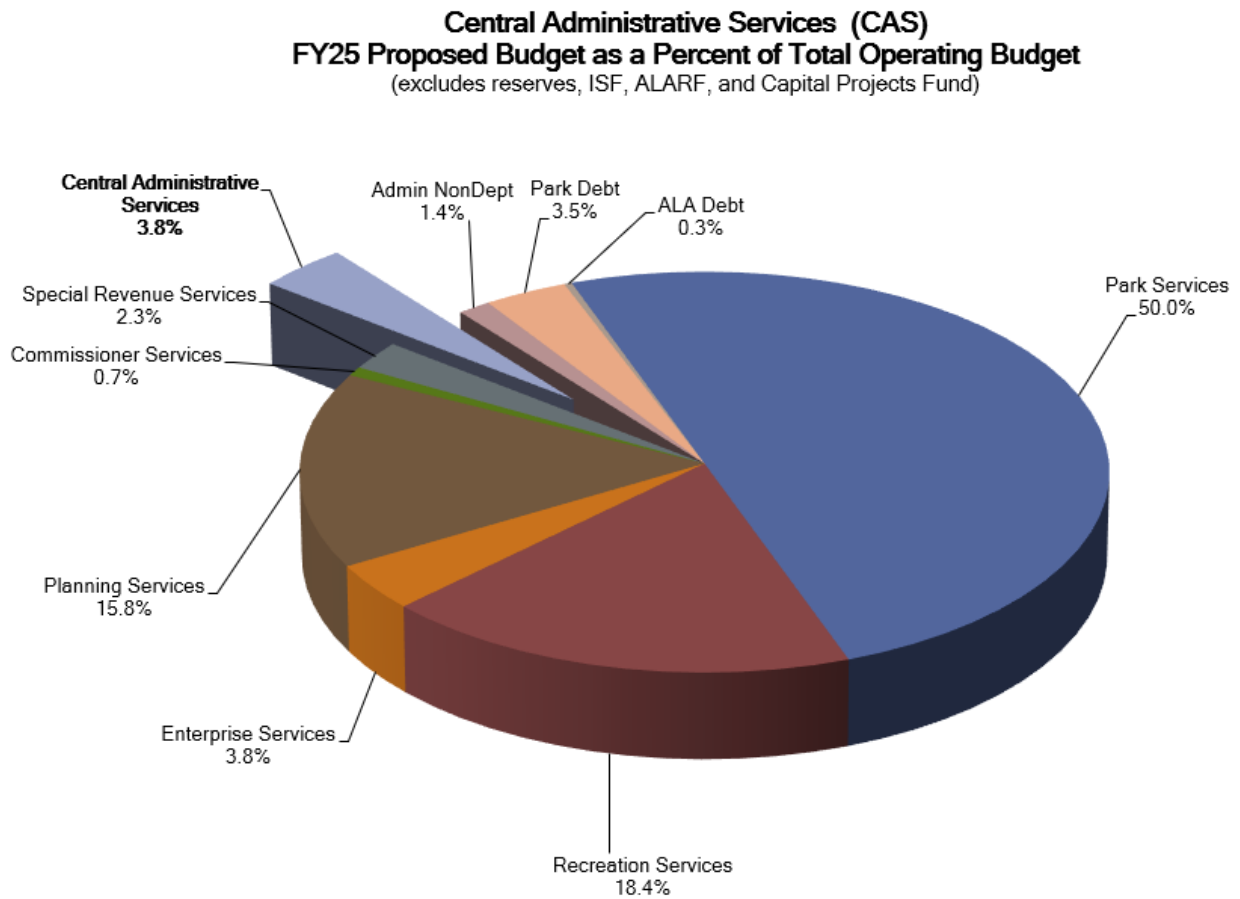
In FY25, the proposed budget addresses major known commitments and critical needs. The proposed budget focuses on such core needs as identified in each department's budgets.

The CAS budget proposal reflects positions and workyears comparable to FY11 levels, even while work program demands have increased over the past fourteen 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 3.8% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

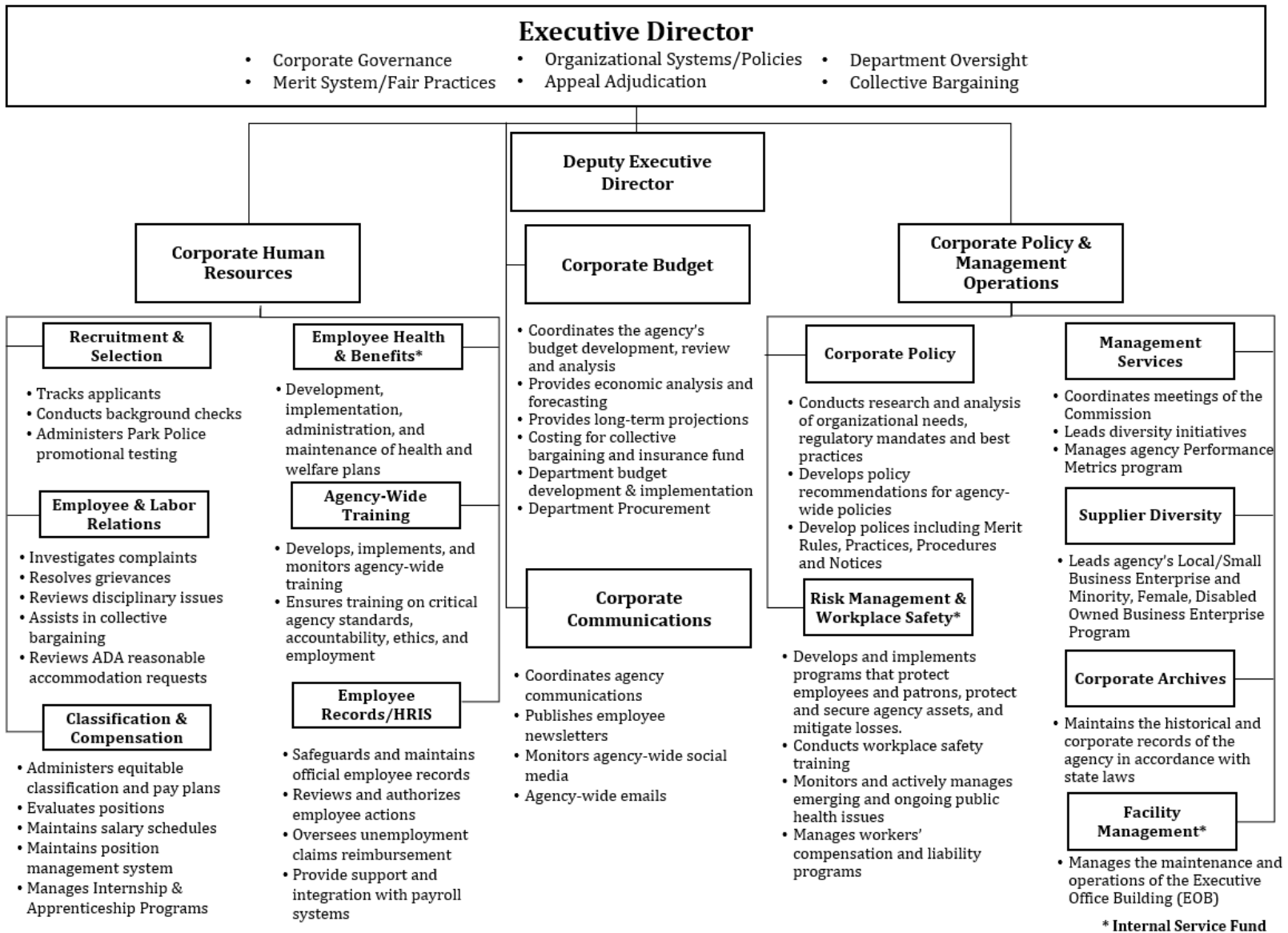


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE



Central Administrative Services

Department of Human Resources and Management

OVERVIEW

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

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

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

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

MISSION

DHRM operations provide corporate governance and administer agency-wide initiatives to ensure fair and equitable practices and programs, competitive and cost-effective employment compensation and benefits, prudent fiscal planning, and sound workplace and liability protections.

PROGRAMS AND SERVICES PROVIDED

Office of the Executive Director

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

Corporate Budget

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



Central Administrative Services

Department of Human Resources and Management

Corporate Communications

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

Corporate Policy and Management Operations

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

Agency Policies and Procedures

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

Corporate Records and Archives

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

Risk Management and Workplace Safety

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

Administrative Services and Facility Operations

This function carries out agency-wide and departmental operational activities, which include coordinating and supporting corporate meetings of the Commission, Directors, and other ad hoc or standing committees, ensuring smooth operations of the Office of the Executive Director, and maintaining EOB facility operations. EOB operations are funded through an Internal Service Fund. Further details can be found in the *Other Funds* section.

Performance Measurement and Management

This program will enable agency leaders to make data-driven decisions regarding the services the agency provides, ensuring a robust return on investment. A performance management framework



Central Administrative Services

Department of Human Resources and Management

improves gap identification, accountability, decision-making, and organizational effectiveness. This program will provide an easily understandable analysis of metrics, and monitor and interpret performance trends to disseminate to relevant stakeholders and agency leadership. This program will also be crucial in the development and measurement of a robust and effective Supplier Diversity and Inclusion Program.

Supplier Diversity and Inclusion Program

This program has been developed to ensure that minority, female, and disabled-owned business enterprises (MBEs) and small-local-owned business enterprises (SLBEs) have equal opportunities to succeed in pursuing business with the Commission as any other potential vendors. In conjunction with the Maryland Department of Transportation (MDOT) and the FY25 completion of the disparity study, our agency will implement the MBE portion of the Supplier Diversity and Inclusion Program. Focused outreach, education, and training seminars will increase participation and move us toward full compliance with existing state benchmarks and reporting requirements.

Corporate Human Resources

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

Classification and Compensation

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

Employee Health and Benefits

This team is responsible for the development, implementation, administration, and maintenance of medical, dental, vision, disability, life insurance, deferred compensation, and prescription benefit plans for employees and retirees, and their eligible dependents. They also administer the agency's occupational health services. This program is funded through an Internal Service Fund. Further details can be found in the *Other Funds* section.

Employee and Labor Relations

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



Central Administrative Services

Department of Human Resources and Management

Human Resources Information Systems

This team maintains and safeguards official employee records (physical and electronic) according to federal and state regulations. Staff uses Human Resources Information Systems (HRIS) to maintain the employee/employment database, and to review, enter, authorize, and/or approve employee actions (e.g., hire, pay, terminate) in accordance with personnel policy and collective bargaining agreements. Responsibilities include custodianship of employee records, oversight and coordination for state unemployment reimbursement or claims, employment verification and legal garnishments tracking, provision of ad hoc and regular employee-data reporting, and support and integration with existing timekeeping and payroll systems.

Recruitment and Selection Services

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

Learning and Organizational Development

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



Central Administrative Services

Department of Human Resources and Management

FY23 ACCOMPLISHMENTS



Processed **40,542** job applications and filled **555** vacancies.



Processed **29,000** Personnel Actions and payment calculations.



Processed **438** unemployment claims to avoid state penalties.



Processed **16,000** compensation transactions, a 45.5% increase over FY22.



Processed **21,200** benefit enrollments and changes for employees and retirees, a 63.3% increase over FY22.



Covered **36** union and management topics.



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



Reviewed and processed **395** workers' compensation and liability claims.



Processed **231** MPI research and records requests.



Handled **605** COVID-19 cases.



Organized **27** agency-wide management meetings, and **7** agency-wide and departmental events.



Digitized **7,000** paper-based employee files.



Expanded Leadership Training across the Commission.



Began the formation of the agency's **Continuation of Operations Plan**.



Central Administrative Services

Department of Human Resources and Management

FY24-25 STRATEGIC GOALS

Promote Social Equity

Supplier Diversity and Inclusion Program Implementation: The Supplier Diversity and Inclusion Program is designed to ensure that local/small businesses enterprises have the same opportunities to succeed in pursuing business with the agency as other potential vendors. In conjunction with the Maryland Department of Transportation (MDOT), a disparity study is currently being conducted which will inform how our certified Minority Business Enterprise (MBE) component program will be developed. Once the study is completed during FY25, the Commission finally can put in place its MBE entities program, along with expanding those of its certified local/small business component. In FY25, the program will continue to increase the participation of those vendors in our procurement processes and move us toward full compliance with existing state legislation and enable us to effectively analyze its progress in meeting benchmarks and requirements for reporting.

Americans with Disability Act (ADA) Program Coordination: Our organization has made great strides in accessibility within respective Departments and will now benefit from a centralized program to mitigate noncompliance risk, synchronize ADA activities across the Commission, and document our transition plan efforts. Both our structural and programming efforts will be reviewed for compliance under the ADA. This will enable the Commission to develop uniform response protocols to requests for accommodation, customer and employee complaints, and local jurisdiction requests for aid.

Strengthen our Workforce

Recruitment Refresh: The Commission-wide recruitment refresh initiative will create a more targeted recruitment campaign that will highlight the Commission's extraordinary benefits and ability to accommodate candidates' lifestyle preferences. In addition, the campaign will seek to attract multi-generational and multicultural candidates by creating more videos/pictures and utilizing social media channels more effectively.

Training and Succession Planning Program: Utilizing the new Learning Management System (LMS) currently being implemented, the Department also wants to prioritize the development of learning content that will be used across the Commission and expand its leadership development programming.

Expand the Intern and Apprenticeship Programs: Our current apprenticeship efforts focus mainly on the traditional trades of HVAC, Plumbing, and Electric. We hope to expand this to other career tracks such as Horticulture, Carpentry, and Fleet/Equipment Maintenance. By partnering with local high schools and workforce development agencies, we hope to increase our recruitment pipeline and offer training opportunities to those who seek careers that do not require college degrees.

Establish a Paid Family Medical Leave Insurance (PFML) Program: In accordance with the 'Time to Care Act', we will be establishing a PFML program to which employers and employees will make contributions. Further details can be found under the Group Insurance Fund in the *Other Funds* section.



Central Administrative Services Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of DHRM Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$3,390,032	\$4,356,992	28.5%	43.7%
Staffing				
Funded Career Positions	20.76	23.15	11.5%	42.1%
Term Contract Positions	0.81	0.84	3.7%	42.0%
Funded Workyears	19.50	23.86	22.4%	42.1%
Prince George's County Budget				
Expenditures	\$4,594,349	\$5,614,440	22.2%	56.3%
Staffing				
Funded Career Positions	30.24	31.85	5.3%	57.9%
Term Contract Positions	1.19	1.16	-2.5%	58.0%
Funded Workyears	28.85	32.82	13.8%	57.9%
Combined Department Total Budget				
Expenditures	\$7,984,381	\$9,971,432	24.9%	100.0%
Staffing				
Funded Career Positions	51.00	55.00	7.8%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	48.35	56.68	17.2%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The FY25 proposed budget is \$9,971,432, representing an increase of 24.9% over FY24. The increase will fund ongoing operations administered by the Department, while addressing service level cost pressures and prior year budget cuts, to continue to meet the continually expanding scope and volume of the Department's work and fund critical needs.

The FY25 funding allocation before chargebacks is 42.1% Montgomery and 57.9% to Prince George's, which is a shift of 1.4% from Prince George's to Montgomery, compared to FY24.

Personnel Services: This category includes adjustments for compensation, benefit elections and pension, annualization of salary compensation increases in FY24, and the addition of four new positions in FY25:

- **Supplier Diversity and Inclusion Chief (\$178,940):** This position is necessary to lead the Commission's state-mandated Supplier Diversity and Inclusion Program. We are in the process of conducting a disparity study in conjunction with MDOT and are expecting the results in FY25, which will inform how the MBE portion of the Supplier Diversity and Inclusion Program will be implemented. The program is not properly staffed to implement



Central Administrative Services Department of Human Resources and Management

the MBE portion of the program, which is the largest portion and takes the most effort to establish. In addition, this position will be responsible for expanding the base of small, local, and minority vendors that participate in agency contracting opportunities, conduct outreach, develop policies, consult with MBE vendors, and ensure maximum participation of MBE and SLBE businesses in the agency's competitive solicitations. The position would also be responsible for submitting mandated reporting and conducting analysis of the agency's compliance with state legislative requirements.

- **ADA Coordinator (\$144,351):** A knowledgeable, central ADA Coordinator is mandated in Title II of the ADA and was identified as a best practice by the Inspector General. Currently, several employees within the Departments perform these functions, but a single coordinator is essential to our efforts in reaching a unified and consistent approach to reporting processes and to guide compliance activities for ADA. This new position would serve both counties by developing an organizational response to ADA-related complaints, investigations, public information inquiries, transition plans, and compliance. In addition, the position would be responsible for compiling agency-wide reporting and documentation of efforts, and ensuring best practices, procedures and administrative processes are uniform across all departments. This position would also act as the subject matter expert on all issues regarding Employment (Title I), Public Services (Title II), Public Accommodations (Title III), Telecommunications (Title IV), and Miscellaneous (Title IV) of the ADA.
- **Learning & Organizational Development Coordinator (\$109,763):** As our LMS becomes fully implemented across the Commission, a Coordinator will be needed to keep content compliant, relevant, and up to date; track employee participation; respond to questions related to the LMS; analyze training data; and make recommendations for new training programs. This position would provide in-person training to the departments; provide support for administration of the LMS system; and support skill development programs, succession planning, and employee retention activities.
- **Apprenticeship Specialist (\$125,975):** This position is needed to expand the agency's traditional trades Apprenticeship Program and develop a Youth Apprenticeship Program specifically targeted to high school students that may not be on a 4-year college track. In addition to expanding the existing Internship Program for college students, this position would partner with local workforce development agencies to identify potential applicants and funding sources for apprentices. These efforts would help create a pipeline for employment with M-NCPPC.

Other Operating Charges: This category includes an increase of 33.5% for ongoing Department programs including the outside labor counsel for union negotiations, agency-wide training, LMS management, and park police promotional testing. To help reduce this increase, supplies and materials remain flat and funding to implement the new 'Time to Care Act' has been moved to the Group Insurance Fund. This increase also includes the following critical needs:

- **Supplier Diversity and Inclusion Program Outreach (\$170,000):** This request includes \$85,000 for ongoing costs including vendor training events, outreach materials, and conference sponsorships and memberships. \$85,000 in one-time costs is also included for the purchase of compliance software and specialized legal and consulting reviews to ensure the program procedures and implementation plans are sufficient and comply with state requirements.



Central Administrative Services

Department of Human Resources and Management

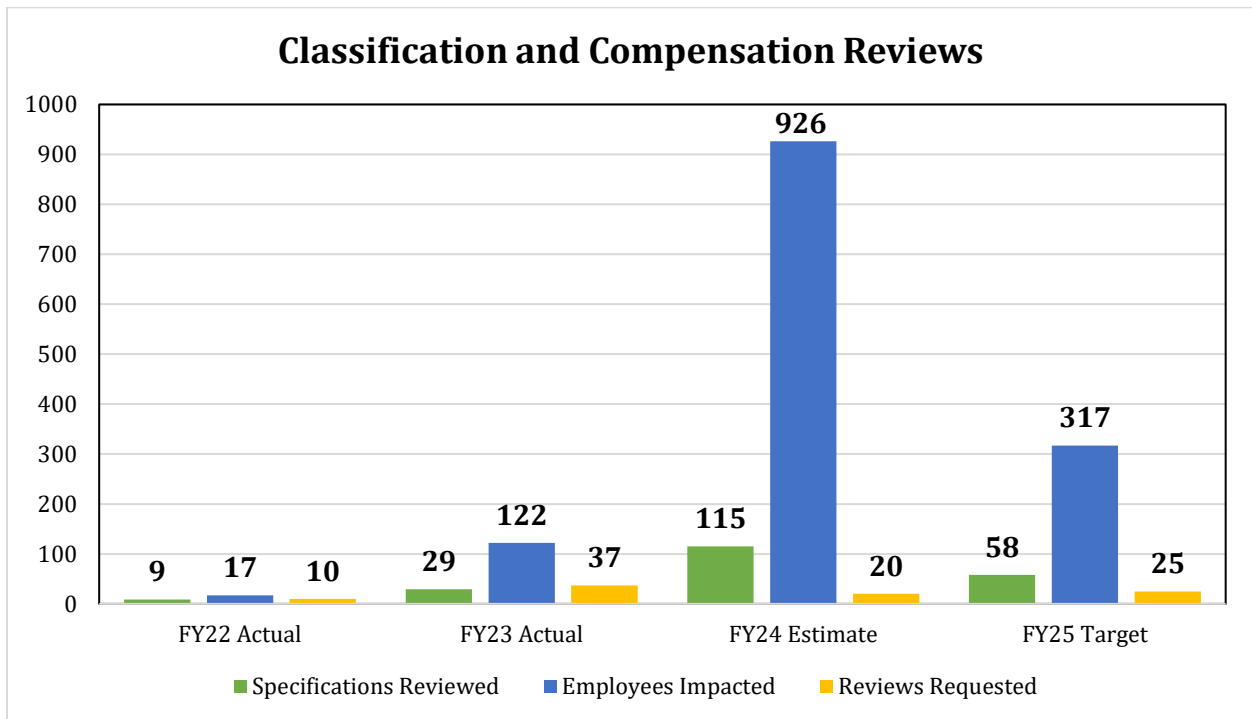
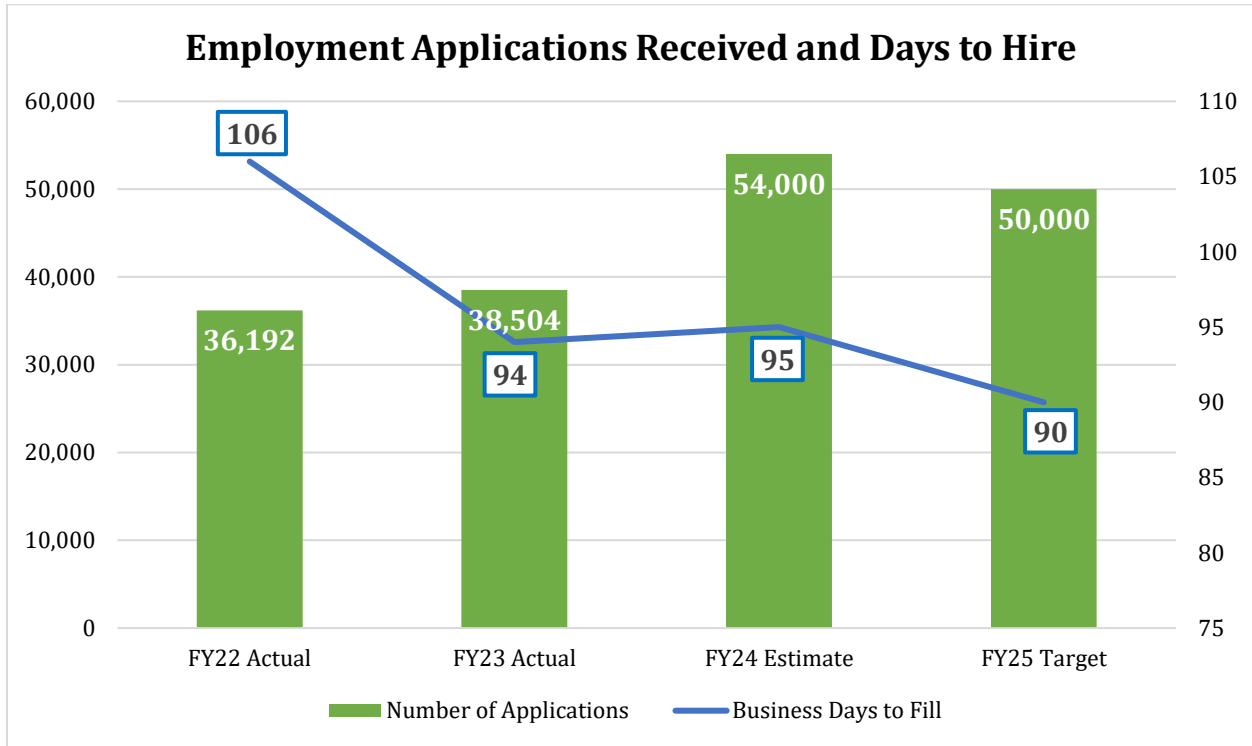
- **Recruitment Refresh (\$50,000):** This funding request would update our recruitment tools to be more visually and culturally appealing to today’s jobseekers. We will be highlighting our extraordinary benefits that are not offered by other employers, promoting our lifestyle benefits that go beyond work-life balance, and adding videos, pictures and links to specific job postings on social media platforms. This recruitment refresh would serve to reduce the need to hire executive recruitment firms for certain jobs and bring in more applicants that are qualified for job openings.
- **Diversity Council Funding for Pride Collaborative (\$15,000):** Funding will be used to establish a core Pride Committee to represent the LGBTQ+ community in the Commission, organize LGBTQ+ awareness and inclusivity workshops/trainings for all Commission employees, support individual departmental needs for Pride programing, and further collaborate with local LGBTQ+ organizations for event partnerships and support.

Chargebacks: This category includes an increase of 4.2% for wage and benefit allocations and expenses for services directly impacting specific programs or departments outside of DHRM.



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

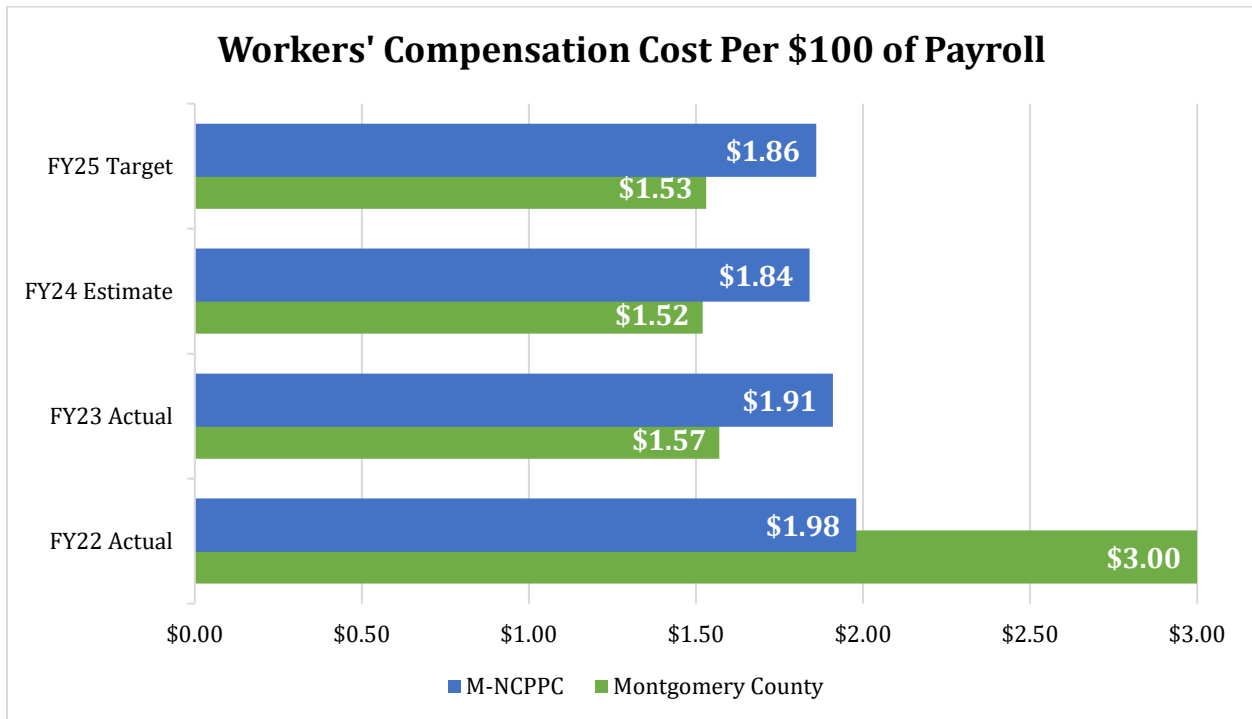
PERFORMANCE MEASURES



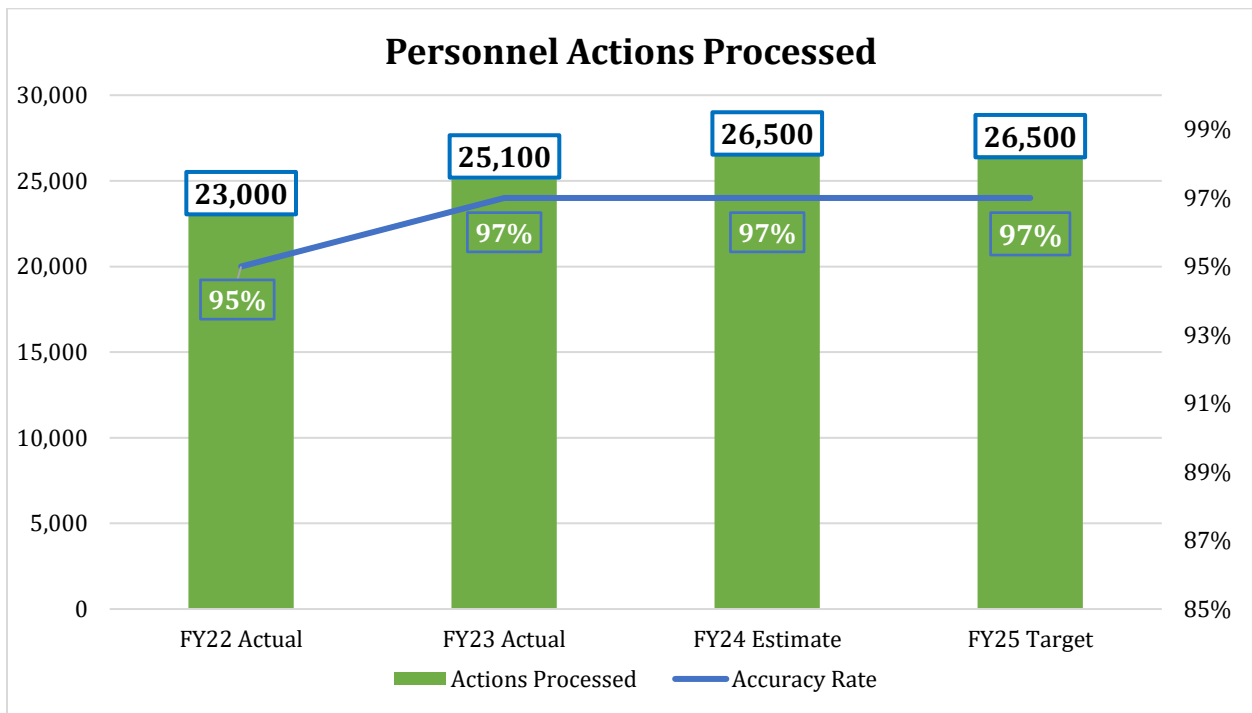
The multi-year Classification and Compensation study is expected to be completed by the end of FY24.



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



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



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



DEPARTMENT OF FINANCE

Corporate Secretary-Treasurer/Chief Financial Officer

- Department Oversight
- ERS Trustee
- Contract Attestation
- 115 Trust (OPEB) Trustee
- Corporate Seal

Corporate Business Services & Finance Administration

Corporate Accounting Services

Corporate Procurement Services

Administrative Services

ERP Business Operations

Payroll Operations

General Accounting

Accounts Payable

Treasury Operations

- Administration & Management
- Commission Financing Bond Sales
- Financial and Economic Analysis
- Department Budget Development, Review & Analysis
- Department HR Administration
- Department Procurement
- Department Policy Administration
- Property Tax Assessment

- Corporate ERP Business Operations
- Maintaining the absence management system
- Maintaining the time and attendance system
- Maintaining payroll system configurations
- Maintaining/developing payroll related reports
- Troubleshooting payroll system issues
- Administering end-user security
- Administering business intelligence dashboards
- Maintaining and developing business reports
- Overseeing the operations and functional support for the Commission's financial systems and human resources systems including the timekeeping system

- Payroll Operations
- Payroll Tax Compliance
- Payroll Regulatory Compliance
- Reconciling employee deductions and their appropriate distribution.
- Complying with all IRS regulations as they relate to payroll including reconciliation and submission of all payroll taxes and regulatory reporting (e.g. W-2's, 941's).
- Maintaining confidentiality of employees' pay records
- Appropriate taxation of take-home vehicles as it relates to Commission

- Commission Financial Reporting & Analysis
- General Accounting
- Commission Projections
- Accounts Receivable
- CIP Management & Grant Billings
- Bond Debt & Arbitrage Accounting & Reporting
- Contract Funds Certification
- Capital Assets & Land Records
- Enterprise Financial Management (EFM) Commission-wide Training and End User Functional Support
- EFM Report Facilitation
- Accounting Structure Maintenance & Reorganizations
- Accounting Systems Updates, Enhancements, Implementations, Test Plans & Business Requirements Collaboration

- Vendor Payments Processing & Record Maintenance
- Employee Travel Advances & Reimbursements
- Executive Credit Card Program
- IRS Form 1099 Reporting

- Cash & Revenue Processing
- Investment Management & Reporting
- Property Tax Revenue and other
- Revenue Processing & Reporting
- Management of Bank Accounts & Bank Reconciliations
- Administration of the Post-Retirement Insurance Benefits Program (115 Trust)
- Bond & Debt Payments
- Investment of Bond & Debt proceeds & Drawdowns
- Administration of Petty Cash Program
- Processing & Submission of Tax Filings
- Escheat Property Management & Filing

- Overseeing the procurement operations of the Commission
- Responsible for the development of procurement policy and procedures in accordance with Commission procedures and applicable state and federal laws, as well as contract review and processing
- Administering and monitoring the Commission's central procurement function, in compliance with Commission procurement policies and practices
- Overseeing the procurement of all necessary commodities, supplies, equipment, and services
- Implementing the provisions of the Commission's Non-Discrimination Policy
- Foster and maintain relationships between the community, vendors and Commission departments and ensure the equitable treatment of all regarding procurement of goods and services
- Reviewing all contracts for availability of funds, compliance with bidding procedures, and financial acceptability of the vendors

Central Administrative Services

Department of Finance

OVERVIEW

The Department of Finance is directed by the Secretary-Treasurer and guided by the Commission. The Secretary-Treasurer directs agency-wide duties and responsibilities to reflect the strategic priorities established by the Commission and the work programs as approved in the annual budget. Staff assignments may include inter-divisional, interdepartmental and inter-agency teams. The Department is organized into three service divisions: 1) Corporate Financial Services & Finance Administration, 2) Corporate Accounting Services, and 3) Corporate Procurement Services.

The Department administers the organization's financial systems to ensure fiscal stability, public accountability, and the overall integrity of fiscal activities. The Department provides efficient, effective, and comprehensive financial services and analysis, debt management, payroll, accounting, procurement, investments and treasury operations, internal controls, and administration of the corporate financial system platforms. Specific departmental objectives reflect priorities established by the Commission and the Secretary-Treasurer. The Department provides financial expertise and guidance to M-NCPPC operating departments and serves as a technical resource to Montgomery and Prince George's County governments, and other relevant outside entities, to ensure a financially sound organization.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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



Central Administrative Services Department of Finance

The Corporate Financial Services and Finance Administration Division has three (3) major work programs: Finance Administration, Payroll Operations, and Financial Systems Operations Management.

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

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

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

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

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

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

Treasury Operations is responsible for managing banking operations; managing cash and investments in accordance with Commission investment policies, which emphasize the protection of investment principal, sufficient liquidity to meet all cash flow requirements, and maximum return on investments subject to the first two objectives; Post-Retirement Insurance Benefits Program (115 Trust) Administration; Petty Cash Administration; Escheat Property Program



Central Administrative Services Department of Finance

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

The Corporate Procurement Division oversees the procurement of all necessary commodities, supplies, equipment, and services that support the Commission's mission. As components of this primary function, the Division is responsible for the development of procurement policy and procedures in accordance with Commission procedures and applicable state and federal laws, as well as contract review and processing; administering and monitoring the Commission's central procurement function, in compliance with Commission procurement policies and practices; implementing the provisions of the Commission's Non-Discrimination Policy which promotes equal and fair competition between all vendors; fostering and maintaining relationships between the community, vendors, and Commission departments and ensuring the equitable treatment of all regarding procurement of goods and services; and reviewing all contracts for availability of funds, compliance with bidding procedures, and financial acceptability of vendor.

FY24 ACCOMPLISHMENTS

- The Department was awarded the Certificate of Achievement for Excellence in Financial Reporting for its Annual Comprehensive Financial Report (ACFR) by the Government Finance Officers Association (GFOA) of the United States and Canada. This marks the 50th consecutive year of receiving this distinction, the longest in the Special District Category.
- The Employee ACH Project was implemented, transitioning employee vendors from receiving payments by checks to ACH (Automated Clearing House) payments.
- An upgrade to the timekeeping software was initiated. The new system is expected to be operational by the second quarter of 2024.
- Updated the Commission Investment Policy.
- A Procurement Policy was approved by the Trust Board and the Commission for the 115 Trust.
- A competitive Request for Proposal (RFP) was issued with a contract awarded for Financial Advisory Services for the 115 Trust.
- Implemented the new Subscription-Based Information Technology Arrangements (SBITAs) GASB 96, which establishes new accounting and financial reporting requirements for SBITAs to address the disclosure and the recognition of a subscription liability for the amount owed on these contracts offset by a capitalized asset, related to the purchase of software hosted on the cloud.
- A new Executive Credit Card Program was implemented.
- Issued Bonds for Montgomery County in the amount of \$10,000,000 and for Prince George's County in the amount of \$50,000,000 to support the Capital Improvement Programs (CIP).
- Corporate Procurement launched a new online waiver form to allow for more efficiency and simplicity in processing waivers.
- The Purchase Card manual was updated by Corporate Procurement.



Central Administrative Services Department of Finance

BUDGET AT A GLANCE

Summary of Department of Finance Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$2,848,345	\$3,125,386	9.7%	44.2%
Staffing				
Funded Career Positions	20.54	21.02	2.3%	42.9%
Funded Workyears	19.69	21.02	6.8%	42.9%
Prince George's County Budget				
Expenditures	\$3,548,899	\$3,939,533	11.0%	55.8%
Staffing				
Funded Career Positions	27.46	27.98	1.9%	57.1%
Funded Workyears	26.42	27.98	5.9%	57.1%
Combined Department Total Budget				
Expenditures	\$6,397,244	\$7,064,919	10.4%	100.0%
Staffing				
Funded Career Positions	48.00	49.00	2.1%	100.0%
Funded Workyears	46.11	49.00	6.3%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The proposed budget for FY25 is \$7,064,919, representing a 10.4% increase, equivalent to \$667,675, from the FY24 adopted budget. This increase includes two main components:

- An 8% increase, amounting to \$514,679, to the previous year's baseline budget. This portion of the increase is allocated for annualizing merits/COLAs (Cost of Living Adjustments) and covering increased benefit costs.
- A 2.4% increase, equivalent to \$152,996 in compensation and benefits, for funding a new position for Treasury Operations.

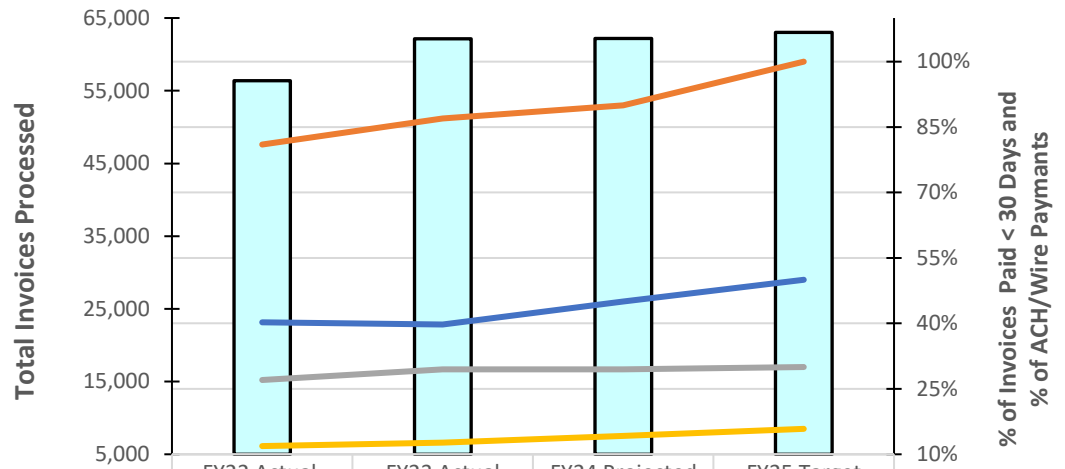
In summary, the budget increase is primarily driven by adjustments for employee compensation and benefits, as well as the addition of a new position.



Central Administrative Services Department of Finance

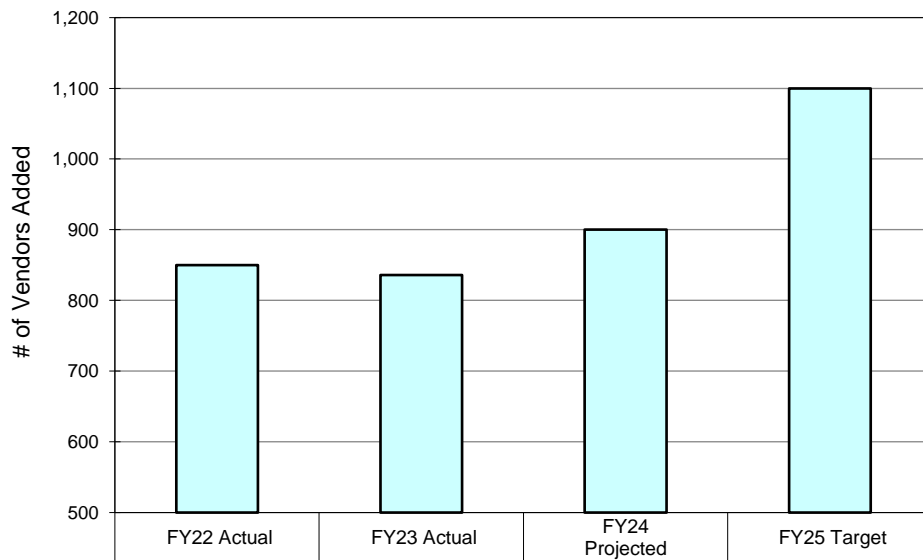
GOALS AND PERFORMANCE MEASURES

Accounts Payable



	FY22 Actual	FY23 Actual	FY24 Projected	FY25 Target
Invoices processed	56,355	62,153	62,200	63,000
Total AP Payments issued	15,216	16,664	16,700	17,000
Total ACH/Wire Payments Issued	6,130	6,624	7,515	8,500
% of Invoices Paid 30 Days or Less	81%	87%	90%	100%
% of Payments by ACH/Wire	40%	40%	45%	50%

Procurement



	FY22 Actual	FY23 Actual	FY24 Projected	FY25 Target
Vendors Added to Bidders List	850	836	900	1,100

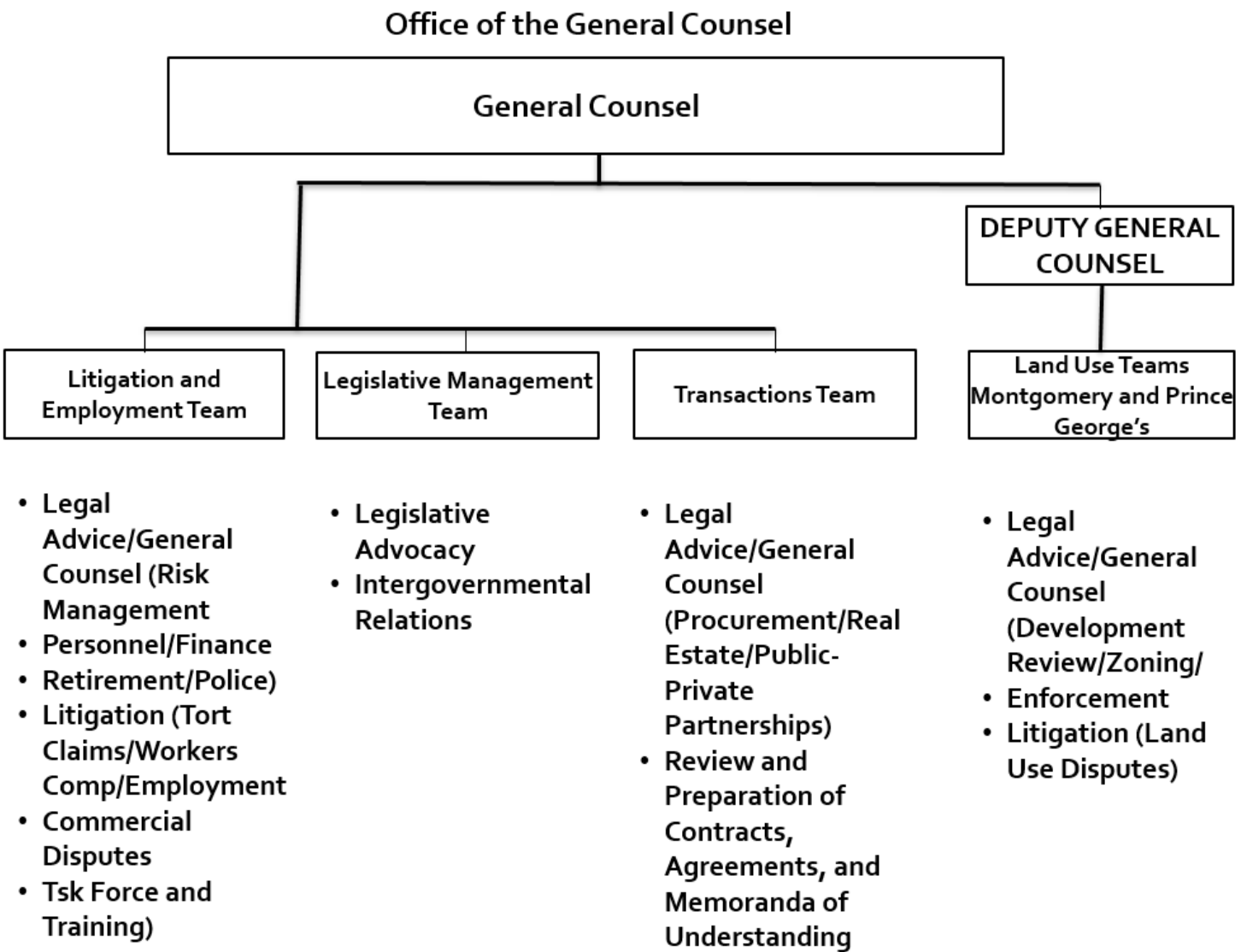


Commission Bond Ratings

Rating Agency Information	FY22 Actual	FY23 Actual	FY24 Projected	FY25 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE



Central Administrative Services

Legal Department

OVERVIEW

The Office of the General Counsel (OGC) is headed by the General Counsel, and its mission is to provide cost effective legal guidance, advice, and representation to the Commission. In order to achieve that mission, the OGC's primary focus is to provide proactive counsel, preventive advice, and early intervention to support decision makers with a clear picture of all their lawful options.

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.

GOALS AND OBJECTIVES

To advance its overall mission, the OGC has established the following strategic goals and objectives for FY24:

Strategic Goal 1 – Enhancing Client Service Level Experiences

Objective A – Create training modules on major legal topics that impact the Commission to ensure that Commission staff and leadership has easy access to information concerning legal matters by the fourth quarter of FY24.

Objective B – Create a more effective process/procedure for reviewing contracts to ensure that relevant stakeholders are engaged in ensuring that all contracts are properly reviewed to limit risk by the fourth quarter of FY24.

Objective C – Create a library of contracts and legal forms/documents templates for use by all Commission departments to create greater efficiency and uniformity in the contracts and legal forms/documents used Commission wide for the procurement of by the end of FY24.

Objective D – Draft and assist with the approval of substantive amendments to the County Zoning Ordinance and Subdivision Regulations, and increase advocacy on behalf of the Commission for proper amendments to laws proposed by the General Assembly and County Council during the legislative session.

Objective E – Resolve 75% or greater of lawsuits within 365 days of the complaint being served on all defendants.

Strategic Goal 2 – Implementation of Special Projects

Objective A – Participate in leadership meetings, every month, to identify Commission-wide issues and problems that need to be addressed and solved.

Objective B – Create and/or participate in special working groups to solve issues and problems that have been identified by Commission leadership.



Central Administrative Services Legal Department

Strategic Goal 3 – Taking a Budget Saving Approach

Objective A – Reduce average amount paid per worker’s compensation case by 3.5% compared to the previous fiscal year.

Objective B – Decrease amount spent on outside counsel by 5% compared to the previous fiscal year.

Objective C – Hire a compliance attorney by the end of FY24 to assist in increasing the Commission’s regulatory compliance and decreasing risk in order reduce probability of penalties and fines.

Strategic Goal 4 – Implementation of Legal Technology

Objective A – Transition from current legal case management platform and identify potential new legal case management platform by the end of FY24.

Objective B – Implement lobbyist registration portal by the third quarter of FY24.

PROGRAMS AND SERVICES PROVIDED

The OGC consists of the following five teams: (1) Litigation, (2) Transactions, (3) Prince George’s County Land Use, (4) Montgomery County Land Use, and (5) Legislative Management. Through each of these teams, the OGC provides a comprehensive program of legal services to the Commission. The Litigation team handles civil litigation, appellate litigation, administrative hearings, and ancillary civil court proceedings. The Transactions team provides advice, legal support, and preparation of legal documents for the effective transaction of public business. The Prince George’s County and Montgomery County Land Use teams provide advice and legal support to their respective County Planning Boards and Planning Departments and defend and enforce land use decisions. The Legislative Management team provides guidance concerning legislation proposed by the General Assembly and County Councils and advocates for or on behalf of the Commission.

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY23, the OGC registered 22 new litigation cases and closed 28 cases – ending the year with 23 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including 4 tort claims, 5 employment claims, 5 workers compensation appeals, 1 contract dispute, and 1 forfeiture matter. In addition, the Commission Litigation team defended 4 Merit Board appeals. The Litigation team consistently delivered successful results and handled several complex matters including construction, employment, and unique workers compensation and liability matters, and continued to move cases forward, while adapting to changing court procedures and other limitations associated with hybrid office and court protocols. The OGC continues to litigate a myriad of novel legal issues arising in relation to the novel coronavirus and the Commission’s now-rescinded vaccine mandate.

Proactive Legal Support for Commission Policy Makers: The Land Use Legal team in Prince George’s County continued to regularly advise the Prince George’s County Planning Board and



Central Administrative Services Legal Department

Planning Department staff on a full range of legal issues related to planning, zoning, and subdivision matters. The team also defended the Planning Board in several cases before both the County's Circuit Court and the Appellate Court of Maryland.

Highlights of the fiscal year included a substantive rewrite of the County's new Zoning Ordinance, extensive work on Department of Parks and Recreation land development issues including projects involving Westphalia Central Park, and assistance with the County Office of Law and County Council attorneys on a range of litigation matters and administrative appeals. The Legal Team also advised the Commission on Maryland Public Information Act (MPIA) and Open Meetings Act (OMA) matters, including appearances before the Office of the MPIA Ombudsman and work with subsidiary bodies of the Commission on OMA compliance. Members of the Legal team also gave presentations throughout the year to local, state, and international audiences on land use and zoning subjects.

The Land Use Legal team in Montgomery County worked with Montgomery Planning Staff to update the Development Review Administrative Regulations (last approved in 2017) to clarify and ensure consistency with updated codes and procedures. They advised on updates to the County Forest Conservation Law and regulations (which became effective in April 2023) to implement the No Net Loss of Forest Initiative. Also, in cooperation with Planning Staff and as part of the Peer Review team, they helped to update the library of templates used for staff reports and resolutions, assuring they align with current and ever-changing laws and regulations.

Building Quality of Life – One Transaction at a Time: One Transaction at a Time: Commission attorneys represented staff and the Planning Boards in the negotiation and development of dozens of complex agreements, memoranda of understanding (MOU), and policies related to the Commission's park and recreation functions. Examples of important projects initiated or completed during FY23 include: a new lease at Prince George's Stadium for the Bowie Baysox baseball team; acquisition of University of Maryland Global Campus complex in Largo as the new home of the Prince George's Planning Department and the Department of Parks and Recreation (DPR); a tri-party.

Legislative Support: The Legislative team has worked extensively on highly important issues such as: the forest conservation act, stream restoration, cannabis reform, county street parking, standing to sue land use and zoning requests, and off-street parking bills. During the 90-day MGA legislative session, the team tracked legislative bills daily, flagged relevant legislation for various departments within the Commission, and worked with the Commission's contracted lobbyists to ensure the Commission's legislative priorities are implemented and bond bills and capital initiatives are supported and included within the 2023 legislative budget. The Legislative team has worked closely with the Public Affairs Divisions, as well as the Planning and Parks departments to host various placemaking projects in Suitland, Riverdale and Largo, Md. The Legislative team has coordinated the presence of elected officials, nonprofit organizations, and local government organizations to participate.

BUDGET AT A GLANCE

The OGC is proposing a maintenance budget in FY25 with no new positions requested and nearly all increases accounted for in personnel and pension costs. The fiscal impact of our personnel budget is a net increase of \$342,812, resulting in personnel services allocated to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$1,926,513 (9.7% increase)
- Prince George's County Administration Fund: \$1,830,100 (2.9% increase)



Central Administrative Services Legal Department

These figures reflect the updated labor allocation formula between Montgomery and Prince George's Counties respectively, 50.7% to 49.3%, as well as any changes in charges passed through for the CIO allocation and CWIT charges. Please refer to the Commission-wide CIO & IT Initiatives Internal Service Funds section of the budget book for specific details.

Summary of Legal Department Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$1,756,493	\$1,926,513	9.7%	51.3%
Staffing				
Funded Career Positions	13.89	14.20	2.2%	50.7%
Funded Workyears	13.60	14.20	4.4%	50.7%
Prince George's County Budget				
Expenditures	\$1,778,243	\$1,830,100	2.9%	48.7%
Staffing				
Funded Career Positions	14.11	13.80	-2.2%	49.3%
Funded Workyears	13.82	13.80	-0.1%	49.3%
Combined Department Total Budget				
Expenditures	\$3,534,736	\$3,756,613	6.3%	100.0%
Staffing				
Funded Career Positions	28.00	28.00	0.0%	100.0%
Funded Workyears	27.42	28.00	2.1%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The OGC's total proposed budget of \$3.7M includes \$221,877 (6.3%) in increased funding requests compared to FY24.



Central Administrative Services Office of the Inspector General

OVERVIEW

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

The Inspector General is appointed by, and reports to, the Commission's Audit Committee (AC). The AC is comprised of four voting members, one Commissioner from each of the Planning Boards, and two public members. The Commission Chair serves as an ex officio non-voting 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

Throughout FY23, the completion of numerous audit engagements furthered the OIG's obligation to timely identify the most critical risks and vulnerabilities in Commission programs and operations. Completed engagements included:

- The OIG completed 9 performance audits in FY23. Performance audits provide objective analysis to assist management and those charged with governance and oversight. Identified issues, risks, and recommendations resulted in improved program performance and operations, and a stronger internal control environment.
- The OIG completed 4 fraud, waste, and abuse investigations, 3 limited investigations, and 3 management advisories (i.e., consulting service) in FY23. The completion of these types of investigations and reviews increase fiduciary responsibility and awareness throughout the Commission.
- The OIG completed 19 follow-up reviews in FY23. Upon completion of the follow-up reviews, the OIG concluded 44 of the 51 (86%) of the recommendations were resolved, 6 were partially resolved as some degree of progress was made.

The OIG facilitated a Commission-wide risk assessment in May 2023. The assessment identified auditable units, inherent risks, and mitigating controls. The results of the assessment provided the basis for the FY24 Audit Plan, which was subsequently approved by the AC.

The OIG's quality control program was significantly enhanced in FY24 due to a newly-implemented, comprehensive indexing, referencing, and review (IRR) program. The IRR program requires additional review and approval of audit reports and work papers for all performance audits and fraud, waste, and abuse investigations. The IRR program strengthens the reliability of audit findings and conclusions, thus providing increased value to Commission stakeholders.



Central Administrative Services Office of the Inspector General

BUDGET AT A GLANCE

Summary of Office of the Inspector General Budget

	FY24 Adjusted <u>Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$557,332	\$560,436	0.6%	41.0%
Staffing				
Funded Career Positions	2.57	2.46	-4.3%	35.1%
Funded Workyears	2.77	2.66	-4.0%	35.5%
Prince George's County Budget				
Expenditures	\$747,513	\$807,067	8.0%	59.0%
Staffing				
Funded Career Positions	4.43	4.54	2.5%	64.9%
Funded Workyears	4.73	4.84	2.3%	64.5%
Combined Department Total Budget				
Expenditures	\$1,304,845	\$1,367,503	4.8%	100.0%
Staffing				
Funded Career Positions	7.00	7.00	0.0%	100.0%
Funded Workyears	7.50	7.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The OIG provides Commission-wide professional auditing, investigation, and advisory services. The OIG's operating budget is split between Montgomery County and Prince George's County 41.0%/59.0% respectively.

The OIG's total proposed budget of \$1.37M includes \$62,658 (4.8%) in increased funding requests when compared to FY24. The OIG is not requesting any new positions in FY25. A \$32,726 increase in personnel costs is attributed to approved salary and benefit costs for the OIG's current 7.5 WYS. Additional proposed increases include \$2,277 of known commitments to maintain the Commission's independent Ethics and Employee Hotline application and the OIG's internal workpaper application, as well as an increase of \$13,750 in the OIG's annual training budget.

Montgomery County's budget remained relatively flat, increasing \$3,104 to \$560,436 (0.6%). A modest increase in training costs of \$5,644 was offset with reductions in internal service payments to the OCIO for Commission-wide IT projects.

Prince George's County's budget reflects an increase of \$59,554 (8.0%). Increases in training costs of \$8,106 were offset with reductions in internal service payments to the OCIO. Additional increases are attributed to a \$29,175 decrease in chargebacks from Prince George's County. Prince



Central Administrative Services Office of the Inspector General

George's County covers the salary and benefit costs for one position within the OIG. Due to staffing changes within the OIG, the salary and benefit costs for the position identified for chargebacks in FY25 are less than the previously-assigned position.

GOALS AND PERFORMANCE MEASURES

Goals:

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

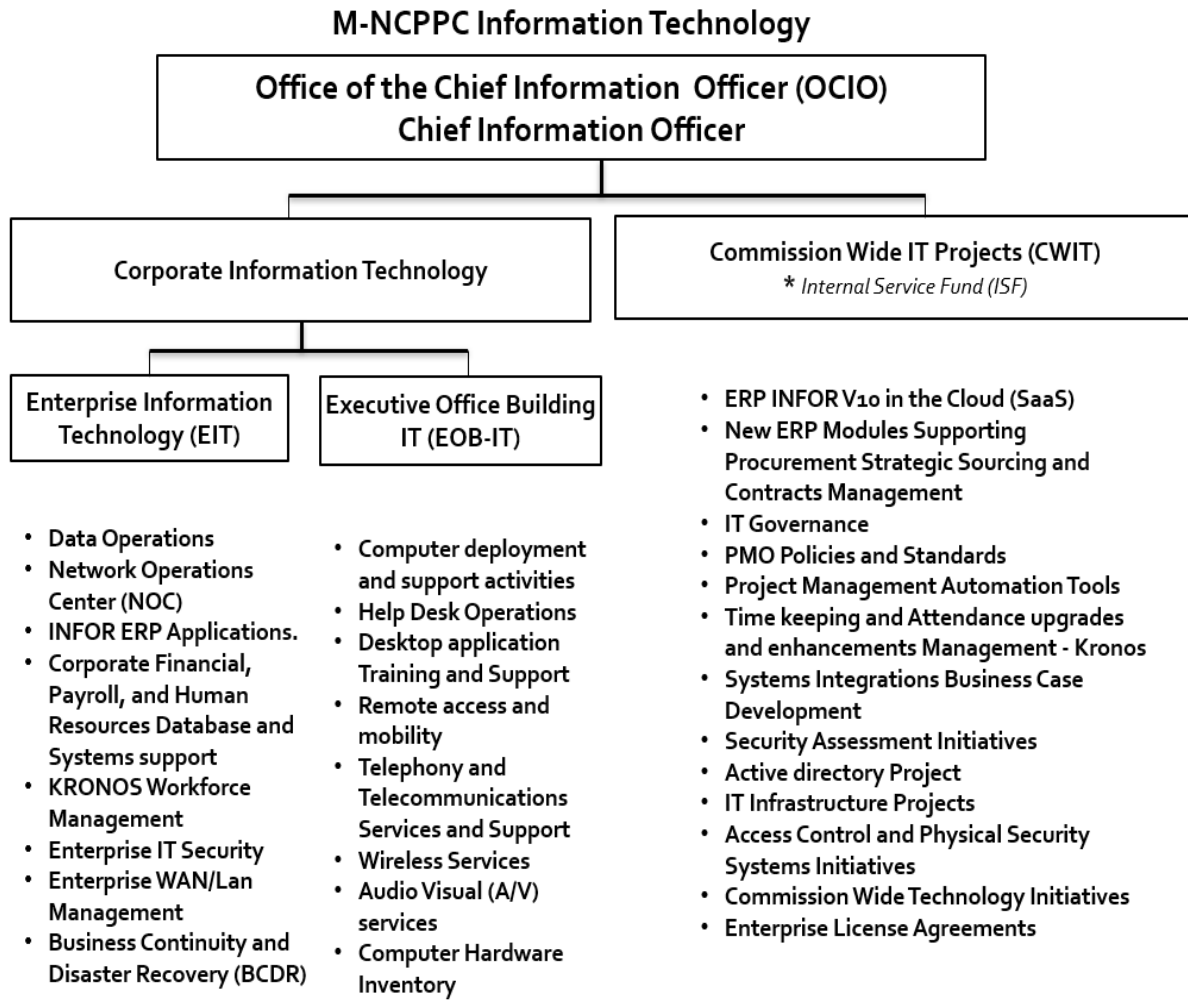
Performance Measures:

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



Central Administrative Services Corporate IT

ORGANIZATIONAL STRUCTURE



** Internal Service Fund (ISF)*



Central Administrative Services

Corporate IT

OVERVIEW

Corporate IT provides Commission-wide Information Technology (IT) infrastructure standards, core business systems, data security, service, and support to all departments in the agency. Corporate IT also implements and administers IT governance policies established by the Chief Information Officer (CIO) to ensure accountability and protection of the agency's data.

Corporate IT is comprised of two Divisions: Enterprise IT (EIT) and Executive Office Building IT (EOB-IT).

EIT is responsible for administering agency-wide infrastructure and producing consistent and timely communication of agency-wide IT standards and procedures. EIT also implements and administers security governance policies to ensure the protection of Commission data.

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Corporate IT is responsible for supporting and maintaining the following systems and processes:

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

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



Central Administrative Services Corporate IT

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

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

FY23 ACCOMPLISHMENTS

Implemented AdobeSign in CAS Departments: Significant strides have been made towards building a secure, efficient, and streamlined workflow for reviewing contracts and agreements. This innovative solution empowers business units to confidently manage their digital signatures, paving the way for a more agile, productive, and future-ready organization.

Continued to maintain and optimize the help desk system: EOB IT continued to improve efficiency, communication and customer satisfaction, through optimizing this system that ensures automation, prioritization, integration, and record-keeping.

Enhanced security with by updating equipment for CAS users: We continued to equip our users with state-of-the-art laptops, monitors, and other essential peripherals with highly secure configurations. This increases security and enables us to meet our commitment to top-notch security.

Cybersecurity Enhancements: EIT successfully implemented a series of cutting-edge cybersecurity enhancements to fortify and safeguard the agency's infrastructure, networks, and computing environment. The agency's security posture has been significantly bolstered by deploying a top-performing endpoint security solution that utilizes dynamic and interactive cybersecurity services. In addition, we have completed several robust cybersecurity policies and supporting operating procedures, further reinforcing our commitment to maintaining a secure and resilient digital environment.

Microsoft 365 Enhancements: The agency has made significant progress in enhancing the security of Microsoft 365, a cloud-based platform for document sharing and business workflows. With the introduction of advanced email encryption and other security measures, communication is now more secure than ever. New security protocols and data management controls have been implemented to prevent the unauthorized sharing of unencrypted personal information, including credit card details. Moreover, policies have been established to secure Microsoft 365 OneDrive and SharePoint storage. The agency can safeguard sensitive information and maintain the highest data privacy standards with all these implemented measures.



Central Administrative Services Corporate IT

Protected our agency's information systems through employee education: The division has a vital role in protecting our agency's information systems. We take pride in deploying the Security Awareness Training program, which has been educating our employees about security threats for several years. Through this initiative, we have seen a significant improvement in employee awareness, contributing to reducing our agency's IT security risks. We will continue working with the operating departments to keep our agency's data safe and secure.

BUDGET AT A GLANCE

Summary of Corporate IT Budget

	FY24 <u>Adjusted Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$1,876,390	\$2,144,181	14.3%	55.7%
Staffing				
Funded Career Positions	10.00	10.00	0.0%	50.0%
Funded Workyears	9.46	10.00	5.7%	50.0%
Prince George's County Budget				
Expenditures	\$1,420,261	\$1,702,083	19.8%	44.3%
Staffing				
Funded Career Positions	10.00	10.00	0.0%	50.0%
Funded Workyears	9.46	10.00	5.7%	50.0%
Combined Department Total Budget				
Expenditures	\$3,296,651	\$3,846,264	16.7%	100.0%
Staffing				
Funded Career Positions	20.00	20.00	0.0%	100.0%
Funded Workyears	18.92	20.00	5.7%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The FY25 proposed budget for is \$3,846,264, representing a \$549,613 (or 16.7%) increase from FY24 adopted levels.

Personnel Services: This category includes an increase of 13.7% and includes compensation adjustments, benefit election adjustments and increases in retirement. The main cost driver is the annualization of new positions added in FY24.

Supplies and Equipment: This category covers IT equipment for CAS employees and technology operations in theEOB. These expenses are proposed to decrease by \$41,000. This is one-time decrease is an effort to offset the cost of replacing our firewall and network switches through the Capital Equipment Fund.



Central Administrative Services Corporate IT

Other Services and Charges: This category includes IT services integral to our operations acquired through contracts, which can increase up to 10% each year; ongoing services bid out annually and subject to current market costs, which have been steadily increasing over the past several years; and funding to replace network switches and our firewall through the Capital Equipment Fund. One new initiative is included in this request:

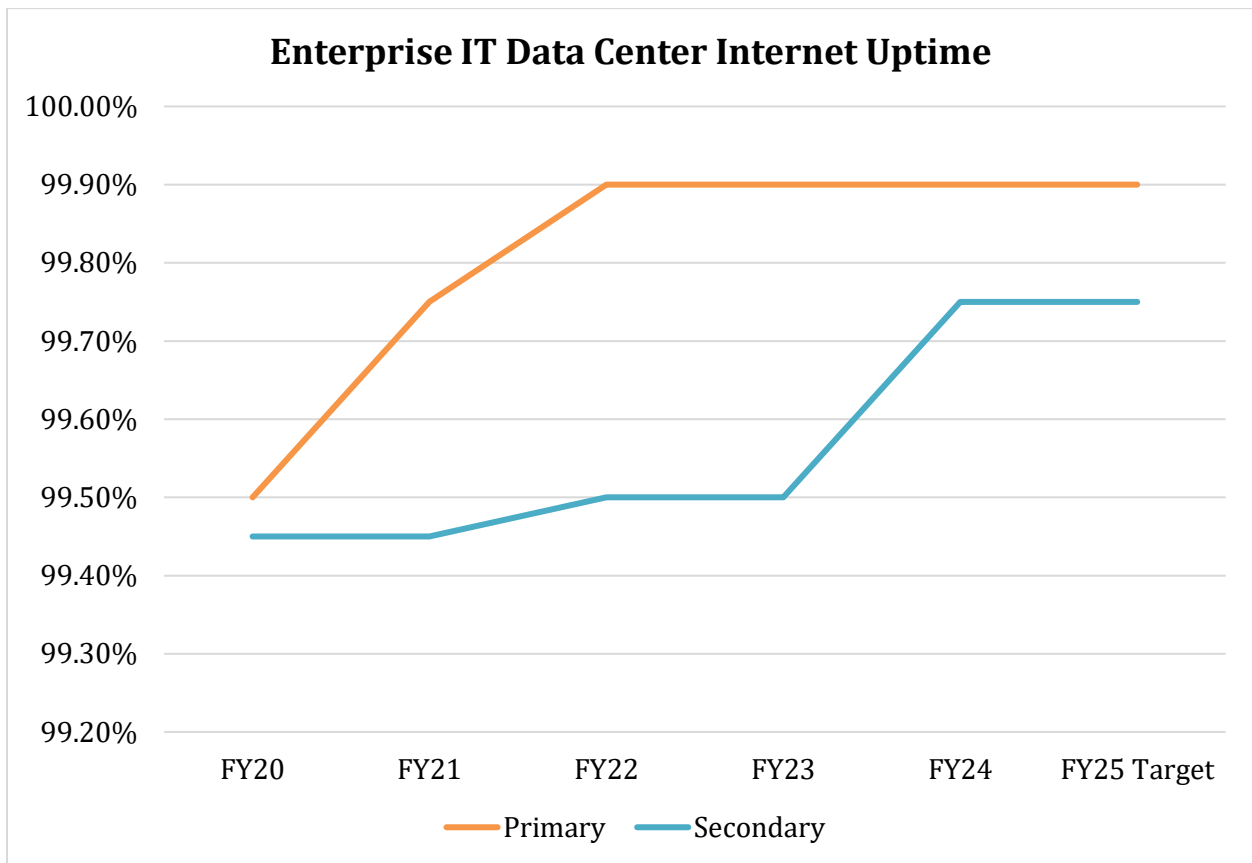
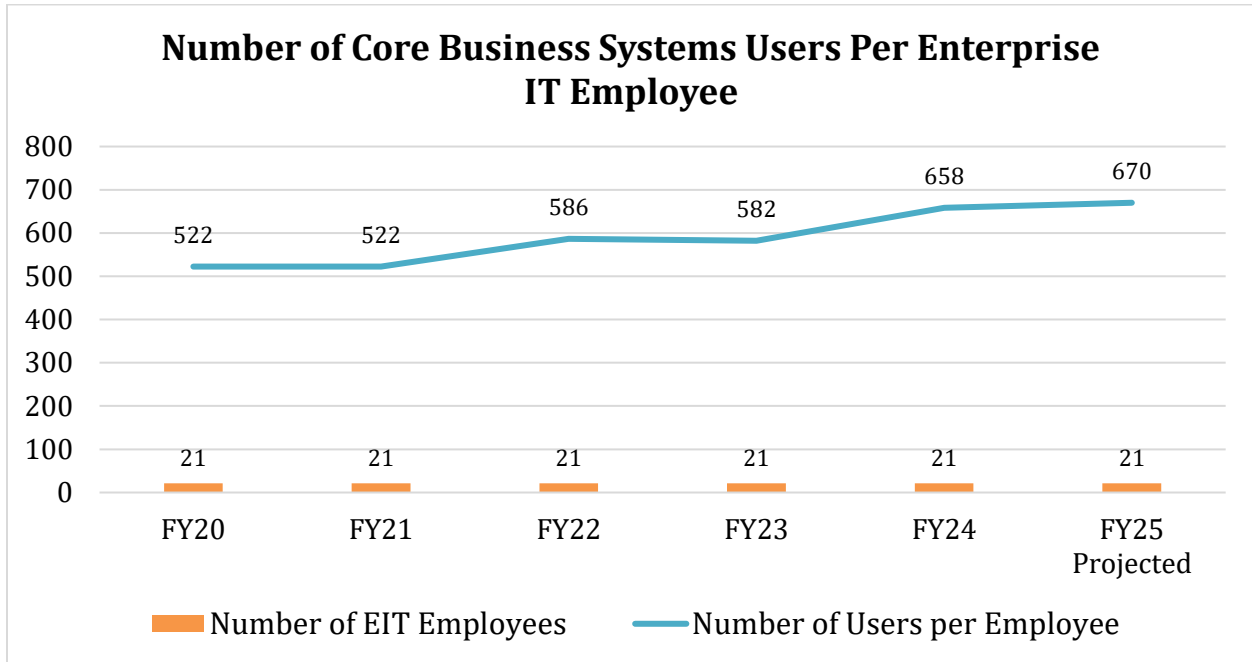
- **\$50,00 to Increase Network Security:** Corporate IT is requesting funding to acquire a network monitoring tool to increase our network security. This tool is designed to quickly detect network issues and provide comprehensive visibility into the user experience. It will enhance our security profile and enable our IT support teams to identify and troubleshoot problems proactively and more efficiently.

Chargebacks: Chargebacks have decreased by 2.5% due to the transfer of the Kronos/UKG license from this budget to the Commission-wide CIO License budget.

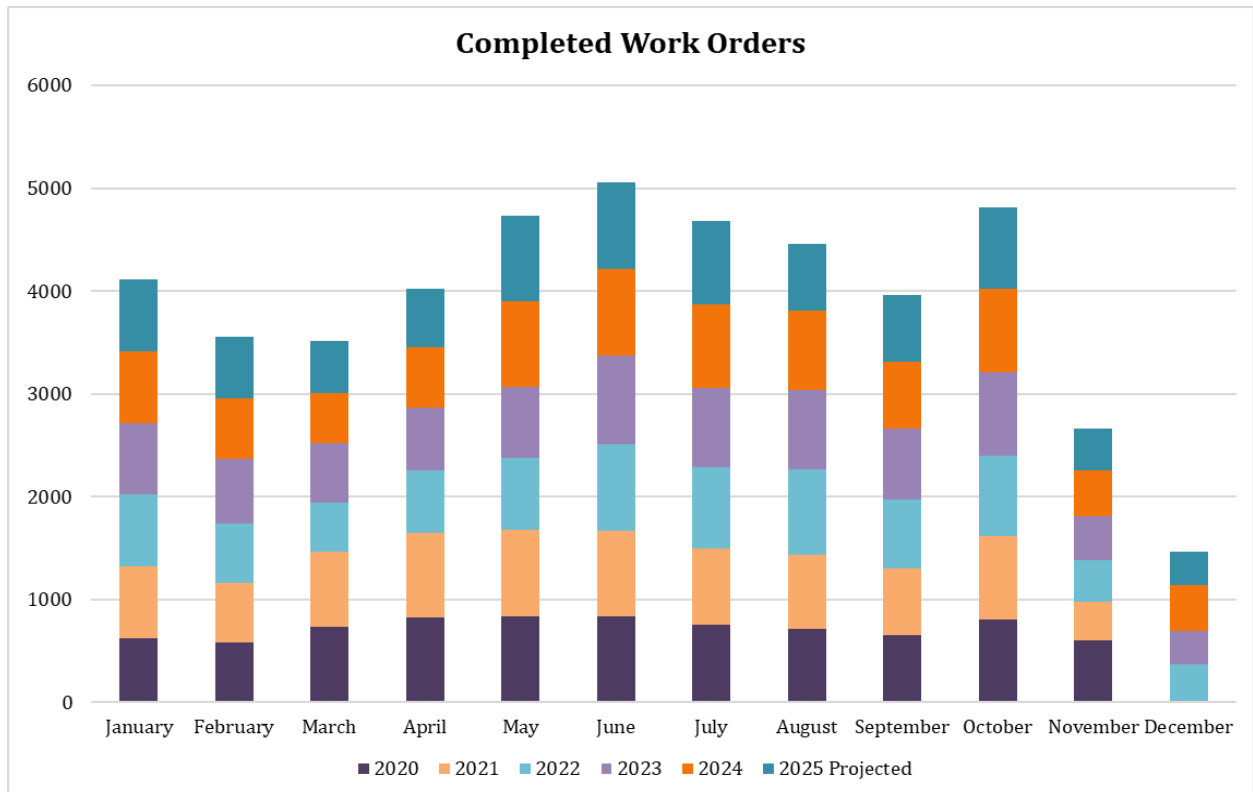
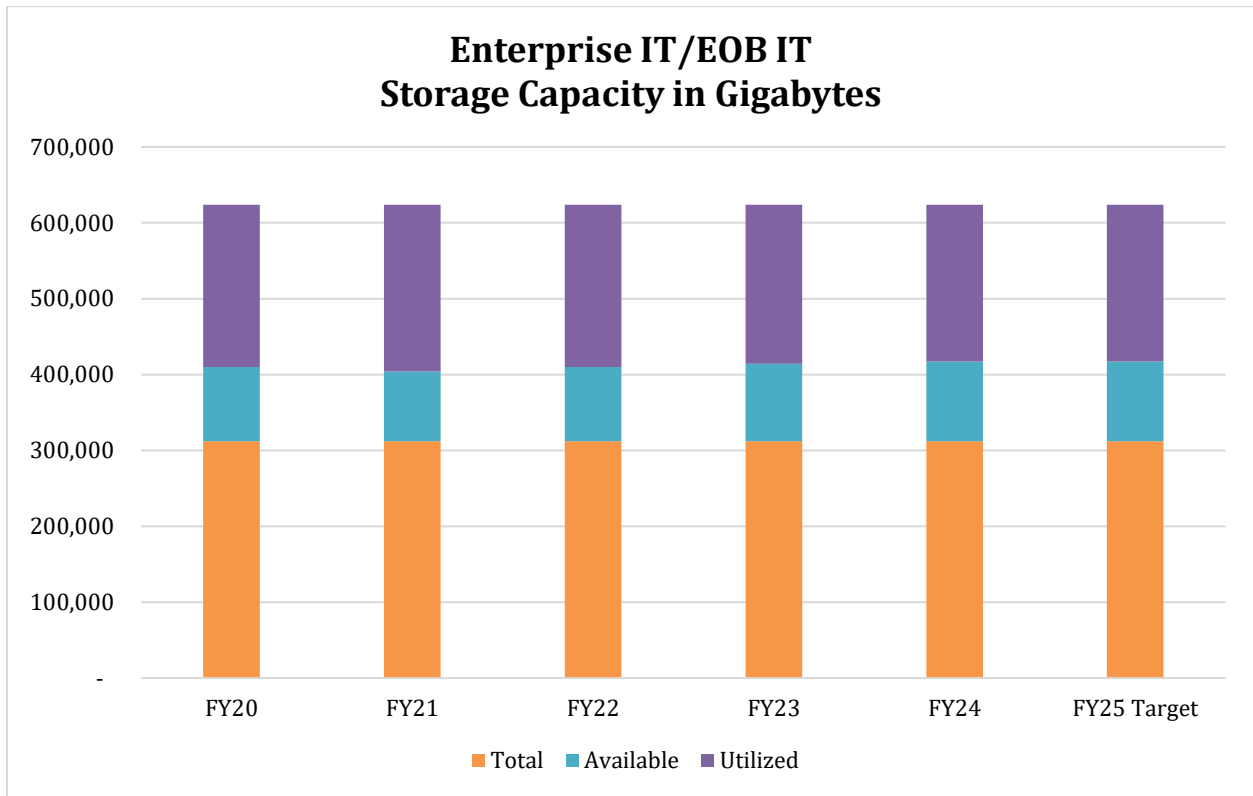


Central Administrative Services Corporate IT

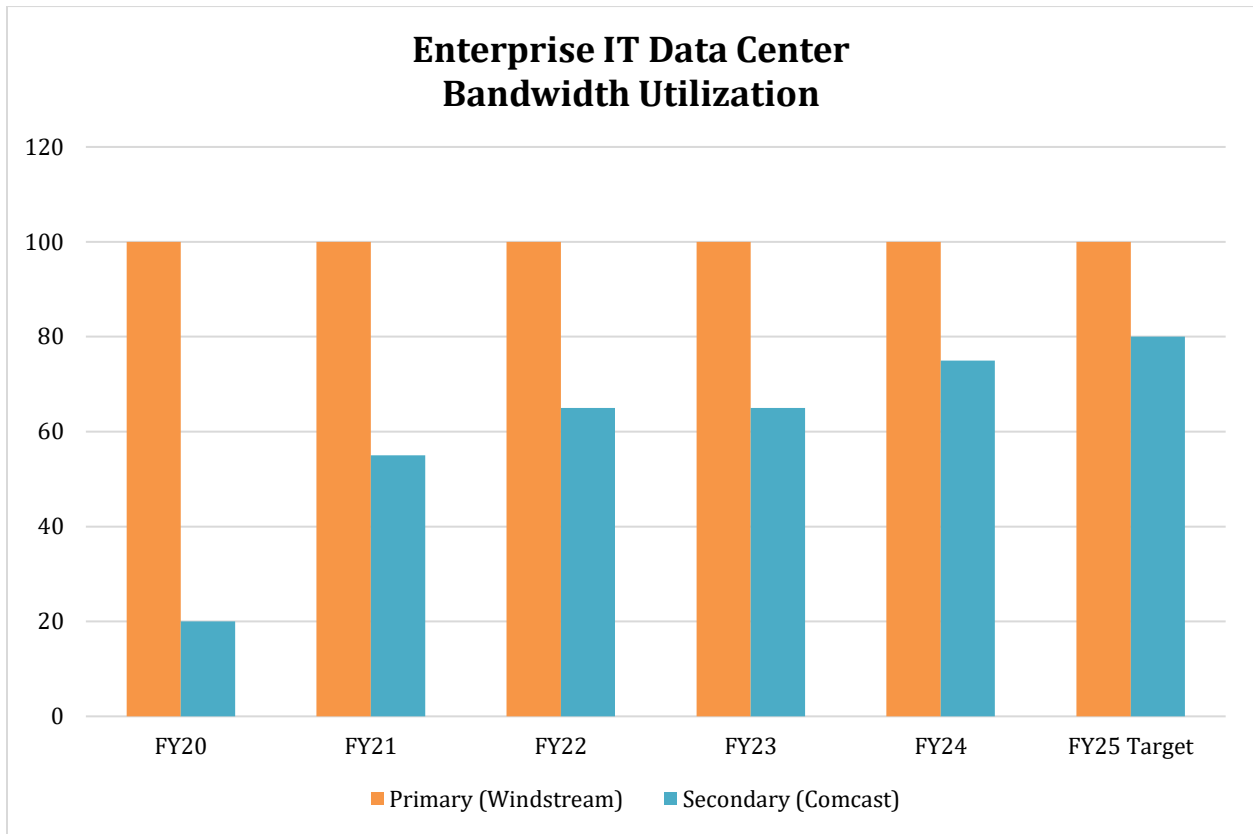
GOALS AND PERFORMANCE MEASURES



Central Administrative Services Corporate IT



Central Administrative Services Corporate IT



Central Administrative Services CAS Support Services

MISSION AND OVERVIEW

The purpose of the Central Administrative Services Support Services budget is to provide support to the departments and units that make up Central Administrative Services (CAS).

PROGRAMS AND SERVICES PROVIDED

The Central Administrative Services Support Services budget accounts for non-discretionary shared operating expenses attributable to the Department of Human Resources and Management, Finance Department, Legal Department, Office of the Inspector General, Office of the Chief Information Officer, and Merit System Board as they provide corporate administrative governance and support to the agency as a whole.

FY23 ACCOMPLISHMENTS

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

FY25 PRIORITIES

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

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$710,446	\$744,485	4.8%	45.2%
Prince George's County Budget				
Expenditures	\$897,825	\$902,225	0.5%	54.8%
Combined Department Total Budget				
Expenditures	\$1,608,271	\$1,646,710	2.4%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The total FY25 proposed budget is \$1,646,710, which is an increase of 2.4% (\$38,439) over the FY24 adopted budget.



Central Administrative Services CAS Support Services

Based on the cost allocation analysis by the Corporate Budget Division, the Commission approved FY25 budget funding allocation between the counties of 45.2% to Montgomery County and 54.8% to Prince George's County. Major components of the budget are described below:

Personnel Services: This category is for state unemployment insurance reimbursements, which have decreased 33.3% compared to FY24. The CAS Support Services budget does not include funding for any positions.

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

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

The main cost driver of the budget (78.7% or \$1,296,060) is occupancy, which increased 1.4% compared to FY24 due to:

- **Tenant Changes:** While the rent was increased, several shifts in space reduced the CAS portion of the facility, resulting in only a minor increase in rent.
- **Executive Office Building Repairs and Updates:** Expenses for cleaning, supplies, building system maintenance, and utilities are charged to CAS through rent, which has been increased by 2% for FY25.

The CAS portion of Workers' Compensation and liability funding is projected to more than double to \$100,200 from \$48,000 in FY24.



Central Administrative Services Merit System Board

MISSION AND OVERVIEW

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

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

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

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

FY23 ACCOMPLISHMENTS

The Merit System Board closed 22 cases, received 17 new appeals, and reviewed and approved three classifications series reviews submitted by the Department of Human Resources and Management.

FY24-25 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

	FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$87,454	\$88,411	1.1%	50.0%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	50.0%
Funded Workyears	1.75	1.75	0.0%	50.0%
Prince George's County Budget				
Expenditures	\$87,454	\$88,411	1.1%	50.0%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	50.0%
Funded Workyears	1.75	1.75	0.0%	50.0%
Combined Department Total Budget				
Expenditures	\$174,908	\$176,822	1.1%	100.0%
Staffing				
Funded Career Positions	4.00	4.00	0.0%	100.0%
Funded Workyears	3.50	3.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The Merit System Board Budget is proposed at \$176,822, which reflects a slight increase of 1.1% (\$1,914) over FY24. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY25. Projected expenditures vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may need to request supplemental funding. Major components of the budget are listed below.

Personnel Services: This category includes salary and benefits for one part-time Merit System administrator and three part-time contract Board members. Salaries of the appointed Board members are determined by the Commission. The FY25 proposed budget is projected to decrease by 0.4% (\$586) due to adjustments in estimated administrator hours.

Supplies and Materials: This category supports the operations of the Board and has not changed for FY25.

Other Services and Charges: This category is for outside legal counsel and transcription services, and is projected to increase by 8.2% (\$2,500) compared to FY24.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Department of Human Resources and Management					
Montgomery County					
Personnel Services	2,430,517	3,258,717	3,258,717	4,085,310	25.4%
Supplies and Materials	24,441	32,357	32,357	29,260	-9.6%
Other Services and Charges	812,737	402,983	402,983	561,272	39.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(310,038)	(304,025)	(304,025)	(318,850)	4.9%
Total	2,957,657	3,390,032	3,390,032	4,356,992	28.5%
Prince George's County					
Personnel Services	3,631,654	4,763,202	4,763,202	5,623,616	18.1%
Supplies and Materials	36,509	47,143	47,143	40,240	-14.6%
Other Services and Charges	1,157,880	546,371	546,371	742,476	35.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(751,169)	(762,367)	(762,367)	(791,892)	3.9%
Total	4,074,874	4,594,349	4,594,349	5,614,440	22.2%
Combined Total					
Personnel Services	6,062,171	8,021,919	8,021,919	9,708,926	21.0%
Supplies and Materials	60,950	79,500	79,500	69,500	-12.6%
Other Services and Charges	1,970,617	949,354	949,354	1,303,748	37.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,061,207)	(1,066,392)	(1,066,392)	(1,110,742)	4.2%
Total	7,032,531	7,984,381	7,984,381	9,971,432	24.9%
Department of Finance					
Montgomery County					
Personnel Services	2,467,384	3,074,195	3,074,195	3,439,959	11.9%
Supplies and Materials	19,710	30,174	30,174	30,244	0.2%
Other Services and Charges	572,141	266,499	266,499	244,283	-8.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(521,287)	(522,523)	(522,523)	(589,100)	12.7%
Total	2,537,948	2,848,345	2,848,345	3,125,386	9.7%
Prince George's County					
Personnel Services	3,314,897	4,120,672	4,120,672	4,582,771	11.2%
Supplies and Materials	26,342	40,326	40,326	40,255	-0.2%
Other Services and Charges	731,897	323,279	323,279	300,307	-7.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(933,113)	(935,378)	(935,378)	(983,800)	5.2%
Total	3,140,023	3,548,899	3,548,899	3,939,533	11.0%
Combined Total					
Personnel Services	5,782,281	7,194,867	7,194,867	8,022,730	11.5%
Supplies and Materials	46,052	70,500	70,500	70,499	0.0%
Other Services and Charges	1,304,038	589,778	589,778	544,590	-7.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,454,400)	(1,457,901)	(1,457,901)	(1,572,900)	7.9%
Total	5,677,971	6,397,244	6,397,244	7,064,919	10.4%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Legal Department					
Montgomery County					
Personnel Services	2,154,454	2,440,550	2,440,550	2,668,597	9.3%
Supplies and Materials	42,255	27,720	27,720	28,392	2.4%
Other Services and Charges	481,213	274,396	274,396	292,022	6.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(969,296)	(986,173)	(986,173)	(1,062,498)	7.7%
Total	1,708,626	1,756,493	1,756,493	1,926,513	9.7%
Prince George's County					
Personnel Services	1,994,159	2,479,917	2,479,917	2,594,682	4.6%
Supplies and Materials	40,437	27,280	27,280	27,608	1.2%
Other Services and Charges	454,025	267,353	267,353	281,255	5.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(920,016)	(996,307)	(996,307)	(1,073,445)	7.7%
Total	1,568,605	1,778,243	1,778,243	1,830,100	2.9%
Combined Total					
Personnel Services	4,148,613	4,920,467	4,920,467	5,263,279	7.0%
Supplies and Materials	82,692	55,000	55,000	56,000	1.8%
Other Services and Charges	935,238	541,749	541,749	573,277	5.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,889,312)	(1,982,480)	(1,982,480)	(2,135,943)	7.7%
Total	3,277,231	3,534,736	3,534,736	3,756,613	6.3%
Merit System Board					
Montgomery County					
Personnel Services	63,743	71,154	71,154	70,861	-0.4%
Supplies and Materials	-	1,000	1,000	1,000	0.0%
Other Services and Charges	-	15,300	15,300	16,550	8.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	63,743	87,454	87,454	88,411	1.1%
Prince George's County					
Personnel Services	63,743	71,154	71,154	70,861	-0.4%
Supplies and Materials	-	1,000	1,000	1,000	0.0%
Other Services and Charges	-	15,300	15,300	16,550	8.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	63,743	87,454	87,454	88,411	1.1%
Combined Total					
Personnel Services	127,486	142,308	142,308	141,722	-0.4%
Supplies and Materials	-	2,000	2,000	2,000	0.0%
Other Services and Charges	-	30,600	30,600	33,100	8.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	127,486	174,908	174,908	176,822	1.1%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Office of Inspector General					
Montgomery County					
Personnel Services	326,656	490,275	490,275	494,508	0.9%
Supplies and Materials	783	2,596	2,596	2,596	0.0%
Other Services and Charges	22,848	64,461	64,461	63,332	-1.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	350,287	557,332	557,332	560,436	0.6%
Prince George's County					
Personnel Services	603,072	813,198	813,198	841,691	3.5%
Supplies and Materials	1,131	3,753	3,753	3,753	0.0%
Other Services and Charges	31,352	86,241	86,241	88,127	2.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(149,686)	(155,679)	(155,679)	(126,504)	-18.7%
Total	485,869	747,513	747,513	807,067	8.0%
Combined Total					
Personnel Services	929,728	1,303,473	1,303,473	1,336,199	2.5%
Supplies and Materials	1,914	6,349	6,349	6,349	0.0%
Other Services and Charges	54,200	150,702	150,702	151,459	0.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(149,686)	(155,679)	(155,679)	(126,504)	-18.7%
Total	836,156	1,304,845	1,304,845	1,367,503	4.8%
Corporate IT					
Montgomery County					
Personnel Services	1,190,433	1,539,717	1,539,717	1,759,207	14.3%
Supplies and Materials	53,774	76,300	76,300	55,800	-26.9%
Other Services and Charges	1,049,980	882,962	882,962	946,116	7.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(594,338)	(622,589)	(622,589)	(616,942)	-0.9%
Total	1,699,849	1,876,390	1,876,390	2,144,181	14.3%
Prince George's County					
Personnel Services	1,190,433	1,554,228	1,554,228	1,759,207	13.2%
Supplies and Materials	53,774	76,300	76,300	55,800	-26.9%
Other Services and Charges	1,053,767	882,465	882,465	941,819	6.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,030,856)	(1,092,732)	(1,092,732)	(1,054,743)	-3.5%
Total	1,267,118	1,420,261	1,420,261	1,702,083	19.8%
Combined Total					
Personnel Services	2,380,866	3,093,945	3,093,945	3,518,414	13.7%
Supplies and Materials	107,548	152,600	152,600	111,600	-26.9%
Other Services and Charges	2,103,747	1,765,427	1,765,427	1,887,935	6.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,625,194)	(1,715,321)	(1,715,321)	(1,671,685)	-2.5%
Total	2,966,967	3,296,651	3,296,651	3,846,264	16.7%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
CAS Support Services					
Montgomery County					
Personnel Services	6,463	8,360	8,360	6,174	-26.1%
Supplies and Materials	12,838	16,720	16,720	17,152	2.6%
Other Services and Charges	608,509	685,366	685,366	721,159	5.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	627,810	710,446	710,446	744,485	4.8%
Prince George's County					
Personnel Services	8,226	10,640	10,640	7,576	-28.8%
Supplies and Materials	16,339	21,280	21,280	21,048	-1.1%
Other Services and Charges	768,943	865,905	865,905	873,601	0.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	793,508	897,825	897,825	902,225	0.5%
Combined Total					
Personnel Services	14,689	19,000	19,000	13,750	-27.6%
Supplies and Materials	29,177	38,000	38,000	38,200	0.5%
Other Services and Charges	1,377,452	1,551,271	1,551,271	1,594,760	2.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,421,318	1,608,271	1,608,271	1,646,710	2.4%
COMBINED SUMMARY FOR CAS DEPARTMENTS					
Montgomery County					
Personnel Services	8,639,650	10,882,968	10,882,968	12,524,616	15.1%
Supplies and Materials	153,801	186,867	186,867	164,444	-12.0%
Other Services and Charges	3,547,428	2,591,967	2,591,967	2,844,734	9.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,394,959)	(2,435,310)	(2,435,310)	(2,587,390)	6.2%
Total	9,945,920	11,226,492	11,226,492	12,946,404	15.3%
Prince George's County					
Personnel Services	10,806,184	13,813,011	13,813,011	15,480,404	12.1%
Supplies and Materials	174,532	217,082	217,082	189,704	-12.6%
Other Services and Charges	4,197,864	2,986,914	2,986,914	3,244,135	8.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,784,840)	(3,942,463)	(3,942,463)	(4,030,384)	2.2%
Total	11,393,740	13,074,544	13,074,544	14,883,859	13.8%
Combined Total					
Personnel Services	19,445,834	24,695,979	24,695,979	28,005,020	13.4%
Supplies and Materials	328,333	403,949	403,949	354,148	-12.3%
Other Services and Charges	7,745,292	5,578,881	5,578,881	6,088,869	9.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(6,179,799)	(6,377,773)	(6,377,773)	(6,617,774)	3.8%
Total	21,339,660	24,301,036	24,301,036	27,830,263	14.5%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	17.64	17.44	20.35	20.35	22.73	22.73
Part-Time Career	0.50	0.25	0.41	0.33	0.42	0.34
Career Total	18.14	17.69	20.76	20.68	23.15	23.07
Term Contract	1.00	0.75	0.81	0.77	0.84	0.79
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.95)		-
Subtotal Dept of Hmn. Res. & Mgmt.	19.14	17.44	21.57	19.50	23.99	23.86
<i>Prince George's County</i>						
Full-Time Career	26.36	26.06	29.65	29.65	31.27	31.27
Part-Time Career	0.50	0.25	0.59	0.47	0.58	0.46
Career Total	26.86	26.31	30.24	30.12	31.85	31.73
Term Contract	1.00	1.25	1.19	1.11	1.16	1.09
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(2.38)		-
Subtotal Dept of Hmn. Res. & Mgmt.	27.86	26.56	31.43	28.85	33.01	32.82
TOTAL						
Full-Time Career	44.00	43.50	50.00	50.00	54.00	54.00
Part-Time Career	1.00	0.50	1.00	0.80	1.00	0.80
Career Total	45.00	44.00	51.00	50.80	55.00	54.80
Term Contract	2.00	2.00	2.00	1.88	2.00	1.88
Seasonal/Intermittent		-		-		-
Less Lapse		(2.00)		(4.33)		-
Total Dept of Hmn. Res. & Mgmt.	47.00	44.00	53.00	48.35	57.00	56.68
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	19.57	19.22	20.54	20.54	21.02	21.02
Part-Time Career	0.43	-	-	-	-	-
Career Total	20.00	19.22	20.54	20.54	21.02	21.02
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		(0.85)		-
Subtotal Department of Finance	20.00	19.22	20.54	19.69	21.02	21.02
<i>Prince George's County</i>						
Full-Time Career	26.43	25.79	27.46	27.46	27.98	27.98
Part-Time Career	0.57	-	-	-	-	-
Career Total	27.00	25.79	27.46	27.46	27.98	27.98
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		(1.04)		-
Subtotal Department of Finance	27.00	25.79	27.46	26.42	27.98	27.98
TOTAL						
Full-Time Career	46.00	45.01	48.00	48.00	49.00	49.00
Part-Time Career	1.00	-	-	-	-	-
Career Total	47.00	45.01	48.00	48.00	49.00	49.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		(1.89)		-
Total Department of Finance	47.00	45.01	48.00	46.11	49.00	49.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	14.00	14.00	13.89	13.89	14.20	14.20
Part-Time Career	-	-	-	-	-	-
Career Total	14.00	14.00	13.89	13.89	14.20	14.20
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.29)	-	-
Subtotal Legal Department	14.00	14.00	13.89	13.60	14.20	14.20
<i>Prince George's County</i>						
Full-Time Career	13.00	13.00	14.11	14.11	13.80	13.80
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	14.11	14.11	13.80	13.80
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.29)	-	-
Subtotal Legal Department	13.00	13.00	14.11	13.82	13.80	13.80
TOTAL						
Full-Time Career	27.00	27.00	28.00	28.00	28.00	28.00
Part-Time Career	-	-	-	-	-	-
Career Total	27.00	27.00	28.00	28.00	28.00	28.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.58)	-	-
Total Legal Department	27.00	27.00	28.00	27.42	28.00	28.00
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.75	2.00	1.75	2.00	1.75
Career Total	2.00	1.75	2.00	1.75	2.00	1.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	2.00	1.75	2.00	1.75	2.00	1.75
<i>Prince George's County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.75	2.00	1.75	2.00	1.75
Career Total	2.00	1.75	2.00	1.75	2.00	1.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	2.00	1.75	2.00	1.75	2.00	1.75
TOTAL						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	4.00	3.50	4.00	3.50	4.00	3.50
Career Total	4.00	3.50	4.00	3.50	4.00	3.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	4.00	3.50	4.00	3.50	4.00	3.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 23		FY 24		FY 25	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
OFFICE OF INSPECTOR GENERAL						
<i>Montgomery County</i>						
Full-Time Career	3.00	3.00	2.57	2.57	2.46	2.46
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	2.57	2.57	2.46	2.46
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.20	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	3.00	3.20	2.57	2.77	2.46	2.66
<i>Prince George's County</i>						
Full-Time Career	4.00	4.00	4.43	4.43	4.54	4.54
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.43	4.43	4.54	4.54
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.30	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	4.00	4.30	4.43	4.73	4.54	4.84
TOTAL						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
Total Inspector General	7.00	7.50	7.00	7.50	7.00	7.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	9.00	9.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	9.00	9.00	10.00	10.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.54)	-	-
Subtotal Corporate IT	9.00	9.00	10.00	9.46	10.00	10.00
<i>Prince George's County</i>						
Full-Time Career	9.00	9.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	9.00	9.00	10.00	10.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.54)	-	-
Subtotal Corporate IT	9.00	9.00	10.00	9.46	10.00	10.00
TOTAL						
Full-Time Career	18.00	18.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	20.00	20.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(1.08)	-	-
Total Corporate IT	18.00	18.00	20.00	18.92	20.00	20.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 23		FY 24		FY 25	
	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	63.21	62.66	67.35	67.35	70.41	70.41
Part-Time Career	2.93	2.00	2.41	2.08	2.42	2.09
Career Total	66.14	64.66	69.76	69.43	72.83	72.50
Term Contract	1.00	0.75	0.81	0.77	0.84	0.79
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(1.00)		(3.63)		-
Subtotal CAS	67.14	64.61	70.57	66.77	73.67	73.49
<i>Prince George's County</i>						
Full-Time Career	78.79	77.85	85.65	85.65	87.59	87.59
Part-Time Career	3.07	2.00	2.59	2.22	2.58	2.21
Career Total	81.86	79.85	88.24	87.87	90.17	89.80
Term Contract	1.00	1.25	1.19	1.11	1.16	1.09
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.00)		(4.25)		-
Subtotal CAS	82.86	80.40	89.43	85.03	91.33	91.19
TOTAL						
Full-Time Career	142.00	140.51	153.00	153.00	158.00	158.00
Part-Time Career	6.00	4.00	5.00	4.30	5.00	4.30
Career Total	148.00	144.51	158.00	157.30	163.00	162.30
Term Contract	2.00	2.00	2.00	1.88	2.00	1.88
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(2.00)		(7.88)		-
Total CAS	150.00	145.01	160.00	151.80	165.00	164.68



Central Administrative Services

Administration Fund – Non-Departmental, Other and Transfers

OVERVIEW

This section accounts for those items that are included in the Administration Fund’s budget, but are not allocated to specific departments or units:

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

BUDGET AT A GLANCE

Summary of Non Departmental, Transfers, and Other Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget			
OPEB Prefunding	\$ 724,075	\$ 763,980	5.5%
OPEB PayGo	1,094,406	1,248,528	14.1%
Marker for Changes to Employee Comp.	766,882	1,759,531	129.4%
Marker for Possible Reclasifications	655,310	655,310	0.0%
Other Personnel	3,134	-	-100.0%
Bank Fees	3,200	1,300	-59.4%
Transfer to Special Revenue Fund	500,000	950,000	90.0%
Operating Expenditure Reserve @ 3%	<u>1,205,200</u>	<u>1,360,500</u>	<u>12.9%</u>
Total Expenditures	\$ 4,952,207	\$ 6,739,149	36.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo increased by \$194,027 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$2,414,841 is included for:
 - 1) A compensation marker. We are in full contract negotiations with MCGEO and are beginning a wage re-opener with the FOP.
 - 2) Funding for possible reclassification adjustments based on the study that is currently being completed.



MONTGOMERY COUNTY PLANNING DEPARTMENT

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Division Budgets

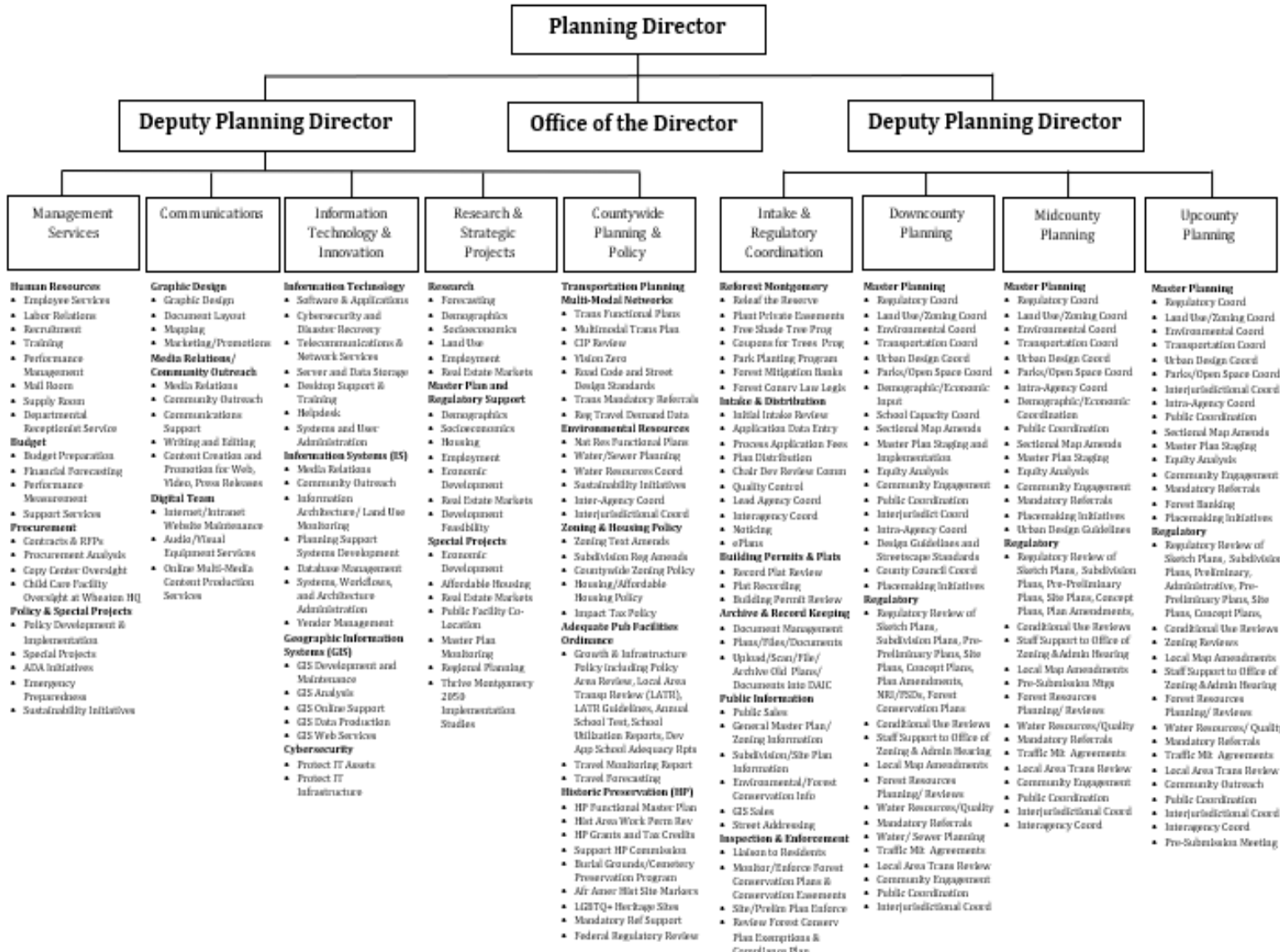
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MONTGOMERY COUNTY PLANNING DEPARTMENT



ORGANIZATIONAL STRUCTURE

Montgomery County
Planning Department

Montgomery County Planning Department

OVERVIEW

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

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

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

MISSION

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

GOALS

- Enhance the community equity, economic health, and environmental resilience of Montgomery County.
- Implement "Complete Communities" by planning great walkable and bikeable communities that are vibrant, livable, accessible, and sustainable. This includes:
 - Providing a mix of uses with housing near jobs, retail, and services to create livable places that are accessible and inviting to people with a variety of income levels, household sizes, and lifestyles.
 - Focusing on public amenities and the public realm of streets, plazas, and open spaces.
 - Considering how people experience spaces and placemaking opportunities.
 - Conserving and enhancing existing neighborhoods and historic places.
- Balance infrastructure and growth as the County population increases and unconstrained land for development decreases.
- Offer holistic, well-researched recommendations for plans and regulations that are objective, based on the best national and regional precedents, and advance equity in the county.
- Equitably plan the communities of Montgomery County and engage its diverse stakeholders to develop better-informed plans.
- Advance the field of planning and be recognized as a regional and national leader in all facets of planning.
- Manage the County's natural resources and direct future growth along corridors that:
 - Reduces auto dependency.



Montgomery County Planning Department

- Improves environmental quality by protecting waterways and the natural and built environment.
- Preserves, enhances, and expands green space for current and future generations.
- Increases connectivity through all modes of well-considered transportation.
- Ensures the highest quality of buildings, landscapes and streetscapes that reflect design excellence.
- Establishes affordability and equity in all communities.
- Strengthen economic competitiveness to help attract new residents and businesses to Montgomery County.
- Create and increase trust in the Planning Department to gain community support for plans and appropriate resources from the County government.

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

PROGRAMS AND SERVICES PROVIDED

The Planning Department's work program is organized into four major programs:

- (1) Master Planning,
- (2) Regulatory Planning,
- (3) Information Resources, and
- (4) Management and Administration.

Nine divisions contribute planning expertise to the four major programs through a matrix management structure. County-wide planning, including transportation modeling, environmental and housing policies, historic preservation and zoning and subdivision text amendments, are the domain of the Countywide Planning and Policy Division (CPP). Local area land use planning and regulatory reviews are assigned to the three geographic divisions (Downcounty Planning, Midcounty Planning and Upcounty Planning). The three geographic divisions cross-train staff to enable them to both prepare area master plans and provide regulatory review expertise, depending on the number of applications received and the plans assigned by the County Council in the given geography. CPP and the geographic divisions are supported through the administrative tasks and coordination efforts of the Intake and Regulatory Coordination (IRC) Division. IRC manages the Information Counter and is also responsible for those aspects of development that occur after Planning Board approval: plats, building permits, and street addressing. IRC is tasked with regulatory enforcement and processing Forest Conservation Plan exemptions. The Research and Strategic Projects Division (R&SP) provides detailed research (economic, real estate and demographic) in support of the master planning program and for special countywide studies and manages unusually complex or sensitive projects on an as needed basis. The Management Services Division provides administrative and personnel support to all the divisions and oversees the budget and procurement processes. The Communications Division supports the department through strategic and equitable outreach and communications. The Information Technology and Innovation Division (ITI) maintains the Department's GIS system and numerous databases, in addition to providing 24/7 technology support to the Planning Department, the Commissioners' Office, and the Department of Parks.



Montgomery County Planning Department

MASTER PLANNING

The Master Planning Program covers all aspects of land use planning reflected in our strategic goals: The General Plan, master/ sector/community/neighborhood plans, minor plan amendments, functional plans, policy planning and coordination, and state and regional planning coordination. The Program includes the implementation of plans through monitoring of development approvals, staging and public projects. The accomplishments and goals & objectives below illustrate how the department has achieved the elements of the work program each year.

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

Plans Approved by the Council in FY23 (including Sectional Map Amendment Complete, if applicable)

1. Thrive Montgomery 2050 General Plan Update (Director's Office)
2. Silver Spring Downtown and Adjacent Communities Sector Plan (Downcounty Planning)

Plans Worked on in FY23

1. Takoma Park Minor Master Plan Amendment (Downcounty Planning)
2. Eastern Silver Spring Communities Plan (Downcounty Planning)
3. The Great Seneca Plan: Connecting Life and Science (Midcounty Planning)
4. The University Boulevard Corridor Plan (Midcounty Planning)
5. Rustic Roads Functional Master Plan Update (Upcounty Planning)
6. Fairland and Briggs Chaney Master Plan (Upcounty Planning)
7. Clarksburg Master Plan Amendment (Upcounty Planning)
8. Pedestrian Master Plan (Countywide Planning & Policy)
9. Edward U. Taylor School Historic Preservation Master Plan Amendment (Countywide Planning & Policy)

Studies/Initiatives/Guidelines Completed in FY23

1. Bethesda Downtown Plan Annual Monitoring Report #5 (Downcounty Planning)
2. Wheaton Downtown Study (Midcounty Planning)
3. Wheaton Streetscape Standards (Midcounty Planning)
4. Predictive Safety Analysis (Countywide Planning & Policy)
5. Access Management Study (Countywide Planning & Policy)
6. Redlining/Segregation Mapping Project (Countywide planning & Policy)

Studies/Initiatives Worked on in FY23

1. Update Incentive Density Implementation Guidelines-CR & Employment Zones (Director's Office)
2. Urban Loading and Delivery Management Study (Downcounty Planning)
3. Friendship Heights Urban Design Study (Downcounty Planning)
4. Coordinated Transportation Data Management Strategy (Countywide Planning & Policy)
5. Attainable Housing Strategies Initiative (Countywide Planning & Policy)
6. Innovative Housing Tool Kit (Countywide Planning & Policy)
7. Comprehensive Study of Redevelopment Tools (Research & Strategic Projects)
8. Community Equity Index (Research & Strategic Projects)



Montgomery County Planning Department

Mandatory Referrals Completed in FY23

Countywide Planning and Policy

1. MR2022024 Heritage Triangle Trail-Phase 1
2. MR2023007 Tuckerman Lane Sidewalk/Bikeway Project-Segment 1

Downcounty Planning

3. MR2023004 Montgomery College Resource Center Library Renovation
4. MR2022021 Wilson Lane Trestle Bridge Demolition
5. MR2023014 5025 Edgemoor Lane

Upcounty Planning

6. MR2022023 Mt. Zion Substation
7. MR2023005 Disposition of Walter Johnson Road Real Property
8. MR2023012 Damascus Depot

GOALS AND PERFORMANCE MEASURES – MASTER PLANNING

Goal	Promote the orderly development of livable, safe, inclusive, accessible, and economically viable communities and employment centers by fostering public participation in the preparation, approval and implementation of master plans, sector plans, functional plans, special studies, and public projects.		
Objective	Deliver master/sector plans/special studies/functional plans (Plans) consistent with countywide goals and the approved work program in coordination with local, state, and regional planning agencies and adjoining jurisdictions (where applicable).		
Program Indicators	FY23 Actuals	FY24 Estimated	FY25 Proposed
# of Master Plans approved by Council (including Commission Adoption/SMA Completed, if applicable)	2	5	5
Downcounty Planning	1	1	-
Midcounty Planning	-	1	2
Upcounty Planning	-	2	1
Countywide Planning & Policy	-	1	2
Director's Office	1	-	-
# of Master Plans Worked On	9	6	1
Downcounty Planning	2	1	1
Midcounty Planning	2	2	-
Upcounty Planning	3	1	-
Countywide Planning & Policy	2	2	-
# of Studies/Initiatives/Guidelines Completed	6	4	5
Downcounty Planning	1	1	-
Midcounty Planning	2	-	1
Upcounty Planning	-	-	1
Countywide Planning & Policy	3	2	1
Research & Strategic Projects	-	1	-
Director's Office	-	-	2



Montgomery County Planning Department

# of Studies/Initiatives/Guidelines Worked On	8	4	0	
Downcounty Planning	2	-	-	
Midcounty Planning	-	1	-	
Upcounty Planning	-	1	-	
Countywide Planning & Policy	3	-	-	
Research & Strategic Projects	2	-	-	
Director's Office	1	2	-	
Objective				
Review and comment on mandatory referrals submitted to ensure timely provision of infrastructure and achievement of master plan recommendations including mandatory referrals for on-the-ground Federal, State, and local projects.				
Program Indicators	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
Mandatory referrals completed within the 60-day review period.				
% Completed	100%	100%	90%	90%
# Received		8	25	25
# Completed		8	22	22

REGULATORY PLANNING

The Regulatory Planning Program implements our strategic goals by ensuring compliance with applicable zoning and subdivision requirements, adopted master plans, Planning Board and County Council actions.

The Planning Department provides:

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

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

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Received approval from the County Council of the No Net Loss of Forest, Forest Conservation Bill, including revisions to the Forest Conservation Law, Chapter 22A of the County code and the Forest Conservation Regulations.
- Prepared and received approval from the County Council of the Administrative Procedures for Development Review.
- Held Development Review Committee retreat with developers and consultants to improve the development review process.
- Implemented new development review work session for applications needing further input from the Development Review Committee.



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- Extended the department’s public regulatory Development Applications Information Center (DAIC) portal to include a comprehensive Development Dashboard. <https://montgomery-planning-regulatory-dashboards-mcplanning.hub.arcgis.com/> This dashboard better enables anyone to see how much is being approved, and how long those approvals took on a year over year basis. This gives the public the big picture view rather than the previous ‘one plan at a time’ view.

GOALS AND PERFORMANCE MEASURES – REGULATORY PLANNING

Goal Provide timely analysis and evaluation of development applications in accordance and consistent with planning policies, master plans, and regulatory requirements for the benefit of residents and applicants in Montgomery County.				
Objective				
Provide zoning and regulatory expertise and recommendations to the Planning Board, Zoning Hearing Examiners, Board of Appeals, and County Council to guide decisions related to land use, zoning, and development.				
Program Indicators	FY23 Actuals	FY24 Estimated	FY25 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)	450	565	550	
Regulatory cases decided within 4-6 months after they are accepted	104	121	105	
# Special Exceptions/Conditional Uses Applications Received and Processed in FY (they may or may not be approved)	14	15	6	
# Of local map amendments and development plans/ amendments received and processed	0	3	2	
Objective				
Complete permit reviews required by Section 24A (HP Ordinance).				
Program Indicator	Target	FY23 Actual	FY24 Estimated	FY25 Proposed
Percent of reviews completed within the required review period Total number of reviews completed in FY23: - Historic Area Work Permit (HAWP): 252 - Locational Atlas/No Material Effect Determinations: 58 - Tree Removal Waivers: 113 - Section 106 Reviews: 78 - Historic Tax Credit Reviews: 154 - Tax Credit Applications: 144	100%	100%	100%	100%



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INFORMATION RESOURCES

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

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

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Completed Community Equity Interactive webmap that makes the data accessible to the public.
- Provided presentations on demographic trends to the County Council, East County Citizens Advisory Board, and Leadership Montgomery.
- Provided presentation on the office market to the Greater Bethesda Chamber of Commerce.
- Presented Study of Neighborhood Change at the National Capital American Planning Association Conference, the Montgomery County Affordable Housing Conference, and a Maryland Association of Counties conference.
- Continued to produce quarterly economic indicators reports with the Montgomery County Economic Development Corporation (MCEDC). Provided updates on economic conditions to the County Council ECON Subcommittee.
- Responded to requests for demographic, economic, housing, and land use data by various agencies and members of the public.
- Authored blogs on a series of topics, including the forecast, office market conditions, and the Community Equity Index.

GOALS AND PERFORMANCE MEASURES - INFORMATION RESOURCES

Goal	To support the development of data-driven master plans by providing data and analysis on existing demographic, economic, and housing conditions and market potential.			
Objective	Provide socioeconomic analyses and market research for master and functional plans.			
Program Indicator	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
Master and functional plans for which the R&SP Division provides demographic, commercial, or housing analysis.	Varies per Council directive	8	9	4



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Goal To provide on-going thought leadership on data trends and relevant issues by providing timely analyses of land development change and economic, demographic, and market components.				
Objective				
Regularly publish the County regional forecast, the County Council District Demographic Snapshot, topical demographic, employment, and housing trend sheets, short policy papers, and blog posts on relevant topical issues.				
Program Indicator	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
Number of division-initiated research publications, trend sheets, blogposts, and/or policy briefs published.	14	9	14	14

Goal To serve as a technical expert on data and economic analysis for Department of Parks, County Council, other government agencies, MCEDC and the public.				
Objective				
Respond to requests for information in a timely manner and provide thoughtful and accurate information. Provide additional demographic, housing, economic, market, feasibility, and other ad hoc analyses to support public policy and program decisions.				
Program Indicator	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
Information request responses.	Varies per Council directive	60	80	80

Goal To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.				
Objective				
Maintain uninterrupted network services 24/7.				
Program Indicators	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
% of network uptime	99.9%	99.9%	99.9%	99.9%
Objective				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime.				
Program Indicators	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
% of trouble tickets resolved on the first call	97.9%	96.4%	97.3%	97.9%
Objective				
Maintain uninterrupted access to enterprise email.				
Program Indicators	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
% Of email uptime	99.8%	99.9%	99.9%	99.9%



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MANAGEMENT AND ADMINISTRATION

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

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Completion of the Thrive Montgomery 2050 and production and translation of the final approved and adopted document.
- Continued to support the stream cast of virtual Planning Board, Historic Preservation Commission and special event meetings utilizing the technology at the new Wheaton Headquarters auditorium allowing residents and staff to participate remotely and in-person.
- Developed and executed communications and outreach plans for the University Corridor Boulevard Plan, Friendship Heights Urban Design Study, Eastern Silver Spring Communities Plan.
- Improved the Department's compliance with accessibility standards under the ADA by providing all-staff training for creating accessible documents and remediation of non-accessible documents.
- Enhanced a safe working environment that included updating the department's Emergency Action Plan and the Continuity of Operations Plan, department-wide staff training on safety (including active shooter response training), and two fire drills. Continued coordination with the County's Office of Emergency Management and Homeland Security as a stakeholder agency and participated as a resource in the County's Hazard Mitigation Plan currently under review.
- Partnered with A Wider Circle to give back to the community by providing canned goods and other food staples at Thanksgiving and with Hearts and Homes for Youth to provide gifts purchased virtually to children during the holiday season.
- Tracked and reported implementation of the Planning Department's contributions to the County's Climate Action Plan including quarterly updates and regular participation in the County's Climate Leadership Group.
- Performed an Americans with Disabilities Act (ADA) audit and remedies against the regulatory DAIC web portal which highlighted a few improvements needed for keyboard navigation and screen reader viability.

GOALS AND PERFORMANCE MEASURES – MANAGEMENT AND ADMINISTRATION

Goal	To implement processes in recruitment and onboarding to positively impact employee morale, turnover rate, and diversification of our staff.			
Objective	To increase awareness of our recruitment process and to improve the new hire's onboarding experience.			
Program Indicators	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
% Of hiring managers receive training on the recruitment process	100%	100%	100%	100%
Comprehensive Onboarding for New Hires				
Comprehensive Onboarding for New Hires				
% of new hires onboarded on the first day	100%	100%	100%	100%
% New hires rating onboarding as meets or exceeds expectations	100%	100%	100%	100%



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Goal To use the website as an accessible communication tool to reach the stakeholders of the Planning Department.				
Objective				
To continually produce interesting, consistent, and engaging content by promoting planning updates, videos, photos, and montgomeryplanning.org.				
Program Indicators	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
Total annual number of page views for the Planning Department websites	805,000	829,386	835,000	840,000
Total annual number of page views for the Planning Board websites	205,000	220,471	220,000	225,000
Open rate of eletters*	21%	48%	25%	25%
Click rate of eletters*	8%	5%	8%	10%
Number of views per video per year**	19,000	33,194	35,000	40,000
* Industry open rate is 20.4%, click-rate is 7.7% for government agencies.				
** Total # views of videos posted on Facebook, Twitter, YouTube, Vimeo, Instagram.				

Goal To expand the trainings offered by Planning University to provide comprehensive training and employee development programs to Planning staff.				
Objective				
To increase staff efficiency and effectiveness by increasing their knowledge base by offering a well-rounded, comprehensive training program.				
Program Indicators	Target	FY23 Actuals	FY24 Estimated	FY25 Proposed
Provide Comprehensive Training Program - Total Trainings in FY23 = 53				
% Career Development ¹ Trainings Offered # of Trainings in FY23 = 8	40%	15%	40%	40%
% Leadership/Managerial ² Trainings Offered # of trainings in FY23= 14	30%	26%	30%	30%
% Technical ³ Trainings Offered # of trainings in FY23 = 20	15%	38%	15%	15%
% Health and Wellness ⁴ Programs Offered # of trainings in FY23 = 11	15%	21%	15%	15%
% of Participants Rating Training as good or great based on survey results	100%	85%	95%	100%
¹ Career Development Training - includes presentations, communication, negotiation, writing, etc.				
² Leadership/Managerial Training – includes supervisory skills, managing diverse populations, etc.				
³ Technical Training – includes Microsoft products, Adobe products, ADA document training, etc.				
⁴ Health and Wellness Training – includes stress management, financial management, etc.				



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SUMMARY OF DEPARTMENT BUDGET

	FY24 Adjusted Adopted	FY25 Proposed Budget	% Change
Planning Department			
Office of The Planning Director	\$ 1,693,781	\$ 2,044,978	20.7%
Management Services	1,213,638	1,390,915	14.6%
Communications Division	1,823,735	2,034,135	11.5%
Information Technology and Innovation	4,551,645	4,700,387	3.3%
Research and Strategic Projects	1,123,013	1,217,681	8.4%
Downcounty Planning	1,734,655	1,766,407	1.8%
Mid-County Planning	2,397,070	2,509,046	4.7%
Upcounty Planning	2,400,169	2,563,605	6.8%
Intake and Regulatory Coordination	1,040,346	1,000,087	-3.9%
Countywide Planning and Policy	3,680,770	4,372,826	18.8%
Support Services	2,635,919	2,774,897	5.3%
Grants	150,000	150,000	0.0%
Total Planning Department Operating*	\$ 24,444,741	\$ 26,524,964	8.5%
Transfer to Development Review Special revenue Fund (DRSRF)	500,000	950,000	90.0%
Total Planning Departments Budget including base transfer to DRSRF	\$ 24,944,741	\$ 27,474,964	10.1%

*FY25 Total Planning Department Operating budget does not include compensation and reclassification markers, or OPEB as these are budgeted in the Non-Departmental section of the Administration Fund.

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

ESSENTIAL NEEDS/NEW INITIATIVES

NEW PLANS TO BEGIN IN FY25

Two new master plans are being proposed to begin in FY25. Planning Department is also proposing one Minor Master Plan Amendment.

1. Georgia Avenue Corridor Plan

With planned growth at the Wheaton and Glenmont Metrorail Station areas, the Georgia Avenue Corridor Plan seeks to enhance community equity and further economic competitiveness along Georgia Avenue. It will evaluate land use along segments of Georgia Avenue and identify opportunities to further environmental resilience in the corridor and celebrate connections among parks and stream valleys. Further, the plan will seek to improve multimodal safety along the Georgia Avenue corridor.

This corridor plan seeks to build on the analysis and findings of the 2008 Georgia Avenue Study, 2013 Countywide Transit Corridors Functional Master Plan, Thrive Montgomery 2050, and the Randolph Road Corridor Study to develop comprehensive master plan recommendations for the Georgia Avenue Corridor.



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2. Friendship Heights Sector Plan

Once a regional luxury retail destination, Friendship Heights is acutely feeling the impacts of the post-COVID economy on both sides of the Maryland-DC border. The Friendship Heights Sector Plan will engage community stakeholders to update the 1998 Friendship Heights CBD (Central Business District) Sector Plan to envision the next chapter of this unique cross-jurisdictional urban community. To build on the momentum and findings of the Friendship Heights Urban Design Study and the DC Office of Planning's Wisconsin Avenue Planning Framework, staff expects to begin initial work on the sector plan in late spring of FY24 using existing resources. Additional support is being requested for FY25. The sector plan will assess and address the area economy, demographics, land use, parks and open space, transportation, the environment and more.

3. Bethesda Downtown Minor Master Plan Amendment

The 2017 Bethesda Downtown Sector Plan limited total development in the plan to 32.4 million square feet. Once development reaches 30.4 million square feet, the plan recommends a reassessment of progress toward implementation of transportation and park recommendations and an exploration of any necessary actions to be taken in service of that implementation. The success of the innovative plan recommendations has exceeded expectations and 30.4 million square feet. The Bethesda Downtown Plan Minor Master Plan Amendment will be that reassessment and exploration.

The Minor Master Plan Amendment will endeavor to provide a measure of confidence to both residents and the development community that the public infrastructure and amenity improvements recommended by the plan are being implemented in a timely and economical fashion and that development consistent with the goals and recommendations of the plan may continue. Planning Department staff will complete the Minor Master Plan and no consultant funding will be required.

NEW INITIATIVES IN FY25 – ONE -TIME

There are a number of new initiatives, both one-time and on-going, that are being proposed which focus on ways to both reimagine and reinvigorate our master planning activities, as well as ways to address significant planning issues and concerns that face Montgomery County.

1. Georgia Avenue Corridor Plan: \$155,000 – one-time

(Request includes \$125,000 to Midcounty Planning and \$30,000 to Support Services)

Description

Funding will go toward assistance to apply the regulations, policies, and tools necessary to achieve corridor-focused growth and multimodal safety along Georgia Avenue, as well as technical analysis necessary to further the department's goals for Vision Zero, equity and climate resilience. It will also assist with continued outreach and engagement to meet residents and other stakeholders where they are.

What Objectives/Metrics/Equity Goals Will Be Achieved?

Georgia Avenue travels through many of the county's Equity Focus Areas, is included in the county's High Injury Network and connects many of the county's important centers of activity. The Georgia Avenue Corridor Plan provides an opportunity to evaluate land use along segments of the corridor, advance the County's Vision Zero goals, improve community connectivity, encourage economic growth, and support the provision of housing for all Montgomery County



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residents. The plan process will be open, accessible, and transparent, and the recommendations will implement the goals of Thrive Montgomery 2050 in the context of the Georgia Avenue community.

Project Resources

Planning staff will manage the project and provide technical expertise and recommendations for land use and zoning, urban design, environment, transportation, parks and open space, schools, housing, historic preservation, GIS (Geographic Information Systems) research and analysis, demographics, and market analysis. Staff will coordinate all public engagement and communications.

Consultants will provide detailed transportation modeling scenarios with road rightsizing to accommodate a complete street that provides safety for all roadway users (\$75,000). There will be public utility analysis associated with corridor planning, including cost estimate development (\$50,000).

Funds are also requested for translation services for equitable community engagement events, including neighborhood meetings, door to door engagement, written materials, and virtual meetings (\$30,000 - included in Support Services).

Without consultant funding, we will be unable to fully analyze roadway safety improvements and the accommodation of all modes of transportation on the roadway due to a lack of transportation modeling. Without the utility analysis, there is less information about the needs for the future corridor and the space needs for the utilities, which reduces space for the other pressing needs, such as the provision of additional housing types and roadway safety improvements. Without translation services, we will be unable to reach people who speak English less than very well, which will negatively impact equitable community engagement on the project.

What Measure of Success will be Achieved?

The success of the planning process will be measured by the number and diversity of people participating, and their confidence that their contributions have been duly considered and addressed. The success of the recommendations will be measured over time with new and improved buildings, housing, public spaces, transportation infrastructure, and more.

2. Friendship Heights Sector Plan: \$50,000 – one-time

Description

The sector plan will assess and address the area economy, demographics, land use, parks and open space, transportation, the environment and more. The Planning Department is requesting \$50,000 in consultant funds for enhanced engagement event support (\$38,000) and design guideline graphic support (\$12,000).

What Objectives/Metrics/Equity Goals Will Be Achieved?

It has been 25 years since the Friendship Heights Sector Plan was last updated. Much has changed in that time, including departmental and county commitments to combating climate change, promoting racial equity and social justice, and focusing on safe and welcoming environments for all residents and visitors. The Friendship Heights Sector Plan process will be open, accessible, and transparent, and the recommendations will implement the goals of Thrive Montgomery 2050 in the context of the Friendship Heights community.



Project Resources

Planning Department staff will manage the project and provide technical expertise and recommendations for land use and zoning, urban design, environment, transportation, parks and open space, schools, housing, historic preservation, GIS research and analysis, demographics, and market analysis. Staff will coordinate all public engagement and communications.

The consultant engagement event funding will enable the department to use engagement consultants to help facilitate two anticipated visioning workshops (\$24,000), four focus groups (\$5,000), and additional engagement strategy and support for other events (\$9,000). Public engagement specialists are a growing field and professional facilitation provides unique dedicated experience and insight into getting the most from each of these types of engagement events, some of which are newer to the department. Engagement consultants work with a wide variety of communities, and collaborating with them allows staff to expand their expertise for projects moving forward. Additionally, professional facilitation of these workshops and focus groups can help them to run more efficiently. Without the engagement event support funding, the visioning workshops will be managed with available staff, and we would likely not have focus groups.

The design guideline graphic support will enable us to hire a 3-D rendering consultant to produce two to three professional-quality renderings comparable to those produced for the Silver Spring Downtown and Adjacent Communities Plan. These professional renderings literally paint an evocative picture of how the plan recommendations could be realized and are very useful both for the public and potential development partners. Without funding for a professional renderer, planning staff would produce renderings as workload and staffing permit.

What Measure of Success will be Achieved?

The success of the planning process will be measured by the number and diversity of people participating, and their confidence that their contributions have been duly considered and addressed. The success of the recommendations will be measured over time with new and improved buildings, public spaces, transportation infrastructure, and more.

3. **Mapping Segregation Phase 2: \$150,000 – one-time**

Description

Phase 2 of this project will extend the deed and plat research to selected areas of the county outside of the Capital Beltway. Work will include deed, plat, census, demographic, and other historical research and analysis to identify discriminatory land use and real estate practices and determine how this discrimination impacted the racial makeup and geographic distribution of households headed by racial minorities. Additionally, the project will include a historical analysis, to be produced in house with existing staff resources, researching the history of land use, civil rights activism, school desegregation, and other events and practices that led to the passage of the county's Fair Housing and Public Accommodations laws in the 1960s, and then describing impacts of the law's implementation from 1968-1980.

Further geographic mapping of the racial covenants addresses the public's interest in knowing about these covenants in their own neighborhoods so they can be removed (this is a common



theme when we present to communities). The research also helps to promote community history and reconciliation.

What Objectives/Metrics/Equity Goals Will Be Achieved?

The mapping tool and accompanying research will help the Department better understand neighborhood history and composition which is relevant for master planning efforts and help to educate the county on past racial injustices while also elevating the stories of civil rights pioneers who fought these inequities.

Project Resources

Planning staff do not have the capacity to take on the extensive deed research effort in-house without additional resources, so the deed and plat research would not proceed without funding for contractual assistance. Planning staff will supervise contractors hired to research and log the deed language. Staff will also produce the white paper analysis for this project phase.

What Measure of Success will be Achieved?

Mapping Segregation Phase 2 will continue the Phase 1 research that has been promoted and shared widely within the DC Metro Region. Phase 1 work was featured prominently in the Washington Post, numerous local media outlets, and was the subject of a museum exhibit at the Capital Jewish Museum. Staff have been asked to present the research at conferences, neighborhood meetings, and at several webinars for local governments and trade associations since the data release in December 2022.

Phase 2 will expand this research beyond the Beltway into the Midcounty including the cities of Rockville and Gaithersburg. This additional data and research will 1) enable the department to discuss this research with the majority of the county's residents, 2) expand our historical understanding of inequities in historical land use and development to the benefit of our master planning efforts, and 3) provide new case study data to understand better the interactions between municipal growth and racially concentrated development. The work will also enable more communities to become better educated about their own histories and will provide them with the tools to strike these covenants from their deeds.

4. **Burial Sites Context Study: \$65,000 – one-time**

Description

This project will result in a historic context study for sites listed in the Burial Sites Inventory, which does not contain information about the significance of the county's burial sites and cemeteries. This lack of a comparative analysis and evaluation of significance prevents Historic Preservation staff from evaluating these properties for listing to the Master Plan for Historic Preservation. The project will discern periods of significance and important themes and trends to identify sites that are significant and warrant inclusion in the National Register and the Master Plan for Historic Preservation. Designating cemeteries was a goal of cemetery advocates who urged the Council to create the Inventory as designated sites are protected under local law from alterations under Section 24A with review required by the HPC (Historic Preservation Commission).

What Objectives/Metrics/Equity Goals Will Be Achieved?

One major project goal would be to designate burial sites associated with under-represented communities such as African American and Native American burial sites. Researching, designating, protecting, and advocating for the protection of historically designated sites raises



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awareness about these fragile resources, and can be a source of pride and action from descendent communities.

Project Resources

Planning staff do not have the capacity or expertise to conduct this in a timely manner, necessitating consultant assistance to perform much of the investigative research. Planning staff will supervise the consultants, provide the base survey data and other information from our files, and arrange access to private sites for survey work. Staff will edit and review the final product.

What Measure of Success will be Achieved?

The project will provide a sound methodology and survey that will categorize and identify the significance of burial sites. The results of the study will classify burial sites by type, time period, cultural associations, geography, and other factors to identify sites worthy of designation to the Master Plan for Historic Preservation.

5. **Regional Travel Demand Model Update and Validation: \$100,000 – one-time Description**

The Travel/4 regional travel demand forecasting model, adopted from the Metropolitan Washington Council of Governments/Transportation Planning Board (MWCOC) regional model, is the tool that the Planning Department uses to conduct the master plan transportation adequacy evaluations required by the County Council. To provide relevant results, from time to time the “base year” traffic volume forecasts must be checked against observed traffic data. The Travel/4 model was last validated for the county in 2014 for the base year of 2010 by a consultant firm. It is time to validate the model again to a more recent year so that the public, the Planning Board, and the County Council can have confidence in the results. Due to a lag in data availability, it would be possible at this point to validate the model to actual traffic data from 2020. However, it would not be appropriate to validate the model to COVID traffic volumes. Alternatively, MWCOC chose to validate its model to 2018 actuals, therefore Montgomery Planning proposes doing the same to remain consistent with the regional model.

Additionally, it is anticipated that MWCOC’s Gen 3 regional travel demand model will be released by the end of 2023. This version will be an activity-based model, which would more accurately reflect travel behavior and non-auto modes of travel. It is important for the county to understand the implications of transitioning to this type of model. A second purpose of this project would therefore be to research the benefits and challenges such a transition would pose to Montgomery County and our modeling efforts.

What Objectives/Metrics/Equity Goals Will Be Achieved?

This effort would indirectly help to achieve the objectives/metrics in Thrive Montgomery 2050, the Climate Action Plan, and the Vision Zero Action Plan as it is a master plan requirement.

Project Resources

The Planning Department does not have sufficient staffing to update the model while maintaining and running the current version of the model. Planning staff will oversee this consultant effort, will assist in compiling data for the project, and will provide feedback on all project tasks.

If funding for this is not received, the Planning Department would continue to rely on a model base year that reflects travel conditions from 2010 rather than 2018. Furthermore, without the



funding the Department will not understand the implications of transitioning to an activity-based model.

What Measure of Success will be Achieved?

When completed, the county will be able to employ a travel demand model with a validated base year of 2018 and residents, development stakeholders and county officials will have more confidence in the model outputs. Additionally, the county will be better prepared to transition to a preferred activity-based model by having a white paper that details the potential implications to Montgomery County of such a transition.

6. Parking Lot Design Study: \$125,000 – one-time

Description

This effort would update parking lot design standards to ensure new or rebuilt lots prioritize safety and provide convenient, accessible parking for people with disabilities, bikes, and micromobility. The project would guide the county to transform hazardous parking lots into multimodal spaces with pedestrian pathways, better lighting, space for bikes and micromobility devices, and fewer pedestrian conflicts. Safety benefits extend to all users, including pedestrians, bicyclists, transit users, drivers, and passengers.

The Planning Department has applied for a federal Safe Streets for All planning grant to fund this project. We expect to learn if we are awarded the grant in October 2023, in which case this request would be moot. Nevertheless, we would like to include it for the time being in our request in case the grant does not materialize.

What Objectives/Metrics/Equity Goals Will Be Achieved?

The project is recommended in the Vision Zero 2030 Action Plan (Action T-9) and is a recommendation in the Council approved Pedestrian Master Plan (Key Action P3a). This effort will help to reduce the number of fatalities and severe injuries in parking lots, which account for up to 20% of pedestrian-involved severe injuries and fatalities. Black and brown community members in Montgomery County are disproportionately victims of transportation-related fatalities and severe injuries. An analysis of pedestrian deaths nationwide by Smart Growth America found that Black people were struck and killed by drivers at an 82% higher rate than White, non-Hispanic Americans.

Project Resources

A consultant would lead all aspects of the project. Planning Staff would jointly manage the project, review all deliverables, and provide guidance on all tasks. Montgomery Planning does not have the staffing to conduct this substantial effort, which also requires unique expertise. Therefore, the project would not advance without consultant assistance.

What Measure of Success will be Achieved?

A long-term reduction in transportation-related fatalities and severe injuries in parking lots.



New Initiatives in FY25 – FIVE positions and funding for Placemaking Expansion on-going.

7. Placemaking Expansion: \$37,000 – on-going

Description

Placemaking activities enable the Planning Department to physically enhance the communities we serve and demonstrate the positive impact of planning recommendations in a tangible way. Each placemaking project undertaken over the past five years has been overwhelmingly appreciated by the residents and has resulted in permanent, long-term upgrades through public and private investment. From installing the Pike District Connector to providing safe access to local parks and regional trails during the pandemic, to transforming underutilized parking lots in Burtonsville and Fairland Briggs Chaney into hubs that celebrate the cultures of our diverse communities, each placemaking effort improved the quality of life for our residents in powerful ways.

The department's annual placemaking budget was reduced from \$100,000 to \$83,300 in FY22. This \$37,000 request will increase the total to \$120,300. The rising cost of building materials and general inflation has limited the features that can be incorporated into the Department's placemaking efforts each successive year. To receive competitive bids, the Planning Department established an on-call bench for placemaking services comprising of local vendors and national experts. Despite this induced competition, recent bids for proposals for FY24 efforts from multiple consultants were over the maximum annual budget by at least 30%.

At the same time, the Department has seen an increase in requests for implementing placemaking projects in various communities. To address this growing demand, streamline implementation, and ensure equitable investment in placemaking activities, the Planning Department is developing a Placemaking Strategic Plan that will guide our staff to do more placemaking activities and cover a broader range of improvements and programming, thereby serving a larger share of our residents each year.

An increase in funding would enable the Planning Department to do more than one placemaking effort each year and ensure that our placemaking efforts include the elements desired by community members. The ability to invest in multiple efforts will also allow the Planning Department to form partnerships with public and private entities and build capacity in these groups to do more placemaking. Lastly, the ability to do more projects will allow us to better serve residents living within Equity Focus Areas each year.

The funding is needed to keep up with rising costs of materials, fabrication, and general inflation. Consultant services are critically needed for placemaking efforts to ensure that quality and safety standards are met during the installation process. Planning staff will continue to focus on community engagement and volunteering during placemaking efforts to complement the consultant's work and minimize the overall project cost.

Without the increased funding, the Planning Department cannot implement placemaking activities without significant costs incurred by community groups. This constraint will further diminish the ability of residents living in Equity Focus Areas to benefit from placemaking activities. We will not be able to execute more than one project each year and the waiting list for community requests will continue to grow.



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What Objectives/Metrics/Equity Goals Will Be Achieved?

Increased funding will enable the Planning Department to implement the Placemaking Strategic Plan recommendations and do more than one each year. It will expand the types of placemaking projects delivered and build capacity in public and private groups to independently do more placemaking throughout the county. Lastly, it will enable the Planning Department to do more placemaking activities within Equity Focus Areas.

What Measure of Success will be Achieved?

The Planning Department delivers more than one placemaking project each year. More placemaking projects are implemented within Equity Focus Areas. Placemaking projects continue to catalyze long term upgrades through public and private investment.

ON-GOING PERSONNEL

For FY25, the Planning Department is requesting funding for a) seasonal staff, b) converting one part-time position to full-time, c) one unfunded position and d) five new full-time positions to address:

1. The on-going work program need currently filled by unbudgeted temporary staff.
2. Rightsizing divisions with a growing work program due to increased development applications and to support expediting the Development Review process.
3. Support the department's growing work program related to addressing climate change and placemaking initiatives.

Initiatives #8-10 address the on-going work program needs, currently filled by unbudgeted temporary staff.

8. Learning Management System Administrator - Management Services Division - Seasonal 0.75wy - \$37,000 - on-going

Description

Employee development and continuing education opportunities expose both young and experienced professionals to new ideas, solidify their knowledge, and increase their expertise in their field. In today's employment environment, it is imperative to invest in continuing education to retain staff and prepare them to be our future leaders.

For the past several years, the Planning Department has achieved success in utilizing unbudgeted interns and volunteers to manage the department's day to day training program to create flyers and advertise trainings, maintain our training classes in the Commission's training calendar, monitor registration and attendance, coordinate/set up the audio-visual for the training, upload recorded training videos and class materials for future use, and send out post-class surveys and tally the results. However, due to the nature of interns and volunteers coming and going, we are regularly spending time to bring inexperienced staff up to date on managing our training program.

In early 2024, the Commission is launching a new learning management system called Learning Central. Learning Central is a software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs,



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materials or learning and development programs. This software application will help our training program to be a very intentional and robust program.

The Planning Department is requesting \$37,000 for a seasonal staff (0.75 wy) to be the system administrator and subject matter expert for Learning Central. In addition to being the system administrator, this staff member will create and promote training packages from LinkedIn Learning, research best practices and trends in training, liaison with the training specialists in the other departments, coordinate with other departments to share the cost of trainings and ensure that the department is providing equitable and diverse trainings for all staff.

What Objectives/Metrics/Equity Goals Will Be Achieved?

This seasonal staff member will further the efforts of the Department's Equity Agenda for Planning which requires equity training annually for Montgomery Planning employees through intentional equity and diversity training and programs to teach our staff to advocate and plan for equitable opportunities for all.

What Measure of Success will be Achieved?

Through consistent oversight of our training program, staff will be offered technical, leadership, and career development classes tailored to meet their needs.

9. **Convert Part-time position to Full-time Position – Planner III – Adequate Public Facilities – Countywide Planning & Policy - 0.2 wys – \$23,584 – on-going**

Description

The Planning Department currently has a part-time (0.8 wy) Planner III position dedicated to schools' adequate public facilities and master planning efforts. This position serves as a liaison between our master plan teams and Montgomery County Public Schools (MCPS), prepares the annual school test and school utilization report in conformance with the Growth and Infrastructure Policy (GIP), works on updates to the GIP and the annual school test guidelines, regularly updates and analyzes changes in student generation rates, impact taxes and Utilization Premium Payments, and implements the schools element of the GIP through development review. This position prepares the schools-related element of each area master plan position as a member of every master plan team across all three area divisions. Other responsibilities include an annual review of the school Capital Improvements Program and maintaining a productive relationship with MCPS staff. The Planning Department is requesting to convert this position to full-time to comprehensively address these growing needs.

What Objectives/Metrics/Equity Goals Will Be Achieved?

Converting this position to full-time ensures that the requirements of the GIP are completed on time and consistently. It would also ensure that additional analysis envisioned by the GIP can be completed to better understand the relationship between enrollment and development and therefore better inform policy initiatives. Additional staff time would also allow us to explore innovative approaches to incorporating schools in master plans.

Equity is a significant concern as it pertains to the adequacy of schools. In the past, adequacy has been solely measured based on student capacity. But a growing concern is the adequacy of schools from an amenity and physical conditions perspective. With additional staff capacity, the Planning Department can work with MCPS to focus more on some of these other measures of adequacy.



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What Measure of Success will be Achieved?

We produce all our deliverables on time and are able to expand our efforts to be more comprehensive in our review of school adequacy.

10. Workyear and Funding - Planner I – Transportation Network – Countywide Planning & Policy - Grade 20 - 1.0wy - \$111,176 – on-going

Description

For the past three years, the Planning Department has had an unbudgeted temporary employee transportation planning technician support the department's Travel Forecasting and Monitoring Team, by managing and analyzing state, regional and local transportation data. This position assists with updating and maintaining the Planning Department's highway and transit network geodatabase, in support of the department's regional travel demand forecasting model, which is used to understand the potential impacts of master plan recommendations and other policy considerations. The network is a temporal database that captures the transportation network for modeling and analysis at different points in time - in the past and future. Maintenance of the network is extensive and time-consuming.

The Planning Department has been unable to identify alternatives to completing the position's job functions. The Department is requesting a full-time position. Continuing the unbudgeted temporary position for a longer period is untenable and undesirable given the known on-going need for the transportation planning work.

The main task of this position is to keep the Planning Department's extensive travel demand forecasting network – which captures the changing characteristics of our roadways and transit networks across numerous time periods – up to date. Maintaining a complete network database ensures that we can appropriately evaluate the transportation adequacy of master plans.

What Objectives/Metrics/Equity Goals Will Be Achieved?

This position indirectly helps to achieve the objectives and metrics in Thrive Montgomery 2050, the Climate Action Plan, and the Vision Zero Action Plan as it allows us to complete the master plan requirement of assessing transportation system adequacy.

What Measure of Success will be Achieved?

Continued maintenance of the county's highway and transit network geodatabase and production of transportation impact analyses for master plans.

*Initiatives #11-13 address **rightsizing divisions with a growing work program** due to increased development applications and to support expediting the Development Review process.*

11. New Position, Workyear and Funding – Planning Supervisor – Grade 32 – Upcounty Planning - \$163,316 – 1.0wy – on-going

Description

The Upcounty Planning division oversees planning for approximately two-thirds of the land area in Montgomery County and is comprised of the Agricultural Reserve and multiple communities and rural areas. This makes Upcounty unique from Midcounty and Downcounty and requires a slightly different structure than the other divisions to best respond to the work program needs of Upcounty. Last year, the Upcounty Planning Division was restructured to better address the work program and capacity issues. The restructuring partly addressed the



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work program issues, but as evidenced by the data recently obtained from the Information Technology & Innovation (ITI) division, the workload capacity issue persists.

Upcounty has processed more regulatory and zoning applications than any other division for the past 10 years. In that time, the Planning Department processed a total of just over 6,000 applications, with Upcounty responsible for over 3,000 of those applications, approximately half. Upcounty consistently handles significantly more Subdivision and Environmental Plans than the other divisions.

Although more evenly distributed, Upcounty also led the most Mandatory Referrals and Conditional Uses in that time.

The Intake & Regulatory Coordination (IRC) division has reported that the Planning Department currently has over 120 cases in intake review, a historic high, and that Upcounty will be receiving over 70 of those cases. Additionally, Upcounty has witnessed a surge in zoning applications, particularly in Conditional Uses over the past three years, and that trend does not show any signs of slowing with Upcounty alone currently managing more applications than the Planning Department typically reviews on average per year.

For at least a decade, Upcounty has been responsible for over half of the application reviews for the entire department. Based on historic and current metrics, the Planning Department is requesting two new positions. The department has assessed the possibility of reallocating internal resources, however, with the increase in applications, the department has determined that the Midcounty and Downcounty divisions are appropriately staffed to meet the workload. The Planning Department is requesting two additional positions to alleviate the high level of workload and burnout concerns from current and former Upcounty employees, which is supported by the data in the chart above.

What Objectives/Metrics/Equity Goals Will Be Achieved, and What Measure of Success will be Achieved?

East County and Upcounty residents often feel they do not get the same level of attention and resources as their Midcounty and Downcounty neighbors. In addition to the significant Regulatory and Master Plan work programs, Upcounty has an equally significant workload in terms of zoning applications (conditional uses and rezonings), mandatory referrals (public projects), and a multitude of agricultural initiatives. Currently, the Upcounty Chief performs the majority of the supervision of these areas of the work program, due to the tremendous workload and the number of staff under the Regulatory and Master Plan Supervisors.

A new supervisor position in Upcounty that oversees zoning, mandatory referrals, and agricultural initiatives, would allow the Chief and Planning Department to better distribute the workload and better oversee the entire division work program, as less time would be required from the Chief on the day-to-day supervision of this portion of the work program. In turn, this would result in improved service for East County and Upcounty residents in terms of communication and coordination efforts with East County, agricultural, and rural communities; shortened application processing timelines; implementation of Agritourism Initiatives; better support and responsiveness to County Council, staff, and their constituents.



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12. **New Position, Workyear and Funding – Planner I – Grade 20 – Upcounty Planning - \$111,176/1.0wy – on-going**

Description

As stated above, Upcounty oversees planning for approximately two-thirds of the land area in Montgomery County and is comprised of the Agricultural Reserve and multiple communities and rural areas. This makes Upcounty unique from Midcounty and Downcounty and requires a slightly different structure than the other divisions to best respond to the work program needs of Upcounty planning area.

Upcounty manages the majority of all regulatory applications for the Planning Department, particularly environmental reviews. This position would be an additional environmental reviewer assigned to the Zoning, Public Projects, and Agricultural Initiatives Team, while also supporting the Regulatory Team as needed. The past and current trend shows no sign of changing any time soon.

What Objectives/Metrics/Equity Goals Will Be Achieved, and What Measure of Success will be Achieved?

East County and Upcounty residents often feel they do not get the same level of attention and resources as their Midcounty and Downcounty neighbors. This environmental position will improve the staff-to-caseload ratios in Upcounty and bring Upcounty more in alignment with Midcounty and Downcounty staff-to-caseload ratios. This will result in improved service for East County and Upcounty residents in terms of communication and coordination efforts with East County, agricultural, and rural communities; shortened application processing timelines; implementation of Agritourism Initiatives; better support and responsiveness to County Council, staff, and their constituents.

13. **New Position, Workyear and Funding – Intake Reviewer - Planner I – Grade 20 – IRC - 111,176 - 1.0wy – on-going**

Description

An Intake Reviewer reviews all applications that come to the Planning Department for completeness before the application and plans are sent to area teams for review. The Planning Department has received the highest number of applications in the summer of 2023 than it has ever received. There is no sign of slowing down and the current team of three reviewers are not able to keep up with the increase. Additionally, the average intake time of an application in FY22 took 36 days for sketch plans, 56 days for Site Plans, and 39 days for Preliminary Plans. The Development Review Workgroup has emphasized the necessity of making the intake process move faster. Although internal processes have been improved to increase efficiency, the team of three reviewers cannot manage the increased number of applications and also decrease review times.

What Objectives/Metrics/Equity Goals Will Be Achieved?

Another Intake Reviewer will enable the intake team to decrease review times and move applications to the area teams for review quicker. This achieves the overall County goal of streamlining the Development Review process making it more reliable for applicants.

What Measure of Success will be Achieved?

Quicker intake review times and the ability to absorb the increased number of applications.



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*Initiatives #14-15 address supporting the department's growing work program related to **addressing climate change and placemaking initiatives.***

14. New Position, Workyear and Funding – Climate Initiatives - Planner IV – Grade 30 – Countywide Planning & Policy - \$150,739 - 1.0wy – on-going

Description

Climate change is an existential threat to the planet but efforts to address it and adapt to it to ensure resiliency must occur at all community levels, including the local level. As the department tasked with planning the future growth and development of the county, it is imperative that we employ an expert on the planning industry's response to climate change to ensure we are incorporating the best viable solutions in our plans and policies.

This position/funding would be to hire a climate specialist to ensure climate-related initiatives and recommendations are integrated throughout the development of every master plan. This position would also be responsible for conducting the climate assessments as required under Section 2-81D of County Code for all zoning text amendments and master plans. As an expert in the field of climate change and how planning efforts can respond to it, this position would also lead the Planning Department's climate change resiliency and vulnerability efforts in support of Thrive Montgomery 2050 and the county's Climate Action Plan. The position would serve as a liaison to other county agencies and their related efforts and support and supplement the Planning Department's environmental staff who have a high level of workload and their on-going regulatory, streetscape design and heat island efforts.

What Objectives/Metrics/Equity Goals Will Be Achieved?

The position would be responsible for coordinating the Department's climate-related initiatives and completing the quarterly Climate Action Plan updates. This position would be tasked with implementing the department's climate assessment responsibilities under county code to ensure they are completed in a consistent and thorough fashion. The effects of climate change and our community's resilience to it and other natural disasters certainly present equity disparities that could be a focus of this new staff member's work.

What Measure of Success will be Achieved?

Climate discussions are consistently integrated throughout our master planning efforts. The resiliency of our communities is a central focus of our planning efforts.

15. New Position, Workyear and Funding - Placemaking, Design & Implementation Specialist – Planner III– Grade 28 – Director's Office - \$139,991 - 1.0wy – on-going

Description

The Director's Office has several on-going projects currently being managed by the Assistant to the Deputy Director including the Incentive Zoning Update Study and the Strategic Placemaking Plan. The Incentive Zoning Update Study is a comprehensive evaluation of the Public Benefits Point System for CR (Commercial Residential) and Employment zones. The Planning Department anticipates a council briefing in winter 2024 (FY25), with significant follow-up to implement the approved recommendations via ZTA's and other regulatory updates. The Placemaking Strategic Plan is currently being drafted by the Planning Department as well and seeks to expand placemaking efforts by doing more placemaking projects each year, pursuing



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grants and funding opportunities, and building capacity in groups to independently do more placemaking.

Both projects require a planning professional with strong project management skills, related work experience, and the ability to guide interdepartmental coordination to execute the day-to-day tasks with guidance from a supervisor. These projects have been staffed by interim internships and seasonal part-time workers. A permanent, more experienced position is needed to work on these efforts through critical stages in FY25 and to provide staffing continuity for the implementation of the approved recommendations in subsequent years.

Beyond FY25, this position would continue to support several projects across the Department by working on critical work program items focused on placemaking, urban design and post approval implementation of various plans and studies. These efforts would include supporting area teams to develop objective, form-based design standards for corridor plans, maximizing the impact of the department's placemaking investments by pursuing additional grants and organizing capacity building workshops, assisting area teams with the regulatory review of applications with a focus on Design Excellence for economic competitiveness and leading interagency collaborative efforts to amend regulations to implement Thrive Montgomery 2050's recommendations including the concept of Complete Communities.

What Objectives/Metrics/Equity Goals Will Be Achieved?

This position will ensure the successful completion and implementation of two critical on-going initiatives - the Incentive Zoning Update Study and the Strategic Placemaking Plan. This position will also ensure that area planning teams receive adequate support to incorporate objective, form-based standards for corridor plans, a key recommendation of Thrive Montgomery 2050. This position will monitor the implementation of the department's annual placemaking efforts with a focus on serving communities within Equity Focus Areas. This position will support the streamlined design review of development applications and ensure Design Excellence principles are incorporated to create economically competitive projects across the county.

What Measure of Success will be Achieved?

Successful completion and annual implementation of the Incentive Zoning Update Study and the Strategic Placemaking Plan recommendations. The integration of objective form-based standards in future corridor plans. The successful implementation of placemaking projects in Equity Focus Areas. The timely and constructive design review of development applications with a focus on Design Excellence for economic competitiveness.



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YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY25 Proposed Budget is \$27,024,964 which is an 8.3% increase from the FY24 Adopted Adjusted Budget and includes grant funding and only the current \$500,000 transfer to Development Review Special Revenue Fund (DR-SRF). It does not include the new increase request of \$450,000 transfer to the DR-SRF which brings the total request for transfer to DR-SRF to \$950,000 in FY25).

MONTGOMERY COUNTY PLANNING DEPARTMENT PRELIMINARY FY25 OPERATING BUDGET REQUEST			% Change
	FY24 Adopted	Adjusted Budget	
		\$ 24,944,741	
FY25 BASE BUDGET CHANGES			
		Salaries and Benefits *	962,370
		CPI Increase for Contracts and Supplies	84,788
		Adjustment - Legal Chargeback, Risk Management, Long Term Disability	36,967
		Major Known Commitments	(5,000)
		Chargebacks to Development Review - Special Revenue Account (DR-SRA)	(240,463)
		Adjustments in Departmental Chargebacks to CIO and Commission Wide IT	6,044
		Subtotal - Base Budget Changes	844,706
			3.4%
Less: FY24 One Time consulting funding			
		(90,000)	-0.4%
New Initiatives/New Funding Request for FY25 (One Time)			
		Georgia Avenue Corridor Plan	155,000
		Friendship Heights Sector Plan	50,000
		Mapping Segregation Phase 2	150,000
		Burial Sites Context Study	65,000
		Regional Travel Demand Model Update and Validation	100,000
		Parking Lot Design Study	125,000
		Subtotal - Proposed One Time Changes	645,000
			2.6%
New Initiatives/New Funding Request for FY25 (On Going)			
		Placemaking Expansion	37,000
		Seasonal Staff - Learning Management System (LMS) Administrator	37,000
		Convert Part Time Position to Full Time Position - Planner III - Adequate Public Facilities	23,584
New Positions			
		Funding and Workyear - Planner I - Transportation Network	111,176
		Position, Funding and Workyear - Planning Supervisor - Upcounty Planning**	163,316
		Position, Funding and Workyear - Planner I - Upcounty Planning**	111,176
		Position, Funding and Workyear - Planner I - Intake Reviewer**	111,176
		Offsetting chargebacks for above 3 positions to Development Review Special Revenue Account**	(204,641)
		Position, Funding and Workyear - Planner IV - Climate Initiatives	150,739
		Position, Funding and Workyear - Planner III -Placemaking, Design & Implementation Specialist	139,991
		Subtotal - Proposed - On Going	680,517
			2.7%
Total New Initiatives/New Funding Request for FY25			
		1,325,517	5.3%
Net Change from FY24 Adopted to FY25 Proposed Budget		2,080,223	8.3%
*FY25 Proposed Budget		\$ 27,024,964	
Transfer Increase from Administration Fund to DR-SRA *+		\$450,000	
Notes:			
* Salary and Benefits total does not include compensation marker or OPEB. They are budgeted in the Administration Fund's non-departmental account. Any changes to retirement expenses will be refined in November when the updated actuarial report is released.			
** New positions will perform work associated with Development Review (DR). A portion of each wy is charged back to the DR Special Revenue Account (DR-SRA) including Upcounty Planning Supervisor (0.3wy), Upcounty Planner I (0.5wy) and Intake Planner I (0.9wy)			
*+ Increase transfer from Admin Fund to DR-SRA of \$450,000 for base budget increase and a percentage of 3 new positions. The current budget transfer = \$500,000. Adding \$450,000 brings the total transfer request to \$950,000.			

LAPSE AND STAFFING

For FY25, the Department plans to maintain an approximate 5.5% lapse rate based on the FY24 adopted budgeted staffing level of 151 positions (149.60 workyears) which includes 141.37 funded workyears, 8.23 lapsed workyears and one (1) unfunded position.



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For the FY25 new on-going request, the Planning Department is requesting:

- 0.2 wy for the conversion of an Adequate Public Facilities part-time position to a full-time position (from 0.8 wy to 1.0 wy);
- 0.75 seasonal wy for a Learning Management System Administrator;
- 1.0 wy for the funding of a frozen/unfunded position for Transportation Network;
- 1 position, 1.0 wy and funding for Climate Initiatives position;
- 1 position, 1.0 wy and funding for Placemaking Design & Implementation Specialist position;
- 1 position, 1.0 wy and funding for a Upcounty Planning Supervisor position;
- 1 position, 1.0 wy and Funding for Upcounty Planner I position;
- 1 position, 1.0 wy and Funding for Intake Reviewer position.

This would bring the position count to 156 positions and 124.62 tax supported workyears.

FEES AND REVENUE ESTIMATES

The majority of the Department's budget is tax supported, funded through the Administration Fund. There are also revenues received through charges for services, fees for materials and established Special Revenue Funds. The Planning Department anticipates receiving \$220,000 from service charges and other program fees in FY25.

The Planning Department also receives an appropriation in revenue from the Water Quality Protection Fund (WQPF) to offset costs that will be incurred in FY25 to provide specific activities consistent with the intent of the Fund such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY25, the Department is requesting an increase of \$31,465 (a 7% increase) for an overall appropriation of \$480,970 to cover the FY24 compensation increases. An increase for FY24 compensation was not included in the FY24 budget request due to the uncertainty of the compensation request being approved.

SPECIAL REVENUE FUND

Special Revenue Funds account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments.

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

The Special Revenue Fund summary has an estimated beginning balance of \$3,320,820. The proposed FY25 budget reflects revenues of \$3,139,000, expenditures of \$4,933,988, and an ending balance of \$2,475,832. This includes a \$950,000 transfer from the Administration Fund to the DR-SRF for FY25.

The largest, or most notable, special revenue fund is the Development Review Special Revenue Fund (DR-SRF) which was created to collect fees generated from the submission of development applications. Staff time spent reviewing development applications is charged back from the Administration Fund to the DR-SRF.



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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.

For FY25, the Planning Department is proposing to increase the chargeback to the DR-SRF by \$472,840. This includes chargeback increases of \$15,588 from the Legal Department and \$12,148 from the Finance Department for their services. The Planning Department is proposing an increase of \$240,463 (7%) to cover the FY24 compensation increases which were not included in the FY24 budget request due to the uncertainty of the compensation request being approved. An additional chargeback of \$204,641 and 1.7 wy is proposed to cover a portion of three of the new positions requested in FY25 that, if approved, will perform work associated with Development Review. The 1.7 workyear associated with this chargeback are the proposed Planning Supervisor (0.3wy), Upcounty Planner I (0.5wy) and Intake Planner I (0.9 wy). If any or all of these positions are not approved, the corresponding chargeback and workyear will not be included in the DR-SRF.

The Department has traditionally requested a transfer from the Administration Fund into the DR-SRF in recognition of the fact that revenues may not cover the costs of our review efforts. This transfer has historically been in the range of \$300,000 to \$1,700,000 each year. The fund did not perform well in FY20 and FY21 which depleted some of the gains from previous years. The transfer from the Administration Fund to the DR-SRF fund in FY23 and FY24 was \$500,000 per year. The Planning Department proposes to continue the \$500,000 transfer from the Administration Fund to the DR-SRF again for FY25 and to increase the transfer by \$450,000 to a total of \$950,000 to cover increases in the proposed FY25 chargebacks.

PROFESSIONAL SERVICES

The Department proposes \$695,000 for the professional services outlined in the table below for FY25. This level reflects \$30,000 in ongoing consulting service for Special Council Request, \$645,000 in one time consulting funding for various projects listed in the chart below, and \$20,000 for Climate Assessment Quantitative Tool Update a Major Known Commitment needed every other year.



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PROFESSIONAL SERVICES				
Division	Program Element	Description	FY24 Adopted Budget	FY25 Proposed Budget
Director's Office				
	Special Projects	Funding for Special Council Request	\$30,000	\$30,000
	Climate Assessment Quantitative Tool Update	Consultant with specialized expertise in greenhouse gas emissions and sequestration modeling to update the Planning Department's quantitative tool Major Known Commitment. Needed every other year.		\$20,000
Downcounty Planning				
	Friendship Heights Sector Plan	Consulting funding will be used for enhanced engagement event support, design guideline graphic support to produce 2-3 professional quality 3-D renderings, additional engagement strategy and support for other events		\$50,000
Midcounty Planning				
	Randolph Road Corridor Study	Consultant funding is needed to complete multimodal transportation network analysis and to develop short term actions to improve connectivity in the plan area	\$50,000	
	Georgia Avenue Corridor Plan	Detailed transportation modeling scenarios with road rightsizing to accommodate a complete street that provides safety for all roadway users, public utility analysis associated with corridor planning, and translation services for equitable community engagement events		\$125,000
Support Services				
	Georgia Avenue Corridor Plan	Translation Services		\$30,000
Upcounty Planning				
	Germantown Employment Corridor Check In	Consultant assistance is needed to analyze post-pandemic office market and uses, realigned CCT, and corridor focused growth.	\$40,000	
Countywide Planning and Policy				
	Master Plan Staging/Monitoring	Tools and analyses for annual transportation monitoring efforts. Major Known Commitment (MKC) needed every year.	\$15,000	
	Historic Preservation Functional Master Plan – Updates and Implementation	Master Plan Support for Historic Preservation Designations. Ongoing.	\$20,000	
	Master Plan Staging and Monitoring	Ongoing funding request for Transportation analysis in support of the Bicycle Planning annual	\$25,000	
	Mapping Segregation Phase 2	Consultant research and assistance for extensive research effort and logging of deed language		\$150,000
	Burial Sites Context Study	Consultant assistance for extensive investigative research		\$65,000
	Regional Travel Demand Model Update and Validation	Consultant assistance to work with Planning staff to develop tools while Planning staff maintains and runs current version of the mode		\$100,000
	Parking lot Design Study	Consultant with required unique expertise to lead all aspects of the project		\$125,000
Planning Department Total			\$150,000	\$695,000



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PUBLICATIONS

PUBLICATIONS				
Division	Program Element	Description	FY24 Adopted Budget	FY25 Proposed Budget
Countywide Planning and Policy				
	Historic Area Work Permits	HPC Legal Notices in Newspaper	\$11,000	\$11,000
Planning Department Total			\$11,000	\$11,000



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WORK PROGRAM OVERVIEW

FY25 Proposed Master Plan and Major Projects Schedule

Master Plan & Major Projects	2023		2024					2025					2026											
			FY24					FY25					FY26											
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Edward U. Taylor School and Wellers Historic Preservation Master Plan Amendment																								
Rustic Roads Functional Master Plan Update																								
Pedestrian Master Plan	H																							
Fairland and Briggs Chaney Master Plan	F	H																						
Takoma Park Minor Master Plan Amendment						F	H																	
Great Seneca Plan: Connecting Life and Science								F	H															
Master Plan of Highways and Transitways Technical Update (in-house only)								F	H															
Growth and Infrastructure Policy								F	H															
University Boulevard Corridor Plan								F	H															
Clarksburg Master Plan Amendment								F	H															
Bethesda Downtown Minor Master Plan Amendment										F	H													
Eastern Silver Spring Communities Plan (*Name Change)										F	H													
Georgia Avenue Corridor Plan																								
Friendship Heights Sector Plan																				F	H			
Community Equity Index																								
Innovative Housing Tool Kit																								
Friendship Heights Urban Design Study																								
Attainable Housing Strategies Initiative																								
Coordinated Transportation Data Management Strategy (**Name Change)																								
Germantown Employment Corridor Check In																								
Update Incentive Density Implementation Guidelines - CR & Employment Zones																								
Thrive 2050 Plan Implementation Metrics																								
Randolph Road Corridor Study																								
Regional Travel Demand Model Update & Validation																								
Parking Lot Design Study																								
Climate Assessment Quantitative Tool Update																								
Mapping Segregation Phase 2																								
Burial Sites Context Study																								

*Name Change - Formerly - Silver Spring Communities Master Plan
 **Name Change - Formerly - Countywide Transportation Data Asset Management Strategy

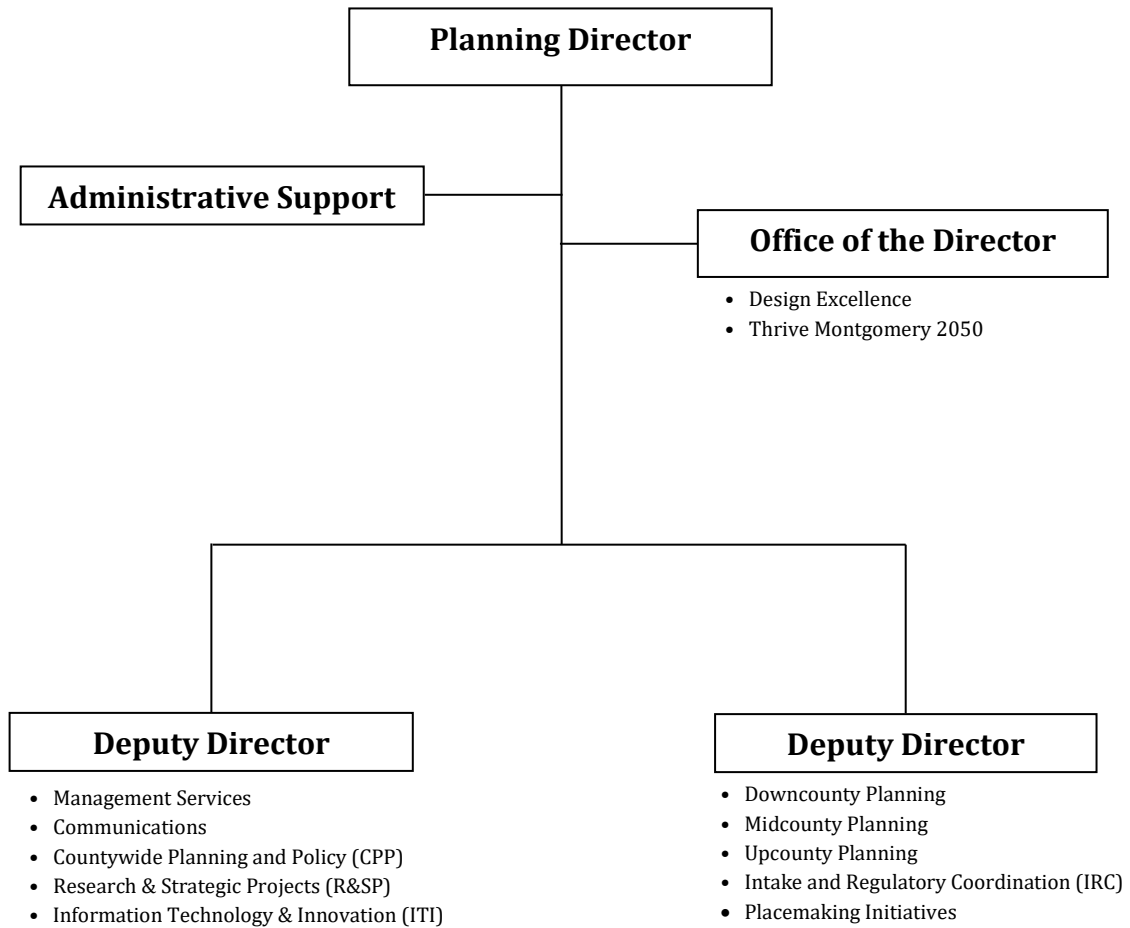
Staff
 Planning Board
 Planning Board Draft
 CE Review/Council Noticing Period
 Hearing
 Council Review
 Commission Adoption, SMA
 Montgomery County Elections



Montgomery County Planning Department – Office of The Planning Director

ORGANIZATIONAL STRUCTURE

OFFICE OF THE PLANNING DIRECTOR



Montgomery County

Planning Department – Office of The Planning Director

OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

Innovative Planning

- Led uninterrupted Planning Department operations primarily through telework and virtual Planning Board and other public meetings during the end of the COVID-19 pandemic. Continued work on all planning initiatives and regulatory reviews of development applications. Supported in-person Planning Board meetings with a virtual participation option for the public as standard practice.
- On October 25, 2022, received County Council approval for Thrive Montgomery 2050, the update of the county’s General Plan. Continued conducting numerous briefings to community and other stakeholder organizations to inform stakeholders of the recommendations in the document and its applicability. Began implementing narrative of Thrive 2050 in all master, sector, and functional plans, as well as regulatory plans as applicable.
- Continued implementation of the department-wide Equity in Planning Agenda. Conducted and incorporated extensive racial equity and social justice elements in master plans consistent with the county’s Racial Equity and Social Justice Act. Applied the Planning Department’s data tools such as the Equity Focus Areas mapping during master plan development. The Department’s internal Equity Peer Review Group reviewed current Department projects and master plans, providing guidance to project teams on plan recommendations and community engagement strategies. Conducted numerous equity trainings for Montgomery Planning staff and continued requiring all staff to annually participate in at least eight hours of equity-focused training. Continued the successful research on the Asian American and Pacific Islander Heritage Project to identify Asian American cultural resources in the county. Coordinated with the county’s Office of Legislative Oversight as it conducts reviews of the racial equity and social justice impacts of new zoning text amendments.
- Starting in April 2023, participated in the Development Review Process workgroup to identify potential improvements to the development review process from plan review to permitting. This workgroup, headed by Delegate Lesley Lopez held three public listening sessions in the summer of 2023 and ten workgroup meetings to address potential changes to state legislation and recommendations for agency process improvements. State legislation was provided to Delegate Lopez for introduction by October 15, 2023.



Montgomery County Planning Department – Office of The Planning Director

- Completed and received County Council Approval on the following plans:
 - Edward U. Taylor School Historic Site Historic Preservation Master Plan Amendment
- Completed the following studies:
 - Wheaton Downtown Plan
 - Community Equity Index
 - Access Management Study
- Began or continued work on the following plans and studies:
 - Rustic Roads Functional Master Plan Update
 - Takoma Park Minor Master Plan Amendment
 - University Boulevard Corridor Plan, Fairland and Briggs Chaney Master Plan
 - Pedestrian Master Plan
 - Life Sciences/Great Seneca Science Corridor Plan Amendment Phase 2.
 - Clarksburg Master Plan Amendment
 - Eastern Silver Spring Communities Plan
 - Thrive Montgomery 2050 Implementation Metrics
 - Friendship Heights Urban Design Study
 - Update Incentive Density Implementation Guidelines
 - Innovative Housing Toolkit
 - Attainable Housing Strategies Initiative
 - Growth and Infrastructure Policy
- Delivered the Bethesda Downtown Sector Plan Annual Monitoring Report.
- Continued to expand the Reforest Montgomery program to provide more reforestation projects on both public and private property including Releaf the Reserve, existing conservation easements on private property, and an increase in free shade trees.
- Provided quarterly updates on the Planning Department’s action items in the Climate Action Plan (CAP) FY23 Work Plan and participated in several inter-agency CAP implementation projects.
- After the transition to in-person/hybrid Department operations in fall 2021, offered both in-person and virtual community engagement opportunities as standard practice for all master plans.
- Began preparations for the Design Excellence Awards, to be held in October 2023 at the M-NCPPC Wheaton headquarters, in partnership with the American Institute of Architects (AIA) Potomac Valley Chapter.

Placemaking & Design

- Partnered with Montgomery Parks, the Montgomery County Department of Recreation, the East County Regional Services Center, and the Better Block Foundation to host a Placemaking Festival at the reimagined Briggs Chaney Park and Ride. The festival took place on October 1, 2022, and was the first of its kind during an ongoing master plan to test out innovative ideas for the plan area and engage the community and stakeholders in a different way. The Planning



Montgomery County

Planning Department – Office of The Planning Director

Department and its partners transformed outdoor space, hosted retail vendors, provided park activities and features and provided a welcoming space for nearby residents.

- Participated in the Montgomery Hills placemaking event in the summer of 2023.
- Partnered with the Wheaton Arts and Entertainment District and contributed toward a mural at Georgia Avenue and Price Avenue in downtown Wheaton.

Quality Development

- Continued to emphasize the efficient review of all regulatory applications with an emphasis on the highest quality of design and public realm in all development projects.
- Hosted a Development Review Committee (DRC) Retreat in the fall of 2023 with the development community and consultants focusing on streamlining the development review process. Short-term to long-term action items emerged, most of which have been implemented by the Planning Department. One of the key improvements that came from this meeting was an inter-agency standing meeting for applicants after the DRC to resolve any outstanding issues.
- Kept development projects on track by continuing to offer in-person and virtual Development Review Committee meetings and Planning Board meetings.
- Expedited numerous affordable housing and biohealth projects within the County as a Speed to Market initiative.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$1,693,781	\$2,044,978	20.7%
Staffing				
	Funded Career Positions	7.00	8.00	14.3%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	6.44	8.00	24.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

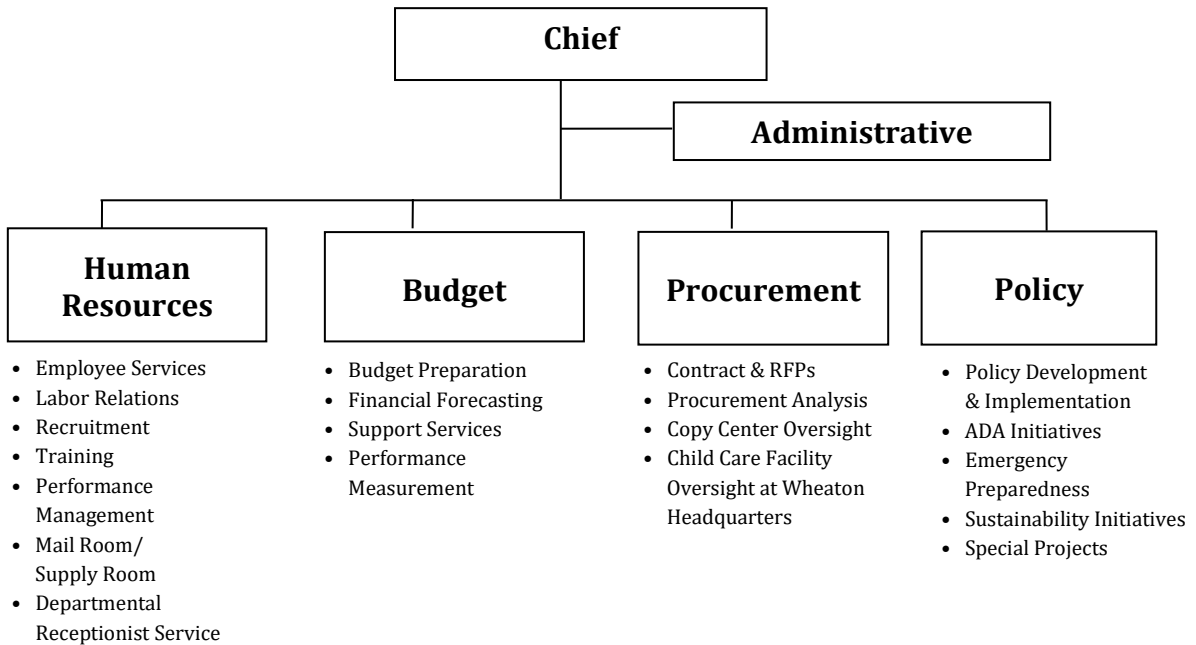
- Includes a new funding request of \$20,000 for Climate Assessment Quantitative Tool Update, a Major Known Commitment needed every other year.
- Includes a new ongoing request of \$37,000 for Placemaking Expansion.
- Includes one (1) full-time funded career position, 1 workyear and \$139,991 in Personnel funding for a Placemaking, Design & Implementation Specialist.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



**Montgomery County
Planning Department – Management Services**

ORGANIZATIONAL STRUCTURE

MANAGEMENT SERVICES DIVISION



Montgomery County

Planning Department – Management Services

OVERVIEW

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

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

Budget Administration uses a coordinated financial management system that handles more than \$23 million in annual operating funds, prepares the department’s annual budget, guides the development and monitoring of performance measures, assists the department with the County Council review and approval process, monitors budget performance during the fiscal year, and develops and monitors the Support Services program.

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

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

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Human Resources Management
- Training and Development
- Copy Center, Mail Room, Supply Room
- Child Care Facility Oversight
- Emergency Preparedness
- Budget Development and Fiscal Oversight
- Financial Management
- Procurement
- Sustainability Initiatives
- ADA Initiatives

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Offered a successful summer intern program with seven interns from five different colleges and universities and one local high school.



Montgomery County Planning Department – Management Services

- Provided sessions designed to help staff to complete and review their work program through an equitable lens. Topics included racial trauma, micro-aggressions, challenging bias, and rethinking bias in talent management.
- Incorporated the Attract Module of the Commission’s human resources platform (NeoGov) in recruiting to initiate and actively engage candidates regarding job openings.
- Increased the ability of managers to effectively and efficiently onboard quality talent through training on Commission recruiting process and the recruitment manual.
- Launched an 18-month Leadership Institute session to grow the next generation of leaders in the Commission. Participants developed projects focusing on succession planning, employee resource groups and mentoring within the agency.
- Participated in creating a more sustainable work environment by updating the Commission’s Sustainability Policy and Sustainability Plan. Implemented a plastic film recycling program at the Wheaton Headquarters, engaged staff in sustainability activities and initiatives (e.g., Bike To Work Day, Car Free Day, Walktober and Recycle Right), and provided support and activities for the Montgomery Green Fest.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$1,213,638	\$1,390,915	14.6%
Staffing				
	Funded Career Positions	8.00	8.00	0.0%
	Funded Term Positions	0.00	0.00	-
	**Funded Workyears	7.54	8.75	16.0%

Note: ** Funded Workyears include .75 seasonal wy in FY25.

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.
- Includes 0.75 workyear and \$37,000 in Personnel funding for a seasonal on-going Learning Management System Administrator.



ORGANIZATIONAL STRUCTURE

COMMUNICATIONS DIVISION



Montgomery County Planning Department – Communications

OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Finalized the Equitable Engagement Guide to provide standards and guidance to planners on best practices when engaging equitably with community members.
- Launch of branded materials such as Brank Book and Writing Guide to standardize and guide staff on Department’s brand when it comes to writing, branded materials, photography, etc.
- Led department Americans with Disabilities Act (ADA) and accessibility efforts which included providing trainings to Planning and Parks staff, remediation on websites and enhancements of capabilities for in-person and digital accessibility needs.
- Supported special projects like Development Review Process Work Group, Incentive Zoning Update.
- Provided a renewed effort on the production of online videos as part of the engagement strategy to inform residents and decision makers on Montgomery Planning plans, projects, news, and events. Videos include Incentive Zoning Update, Development Review Process Video, and Remarkable Montgomery: Untold Stories.
- Pitched media which resulted in positive news coverage through The Washington Post, MyMCMedia, WDVM, Bethesda Magazine, Moco360, the MocoShow, Source of the Spring, Washington Business Journal and Greater Greater Washington.



Montgomery County Planning Department – Communications

BUDGET AT A GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$1,823,735	\$2,034,135	11.5%
Staffing				
	Funded Career Positions	11.00	11.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	10.26	10.80	5.3%

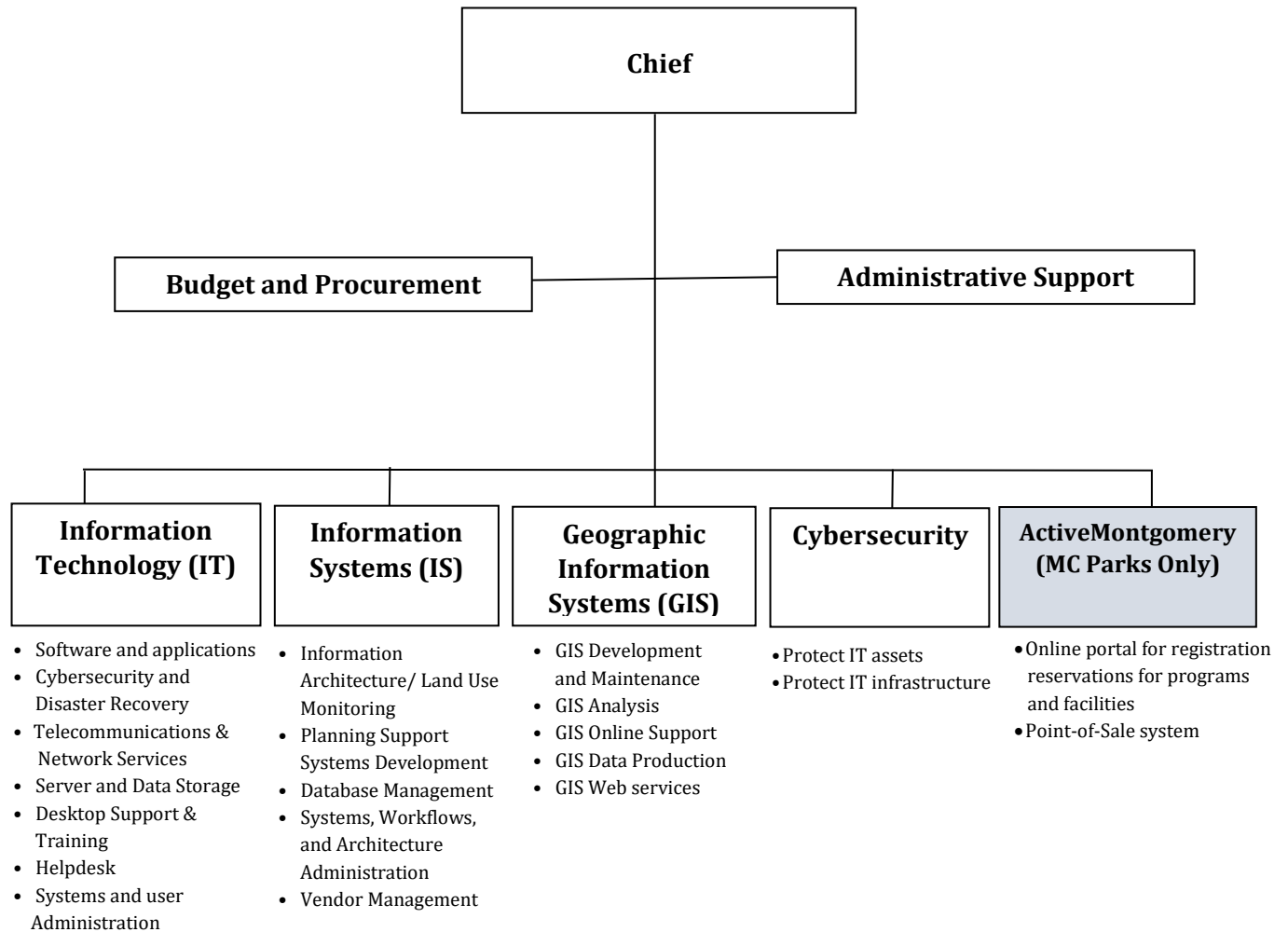
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED

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



ORGANIZATIONAL STRUCTURE

INFORMATION TECHNOLOGY AND INNOVATION



Montgomery County

Planning Department – Information Technology and Innovation

OVERVIEW

Unlike all other divisions in the Planning Department, the Information Technology and Innovation (ITI) Division serves both Planning and Parks. The ITI Division for Planning consists of four units: IT, IS, GIS, and Cybersecurity.

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

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

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

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

MISSION

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

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

PROGRAMS AND SERVICES PROVIDED

- Provide network infrastructure to handle data, voice, and wireless connectivity
- Enable safe and reliable remote access and tools for teleworking
- Provide robust infrastructure for video streaming for Planning Board Live, Historic Preservation Commission, and Development Review Committee (DRC) meetings
- Provide best practices in cybersecurity
- Stewardship of the County’s land-use GIS dataset including the County’s property, zoning, address, impervious, and elevation datasets
- Design, implement, and maintain the information system architecture
- Coordinate interagency data transfers between County and State agencies



Montgomery County Planning Department – Information Technology and Innovation

- Maintain secure and redundant data centers to support departmental applications for maximum resiliency
- Provide ePlans regulatory system, which guides the regulatory workflow of the Planning Department and makes all documents of record available to the public
- Provide an annual report to County Council on regulatory review metrics
- Provide an annual report to State Department of Planning on County jurisdictional planning activity
- Provide GIS desktop and server software and Cloud platform access to end-users

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Created an improved public facing data downloads portal. <https://data-mcplanning.hub.arcgis.com/> While continuing to support the Computer Aided Design (CAD) community, our new data download portal extends the ability to query GIS data and GIS web services by category, or keyword, or name searches. These search results now contain extensive metadata and usage descriptions. This improvement is intended to improve the experience of the public and consultants doing work in the County.
- Deployed a significant version upgrade to MC Atlas. <https://mcatlas.org/viewer/> This year we have added a bundle of new capabilities to this website and then we created how-to videos describing them on a splash page on the website itself. Some of the new capabilities include poster-sized print export formats, adding data from curated online libraries, querying various layers, a canned map export, and more.
- Enhanced cybersecurity by implementing a combination of technical measures, best practices, and user awareness. Cybersecurity is an ongoing process, and it requires continuous vigilance and adaptation to address evolving threats.
- Established a multi-department funded enterprise agreement with our ESRI GIS software vendor. This achievement enables ITI to upgrade our GIS infrastructure to be faster and more reliable. It also provides complete access to all analytical and production capabilities for all department staff.
- Continuing to enhance and strengthen our strategic Storage Area Network (SAN), server, and virtual environment, delivering improved overall performance of our applications which are accessed by staff and the public.
- Upgraded network infrastructure to enhance performance, accommodate increased traffic, support new applications, improve reliability, enhance security, and streamline management.
- Replaced end of life servers with modern hardware to help our organization stay efficient, secure, and aligned with business goals.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$4,551,645	\$4,700,387	3.3%
Staffing				
	Funded Career Positions	18.00	19.00	5.6%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	16.97	17.66	4.1%

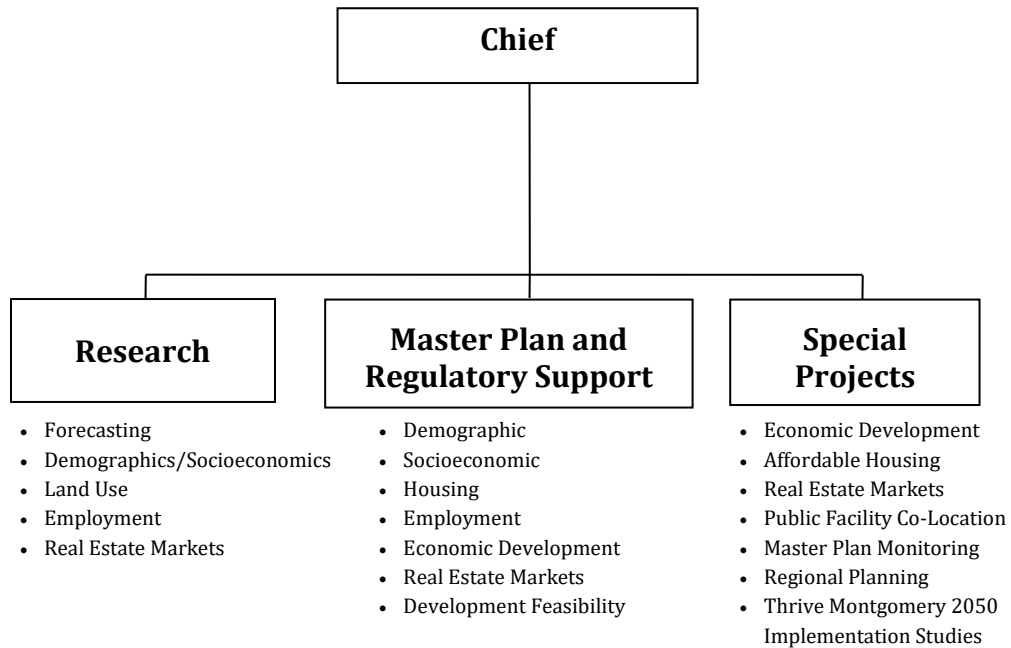
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Includes a new on-going Major Known Commitment of \$75,000 for switches, routers, and firewall replacements.
- Includes the transfer of 1 position, 1.0 wy and the corresponding funding from Countywide Planning and Policy division.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



ORGANIZATIONAL STRUCTURE

RESEARCH AND STRATEGIC PROJECTS



Montgomery County

Planning Department – Research and Strategic Projects

OVERVIEW

The Research and Strategic Projects 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 FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Provided demographic, economic, housing, real estate, and land use subject-matter expertise to support master plans, including the Fairland-Briggs Chaney Master Plan, University Boulevard Master Plan, and Great Seneca Connecting Life and Science Master Plan.
- Completed ESRI ArcGIS Storymap on Racial and Ethnic Change in the County Between 1990 and 2020.
- Provided demographic and housing analysis to support the Mapping Segregation project.
- Completed the Community Equity Index (CEI), including producing a technical report and interactive website to access the data.



Montgomery County

Planning Department – Research and Strategic Projects

- Completed major update on the land use forecast of population, households, and employment in conjunction with the Metropolitan Washington Council of Governments (MWCOC) Forecasting and Data Subcommittee.
- Conducted research and analysis of public benefits points to support Incentive Density Study. Provided project management support to project, including drafting scope of work, and overseeing work of consultant.
- Provided support to County Council staff in revising Thrive Montgomery 2050 during the County Council review and approval process.
- Completed the Census Question Resolution (CQR) Housing Unit Count Review, which assessed the accuracy of the US Census housing unit counts versus the parcel file.
- Provided presentations on demographic trends to the County Council, East County Citizens Advisory Board, and Leadership Montgomery.
- Provided presentation on the office market to the Greater Bethesda Chamber of Commerce.
- Oversaw the completion of a real estate feasibility analysis for Downtown Wheaton.
- Presented Study of Neighborhood Change at the National Capital American Planning Association Conference, the Montgomery County Affordable Housing Conference, and a Maryland Association of Counties conference.
- Continued to produce quarterly economic indicators reports with the Montgomery County Economic Development Corporation (MCEDC). Provided updates on economic conditions to the County Council Economic Development Subcommittee.
- Continued coordination and facilitation of Colocation Directors Oversight Committee meetings.
- Provided parcel file analysis to support the Downtown Bethesda Plan annual monitoring report.
- Responded to data requests from county agencies, Montgomery County Economic Development Corporation, County Council staff, and other organizations.
- Wrote blogs on topics including the office market, the forecast, and demographic change for the Planning Department’s blog, The Third Place.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$1,123,013	\$1,217,681	8.4%
Staffing				
	Funded Career Positions	7.00	7.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	6.63	7.00	5.6%

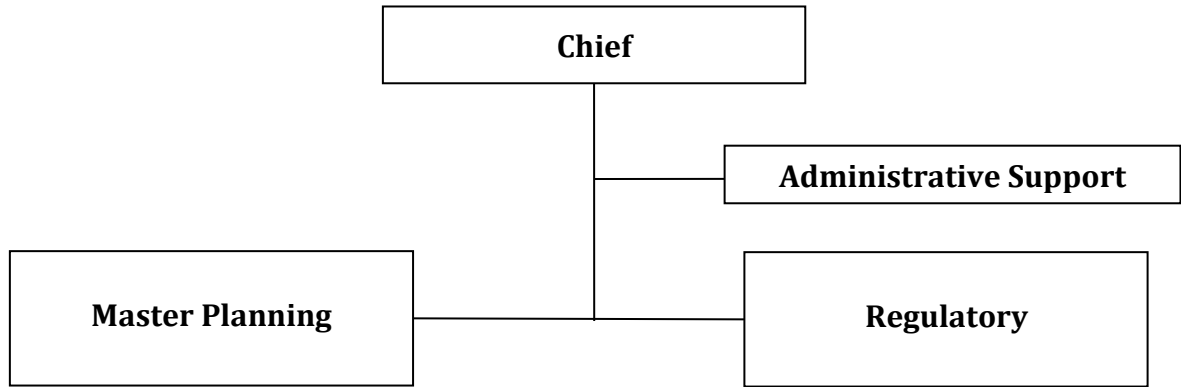
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

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



ORGANIZATIONAL STRUCTURE

DOWNCOUNTY PLANNING



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

- Regulatory Review
 - Sketch Plans
 - Subdivision Plans
 - Pre-Preliminary Plans
 - Site Plans
 - Concept Plans
 - Plan(s) Amendments
 - NRI/FSDs
 - Forest Conservation Plans
- Conditional Use Reviews
- Staff Support to the Office of Zoning and Administrative Hearing
- Local Map Amendments
- Forest Resources Planning/Reviews
- Water Resources/Water Quality
- Mandatory Referrals
- Water and Sewer Planning
- Traffic Mitigation Agreements
- Local Area Transportation Review
- Community Engagement
- Public Coordination
- Interjurisdictional Coordination



Montgomery County

Planning Department – Downcounty Planning

OVERVIEW

The Downcounty Planning division covers the geographical portion of the county south of I-495 including the Silver Spring, Bethesda, and Friendship Heights downtowns, as well as Takoma Park, Chevy Chase Lake, Greater Lyttonsville, Long Branch, Montgomery Hills, and Westbard. Several of these areas contain stations for the Metro Red Line, connected by future Purple Line transit stops in Bethesda, Chevy Chase Lake, Greater Lyttonsville, Long Branch, and sites around Silver Spring, providing new opportunities for additional transit-oriented housing, jobs, urban parks, and other community facilities and amenities for county residents.

The Downcounty Planning team provides planning expertise to the established urban centers, emerging transit nodes, and the residential communities in between. Our sustainable and equity-oriented approach to planning and development promotes economic growth that improves the health of our natural resources and enhances the quality of life for current and future residents.

The Downcounty Planning Division:

- Prepares master plans and sector plans.
- Prepares guidelines to implement the recommendations of the master and sector plans.
- Provides for orderly, functional, and attractive development consistent with sector or master plans.
- Provides timely and coordinated analysis of development applications, including sketch, preliminary, and site plans, as well as conditional uses and zoning to implement area master plans, sector plans, and other public plans and policies.
- Provides urban design considerations for master planning functions and regulatory applications.
- Provides assistance as liaisons to implementation and transportation management committees, Silver Spring Downtown Design Advisory Panel, the Bethesda Downtown Design Advisory Panel and the Bethesda Implementation Advisory Committee.
- Provides recommendations to assist in preserving and conserving natural resources.
- Provides recommendations for innovative environmental practices.
- Provides the integration of environmental and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the land use and planning development process.
- Reviews proposed public projects for consistency with County plans, policies, and guidelines and compatibility with surrounding development.

MISSION

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



Montgomery County Planning Department – Downcounty Planning

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Coordination
 - Environmental Coordination
 - Transportation Coordination
 - Parks and Open Space Coordination
 - Community Facilities Coordination
 - Schools Coordination
 - Urban Design Coordination
 - Streetscape Standards
 - Design Guidelines
 - Sectional Map Amendments
- Technical Staff support to the Board of Appeals and Hearing Examiner
- Transportation Management and Transportation Mitigation Agreements
- Local Map Amendments (Zoning)
- Tracks Park Impact Payments (PIP)
- Local Area Transportation Review
- Placemaking Initiatives Coordination
- Mandatory Referrals
- Interagency Coordination
- Inter-jurisdictional coordination
- Coordination with Park Planning
- Coordination with Site Plan Enforcement
- Community Outreach
- Conditional Use Reviews
- Design Advisory Panel Coordination
- Amenity Fund Coordination
- Development Plan Amendments
- Regulatory Reviews
- Forest Resources Planning/Reviews
- Capital Improvements Program Review
- Public/Private Coordination

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

Quality Development:

- Sligo Apartments was approved as Downcounty’s first “Speed-to-Market” project for Sketch Plan, Preliminary Plan and Site Plan for a 100% affordable housing redevelopment in Silver Spring.
- 4405 East West Highway was approved for Sketch Plan for a new mixed-use development near the Bethesda-Chevy Chase High School in downtown Bethesda.
- 4901 Battery Lane was approved for Preliminary Plan and Site Plan for a multi-family residential development along Battery Lane in downtown Bethesda.
- 8001 Wisconsin Avenue was approved for Sketch Plan and Preliminary Plan for a new mixed-use development along Wisconsin Avenue that includes a portion of the planned Eastern Greenway in downtown Bethesda.
- Battery Lane, Site C, was approved for Site Plan, the first of multiple sites that are part of the Battery Lane District Sketch Plan, for a new multi-family development along Battery Lane in downtown Bethesda.
- Preston Place and Lake Apartments was approved for the Preliminary Plan and Site Plan for a new townhouse development along Manor Road in Chevy Chase Lake.
- The Corso Local Map Amendment (LMA) was recommended for approval to the Hearing Examiner to rezone the property from R-60 to a CRN (Commercial Residential Neighborhood) Floating Zone to replace the former 4-H Headquarters with a mixed-use senior-care community with commercial/retail uses along Connecticut Avenue in the Town of Chevy Chase.



Montgomery County Planning Department – Downcounty Planning

- 7340 Wisconsin Avenue was approved for Sketch Plan Amendment, Preliminary Plan Amendment and Site Plan for a new mixed-use development along Hampden Lane and Wisconsin Avenue in downtown Bethesda.
- 5500 Wisconsin Avenue was approved for Site Plan for a mixed-use development in Friendship Heights.
- The Diener School Conditional Use was recommended for approval to the Hearing Examiner for conversion of an existing office building to a private educational institution along Old Georgetown Road in Bethesda.

Innovative Planning:

- Silver Spring Downtown and Adjacent Communities Plan:
 - Zoning Text Amendment and Sectional Map Amendment to implement recommendations in the Plan approved at Council in October 2022.
 - Design Guidelines developed by staff and approved by the Planning Board in February 2023.
 - Silver Spring Design Advisory Panel was established, and members approved by the Planning Board in February 2023.
- Takoma Park Minor Master Plan Amendment:
 - In-person Open House held in October 2022 (visioning efforts also include a virtual visioning website; and exhibits displayed in the Takoma Park Community Center).
 - Community Engagement Update presented to the Takoma Park City Council and the Montgomery County Planning Board in September 2022.
 - Plan briefing and update provided to the Takoma Park City Council in January 2023
 - Preliminary Recommendations presented to the Community, Takoma Park City Council, and the Planning Board in April 2023.
 - Working Draft presented to the Takoma Park City Council in May 2023. Received a resolution to recommend the Planning Board approve the Working Draft as the Public Hearing Draft and to set a Public Hearing date in September 2023.
 - The Working Draft was presented to the Planning Board in June 2023 and the Planning Board designated the Working Draft Plan as the Public Hearing Draft Plan and set a Public Hearing date for September 2023.
- Bethesda Downtown Sector Plan:
 - 2022 Annual Monitoring Report was presented to the Planning Board.
- Friendship Heights Urban Design Study:
 - Study officially began with presentations of proposed scope to a variety of community associations and municipalities in June 2023.



Montgomery County Planning Department – Downcounty Planning

BUDGET AT GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$1,734,655	\$1,766,407	1.8%
Staffing				
	Funded Career Positions	16.00	16.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	11.15	10.88	-2.4%

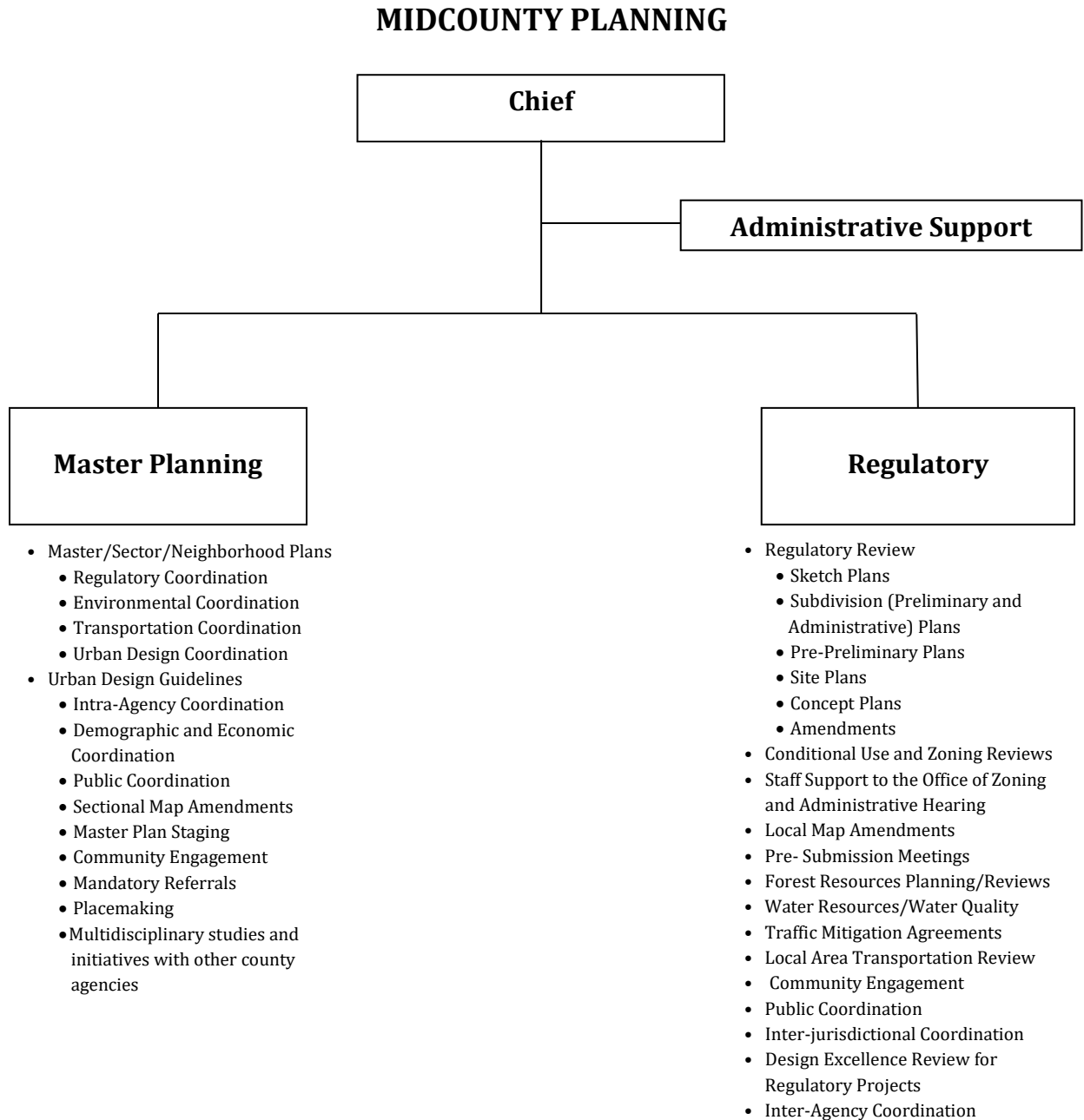
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Includes new FY25 one-time consulting funding of \$50,000 for Friendship Heights Sector Plan.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY25 regulatory workload.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



Montgomery County Planning Department – Midcounty Planning

ORGANIZATIONAL STRUCTURE



Montgomery County Planning Department – Midcounty Planning

OVERVIEW

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

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

The Midcounty Planning Division:

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Master/Area/Neighborhood Planning
 - Regulatory Input
 - Environmental Input
 - Transportation Input
 - Urban Design Input
 - Sectional Map Amendment
- Local Area Transportation Review
- Conditional Use and Zoning Reviews
- Interagency Coordination
- Community Outreach
- Inter-jurisdictional coordination
- Coordination with Enforcement Agencies



Montgomery County

Planning Department – Midcounty Planning

- Monitor and Report on Master Plan Implementation and Strategy
- Sectional Map Amendments
- Local Map Amendments
- Development Plan Amendments
- Technical Staff Support to the Board of Appeals and Hearing Examiner
- Mandatory Referrals
- Capital Improvements Program Review
- Regulatory Reviews—Sketch Plans, Preliminary Plans, Site Plans,
- Coordination with Park Planning
- Water Resources/Water Quality
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Public/Private Coordination

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Completed regulatory review and received Planning Board approval for development applications representing approximately 5.9 million square feet of total development. This includes approximately 2.1 million square feet of commercial uses, 1.6 million square feet of biohealth uses, 3,846 dwelling units, and 388 MPDU's.
 - Approval of the 1910 University Boulevard Preliminary Plan application in the Wheaton Central Business District (CBD) & vicinity Sector Plan area, for a total of up to 90 dwelling units for seniors with 30% Moderately Priced Dwelling Unit (MPDUs), or Department of Housing and Community Affairs (DHCA) approved equivalent, and up to 22,000 square feet of religious assembly uses.
 - Approval of the 2115 East Jefferson Sketch Plan application in the 2018 White Flint 2 Sector Plan area, for a total of up to 93 attached dwelling units with 15% MPDUs.
 - Approval of the 4910-4920 Strathmore Avenue Preliminary Plan and Site Plan applications in the 1992 North Bethesda/Garrett Park Master Plan, for a total of up to 113 dwelling units (9 single family detached houses and 104 townhouses), including 15% MPDUs, a 145-bed residential care facility.
 - Approval of the Belward Campus Site Plan application in the 2021 Great Seneca Science Corridor Minor Master Plan Amendment and 2010 Great Seneca Science Corridor Master Plan, for a total of up to 757,000 square feet of above grade gross floor area for research and development, biotechnology offices, related labs, and a retail pavilion
 - Approval of the Evolution Labs Preliminary Plan and Site Plan applications in the 2010 White Flint Sector Plan, for a total of up to 709,396 square feet of Research and Development uses.
 - Approval of the Grand Park Site Plan application in the 2010 White Flint Sector Plan area, for a total of up to 301,000 square feet of total development, including a Residential Care Facility for up to 210 units (285,000 square feet), including a minimum of 13% MPDUs, and up to 16,000 square feet of retail uses.
 - Approval of the Rock Spring Centre Site Plan application in the Rock Spring Sector Plan area, for a total of up to 1,049,900 square feet of total development, including up to 1,250 dwelling units and up to 133,100 square feet of retail.
- Completed the Wheaton Downtown Study, an effort to advance implementation of the 2012 Wheaton Central Business District and Vicinity Sector Plan.
- Completed an update to the Wheaton Streetscape Standards, first created by the Montgomery County Department of Housing and Community Affairs in the 1990's and last updated in 2002.



Montgomery County Planning Department – Midcounty Planning

The Streetscape Standards build on the recommendations in the 2012 Wheaton CBD and Vicinity Sector Plan, as well as the Wheaton Downtown Study.

- Continued work on the Great Seneca Plan: Connecting Life and Science, consistent with the recommendations of the 2021 Great Seneca Science Corridor Minor Master Plan Amendment. Work included robust outreach and engagement, existing conditions analysis, and development of initial recommendations.
- Initiated the University Boulevard Corridor Plan, to build on previous planning initiatives and policies including the 2013 Countywide Transit Corridors Functional Master Plan, Thrive Montgomery 2050, and Vision Zero.
- Continued to support the Great Seneca Science Corridor Implementation Advisory Committee, Shady Grove Sector Plan Implementation Advisory Committee, and White Flint/North Bethesda Implementation Advisory Committee.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24 <u>Adjusted Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$2,397,070	\$2,509,046	4.7%
Staffing				
	Funded Career Positions	20.00	20.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	14.92	14.58	-2.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

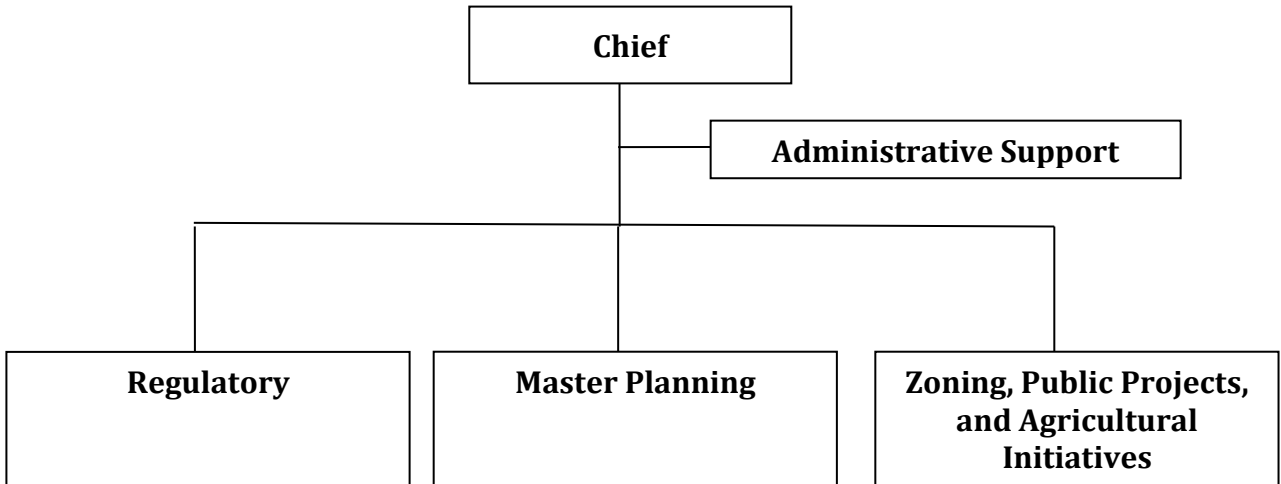
- Includes new FY25 one-time consulting funding of \$125,000 for Georgia Avenue Corridor Plan. An additional funding of \$30,000 for this plan is budgeted in the Support Services budget for translation services.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY25 regulatory workload.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



Montgomery County Planning Department – Upcounty Planning

ORGANIZATIONAL STRUCTURE

UPCOUNTY PLANNING



Regulatory Review

- Sketch Plans
- Subdivision Plans
- Site Plans
- Concept Plans
- Forest Resources Planning/Reviews
- Water Resources/Water Quality
- Local Area Transportation Review
- Community Outreach
- Public Coordination
- Interjurisdictional Coordination
- Intra-Agency Coordination
- Pre-Submission Meeting

Master/Sector/Neighborhood Plans

- Community Outreach
- Sectional Map Amendments
- Master Plan Staging
- Water and Sewer Planning
- Placemaking
- Environmental Coordination
- Transportation Coordination
- Urban Design Coordination
- Demographic and Economic Coordination
- Interjurisdictional Coordination
- Intra-Agency Coordination
- Regulatory Coordination

Zoning, Public Projects, and Agricultural Initiatives

- Conditional Use Reviews
- Local Map Amendments
- Staff Support to the Office of Zoning and Administrative Hearing
- Mandatory Referrals
- Regulatory Review and Coordination
- Public Coordination
- Environmental Coordination
- Transportation Coordination
- Urban Design Coordination
- Demographic and Economic Coordination
- Interjurisdictional Coordination
- Intra-Agency Coordination



Montgomery County Planning Department – Upcounty Planning

OVERVIEW

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

The Upcounty Planning Division:

- Prepares master plans, sector plans, the Rustic Roads Functional Master Plan, and the Preservation of Agriculture and Rural Open Space Functional Master Plan.
- Prepares Studies and Design Guidelines.
- Provides orderly, functional, and well-designed development consistent with sector or master plans.
- Provides timely and coordinated analysis of regulatory applications, including various zoning applications and Mandatory Referrals to implement area master plans, sector plans, and other public plans and policies.
- Provides recommendations to assist in conserving resources and innovative environmental practices.
- Provides the integration of design, environmental, and transportation considerations from the earliest phases of the planning and development process.
- Provides guidance on multiple modes of transportation consistent with the land use and planning development process.
- Reviews proposed public projects for consistency with County plans, policies, and guidelines and compatibility with surrounding development.
- Reviews water and sewer category changes and provides input of revisions to the 10-Year Water and Sewer Plan for Montgomery County.
- Assists the Office of Agriculture and the County in tracking Transfer of Development Rights and Building Lot Terminations.
- Serves as liaison with the Office of Agriculture and the agricultural community.
- Provides assistance to various community advisory committees, the Rustic Roads Advisory Committee, the Agricultural Preservation Advisory Board, and the Agricultural Advisory Committee.
- Conducts Placemaking Events.

MISSION

To plan for and manage growth within the Upcounty by creating diverse, equitable, vibrant, sustainable, and resilient communities that are inclusive, interconnected through multi-modal transportation networks, and offer a variety of affordable and attainable housing types. To promote and support the many forms of agriculture and agritourism in the various communities and contexts within Upcounty. To engage and include input from the diverse residents of Upcounty, while applying traditional and progressive planning approaches, which lead to meaningful recommendations and outcomes in our plans and the natural and built environment.



Montgomery County Planning Department – Upcounty Planning

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

Quality Development:

- Approval of 203,219 square feet of commercial uses and 724 dwelling units (135 Moderately Priced Dwelling Units (MPDUs); 18.6% average).
- 123 Natural Resource Inventory/Forest Stand Delineations (NRI/FSD), Exemptions, and Sediment Control Plans.
- 13 Concept Plans.
- 11 Conditional Use Plans
- 78 Development Applications, including Planning Board approval of:
 - **Miles Coppola, Preliminary Plan**
 - 336 dwelling units, comprised of 144 townhouse units and 192 multi-family units, including 12.5% MPDUs, Clarksburg MD 355 Bypass alignment, 80% rural open space: no more than 15 percent impervious surface within the Clarksburg East Overlay Zone.
 - **Park Potomac, Site Plan**
 - 307-unit apartment building, including 12.5% MPDUs, large existing stormwater management facility will be retrofitted and improved with recreational amenities and paths.
 - **Sandy Spring Missing Middle Pilot Project, Preliminary and Site Plan**
 - 18 dwelling units comprised of 12 townhouse living units and 3 duplex (two-unit living) units, including 25.7% MPDUs.



Montgomery County Planning Department – Upcounty Planning

Innovative Planning:

- Continued the Rustic Roads Functional Master Plan update:
 - Staff Working Draft.
 - Planning Board Public Hearing Draft.
 - Planning Board work sessions; and
 - Transmitted the Planning Board Draft to the County Council.
- Continued the Fairland and Briggs Chaney Master Plan update:
 - Several in-person and virtual community visioning sessions.
 - Fairland and Briggs Chaney Placemaking Festival in October 2022.
 - Staff Working Draft.
 - Planning Board Public Hearing Draft.
 - Planning Board work sessions; and
 - Transmitted the Planning Board Draft to the County Council.
- Commenced staff work on the Clarksburg Gateway Sector Plan.
- Commenced staff work on the Germantown Employment Corridor Check In.
- Planned and coordinated the Fairland and Briggs Chaney Placemaking Festival held in October 2022.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$2,400,169	\$2,563,605	6.8%
Staffing				
	Funded Career Positions	21.00	23.00	9.5%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	15.38	16.22	5.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

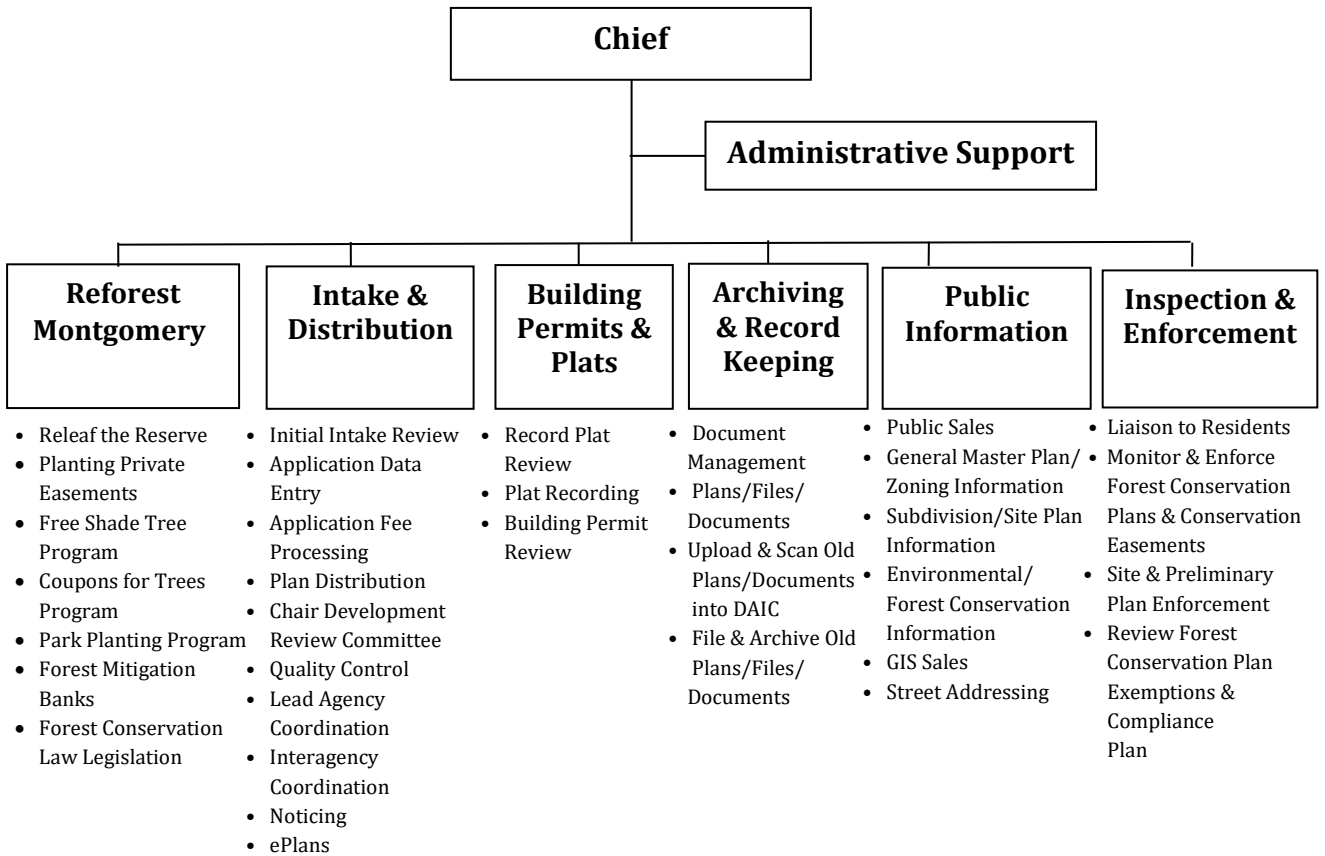
- Includes one (1) new full-time funded career and one (1.0) workyear and \$163,316 in Personnel funding for a Planning Supervisor position.
- Includes one (1) new full-time funded career and one (1.0) workyear and \$111,176 in Personnel funding for a Planner I position.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY25 regulatory workload.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



Montgomery County Planning Department – Intake and Regulatory Coordination

ORGANIZATIONAL STRUCTURE

INTAKE AND REGULATORY COORDINATION (IRC)



Montgomery County

Planning Department – Intake and Regulatory Coordination

OVERVIEW

Intake and Regulatory Coordination (IRC) manages the assignment, tracking and monitoring of all development applications, provides the sole point of entry for applicants, and ensures public access to development applications and information on development.

IRC chairs the inter-agency Development Review Committee, manages public noticing requirements for development applications, assigns street names and addresses and conducts building permit sign-off and plat review/recordation.

The division manages the Information Counter and provides the public with access to current and historic development application records, zoning maps, plats, and department publications. IRC performs inspections and enforcement actions to comply with the Forest Conservation Law, Subdivision Plans and Site Plans.

The division also manages the Reforest Montgomery Program to increase the tree and forest canopy in the County. This program identifies places to plant forest on public land and within recorded but unforested conservation easements, provides resources to support planting trees on individual lots or parcels, and manages contractors to ensure the plantings occur and are maintained.

MISSION

To be the customer service division by providing easy access to information and efficiently managing all aspects of the development application process from beginning to end.

PROGRAMS AND SERVICES PROVIDED

- Development Application Intake
- Chair the Development Review Committee
- Manage the Department’s Information Counter
- Review and Approve Forest Conservation Plan Exemptions
- Review Forest Conservation Plan Amendments in response to a violation
- Enforce the Forest Conservation Law, Forest Conservation Plans, Conservation Easements, Preliminary Plans, and Site Plans
- Approve Road Profiles
- Approve Street Names and Addresses
- Review Amendments to Preliminary Plans Submitted in Response to Violations
- Review Cost Estimates for Site and Forest Conservation Plans
- Respond to Maryland Public Information Act (MPIA) requests
- Review building permits
- Review records plats
- Manage the Reforest Montgomery Program
- Archive and maintain all Plans

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Received approval of the new Administrative Procedures for Development Review from the County Council.
- Adopted and implemented the “No Net Loss of Forest” Forest Conservation Bill, which made significant, forward-thinking changes to the Forest Conservation Law and provided the model for the “No Net Loss of Forest” changes made in State Law.
- Held the Development Review Committee retreat with Applicants and their consultants to streamline and improve the Development Review Committee (DRC) process.



Montgomery County

Planning Department – Intake and Regulatory Coordination

- Completed scanning all microfiche from Development Plans as part of our digitization project for all public records to make records easily accessible in Development Applications Information Center (DAIC).
- Created an internal intake checklist to streamline intake review and remove any unnecessary items.
- Expanded Reforest Montgomery program to plant more free shade trees each year, including developing a new program prioritizing applications in equity focus areas.
- Developed informative mailers for all homeowners who have forest conservation easements on their property to raise awareness of the easements and their prohibitions.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$1,040,346	\$1,000,087	-3.9%
Staffing				
	Funded Career Positions	19.00	20.00	5.3%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	8.58	8.41	-2.0%

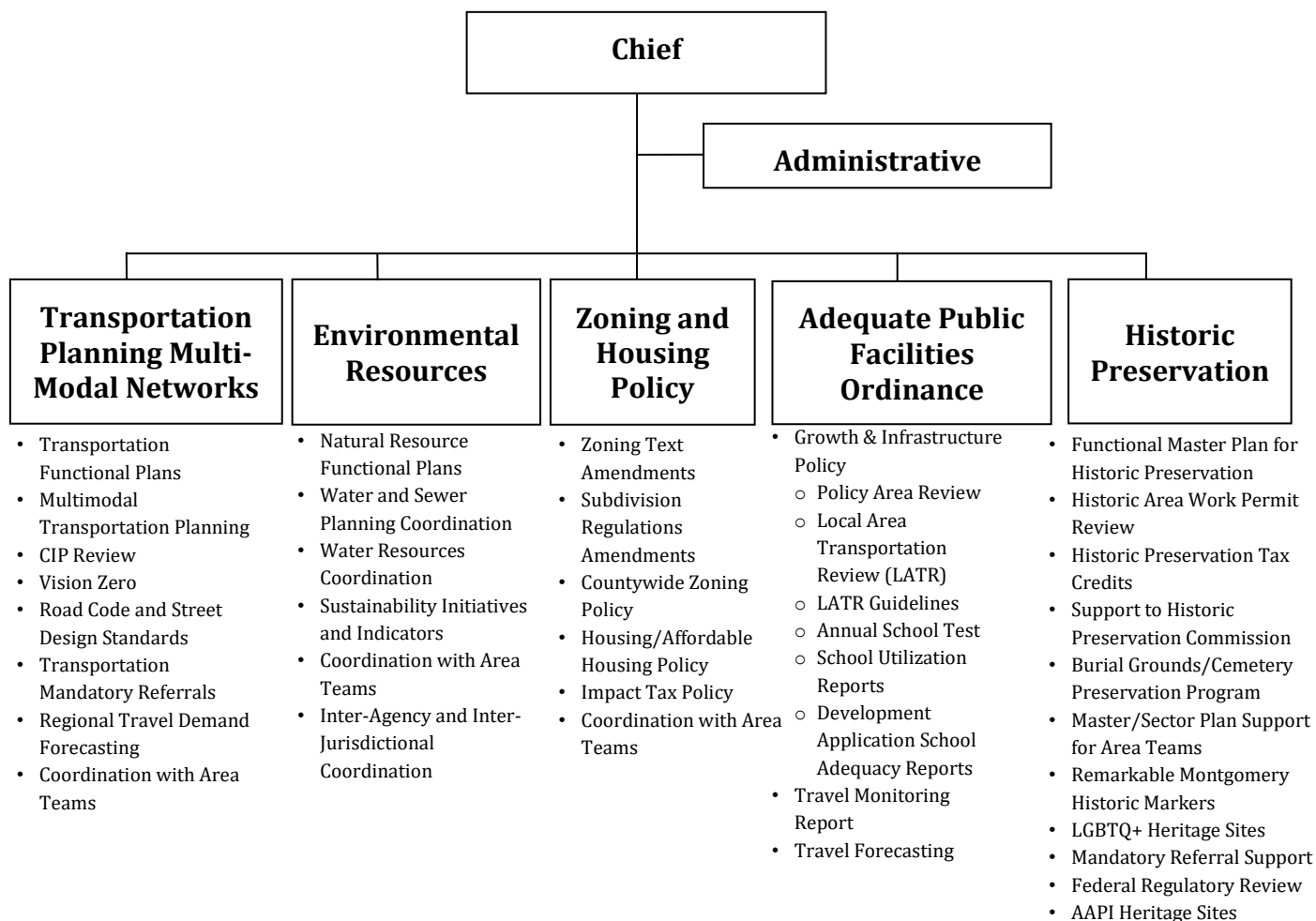
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Includes one (1) new full-time funded career and one (1.0) workyear and \$111,176 in Personnel funding for an Intake Reviewer position.
- Redistributes workyears and commensurate chargeback funding to Development Review Special Revenue Fund per proposed FY25 regulatory workload.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



ORGANIZATIONAL STRUCTURE

COUNTYWIDE PLANNING AND POLICY (CPP)



Montgomery County Planning Department – Countywide Planning and Policy

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

- Prepare Annual School Test and School Utilization Report
- Provide regulatory review and tax credit information for construction involving historic properties
- Review Historic Area Work Permits
- Provide travel demand forecasting for area master plans
- Prepare staff recommendations on Zoning Text Amendments and Subdivision Regulation Amendments
- Review the transportation Capital Improvements Program and Consolidated Transportation Program
- Review of alternative analyses and mandatory referrals for transportation projects
- Provide updates of sustainability indicators and Climate Protection Plan
- Review and provide guidance on housing policy
- Maintain and monitor the Transfer of Development Rights (TDR) Program
- Identify, research, and designate historic resources, maintain Certified Local Government status (CLG), and Provide Section 106/ National Environmental Policy Act (NEPA) review
- Track and measure multimodal transportation conditions including preparation of the biennial Bicycle Master Plan Monitoring Report
- Prepare biennial Travel Monitoring Report
- Prepare functional plans associated with countywide systems or resources
- Work with Montgomery County Public Schools to analyze school adequacy and potential capacity solutions for master/sector plans
- Provide transportation policy guidance on Vision Zero and Complete Streets



Montgomery County

Planning Department – Countywide Planning and Policy

ACCOMPLISHMENTS FOR FY23 (FROM JULY 2022 THROUGH JUNE 2023)

- Continued to lead a multi-divisional effort to identify ways to allow more diverse types of housing in the county’s single-family zones.
- Continued progress on the Innovative Housing toolkit project, which reviews barriers to building small multi-unit buildings in the county and provides a summary of innovative and environmentally sustainable planning techniques.
- Lead the Local Housing Targets project, which will create both market-rate and affordable housing targets for local planning areas in the county.
- Managed the Master Plan for Historic Preservation Amendment process for the Edward U. Taylor School and Weller’s Dry Cleaning.
- Reviewed and evaluated nearly 300 Historic Area Work Permit applications and more than 140 Historic Tax Credit applications.
- Completed Phase 1 of the Mapping Segregation Project including launching the GIS maps, authoring a white paper, presenting briefings to the Planning Board, Joint Commission, and County Council. Also handled numerous media requests, public speaking requests at conferences, and presentations to neighborhood and professional trade groups.
- Completed the Robert Coggin National Register nomination as part of the LGBTQ+ Heritage Initiative.
- Provided review and comments on 54 Section 106 undertakings in coordination with Federal and State agencies as the Certified Local Government for Montgomery County.
- Onboarded 2 new Historic Preservation Commissioners and conducted 2 all-HPC professional training modules.
- Developed the Local Area Transportation Review Guidelines Cost Estimation tool.
- Evaluated, prioritized, and provided comments to the County Council on Capital Improvements Program projects.
- Collaborated with the Montgomery County Department of Transportation to develop the Joint Transportation Priorities Letter.
- Developed the land use and trip generation inputs to the Silver Spring Urban Mobility Program.
- Developed a Protected Intersection Checklist and held a training on how to design protected intersections for public and private sector employees.
- Prepared the Annual School Test and received Planning Board certification of the test results.
- Prepared and released the biennial Bicycle Master Plan Monitoring Report, the biennial Travel Monitoring Report and the School Utilization Report.
- Prepared information and assisted with annual reports for the Maryland State Department of Planning (Annual Land Use Report), and the Department of Environmental Protection (DEP) (Annual Sustainability Report).
- Completed mandatory referral review and coordination for four transportation projects presented to the Planning Board for comments. Also reviewed and presented to the Planning Board three planning/alternatives studies for future transportation projects.
- Reviewed and presented comments to the Planning Board on 13 Zoning Text Amendments and one Subdivision Regulation Amendment introduced by the District Council.
- Completed climate assessments for four Zoning Text Amendments, after Bill 3-22 took effect on March 1, 2023.
- Drafted a Zoning Text Amendment and Subdivision Regulation Amendment and assisted the Montgomery County Department of Transportation in drafting a bill to implement updated street classifications and design standards included in the Complete Streets Design Guide.



Montgomery County

Planning Department – Countywide Planning and Policy

- Provided transportation, housing, school infrastructure, and historic preservation support to planning teams working on several area master plans, several master plan monitoring reports, and the review of numerous development applications.
- Prepared and presented comments to the Planning Board on several resolutions introduced by the County Council.
- Prepared and received Planning Board approval for updates to the countywide burial sites inventory.
- Completed the master plan transportation adequacy assessment for the Fairland and Briggs Chaney Master Plan.
- Transmitted the Planning Board Draft of the Pedestrian Master Plan to the County Executive and County Council.
- In collaboration with the Montgomery County Department of Transportation, developed context-sensitive street lighting design guidelines.
- Completed phase 1 of the Bikeway Branding Project.
- Completed the first phase of the Asian American and Pacific Islander Heritage project, which included a historic context study, an interactive feedback map, and documentation of oral histories. Successfully closed the \$20,000 state grant for the project.
- Advanced the Scotland AME Zion Church rehabilitation project. Successfully closed \$195,000 in two (2) state grants for the project.
- Completed manufacturing of 4 new historic markers and installed 2 of the new historic markers commemorating Remarkable Montgomery History honoring Lavinia Engle (Forest Glen Neighborhood Park) and the Commonwealth Farm (Peachwood Neighborhood Park).

BUDGET AT A GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$3,680,770	\$4,372,826	18.8%
Staffing				
	Funded Career Positions	23.00	24.00	4.3%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	21.50	22.32	3.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Includes new FY25 one-time consulting funding of:
 - \$100,000 for Regional Travel Demand Model Update and Validation.
 - \$150,000 for Mapping Segregation Phase 2.
 - \$125,000 for Parking Lot Design Study.
 - \$65,000 for Burial Sites Context Study.
- Includes \$100,000 for Biennial Traffic Monitoring Report, a Major Known Commitment needed every other year.



Montgomery County Planning Department – Countywide Planning and Policy

- Includes \$23,584 in Personnel funding to convert a part-time Adequate Public Facilities position to a full-time position.
- Includes one (1) full-time funded career, one (1.0) workyear and \$111,176 in Personnel funding for a Transportation Network position. This request funds a currently unfunded position.
- Includes one (1) full-time funded career, one (1.0) workyear and \$150,739 in Personnel funding for a Climate Initiatives position.
- Includes the transfer of 1 position, 1.0 wy and the corresponding funding to the Information Technology and Innovation division.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



Montgomery County

Planning Department – Support Services

OVERVIEW

The Support Services budget contains department-wide expenses that are essential to the management and operation of the Department. Significant items included in Support Services are advertising, office supplies, copying, mailing, insurance, workers compensation premiums, shared building maintenance for the new headquarters building, and professional services including translation services, diversity initiative activities, and employee, leadership, and executive training.

There are no staff assigned to Support Services. The personnel costs primarily relate to unemployment insurance, group long term disability (LTD) insurance, salaries and FICA for interns, employee transit assistance, and other personnel related costs. Responsibility for administration and monitoring of this program is assigned to the Management Services Division.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24	FY25	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
Budget				
	Expenditures	\$2,635,919	\$2,774,897	5.3%
Staffing				
	Funded Career Positions	0.00	0.00	-
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	0.00	0.00	-

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Includes \$54,000 for inflationary CPI increase for contracts and supplies.
- Includes \$30,000 for translation services for Georgia Avenue Corridor Plan.
- Includes a \$10,000 increase for Advertising Want Ads.
- Includes an increase of \$27,200 in Risk Management Chargeback.
- Includes an increase of \$6,044 in Departmental Chargebacks to Office of the Chief Information Officer (OCIO) and the Commission Wide IT.
- Includes an increase of \$8,667 in chargebacks to the Legal Department.



Montgomery County Planning Department – Summary of Division Budgets

MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Office of The Planning Director					
Personnel Services	1,282,136	1,529,781	1,529,781	1,823,978	19.2%
Supplies and Materials	7,493	7,500	7,500	7,500	0.0%
Other Services and Charges	274,835	156,500	156,500	213,500	36.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,564,464	1,693,781	1,693,781	2,044,978	20.7%
Management Services					
Personnel Services	1,212,415	1,200,188	1,200,188	1,377,465	14.8%
Supplies and Materials	480	2,500	2,500	2,500	0.0%
Other Services and Charges	8,778	10,950	10,950	10,950	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,221,673	1,213,638	1,213,638	1,390,915	14.6%
Communications Division					
Personnel Services	1,312,626	1,431,275	1,431,275	1,620,475	13.2%
Supplies and Materials	42,493	16,500	16,500	16,500	0.0%
Other Services and Charges	479,756	375,960	375,960	397,160	5.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,834,875	1,823,735	1,823,735	2,034,135	11.5%
Information Technology and Innovation					
Personnel Services	2,212,140	2,761,277	2,761,277	3,046,797	10.3%
Supplies and Materials	295,232	321,090	321,090	321,090	0.0%
Other Services and Charges	1,349,339	1,469,278	1,469,278	1,257,500	-14.4%
Capital Outlay	154,411	-	-	75,000	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	4,011,122	4,551,645	4,551,645	4,700,387	3.3%
Research and Strategic Projects					
Personnel Services	928,200	999,288	999,288	1,091,014	9.2%
Supplies and Materials	168	750	750	773	3.1%
Other Services and Charges	152,004	122,975	122,975	125,894	2.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,080,372	1,123,013	1,123,013	1,217,681	8.4%
Downcounty Planning					
Personnel Services	2,041,752	2,338,633	2,338,633	2,363,606	1.1%
Supplies and Materials	1,132	5,000	5,000	5,000	0.0%
Other Services and Charges	215,993	15,600	15,600	66,100	323.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(639,400)	(624,578)	(624,578)	(668,299)	7.0%
Total	1,619,477	1,734,655	1,734,655	1,766,407	1.8%



Montgomery County Planning Department - Summary of Division Budgets

MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Midcounty Planning					
Personnel Services	2,653,994	2,951,598	2,951,598	3,032,345	2.7%
Supplies and Materials	1,921	1,250	1,250	1,800	44.0%
Other Services and Charges	352,417	68,800	68,800	143,200	108.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(731,600)	(624,578)	(624,578)	(668,299)	7.0%
Total	2,276,732	2,397,070	2,397,070	2,509,046	4.7%
Upcounty Planning					
Personnel Services	2,943,126	3,043,219	3,043,219	3,400,424	11.7%
Supplies and Materials	7,384	2,500	2,500	2,500	0.0%
Other Services and Charges	119,977	57,100	57,100	17,100	-70.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(698,900)	(702,650)	(702,650)	(856,419)	21.9%
Total	2,371,587	2,400,169	2,400,169	2,563,605	6.8%
Intake and Regulatory Coordination					
Personnel Services	2,367,178	2,493,820	2,493,820	2,656,949	6.5%
Supplies and Materials	8,686	8,500	8,500	9,505	11.8%
Other Services and Charges	13,795	21,400	21,400	20,900	-2.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,201,700)	(1,483,374)	(1,483,374)	(1,687,267)	13.7%
Total	1,187,959	1,040,346	1,040,346	1,000,087	-3.9%
Countywide Planning and Policy					
Personnel Services	3,258,646	3,538,570	3,538,570	3,682,576	4.1%
Supplies and Materials	4,360	4,200	4,200	3,950	-6.0%
Other Services and Charges	299,704	138,000	138,000	686,300	397.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	3,562,710	3,680,770	3,680,770	4,372,826	18.8%
Support Services					
Personnel Services	221,486	212,681	212,681	215,229	1.2%
Supplies and Materials	57,974	128,100	128,100	128,100	0.0%
Other Services and Charges	2,077,535	2,186,801	2,186,801	2,314,564	5.8%
Capital Outlay	22,700	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	100,312	108,337	108,337	117,004	8.0%
Total	2,480,007	2,635,919	2,635,919	2,774,897	5.3%
Grants					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	33,993	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	33,993	150,000	150,000	150,000	0.0%
Total Planning Department					
Personnel Services	20,433,699	22,500,330	22,500,330	24,310,858	8.0%
Supplies and Materials	427,323	497,890	497,890	499,218	0.3%
Other Services and Charges	5,378,126	4,773,364	4,773,364	5,403,168	13.2%
Capital Outlay	177,111	-	-	75,000	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,171,288)	(3,326,843)	(3,326,843)	(3,763,280)	13.1%
Total	23,244,971	24,444,741	24,444,741	26,524,964	8.5%



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	7.00	7.00	7.00	7.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	7.00	7.00	8.00	8.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(0.56)	-	-
Subtotal Director's Office	7.00	7.00	7.00	6.44	8.00	8.00
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	9.00	9.00	8.00	8.00	8.00	8.00
Part-Time Career	2.00	1.60	-	-	-	-
Career Total	11.00	10.60	8.00	8.00	8.00	8.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	0.75
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(2.41)	-	(0.46)	-	-
Subtotal Management Services	11.00	8.19	8.00	7.54	8.00	8.75
<u>COMMUNICATIONS DIVISION</u>						
Full-Time Career	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	1.00	0.80	1.00	0.80
Career Total	10.00	10.00	11.00	10.80	11.00	10.80
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.17)	-	(0.54)	-	-
Subtotal Communications Division	10.00	9.83	11.00	10.26	11.00	10.80
<u>INFORMATION TECHNOLOGY AND INNOVATION</u>						
Full-Time Career	18.00	18.00	18.00	18.00	19.00	19.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	19.00	19.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.72)	-	(1.03)	-	(1.34)
Subtotal Information Technology & Innovation	18.00	17.28	18.00	16.97	19.00	17.66
<u>RESEARCH AND STRATEGIC PROJECTS</u>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	7.00	7.00	7.00	7.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	(0.37)	-	-
Subtotal Research & Strategic Projects	7.00	7.00	7.00	6.63	7.00	7.00
<u>DOWNCOUNTY PLANNING</u>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.30)	-	(4.00)	-	(4.00)
Less Lapse	-	(0.55)	-	(0.85)	-	(1.12)
Subtotal Downcounty Planning	16.00	11.15	16.00	11.15	16.00	10.88



Montgomery County Planning Department – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>MIDCOUNTY PLANNING</u>						
Full-Time Career	20.00	20.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	20.00	20.00	20.00	20.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.92)		(4.00)		(4.00)
Less Lapse		(0.83)		(1.08)		(1.42)
Subtotal Midcounty Planning	20.00	14.25	20.00	14.92	20.00	14.58
<u>UPCOUNTY PLANNING</u>						
Full-Time Career	21.00	21.00	21.00	21.00	23.00	23.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	21.00	23.00	23.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.70)		(4.50)		(5.30)
Less Lapse		(0.85)		(1.12)		(1.48)
Subtotal Upcounty Planning	21.00	15.45	21.00	15.38	23.00	16.22
<u>INTAKE AND REGULATORY COORDINATION</u>						
Full-Time Career	19.00	19.00	19.00	19.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
Career Total	19.00	19.00	19.00	19.00	20.00	20.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(8.08)		(9.50)		(10.40)
Less Lapse		(0.77)		(0.92)		(1.19)
Subtotal Intake & Regulatory Coordination	19.00	10.15	19.00	8.58	20.00	8.41
<u>COUNTYWIDE PLANNING AND POLICY</u>						
Full-Time Career	21.00	21.00	22.00	22.00	24.00	24.00
Part-Time Career	-	-	1.00	0.80	-	-
Career Total	21.00	21.00	23.00	22.80	24.00	24.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(0.43)		(1.30)		(1.68)
Subtotal Countywide Planning and Policy	21.00	20.57	23.00	21.50	24.00	22.32
<u>TOTAL PLANNING</u>						
Full-Time Career	148.00	148.00	148.00	148.00	155.00	155.00
Unfunded Career	1.00	-	1.00	-	-	-
Part-Time Career	2.00	1.60	2.00	1.60	1.00	0.80
Career Total	151.00	149.60	151.00	149.60	156.00	155.80
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	0.75
Chargebacks		(22.00)		(22.00)		(23.70)
Less Lapse		(6.73)		(8.23)		(8.23)
Grand Total Planning Department	151.00	120.87	151.00	119.37	156.00	124.62



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MONTGOMERY COUNTY DEPARTMENT OF PARKS



NATIVE MEADOW PLANTING
SLIGO CREEK – DENNIS AVE

OUR VISION

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

OUR MISSION

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



PARK PLAYHOUSE JUNIOR – PETER AND THE WOLF
FALLS ROAD LOCAL PARK



COMMUNITY GARDEN HARVEST
FENTON STREET URBAN PARK



BETTER WITH AGE COMEDY SPECIAL
WOODLAWN MANOR CULTURAL PARK



POLICE HORSE LIL'E WITH A PARK POLICE OFFICER
PARK POLICE MOUNTED DIVISION



Montgomery County Department of Parks



Green Tree Report

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

OUR MISSION

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

PARK SYSTEM HIGHLIGHTS

Total number of parks: 419	Linear Miles of Streams: 490 miles
Total owned or managed acres of parkland: 37,220	Total Park Boundary: 968 miles

TYPES OF PARKS

Conservation: 21	Recreational: 11
Local: 155	Regional: 5
Misc. Recreation/Non-Recreation Facilities: 3	Special: 24
Neighborhood: 97	Stream Valley: 35
Neighborhood Conservation Areas: 41	Urban: 27

PARK FACILITIES

Archery: 2	Historic Structures: 114
Athletic fields: 284	Ice Rinks: 2
Basketball courts: 227	Large Group Picnic Areas: 2
Bike Parks: 2	Miniature Golf: 1
Boating Facility – Rentals: 2	Miniature Trains: 2
Boating Landing Ramps: 3	Nature Centers/Classrooms: 5
Campgrounds – Full Service: 1	Outdoor Rope Courses: 1
Campgrounds – Primitive: 2	Overlay Football/Soccer fields: 40
Campsites: 102	Park Activity Buildings: 29
Carousel: 1	Pickleball Courts: 90
Community Gardens: 14	Picnic Shelters – Non-Permitted: 48
Cricket Fields: 7	Picnic Shelters – Permitted: 88
Dog Parks: 9	Playgrounds: 276
Driving Range (Stand Alone): 1	Skate Parks: 3
Equestrian Centers: 6	Splash Playground: 1
Event Centers: 3	Tai Chi Courts: 1
Exercise Stations: 50	Tennis Centers – Indoor: 3 (20 courts)
Formal Botanical Gardens: 2	Tennis Courts – Outdoor: 297
Futsal Courts: 5	Trails – Canoe: 5.4 miles
Golf Courses: 4	Trails – Natural Surface: 201 miles
Gymnasiums: 1	Trails – Paved: 68.6 miles
Historic Sites: 43	Volleyball: 20

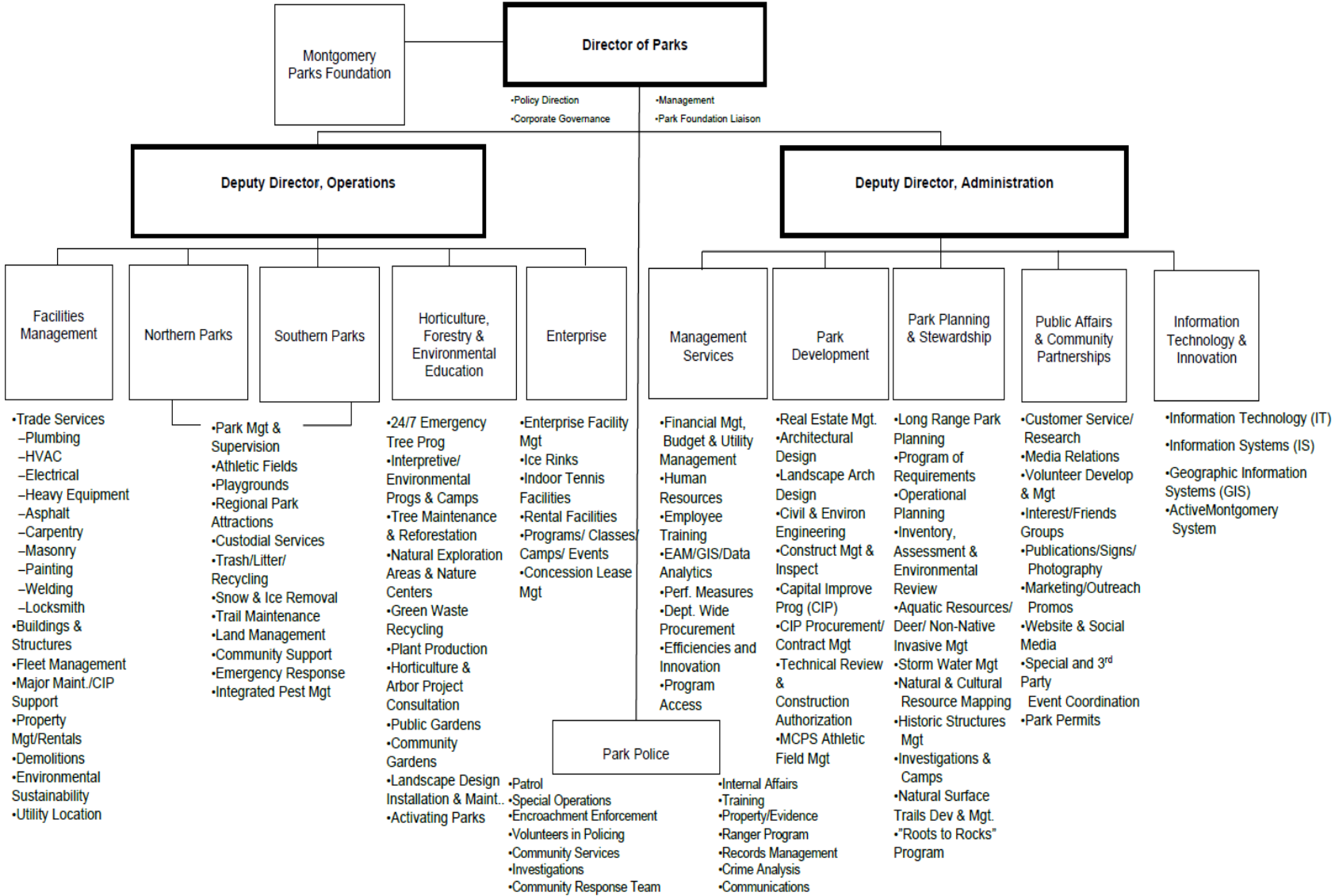
PARK BUDGET

Adopted Operating Budget FY2024	\$148 million
Capital Improvements Program FY2023-2028	\$49.9 million for acquisition
Capital Improvements Program FY2023-2028	\$246.3 million for development

JUL 2023 | Source: EAM, GIS, and the Parks Acquisition Ledger



MONTGOMERY COUNTY DEPARTMENT OF PARKS ORG CHART



Montgomery County Department of Parks

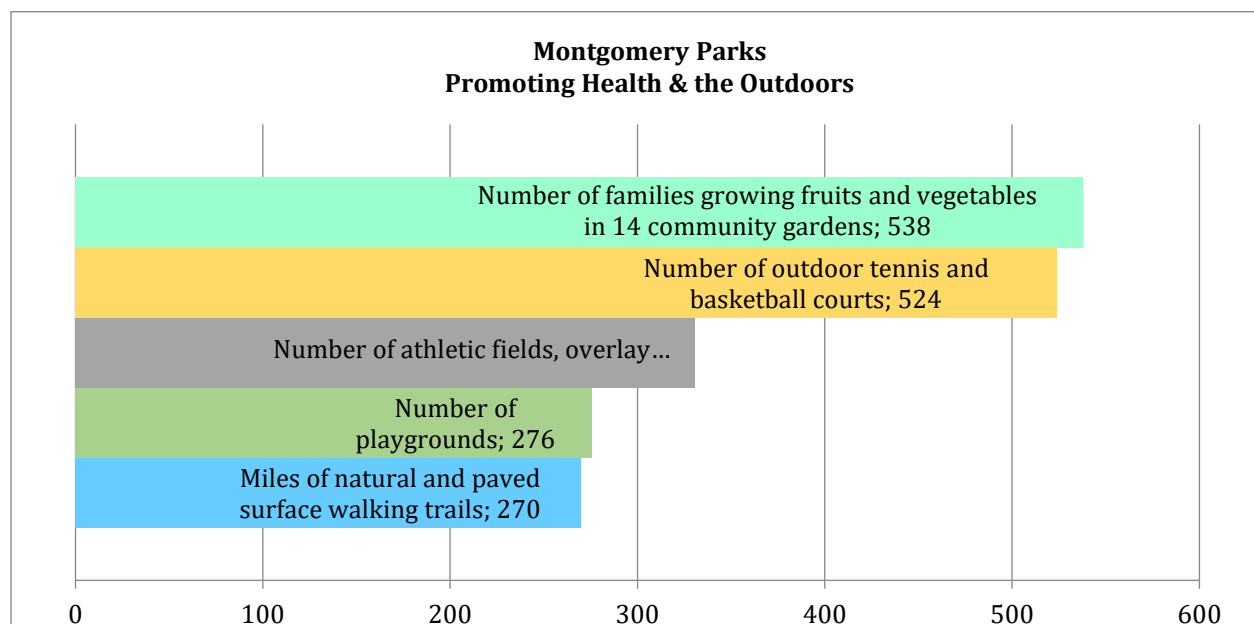
EXECUTIVE OVERVIEW

The Land Use Article of the Annotated Code of Maryland establishes the statutory basis for the Department of Parks. From this, the core services are defined as the acquisition, development, operation, and maintenance of a public park system.

Montgomery County is home to one of the largest and most diverse park systems in the nation with over 37,200 acres in 419 parks. This is nearly 12 percent of the land in the county. Montgomery Parks protects the area watershed and serves as the county’s “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-building and place-making features.

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

According to the Centers for Disease Control and Prevention (CDC), two in five of the nation’s adult population and one in five children are overweight or obese. CDC also estimates that more than 50 percent of Americans will be diagnosed with a mental illness or disorder at some point in their lives. Parks provide low-cost opportunities for recreation, exercise, and social connection for all ages and income levels and promote active, healthy lifestyles. The park system offers hundreds of amenities, programs and events, and most County residents live within two miles of one of the Department’s parks. The importance of parks grew during the COVID-19 pandemic as they provided safe outdoor spaces when many businesses and indoor facilities were forced to close or limit operations for long periods of time. This importance has not subsided now that restrictions have been lifted. COVID-19 brought many people into parks for the first time, and the parks themselves kept them coming.



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

Montgomery Parks continues to increase park acreage to accommodate a growing population and environmental protection needs, to activate existing parks with innovative programming and to apply an equity lens to planning and designing parks for our diverse community. Montgomery Parks has strived to manage its operating budget with a focus on providing safe and well-maintained parks for all residents. The department also uses the Equity Focus Areas Analysis Tool, developed in conjunction with Montgomery Planning, to promote racial equity and social justice through programs, projects, policies, resource allocation, and budgetary decisions.

The Department's FY25 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 FY25 budget includes funding to address identified deficiencies in the work program as well as emerging trends. The budget is aimed at meeting the needs of the future while focusing on priorities of the Department such as activating parks, improving customer service, utilizing data analytics, enhancing public safety, promoting social equity, supporting the implementation of the Capital Improvement Program (CIP), 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 FY25 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

MISSION

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



Montgomery County Department of Parks

VALUES

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

STRATEGIC GOALS

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

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

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

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

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



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10. Increase safety and park usage through strategic use of lighting.

In evaluating and narrowing down our many needs for increased funding to include in our budget submission, prioritization was given to those requests that directly support our on-going needs to keep our parks safe and in good physical condition. In addition, we also assessed how the requests contribute to meeting the recommendations outlined in our PROS plan and selected the ones that best align with these recommendations.

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

- Parks Activation request for increased staffing plus funding for provision of a signature event to add diverse and innovative programming held in various of park locations and encouraging people of different backgrounds to come together. This funding supports recommendations 1, 2, 5, 6, 7, and 9.
- Request for a Park Information and Customer Services (PICS) Assistant Manager position. This funding request supports recommendations 5 and 6.
- Requests for a Data Analyst position, a GIS Specialist position, funding for Data Scientist services, and funding for PROS Implementation Research services. These funding requests support all PROS recommendations by allowing Parks staff to make data-driven decisions and stay responsive to current real-time needs and citizen requests within the park system.
- Assistant Barn Manager position to allow for increased Mounted Division presence and consistency at community events, on trails, and in urban parks, while maintaining the safety of the horses, officers, and the public. This funding request supports recommendations 2, 5 and 9.
- Requests for staffing and services funding for Nature and Outdoor Programming for the Senior Community. This funding request supports recommendations 2, 5, 6, and 7.
- Public Outreach Staff to increase community outreach and enable the department to deepen engagement within diverse communities and equity focus areas and to meet the community where they are. This funding request supports recommendations 1, 2, 5, 6, 7, 8, and 9.
- Requests for four positions to support the Capital Improvement Program. This funding request supports recommendations 1, 2, 4, 5, 7, 8, and 10.
- All requests support recommendation 5.

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

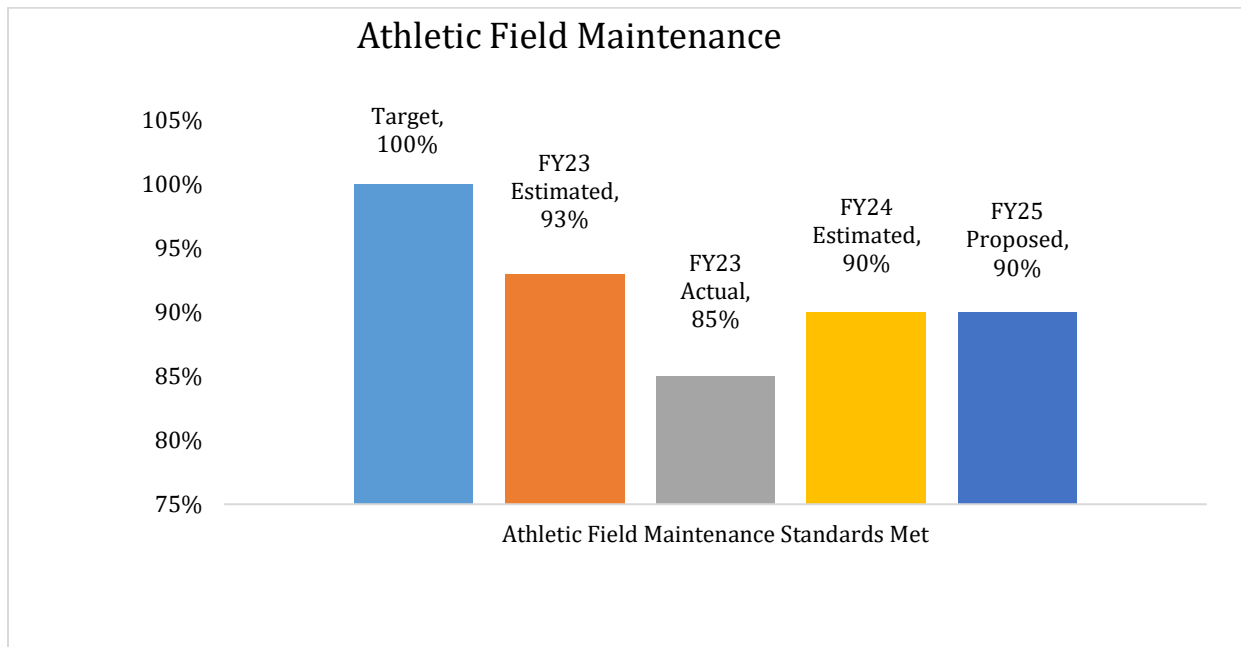
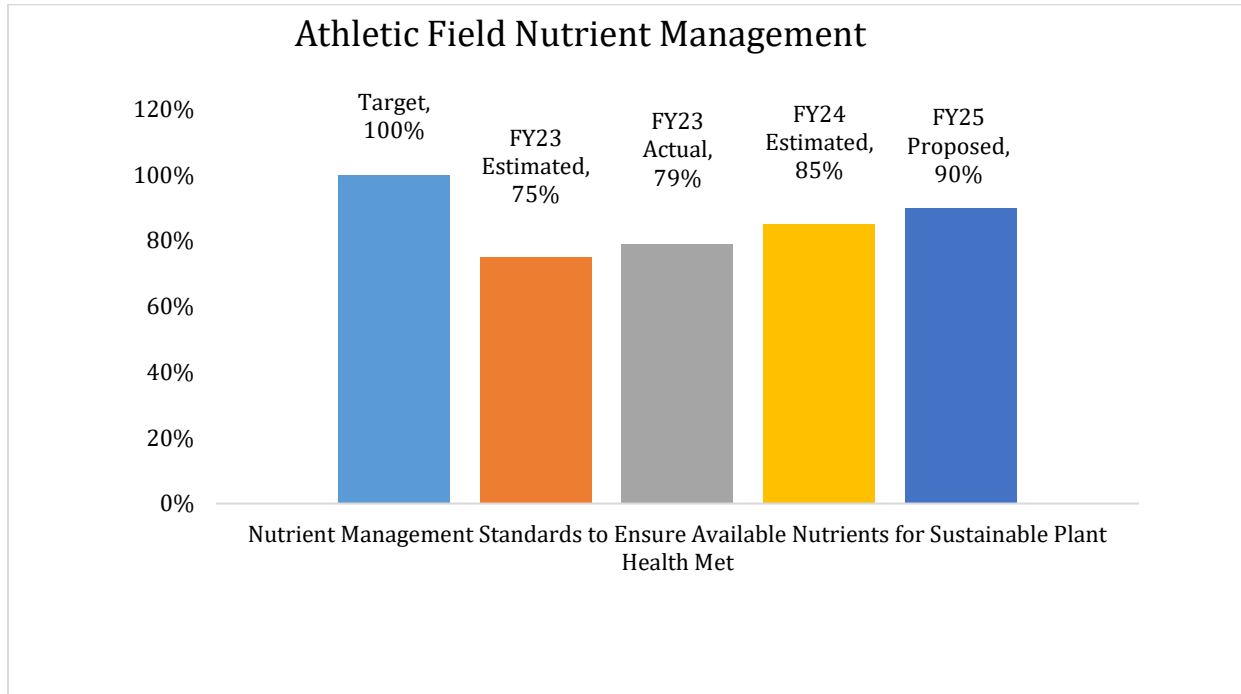
- Funding for operating budget impacts for completed CIP projects:
 - Funding for maintenance and interpretation of a recently acquired special park. This directly supports recommendations 1, 5, 6, and 7.
 - Funding to support increased amenities and improved landscaping for an urban park. This directly supports recommendations 1, 2, 4, 5, 7, 8, and 9.
 - Funding for maintenance associated with forest care and management of non-native invasive plants from two recently acquired or expanded conservation parks. This directly supports recommendations 2, and 7.
- Contractual increase request of increased funding for athletic field lighting. This directly links to recommendation 10.
- All Major Known Commitment requests support recommendation number 5.



GOALS AND PERFORMANCE MEASURES

Athletic Fields

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



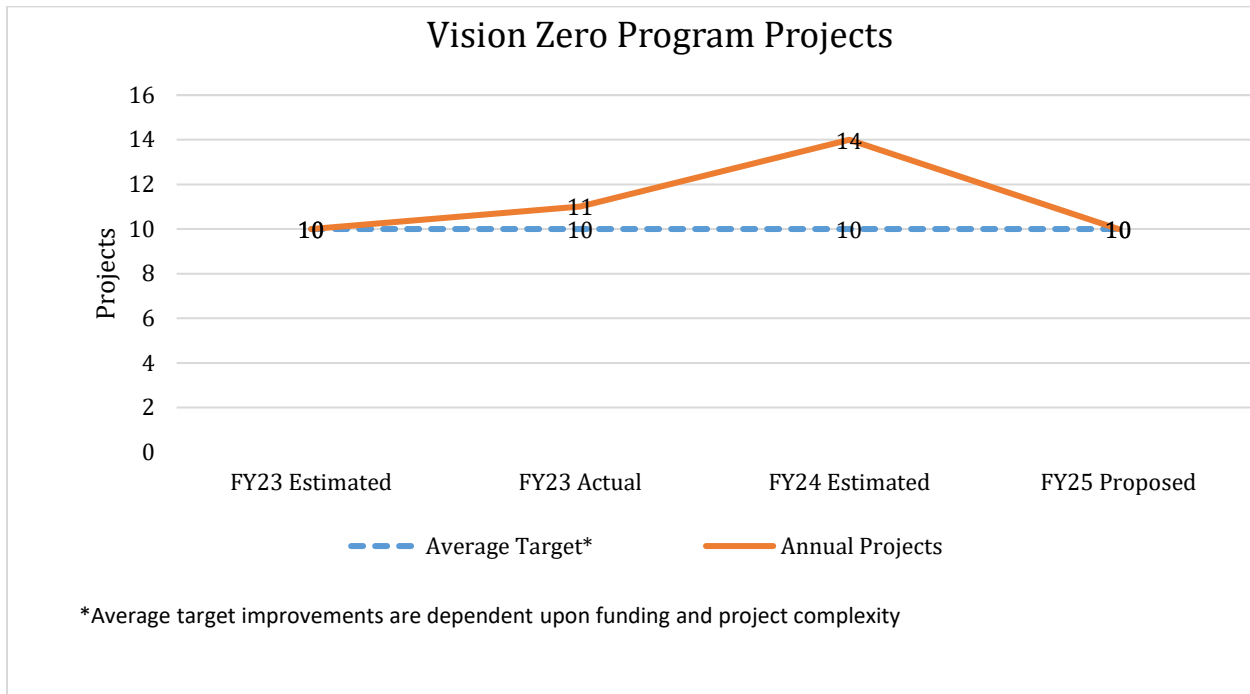
*Maintenance Standards indicate optimal frequency for performing activities such as aerating, over-seeding, mowing, infield maintenance for diamond fields, and lining of rectangle fields.



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Trail Safety

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

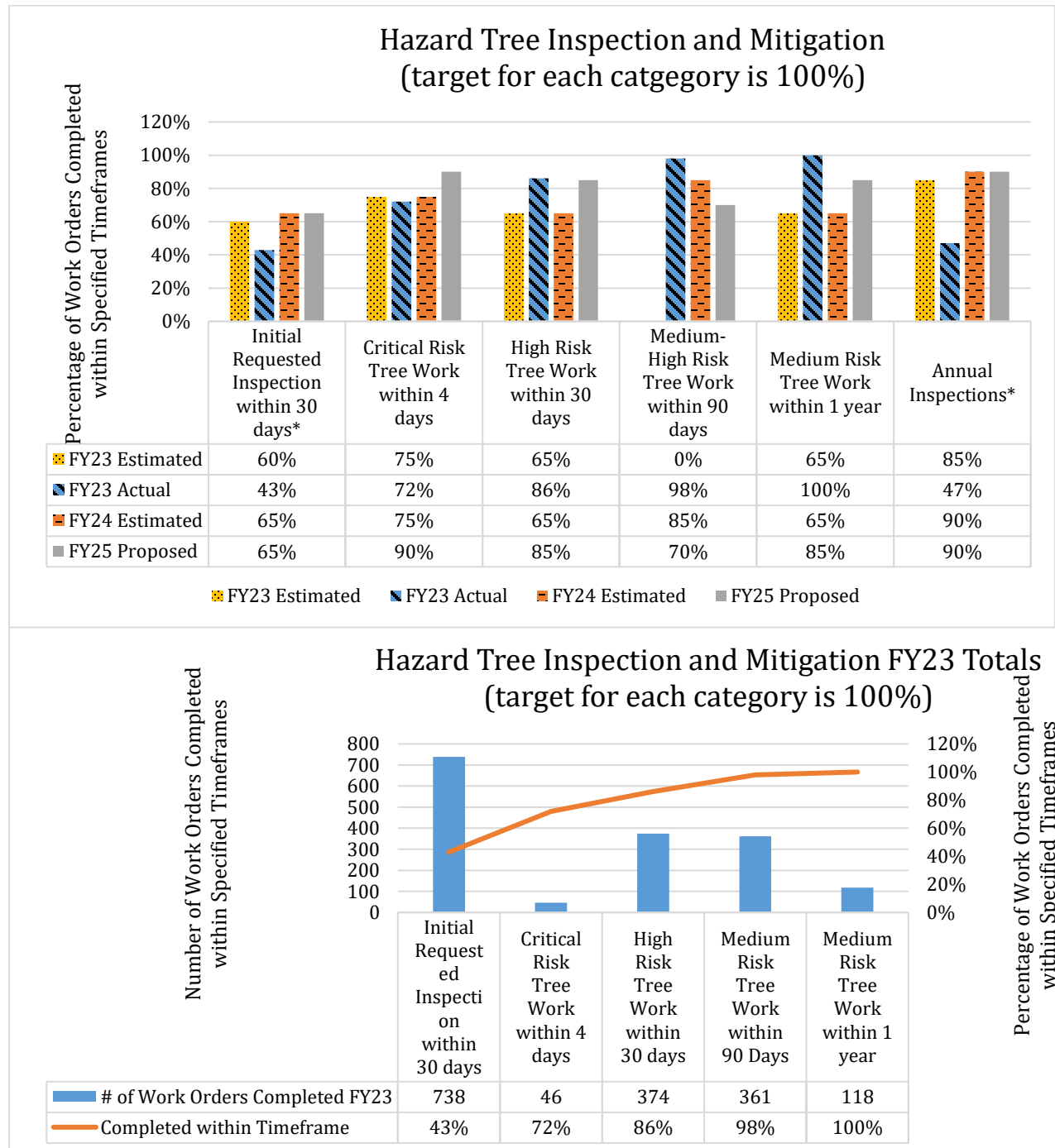


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Hazard Tree Inspection

The Department’s goal is to enhance the safety of park patrons and reduce the risk of property damage by implementing a hazard tree inspection and mitigation program.

The Department proposes to complete 100% of the assigned work orders for hazard tree removal and pruning within the timeframes associated with each assigned tree risk level.



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



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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 the number of staff on the tree crews.

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

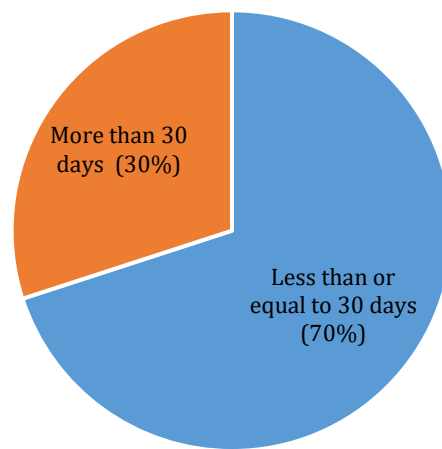


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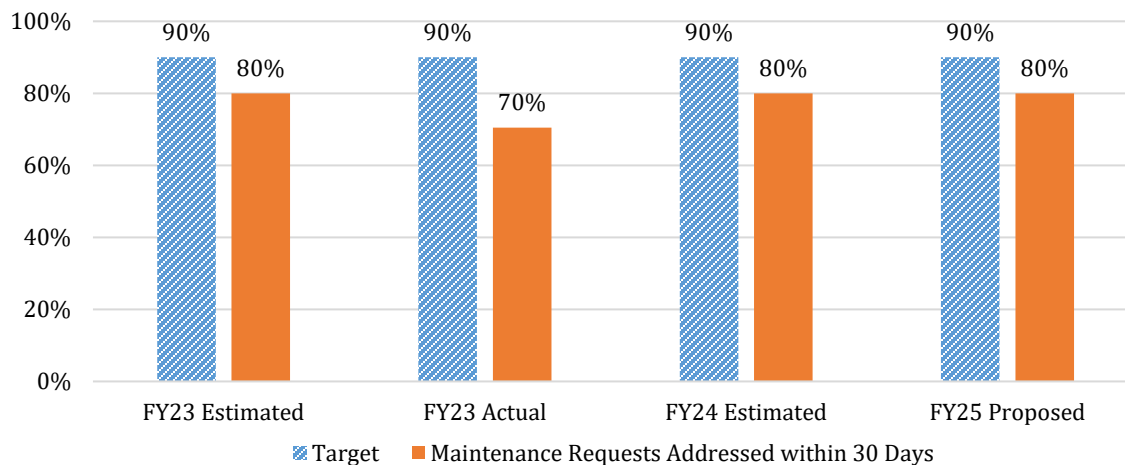
Response to Residents' Concerns

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

Completed Patron-Generated Maintenance Requests FY23
(excludes forestry data)



Patron-Generated Maintenance Requests Completed within 30 Days
(excludes forestry data)

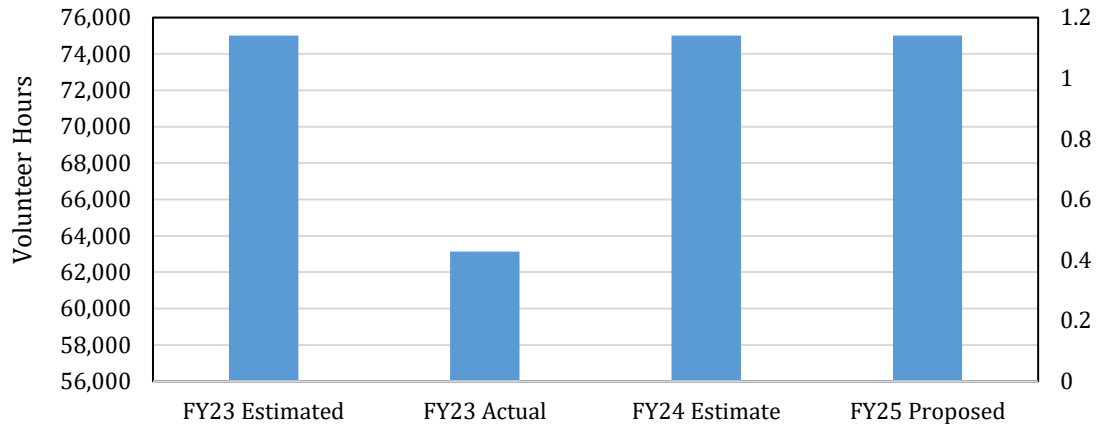


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Volunteer Support

The Department's goal is to generate alternative, non-tax supported resources to support our work program by increasing volunteer support for Department facilities, programs, and events.

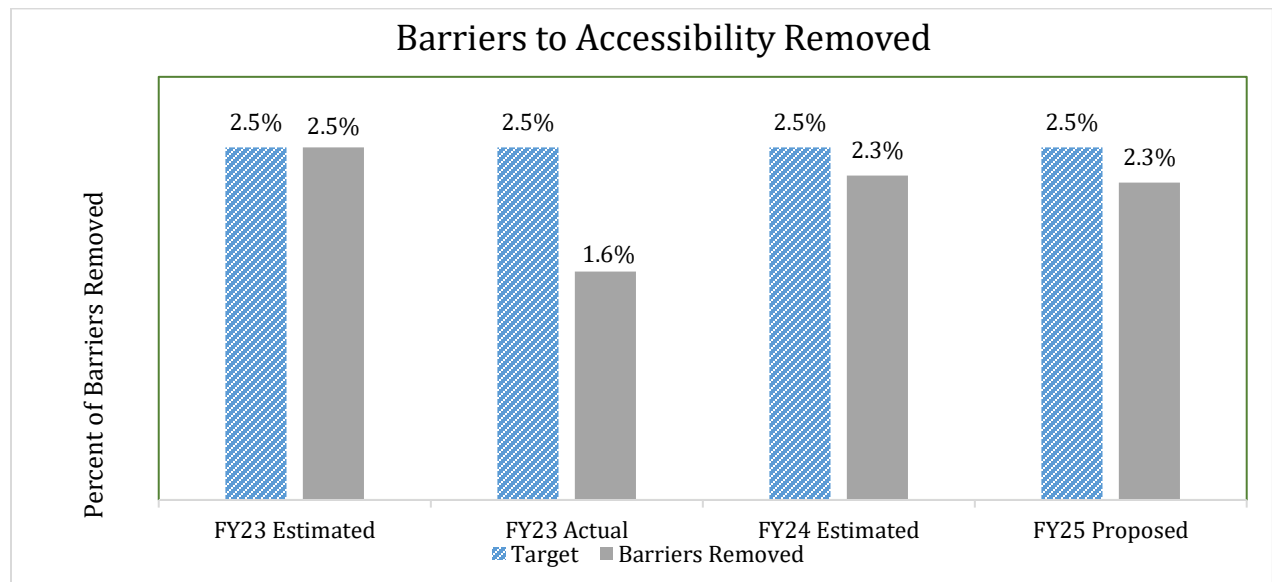
Volunteer Hours



ADA Accessibility

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

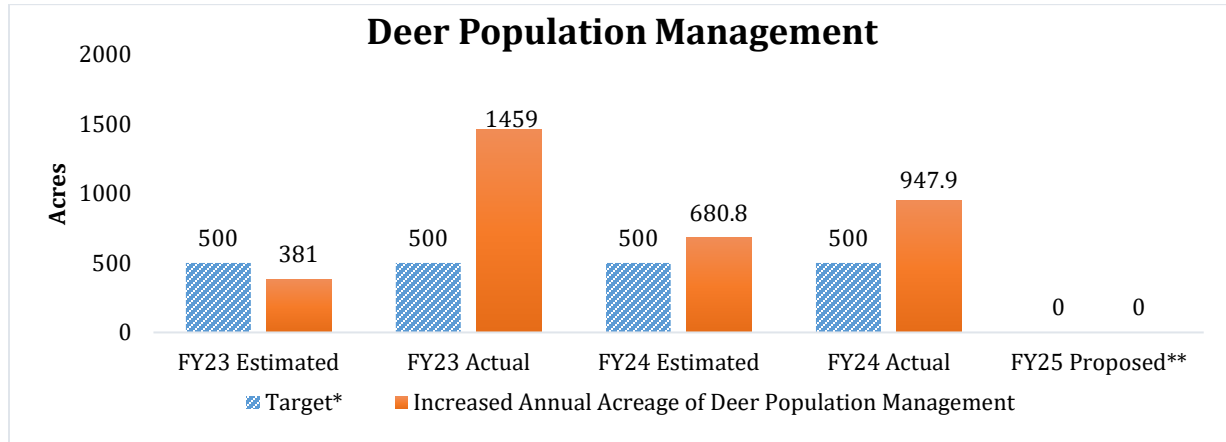
Barriers to Accessibility Removed



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Deer Population Management

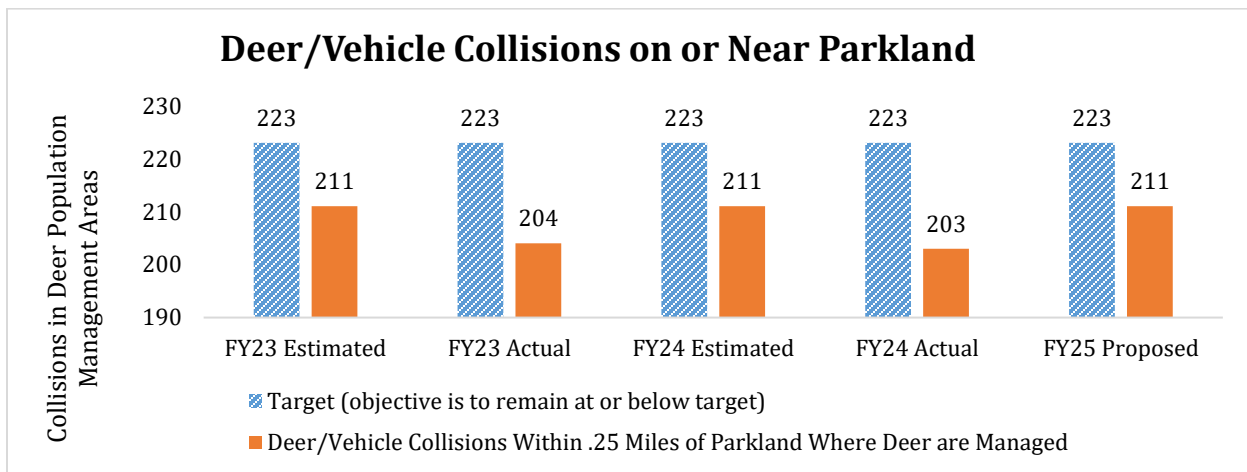
The Department's goal is to minimize attributable impacts of deer on, and adjacent to, parkland by adding 2,500 acres of new deer population management on parkland between fiscal years 2020 and 2024.



*Target represents an annual average over a 5-year period. Some years exceeded the target, while others fell short. The Department has achieved the acreage target number for FYs 20-24, so the graph indicates a target of zero, despite Park's plan for expansion. The department will consider a new metric for FY25 and beyond to replace the acreage of expansion.

**Staff has achieved, and exceeded, expansion promised of allocated resources. Expansion, hereafter, will slow. During FY25, staff will pursue transition of existing programs from one method to another, e.g., Broad Run conservation Park transition from Tenant program into Lottery-based Managed Hunting and North Branch SVU 2&3 transition from Park Police-based Sharpshooting to an undetermined Managed Hunting program. The only potential for new expansion is Northwest Branch SVU 5 (464.8 ac.) to Cooperative-based Archery, which is viewed as highly unlikely, at the moment.

The Department's goal is to minimize attributable impacts of deer on, and adjacent to, parkland by maintaining the annual deer population at 30 deer per square mile or less in parkland where deer are managed, as indicated by the number of deer/vehicle collisions.



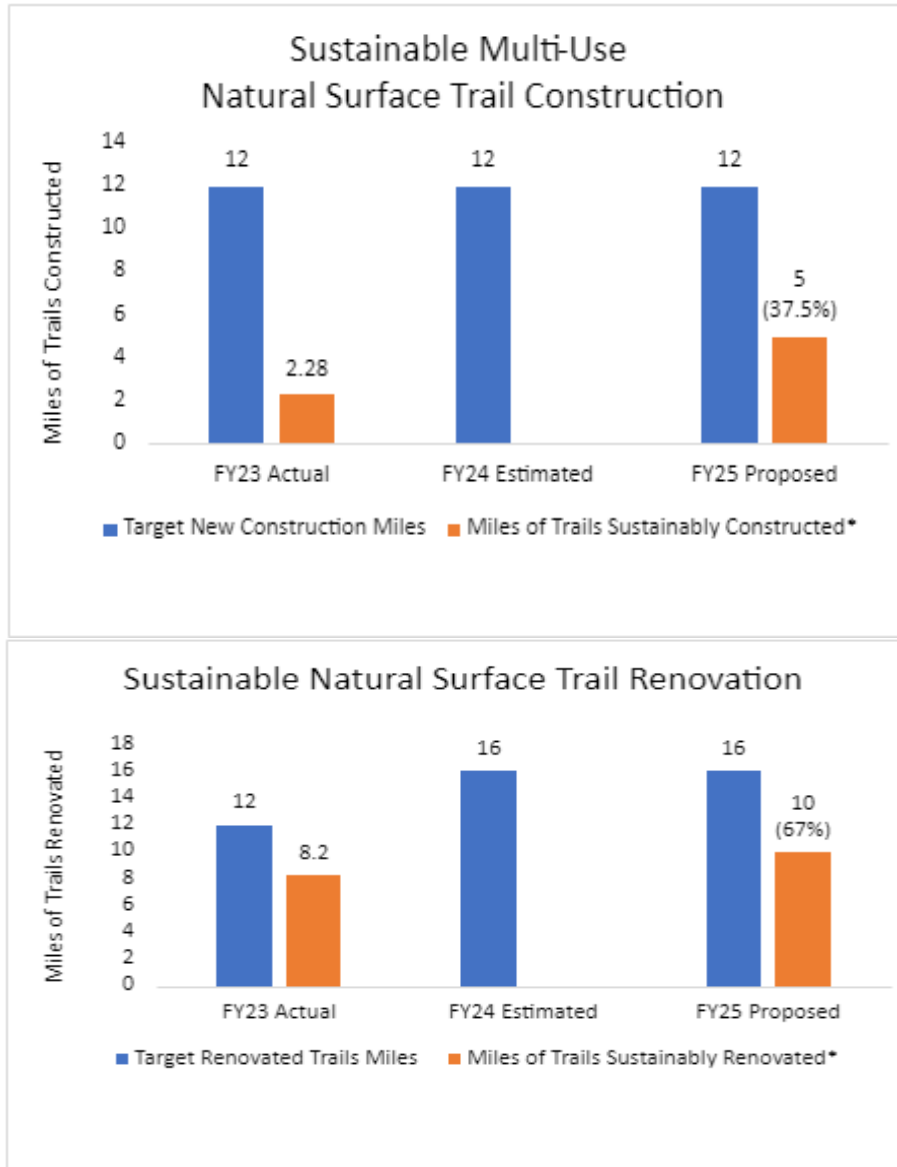
Research demonstrates deer population density, in the aggregate, correlates with deer/vehicle collision occurrence, and that an acceptable reduction of deer impacts, e.g., deer/vehicle collisions, browsing damage upon agriculture and forests, and citizen complaint for landscape damage and concern for safety is achieved at, or below, the 30 deer per square mile threshold.



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Natural Surface Trails

The Department's goal is to ensure the sustainability of our current and future natural surface trail system by implementing an expansion and renovation plan to provide an additional 12 miles annually of new natural surface trails and renovate 16 miles annually of existing natural surface trails.



FY23 goals were unmet largely due to the implementation of the Wheaton Regional Park Master Plan. The trails crew renovated the entire natural surface trails system and only added small sections of a new trail. These painstaking renovations took much longer than anticipated. The amount of environmental restoration and trail grading took over 8 months to complete. Also, Montgomery Parks renovated and/or added 7 new bridges in Wheaton Regional Park. As part of those bridge projects, the crew worked with Natural Resources Specialists to add stream restoration to each bridge site as needed. Additionally, the crews renovated trails in Blockhouse Point Conservation Park, Little Bennett Regional Park, Northwest Branch Stream Valley Park, and various other parks countywide.



Montgomery County Department of Parks

SUMMARY OF DEPARTMENT BUDGET MONTGOMERY COUNTY DEPARTMENT OF PARKS PROPOSED BUDGET FISCAL YEAR 2025

	FY 24 Adjusted Adopted	FY 25 Proposed	%
			Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,660,007	\$ 1,716,681	3.4%
Management Services	3,500,101	3,893,455	11.2%
Information Technology & Innovation	3,820,290	3,739,653	-2.1%
Park Development	4,288,040	4,963,711	15.8%
Park Planning & Stewardship	7,760,506	8,628,266	11.2%
Public Affairs & Community Partnerships	3,458,511	4,130,495	19.4%
Park Police	18,971,379	20,535,430	8.2%
Horticulture, Forestry & Environmental Education	13,602,129	14,693,863	8.0%
Facilities Management	14,452,492	15,774,351	9.1%
Northern Parks	12,558,517	12,698,851	1.1%
Southern Parks	17,167,229	17,317,338	0.9%
Support Services	13,380,828	14,649,535	9.5%
Non-Departmental	8,746,277	12,133,224	38.7%
Grants	400,000	400,000	0.0%
Transfer to CIP	450,000	450,000	0.0%
Transfer to Debt Service Fund	7,165,062	7,921,690	10.6%
Total Expenditures - Park Fund	<u>\$ 131,381,368</u>	<u>\$ 143,646,543</u>	<u>9.3%</u>
Property Management	1,757,600	1,688,700	-3.9%
Special Revenue Funds	3,598,590	4,090,093	13.7%
Enterprise Funds	10,833,205	11,283,610	4.2%
Total Department of Parks	<u>\$ 147,570,763</u>	<u>\$ 160,708,946</u>	<u>8.9%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The Department of Parks total FY25 proposed budget request is \$160,708,946 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 \$143,646,543 and includes grants, non-departmental, and debt service. This represents an increase of \$12,265,175 or 9.3% over the FY24 adopted budget. This increase is summarized as follows:

Compensation Adjustments (salary, benefits)	\$6,380,571
Known Operating Commitments	2,759,965
Program Enhancements	1,556,472
Water Quality Protection Fund	151,103
Debt Service on General Obligation Bonds	756,628
OPEB (PayGo and Pre-Funding)	<u>660,436</u>
Total	\$12,265,175



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Unfunded Operating Budget Obligations

Operating Budget Impacts (OBI) are the costs associated with the operating, maintaining and policing of new and expanded parks and park amenities. This increase is recognized and approved as part of the Capital Improvement Program (CIP) when the project is submitted through the CIP budget process.

In FY25, Montgomery Parks is requesting \$369,983 in additional funding for OBI for added resources necessary to implement completed CIP projects associated with new or expanded park infrastructure. This total includes \$40,426 for Water Quality Protection Fund projects. In addition, this OBI request includes two (2) new full-time career positions and 3 WYs for seasonal staff.

National Pollutant Discharge Elimination System (NPDES) Mandate

Montgomery 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 FY25, the Department is requesting an increase of \$151,103, bringing the total to \$4,289,641 for NPDES activities.

The funding includes \$11,515 for additional funding of contractual services to support work program needs. In addition, OBI cost of \$40,426 and 0.9 seasonal WYs is included for bioretention and other stormwater amenities added at Caroline Freeland Urban Park, the White Flint Civic Green, Kemp Mills Estates, the Cabin John Area of the Power Line Trail, Rosemary Hills-Lyttonsville Local Park, Strathmore Local Park, and Wheaton Forest Local Park. The NPDES request also includes \$99,162 for the impact of compensation increases approved in the FY24 budget.

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 \$767,741 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms and \$711,696 for inflationary increases for supplies and materials, non-contracted services and capital outlay. Costs for utilities and telecommunications services are increasing by \$85,730. The debt service for the Capital Equipment Internal Service Fund (ISF) will remain the same for FY25 based on proposed spending for vehicle and equipment purchases. Costs for CAS charges and for chargebacks to other funds (e.g. Special Revenue and Enterprise) are increasing by \$261,441 while the Park Fund transfer to the Risk Management Internal Service Fund is increasing by \$603,800.

Program Enhancements Addressing Deficiencies and Emerging Trends

The FY25 Proposed Budget includes \$1,556,472 to address identified deficiencies in the work program as well as emerging trends aimed at meeting the needs of the future.

Included in the funding are:

- Adding one (1) full-time Park Maintenance Worker position and services funding to support the Park Activation Team to expand the number and variety of programs being offered and to add a signature annual event.
- Converting services funding to hire an IT Support Specialist in order to insource the help desk function for the Parks and Planning Departments. Reductions in services funding will



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offset this position cost making this a net zero cost impact to the budget.

- Adding one (1) full-time Park Information and Customer Services (PICS) Assistant Manager to improve operational flexibility and responsiveness and to expand customer service hours during peak hours and over weekends.
- Adding one (1) full-time Data Analyst Position, one (1) GIS Specialist position, and services funding for Data Engineering and Data Scientist Services, to translate data into actionable information, and conduct analysis, feature updates, layer development or enhancement to ensure decisions are truly data-driven.
- Adding services funding to expand on the research completed in the development of the PROS plan by increasing capacity to conduct social science research to answer important outreach questions.
- Adding one (1) Assistant Barn Manager position to provide support and consistency which will increase safety of Park Police horses and staff. A portion of this cost is offset by a reduction in seasonal funding.
- Adding one (1) Principal Park Naturalist, two (2) seasonal staff, and services funds to create a program focused on supporting the physical and mental wellness of the County's increasing senior population.
- Adding one (1) full-time bilingual Outreach Specialist and one (1) Graphic Designer. These two positions will allow Montgomery Parks to increase community engagement, provide more internal support for the hundreds of annual park projects and initiatives, and meet the public where they are.
- Adding one (1) Grants Administrator to manage grant applications and support procurement efforts needed to implement all CIP grants pursued and received.
- Adding one (1) full-time Hard Surface Trails Construction Project Manager position, one (1) full-time Hard Surface Trails Design Project Manager position, and one (1) full-time Building Renovation Architectural Project Manager position, to help manage the increased number of CIP construction projects. The cost of these positions will be offset by chargebacks to the CIP making them a net zero cost impact to the budget.
- Adding capital outlay and supplies funding to add two foamstream units and associated supplies to continue to manage weed control organically and reducing pesticide use.
- Adding two (2) Park Maintenance Workers to perform weed removal to reduce requests for surface repairs and replacement at playgrounds and keep weeds in control without the use of pesticides and hand pulling. The cost of these positions will be offset by reductions to seasonal funding making this a net zero cost impact to the budget.
- Adding services funding to allow for leasing of five high volume mowers to replace older assets to enable our mechanics to devote time to other high priority repairs, improve equipment downtime, and to eliminate the cost of replacement parts for this equipment.

Salary Lapse

At the request of the County Council, the Department increased its budgeted salary lapse from the proposed 9% level to 10% during the FY24 budget cycle. This percentage will remain the same for the FY25 proposed budget. A 10% lapse for the Park Fund equates to 84.9 positions.



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MAINTENANCE STANDARDS

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

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

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 Proposed
ATHLETIC FIELDS All athletic fields shall be safe and maintained to support the level of play identified for public use, the amenities developed to support the activity, and the age of the users and/or the level of play.						
Aerating Using mechanical means, aerate athletic fields.	Regional / Recreational Parks	8x per year	3x per year	2x per year	3x per year	3x per year
	Local Parks	3x per year	2x per year	1.5x per year	2x per year	3x per year
Over-seeding Using mechanical means, over- seed athletic fields.	Regional / Recreational Parks	4x per year	1x per year	1.5x per year	3x per year	3x per year
	Local Parks	2x per year	1x per year	1x per year	2x per year	2x per year
Nutrient Management Application of nutrients for plant sustainability based on soil sample results. *if funded	Regional / Recreational Parks	5x per year	2x per year	2x per year	3x per year	3x per year
	Local Parks	4x per year	1x per year	1.5x per year	2x per year	2x per year
Diamond Fields, Infield Maintenance Dragging, leveling, and lining infield, maintenance of plates, bases and pitcher's mound where appropriate. *COVID-19 IMPACT	Regional / Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	Weekly	Weekly	Weekly	Weekly	Weekly
Rectangle Fields Lining of rectangle fields *When permitted play	Regional / Recreational Parks	Weekly	Weekly	Weekly	Weekly	Weekly
	Local Parks	Weekly	Bi-Weekly	2x per month	2x per month	2x per month



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 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	17 cuts per season*	22 cuts per season	24 cuts per season	34 cuts per season
	Urban Parks	34 cuts per season	17 cuts per season*	18 cuts per season	24 cuts per season	34 cuts per season
	Local Park Athletic	34 cuts per season	22 cuts per season*	33.5 cuts per season	34 cuts per season	34 cuts per season
	Regional / Recreational Parks <i>Managed Turf</i>	34 cuts per season	17 cuts per season*	27 cuts per season	24 cuts per season	34 cuts per season
	Regional / Recreational Parks <i>Athletic Fields</i>	68 cuts per season	58 cuts per season	31 cuts per season	60 cuts per season	58 cuts per season (Mar 15 - Nov 30)
PLAYGROUNDS All playgrounds shall be inspected, maintained, repaired and/or replaced to be safe and comply with national safety guidelines. The frequency level of maintenance shall also support the level of public use of each playground within the park system.						
Playground Inspections Inspect playground facilities in compliance with Consumer Product Safety Council guidelines, to include inspection for head entrapment potential, checking of wood, protrusion of bolts or other sharp objects, proper depth of surfacing, and overall condition of equipment. Request repairs or replace as appropriate based on results of inspection.	All Park Categories	12x per year	12x per year	12x per year	12x per year	12x per year
Playground Surfacing Playgrounds with Wood Carpet Fiber Surfacing will be hand tilled to keep playground weed free without the use of pesticides. Active service season is March – November (9 months).	All Park Categories	18x per year	12x per year	13x per year	12x per year	12x per year



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 Proposed
LANDSCAPE MAINTENANCE Flower beds and park entrance areas which form landscaped areas will be kept attractive, weed-free, trash-free, and insect-free, and aesthetically pleasing.						
Landscape Maintenance Pruning, mulching, replacement of plant material, seasonal rotation of plants, Integrated Pest Management (IPM), and tree planting.	Urban Parks	Weekly	Weekly	Weekly	Weekly	Weekly
	Park Office Buildings	4x per year	4x per year	4x per year	4x per year	4x per year
	Local Parks	2x per year	1x per year	1x per year	1x per year	2x per year
	Regional / Recreational Parks	3x per year	1x per year	1x per year	1x per year	2x per year
TRAILS All hard and natural surface trails shall be routinely maintained to be safe to use, clear of debris, clearly marked and graded for public use, and easily accessible for a wide range of trail users within the park system.						
Trails Inspections and Maintenance Visually inspect trail surface and adjacent areas for hazards, excessive wear and tear, vandalism, washouts, etc. and repair as appropriate.	Hard Surface	Weekly	Monthly (or after storm event)	Monthly (or after storm event)	Monthly (or after storm event)	Monthly (or after storm event)
	Natural Surface	Monthly	Quarterly (or after storm event)	Quarterly (or after storm event)	Quarterly (or after storm event)	Quarterly (or after storm event)
COURTS To include tennis, basketball, volleyball, and multi-use courts						
Courts Inspections Inspect court surface for hazards, proper lining. Inspect hardware, including nets, standards, backboards, cranks, etc. for hazards, wear and tear, or vandalism. Inspect fencing for hazards, wear and tear, or vandalism. Request appropriate repairs or replacements as dictated by the result of the inspection.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 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	9x per year	10x per year	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	After storm events	After storm events
Bioretention Site/Rain Garden Inspections and Maintenance Remove weeds and other undesirable vegetation. Remove debris and trash.	All Park Categories	Monthly	8x per year	9x per year	Monthly	Monthly
Sand Filter Inspections and Maintenance Inspect for standing water, clogging of surface aggregate. Remove grass, algae, leaves, and sediment.	All Park Categories	6x per year	6x per year	6x per year	6x per year	6x per year
Infiltration Practices-Gravel or Sod Surface Inspect for clogging of surface aggregate. Remove weeds, and other undesirable vegetation. Mow sod surface to no lower than 4 inches. Remove trash.	All Park Categories	4x per year	4x per year	4x per year	4x per year	4x per year
Wet and Dry Ponds Mow grass and remove woody vegetation in the pond areas downstream slope of dams, top of dams, upstream slope of dams (dry ponds only), twenty-five feet around the control structures (dry ponds only), inlet channels, around headwalls, pipes within pond areas, and outlet channels.	All Park Categories	2x per year minim.	2x per year	2x per year	2x per year	2x per year
Oil Grit Separators Inspect once per year or after any known spills have occurred.	All Park Categories	1x per year minim.	1x per year	1x per year	1x per year	1x per year



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 Proposed
TREES To provide healthy, sustainable trees in our parks.						
Annual Tree Inspections: Inspect all developed parks with amenities for tree hazards. Inspection cycles on 1, 3 or 5-year rotation	Approximately 150 Parks per year	100% of parks in inspection cycle	95% of parks	95% of parks	95% of parks	95% of parks
Service Requests for Tree Crew: Complete all service requests for tree work in the same fiscal year they were requested	All Park Areas	95% of requests	92% of requests	85% of requests	85% of requests	85% of requests
Tree Emergency Requests: Emergency requests responded to in 3 hours during off hours (often after the hazard is cleared, the remaining work that is lower priority becomes part of the backlog).	All Park Areas	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests
Green Waste Recycling Complete three grindings of green waste material to produce mulch, compost and wood chips for tree planting and landscape projects	All Park Areas	3 grindings/year	3	3	3	3



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 Proposed
TRASH AND RECYCLING REMOVAL						
Provide The removal of trash and recycling within the park system shall support the need to keep all parks clean and trash free. The level of trash and recycling removal maintenance shall support the level of public use and accessibility assigned to each park type.						
Trash Removal: Empty all trash and recycling cans within park into trash or recycling packer and pick up ground litter within 10 feet of cans and as otherwise seen. *COVID-19 Impact *PAB Permit states pack in pack out	In Season					
	Regional/Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	4x per week	2x per week	2x per week	2x per week	2x per week
	Urban Parks	Daily	2x per week	2x per week	2x per week	2x per week
	PABs	As permitted	As permitted	As permitted	As permitted	As permitted
	Shelters	Daily	Daily	Daily	Daily	Daily
	Parkways	Daily	1x per week	1x per week	1x per week	1x per week
	Off Season					
	Regional/Recreational Parks	3x per week	1x per week	2x per week	2x per week	2x per week
	Local Parks	2x per week	1x per week	1x per week	1x per week	1x per week
	Urban Parks	5x per week	1x per week	3x per week	1x per week	1x per week
	PABs	As permitted	As permitted	As permitted	2x per week	2x per week
	Shelters	As permitted	2x per week	2x per week	2x per week	2x per week
	Parkways	2x per week	1x per week	1x per week	1x per week	1x per week



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STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 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. Office & Other Park Buildings: Clean Daily	In Season					
	Park Activity Buildings	1x per rental	3x per week	4x per week	1x per rental	1x per rental
	Regional Restrooms	Daily	3x per week	4x per week	Daily	Daily
	Recreational Restrooms	Daily	3x per week	4x per week	Daily	Daily
	Office Buildings	Daily	3x per week	2.5x per week	3x per week	3x per week
	Off Season					
	Park Activity Buildings	2x per rental	2x per week	2x per week	1x per rental	2x per week
	Regional Restrooms	Closed	Closed	Closed	Closed	Closed
	Recreational Restrooms	Closed	Closed	Closed	Closed	Closed
	Office Buildings	Daily	3x per week	2.5x per week	3x per week	3x 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%	94%	95%	97%	96%	
Vehicle Preventive Maintenance Performed annually or at 6,000 miles.	75% Done on time	40%	60%	75%	80%	
Service Requests: Completed projects costing under \$3,000. Avg. annual service work orders generated = 3,150.	85% of requests	4,494	3,200	3,500	3,200	
TRADES/CONSTRUCTION To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.						
*CIP Projects: Completed projects costing \$25,000 or more Average annual CIP Projects requested = 30.	90% of Projects	27 or 68%	24 of 30 or 80%	24 of 30 or 83%	24 of 30 or 80%	
Major Maintenance: Completed projects costing \$3,000 or more Average annual major maintenance projects requested = 130.	90% of Projects	101 or 47%	130/130 or 100%	125/130 or 96%	125/130 or 96%	
Service Requests: Completed services costing under \$3,000 Avg. annual services requested = **3,800.	85% of Requests	2,895 or 76%	3319/3800 or 87%	3,400/3800 or 89%	3,400/3800 or 89%	
Preventive Maintenance: Periodic service of assets intended to increase service life and decrease emergency repairs Avg. annual preventative maintenance requests = ***3,200.	100% of Requests	1,117 or 35%	1,800/3200 or 56%	2,400/3200 or 75%	2,400/3200 or 75%	

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

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



Montgomery County Department of Parks

DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY25 is \$7,019,925. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY24 Adopted	FY25 Proposed
<u>Park Fund</u>				
Facilities Management	Trades Units	Emergency design and architectural/engineering services	4,747	4,747
Facilities Management	Trades Units	Major maintenance – Green Farm precision HVAC, Fleet air monitoring, Exhibit Shop interpretive sign services, Grinder pump maintenance	45,849	56,365
Facilities Management	Trades Units	GPS Transponders license	0	51,600
Facilities Management	Trades Units	Ballfield lighting services/replacement	77,500	102,500
Facilities Management/Horticulture, Forestry and Environmental Education/Park Planning & Stewardship	Building Management	Custodial/Janitorial Contract	292,353	344,230
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contracts	698,762	701,806
Horticulture, Forestry and Environmental Education	Arboriculture	Emergency tree removal	6,000	11,800
Horticulture, Forestry and Environmental Education	Arboriculture	Licensing agreements - Treekeeper and Arbordrone software	4,757	4,300
Horticulture, Forestry and Environmental Education	Brookside Gardens	Annual inspection, winterization, and repairs of irrigation system	16,000	16,000
Horticulture, Forestry and Environmental Education/Park Planning & Stewardship/Public Affairs & Community Partnerships	Nature Centers/Activating Parks/Cultural Resources	Licensing agreements	3,568	3,568
Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	95,869	110,869



Montgomery County Department of Parks

Information Technology & Innovation	Technology	Telephone Support/Maintenance contracts	20,000	20,000
Information Technology & Innovation	Technology	WAN/LAN and CISCO Smartnet Emergencies	278,500	278,500
Information Technology & Innovation	Technology	Help Desk Support	165,000	165,000
Information Technology & Innovation	Technology	Hardware/Software Maintenance for Servers/Printers	145,000	145,000
Information Technology & Innovation	Technology	ESRI Enterprise License	60,000	60,000
Information Technology & Innovation	Technology	Software Maintenance for Fleet Management System	70,704	70,704
Information Technology & Innovation	Technology	Cybersecurity software (SIEM)	75,000	75,000
Information Technology & Innovation	Technology	Adobe Cloud License	68,000	68,000
Information Technology & Innovation	Technology	UPS Preventive Maint	11,200	11,200
Information Technology & Innovation	Technology	Data backup and replication software license and technical support	21,836	21,386
Information Technology & Innovation	Technology	Telecommunications support/contract review/pricing analysis	6,000	6,000
Information Technology & Innovation	Technology	CRM and SharePoint Support	28,000	28,000
Management Services	Data Analytics	Enterprise Asset Management Maintenance and Webhosting	190,175	201,238
Management Services	Admin	Innovation Mgmt Software	17,850	21,450
Northern Parks	Little Bennett	Bermuda Turf Field Maintenance	20,647	23,386
Northern Parks	Stormwater Management	Stormwater management	158,952	167,000
Park Planning & Stewardship	Cultural Resources	Architectural services for historic properties	40,000	37,000
Park Planning & Stewardship	Cultural Resources	Interpretive program	46,063	41,063
Park Planning & Stewardship	Natural Resources Stewardship	Deer population control/Professional Trapping Service	50,684	65,315
Park Planning & Stewardship	Resource Analysis	Ground water/methane monitoring	40,285	50,356



Montgomery County Department of Parks

Park Planning & Stewardship/Northern Parks	Natural Resources Stewardship/Northern Parks/Southern Parks	Non-native plant control	275,014	277,450
Park Police	Admin	Maintenance/Licensing Agreements	285,036	485,473
Park Police	Admin	Leased Equipment (Tasers)	0	58,584
Public Affairs & Community Partnerships	Public Information and Marketing	Graphic design and web maintenance services	131,522	161,522
Public Affairs & Community Partnerships	Public Information and Marketing	Media management software	10,000	20,790
Public Affairs & Community Partnerships	Volunteer Services	Continued development of the Web-based Training Initiative for Volunteers and background screening	36,000	42,500
Public Affairs & Community Partnerships	Volunteer Services	Data base for volunteer services	22,101	22,101
Southern Parks	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	16,261	16,261
Support Services	Support Services	Consolidated registration support	112,456	116,303
Support Services	Support Services	Sign Language Interpretation and Translation Services	15,000	35,000
Support Services	Support Services	Maintenance for Audio-Visual System for Wheaton HQ Auditorium	12,500	12,500
Support Services	Support Services	Rental fees - portable toilets	339,380	384,390
Director's Office/Park Police/Support Services	Legal Services	Legal Services	60,500	105,000
		Total - Park Fund	\$4,075,071	\$4,701,257
<u>Property Management subfund</u>				
Facilities Management	Property Management	Legal Services	5,000	5,000
Facilities Management	Property Management	Custodial/Janitorial Contract	31,608	49,704
		Total - Property Management subfund	\$36,608	\$54,704
<u>Special Revenue Fund</u>				



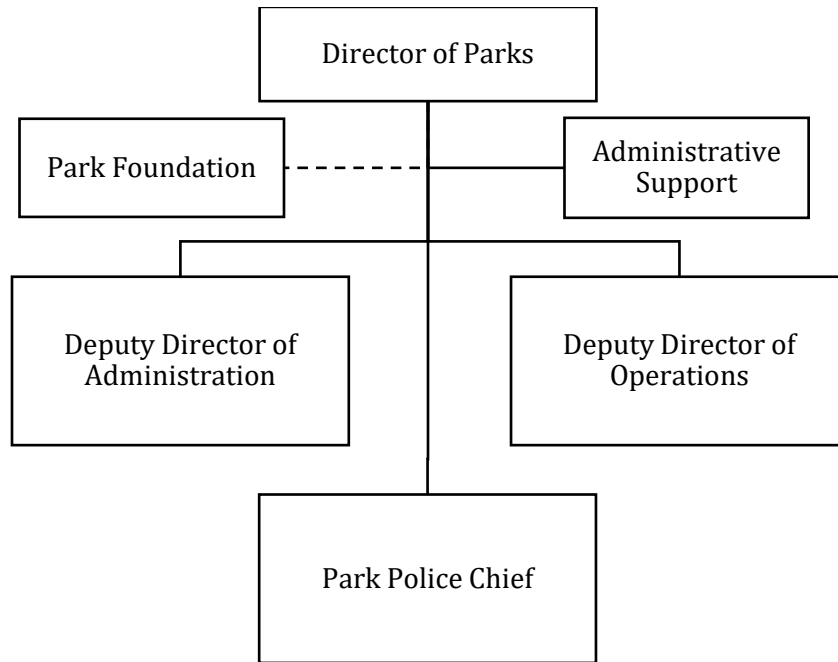
**Montgomery County
Department of Parks**

Southern Region	Athletic Fields	MCPS Ballfield maintenance for designated Elementary and Middle Schools	1,544,171	2,213,964
Southern Region	Athletic Fields	Ballfield Maintenance - MCRD - White Oak	45,000	50,000
		<u>Special Revenue Fund</u>	<u>\$1,589,171</u>	<u>\$2,263,964</u>
		<u>Total Contract Services - All Funds</u>	<u>\$5,700,850</u>	<u>\$7,019,925</u>



**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 park employees.

MISSION

To establish clear accountability and standards to effectively manage the more than 37,200 acres and facilities within the Montgomery County Park system.

PROGRAMS AND SERVICES PROVIDED

- Management and Administration
- Park Foundation Oversight and Support

ACCOMPLISHMENTS

- The Foundation provided funding to renovate Gude Garden and secured future funding to support the installation of a tree grove at Brookside Gardens.
- The Foundation secured funding to support enhancements at Cabin John Dog Park.
- The Foundation secured sponsorships to support Harvest Festival at the Agricultural History Farm Park.
- The Foundation provided 35 scholarships to children with financial need to attend summer camps.
- The Foundation provided a \$50,000 Grant to VSO for the “Step Up, Clean Up” Program that reduces litter in equity focus areas.
- The Foundation secured additional funding to purchase and install a picnic pavilion at Josiah Henson Museum and Park
- The Foundation installed 25 benches throughout the park system.
- The Foundation secured Corporate Sponsors to support various events throughout the parks.
- The Foundation supported the Nature on Wheels Program with a Corporate gift of \$10,000.
- The Foundation provided roughly \$350,000 in philanthropic dollars to support various park initiatives and programming.
- The Foundation provided funding to turn two champion trees into beautiful wood carvings after the trees had been damaged.
- The Foundation funded and installed two interpretive signs at Ayrlawn Park
- The Foundation installed a gifted antique train bell at the Cabin John Miniature Train.
- The Foundation transferred \$150,000 to the Department for the SEED classroom.



Montgomery County

Department of Parks – Director of Parks

- The Foundation secured a 5-year sponsorship with Kona Ice for \$25,000.
- The Foundation secured funding to install additional ADA accessible benches along Rock Creek Trail.

BUDGET AT A GLANCE

Summary of Division Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget			
Expenditures	\$1,660,007	\$1,716,681	3.4%
Staffing			
Funded Career Positions	5.00	5.00	0.0%
Funded Term Positions	5.00	5.00	0.0%
Funded Workyears	10.80	10.90	0.9%

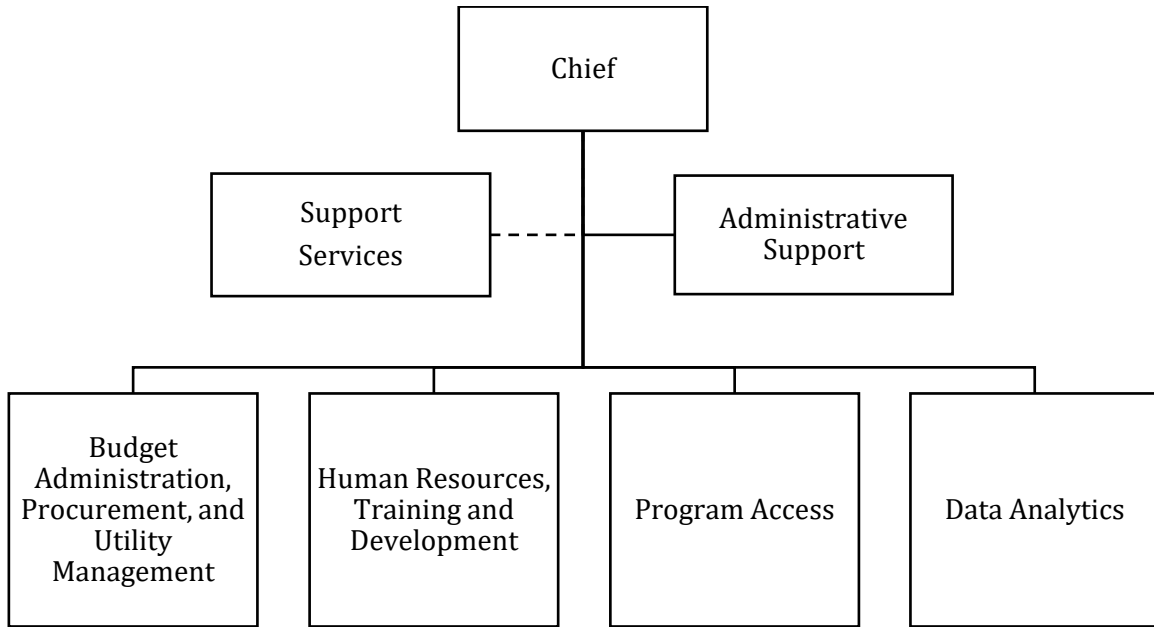
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Reduces the Other Services & Charges budget by \$1,660 based on trend.



**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 as providing data analysis for tracking work efforts and decision making.

Management Services provides a variety of services that directly support Parks divisions to allow them to achieve their individual missions and remain responsive to the public; and assists the Director's Office with implementing internal policies and procedures to support the administrative functions within the Department. The Management Services Division consists of the following sections:

Budget Administration, Procurement and Utility Management uses a coordinated financial management system that handles more than \$160 million in annual operating funds; prepares the Department's annual budget; assists the Department with the Council review and approval process and monitors budget and financial performance during the fiscal year; determines operating budget impacts of capital improvements and new programs; develops and monitors the Support Services program; provides management analysis of programs and utility costs; and guides department-wide procurement activity.

Human Resources, Training, and Development, Talent Acquisition, and Workforce Diversity and Outreach provides human resource services to the divisions in the areas of talent acquisition, workforce diversity, performance management and employee/labor relation services. This section also provides Departmental training, workforce planning and organizational development programs, and activities that increase the competencies of Department employees to enable them to provide the highest quality and most cost-effective services to the users of Montgomery County parks. Training promotes increased accountability, performance, and improved expertise of managers and supervisors. This unit also oversees the department's innovation program.

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

Program Access Office assists in ADA interpretation, policy and procedure development for the Department and provides training and awareness programs for staff. This office also facilitates the coordination of services support by providing reasonable modifications for participants registered in Department programs. This unit fosters outreach and community engagement by participating in meetings and community fairs; and develops and implements inclusive and adaptive special events, awareness activities and programs for the community. The Program Access office has also expanded their programs to better serve the 55+ senior community.

MISSION

To provide comprehensive support and oversight for financial management, procurement, human resources services, organizational development, and technology applications for the Department. In addition, Management Services provides ADA policy training to staff and offers inclusionary services and modifications for participants of park programs.



Montgomery County

Department of Parks – Management Services

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Completed and presented the GIS Strategic Plan to the Planning Board. This plan provides a framework for the next four years for expanding GIS services across the Department.
- The Montgomery County Athletic Fields are now mapped. The layer contains athletic fields owned or managed by Montgomery Parks. The layer is used to plan, maintain, and improve Montgomery County athletic fields and for park users to find and access athletic fields in their area.
- The Data Analytics Section has successfully rolled out a new tool that modernizes our asset data collection process. With the power of Geographic Information Systems (GIS), we can now crowdsource asset data from staff across the department, including front-line staff. This new tool brings numerous benefits, including increased efficiency, more accurate data collection, and improved collaboration among the team. By leveraging GIS technology, we can streamline the asset data collection process and ensure that everyone in the department has access to the most up-to-date and reliable asset information.
- The Community Gardens program has successfully modernized its inspection process by using GIS. This new technology has greatly improved the efficiency of conducting inspections at 14 sites. Previously, the workload of issuing violations during inspections was quite demanding, ranging from 50 to 150 violations per inspection. However, with the implementation of GIS, the inspection process has become more streamlined and effective, allowing for quicker identification and resolution of violations. This not only benefits the program but also the public, as it ensures the maintenance and quality of community gardens for everyone to enjoy.
- The Facilities Management Division is currently using EAM for Building Condition Assessment. This technology allows them to evaluate various building components such as structural, architectural, mechanical, electrical, plumbing, fire protection, and environmental systems. With over 300 buildings and 399 components to assess, EAM is the perfect fit due to its usability and ability to capture large amounts of data. It also generates reports for evaluations and prioritization in a fair and budget-conscious manner. By incorporating the EAM mobile app and clustering technology, we expect to significantly decrease the current 5-year inspection cycle.
- The setup of the EAM Data in the Azure environment has been successfully completed as part of the Modern Data Stack project. This setup enables the automatic extraction of large amounts of data from the EAM system in real-time, eliminating the need for manual data extraction. This



Montgomery County Department of Parks – Management Services

data will be utilized for analysis, allowing our organization to make data-driven decisions and save valuable time.

- Successfully ran two innovation campaigns using the department-wide innovation software that was implemented in FY23 to capture diverse ideas and insights from staff at all levels. The goals of the innovation program are to engage frontline staff, encourage cross-department collaboration, boost morale/retention, and implement innovative ideas.
- The Program Access Office purchased specialized sunglasses from EnChroma that are designed to aid color perception and improve color discrimination for people who are colorblind. Three versions of sunglasses for outdoor use are available dependent on the type of colorblindness, age, or size of the individual and if they wear prescription glasses. A set of glasses are kept at Brookside Gardens and another set at Wheaton Headquarters for use at the park of an individual's choosing.
- Program Access launched additional programs and classes for the 55+ including an ongoing series called Socials for 55+. Activities range from archery lessons and blacksmithing demonstrations to visits from therapy dogs and cookie decorating.
- Program Access launched new inclusive, adaptive and therapeutic recreation programs including Adaptive Kayaking (This program is designed for individuals with disabilities and their family or friends, providing an accessible and accommodating experience on the water complete with adaptive equipment and trained one-on-one supports) and Trail Trekkers (an inclusive walking program for individuals with disabilities and their family members and friends).
- Program Access developed and implemented two new inclusive community wide special events: With Parks in Mind (a family friendly event in partnership with EveryMind, a local mental health organization, aimed to promote mental wellness in our Parks) and BirdAbility (a week-long celebration with the goal of fostering an inclusive and accommodating environment within the birding community)
- Provided continued recruitment, selection, interviewing and hiring foundational program training to departmental hiring managers and interview panelists to support the department's efforts to improve the talent acquisition and retention process. Training modules include job descriptions and job advertisements, applicant selection, behavioral based interviewing, the candidate experience, and comprehensive department-wide onboarding of new employees. This program enhances our effectiveness from advertising open positions to targeted and qualified groups, to strategically selecting qualified candidates and interviewing for a history of proficiency, to relevant and informative onboarding of newly hired individuals to ensure continued success and retention.
- Onboarded a new Workforce Diversity and Outreach Partner position that included developing and implementing creative and effective talent acquisition and partnerships that serve to fill our recruitment and hiring pipelines with diverse candidates. This includes individuals with disabilities, recent immigrants, individuals with English as a second language, Veterans, internships, and apprenticeships. This position also coordinates with our divisions to educate and initiate effective strategies and methods for integrating diverse individuals into our workforce and providing the support needed to ensure success. This expertise and initiatives are important now and, in the future as we experience increasing vacancies due to retirements.



Montgomery County

Department of Parks – Management Services

- Successfully expanded our Internship Program to include trades and collegiate interns in targeted units such as marketing, trades, athletic field management, IT, horticulture, and engineering that have been historically underrepresented by diverse populations.
- Fully customized and implemented a new Commission Learning Management System (LMS) throughout the Department including customized learning pathways for position categories experiencing knowledge gaps and retention challenges. An integrated LMS with our existing Learning Content provider streamlines the scheduling and documenting of training, certifications, and licensure. New learning pathways for the development of high achieving employees prepare them for promotion and career development, helping to ensure Succession Planning efforts are effective.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget				
	Expenditures	\$3,500,101	\$3,893,455	11.2%
Staffing				
	Funded Career Positions	21.00	24.00	14.3%
	Funded Term Positions	1.00	0.00	-100.0%
	Funded Workyears	23.20	25.40	9.5%

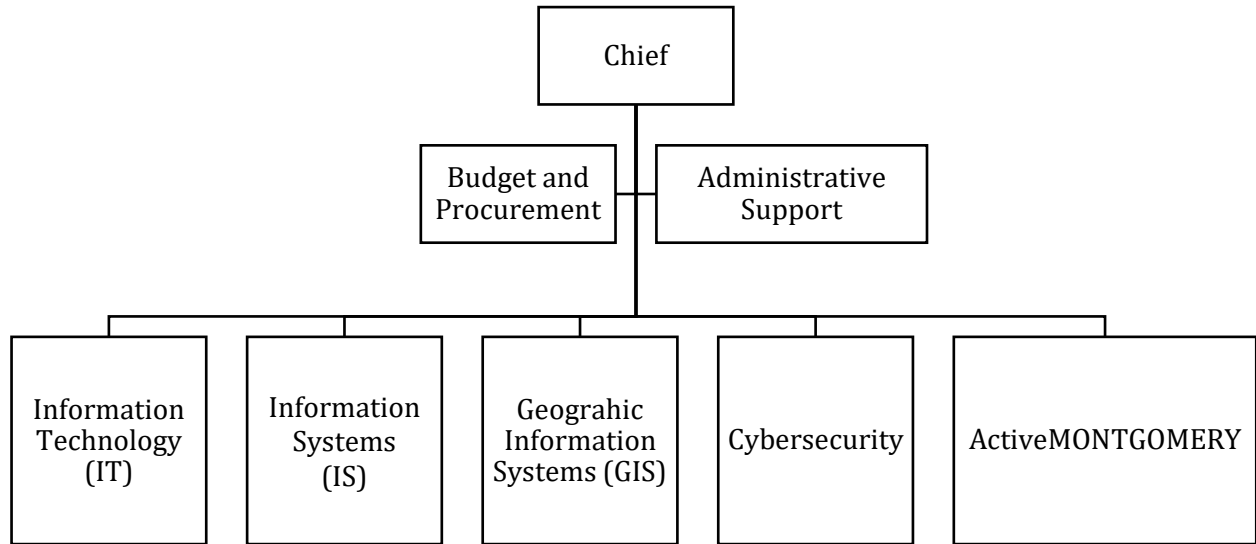
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Includes two (2) full-time career positions and WYs for a Data Analyst and GIS Specialist to translate data into actionable information, and conduct analysis, feature updates, layer development or enhancement to ensure decisions are truly data-driven. Also includes \$100,000 for services funding for data engineering and data scientist services.
- Adds \$5,422 to convert a term position to a career position. This position is an Inclusive Events and Programs Assistant in the Program Access unit.
- Adds \$17,100 in Other Services & Charges funding for LinkedIn Recruiter and for job postings. \$16,500 of this funding is being transferred from Support Services to the Management Services Division budget to streamline administration.
- Adds \$4,000 in Personnel funding transferred from Support Services to increase funding for employee recognition awards.
- Adds \$13,000 in Other Services & Charges funding to support data storage and consulting services.



**Montgomery County
Department of Parks – Information Technology and Innovation**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Information Technology and Innovation

OVERVIEW

Unlike all other Divisions in the Department of Parks and Planning Department, the ITI Division serves both Parks and Planning.

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

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

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

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

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

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

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

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

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



Montgomery County

Department of Parks – Information Technology and Innovation

MISSION

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

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

PROGRAMS AND SERVICES PROVIDED

- Provide network infrastructure to handle data, voice, and wireless connectivity
- Enable safe and reliable remote access and tools for teleworking
- Provide robust infrastructure for video streaming for Planning Board Live, Historic Preservation Commission, and Development Review Committee (DRC) meetings
- Maintain secure and redundant data centers to support departmental applications for maximum resiliency
- Provide ePlans regulatory system, which guides the regulatory workflow of the Planning Department and makes all documents of record available to the public
- Provide best practices in cybersecurity
- Stewardship of the County’s land-use GIS dataset including the County’s property, zoning, address, impervious, and elevation datasets, etc.
- Design, implement, and maintain the information system architecture
- Coordinate interagency data transfers between County and State agencies
- Provide an annual report to County Council on regulatory review metrics
- Provide an annual report to the state Department of Planning on County jurisdictional planning activity
- Provide GIS desktop and server software and Cloud platform access to end-users

ACCOMPLISHMENTS

- Extended free public Wi-Fi as part of the ConnectParks program to three additional parks: Gene Lynch Urban Park (County's adopted equity focus area), part of South Germantown Recreational Park (Phase II), and Povich Field.
- Enhanced cybersecurity by implementing a combination of technical measures, best practices, and user awareness. Cybersecurity is an ongoing process, and it requires continuous vigilance and adaptation to address evolving threats.
- Established a multi-department funded enterprise agreement with our ESRI GIS software vendor. This achievement enables ITI to upgrade our GIS infrastructure to be faster and more reliable. It also provides complete access to all analytical and production capabilities to all department staff.
- Upgraded network infrastructure to enhance performance, accommodate increased traffic, support new applications, improve reliability, enhance security, and streamline management. Older servers can be more expensive to maintain and operate due to higher energy



Montgomery County

Department of Parks – Information Technology and Innovation

consumption and maintenance costs. Decommissioning outdated servers can lead to cost savings.

- Provided technical support, infrastructure, and software for many Parks and Planning Department programs including GreenScapes, Brookside Garden of Lights, and the Urban Tree Summit. The GreenScapes Symposium produced \$42,395 in ticket sales and hosted a total of 890 attendees in 2023.
- Provided IT resources towards ADA compliance. Performed an ADA audit and implemented remedies against the regulatory DAIC web portal which highlighted numerous improvements needed for keyboard navigation and screen reader viability.
- Continuing to enhance and strengthen strategic SAN, server, and virtual environment, delivering improved overall performance of applications which are accessed by staff and the public.
- Replaced end of life servers with modern hardware to help the organization stay efficient, secure, and aligned with business goals.

BUDGET AT A GLANCE

Summary of Division Budget

	FY24 <u>Adjusted Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$3,820,290	\$3,739,653	-2.1%
Staffing			
Funded Career Positions	16.00	17.00	6.3%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	14.70	13.50	-8.2%

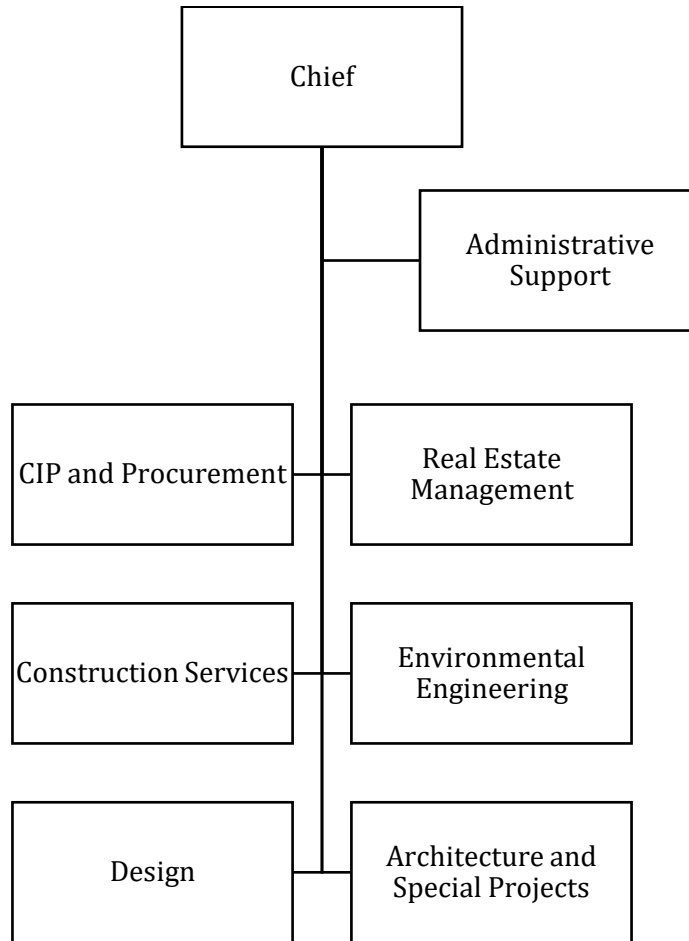
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases Personnel Budget to insource Help Desk services with one (1) new career employee. This personnel increase is offset by an Other Services & Charges reduction of \$105,258 for this transition of support from contracted services.
- Increases Supplies & Materials by \$66,424 to support end user communications and computer equipment needs and inflationary pricing increases.
- Increases Other Services & Charges by \$18,456 for contractual increases for various software licenses.
- Adds Capital Outlay funding of \$75,000 for hardware to support the total cost of ownership to replace capital assets including servers, data storage, switches, routers, chassis, controllers, firewalls, Cisco Merakis, plotters, and printers.
- Adds the chargeback for the ActiveMONTGOMERY support. This cost was transferred from Support Services and is for the chargeback cost share that is in the Park Fund for support provided to the Enterprise Fund programs and facilities.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Park Development

OVERVIEW

The Park Development Division is responsible for the implementation of the six-year Capital Improvements Program (CIP) which includes the following functions: managing the real estate portfolio, developing the CIP budget, preparing design and construction documents, procuring design and construction services, managing the maintenance and renovation of most of the County’s public school athletic fields, and managing construction for new parks as well as renovation of existing facilities. Projects are developed to conserve natural resources, modernize the Park system, and enhance park user experiences for residents and visitors of Montgomery County.

In addition, the Division reviews and inspects other development projects on parkland through the Park Construction Permit Process that would not appear in the CIP. Examples include developer-built parks, public-private partnerships, and projects implemented by other County agencies.

The Division consists of the following sections: Real Estate Management, Capital Improvement Program and Procurement, Design, Environmental Engineering, Construction Services, Architecture & Special Projects, and Administration.

MISSION

To acquire land, protect natural resources, and create/restore park facilities in an environmentally sustainable way to meet the needs of Montgomery County.

PROGRAMS AND SERVICES PROVIDED

- CIP Development and Management
- MCPS Athletic Field Maintenance
- ADA Compliance and barrier removal
- Construction Management Services
- Infrastructure Condition Assessments
- Inspection Services
- Water Resources and MS4 Permit Implementation
- Landscape Architectural Design Services
- Engineering Design Services
- Architectural Design Services
- Park Encroachment Program Support
- Real Estate Acquisition and Management
- Public-Private-Partnership Management
- Procurement for CIP projects
- Park Construction/Renovation
- Park Construction Permit Process

ACCOMPLISHMENTS

- Added over 106 acres of land to the park system in FY23 and added over 45 acres of parkland in the first half of FY24.
- Completed Park Refresher construction project at Silver Spring Intermediate Neighborhood Park and major renovation at Hillandale Local Park. Began construction for Park Refresher projects at Caroline Freeland Urban Park, Columbia Local Park, and Strathmore Local Park.
- Completed construction and opened the new Gene Lynch Urban Park and new community gardens at Black Hill Regional Park and Edgewood Neighborhood Park. Completed construction for the SEED Classroom at Black Hill Regional Park.
- Completed facility plans for Woodside Urban Park refresher and a new park at Lyttonville Neighborhood Green.



Montgomery County

Department of Parks – Park Development

- Continued detailed design for Carrol Knolls Local Park, Long Branch-Garland Neighborhood Park, and for a new park at South Silver Spring Urban Recreational Park. Continued design for mini refresher at Stonehedge Local Park, Fox Chapel Local Park, and Greenwood Local Park. Initiated design for phases one and two of the Power Line Trail.
- Completed interior renovations at the Wheaton Maintenance Yard administration building and historic Waters House roof replacement.
- Completed multiple ADA improvement projects that involve trails, parking lots, sidewalks, amenities.
- Completed restroom renovations in Meadowbrook Stables.
- Completed construction of various outfalls in Montgomery County Stream Valley Parks.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget				
	Expenditures	\$4,228,040	\$4,963,711	15.8%
Staffing				
	Funded Career Positions	52.00	63.00	21.2%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	23.50	29.70	26.4%

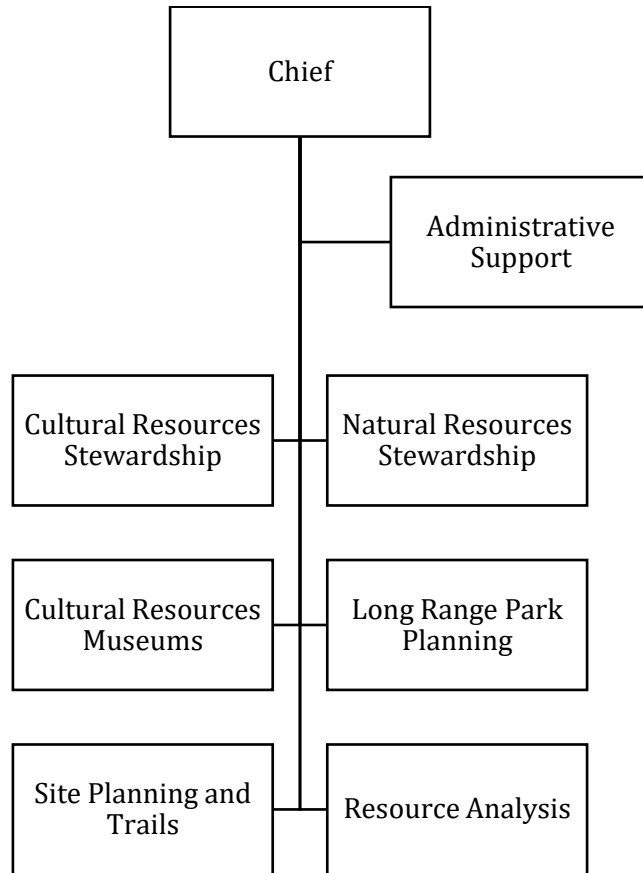
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Adds four (4) full-time career positions. These positions will increase the amount of capital fund available to implement projects which will allow delivery of higher quality amenities and rehabilitation of aging infrastructure. These positions will also allow us to implement additional trail projects which will improve conductivity and accessibility of this important community service and improve condition and quality of existing buildings and systems which will provide better user experience for staff and public. One full-time career position will be supported by the operating budget while the remaining three (3) full-time career positions will be offset by a chargeback to CIP for 100% of the total cost.
- Adds seven (7) full-time career positions and 7.0 WYs transferred from the Southern Parks Division for the management of athletic field maintenance services and renovations at most of the County’s public schools. This transfer also includes \$8,187 of Supplies & Materials funding and \$4,740 of Other Services & Charges funding.
- Increases salary lapse from 6.1 WYs to 6.9 WYs.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Park Planning and Stewardship

OVERVIEW

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

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

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

Cultural Resources: Stewardship and Public Interpretation coordinates the stewardship and interpretation of 117 historic structures and approximately 300 known archaeological sites. Cultural Resources staff conducts research, develops educational programs, interprets historical and archaeological sites, coordinates restoration and/or rehabilitation projects for historic structures and landscapes, develops interpretive signage throughout Parks, and prepares oral histories and a wide variety of reports.

Cultural Resources: Museums provides a variety of public interpretative programs at the museums and historic sites that include guided tours and hikes; special events celebrating Juneteenth, Maryland’s Emancipation Day, Heritage Days, and hosts several descendant annual family reunions for the Newmans, Bussards, and Henson families. These sites include Agricultural History Farm Park – Bussard Farmstead, Josiah Henson Museum and Park, Kingsley Schoolhouse, Oakley Cabin African American Museum and Park, Woodlawn Museum, and the Underground Railroad Experience trail at Woodlawn Manor Cultural Park.

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

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

MISSION

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



Montgomery County

Department of Parks – Park Planning and Stewardship

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Completed the implementation of the Wheaton Regional Park trails renovation recommended in the recent Master Plan. Staff also expanded the Trail Ambassador Program to two sessions, which included introducing 20 students to mountain biking along our natural surface trails.
- Coordinated and oversaw implementation of two innovative pilot projects in the Long Branch area: The addition of futsal goals at Quebec Terrace Neighborhood Park to activate an otherwise unattractive patch of asphalt and at Flower Avenue Urban Park, a new type of portable restroom with running water and lighting.
- Acquired Ednor Soapstone Quarry and began planning for the creation of an interpretive park for Montgomery County indigenous history, ultimately to include public programming and educational opportunities, as well as the stewardship of an important archaeological site.
- Had record attendance at Archaeology Day (500+ visitors), as well as seven weeks of Archaeology camps, including four Marye Wells-Harley Scholarship recipients. Sixty-five volunteers contributed 4,400 hours to a wide variety of public programming, at a value of \$144,400 to Parks.
- Established a work crew to address forest and habitat restoration, with a focus on defending quality and unique species affiliated with the rarest habitats, and for improving quality in select Equity Focus Areas.
- Weed Warrior Volunteers contributed over 10,000 hours of effort to curb vines covering trees within riparian buffers and in Equity Focus Areas, freeing over 12,000 recorded trees.
- Completed outfall stabilization and redevelopment projects that transformed failing stormwater outfall structures into channels designed to mimic natural hydrologic characteristics and incorporated native vegetation to reduce runoff speeds, increased opportunities for infiltration, and provided improvements water quality.
- Aquatic resources monitoring data were collected at 26 stream locations in seven county watersheds and applied to assessment of Best Nature/Biodiversity Areas, pollution event response, and ongoing evaluation of long-term trend, restoration, and planning priorities. Two seasonal staff were hired, and two long-term Stream Survey Support Volunteers were leveraged to complete the data collection.



Montgomery County

Department of Parks – Park Planning and Stewardship

BUDGET AT A GLANCE

Summary of Division Budget

		FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget				
	Expenditures	\$7,760,506	\$8,628,266	11.2%
Staffing				
	Funded Career Positions	56.00	58.00	3.6%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	58.00	59.90	3.3%

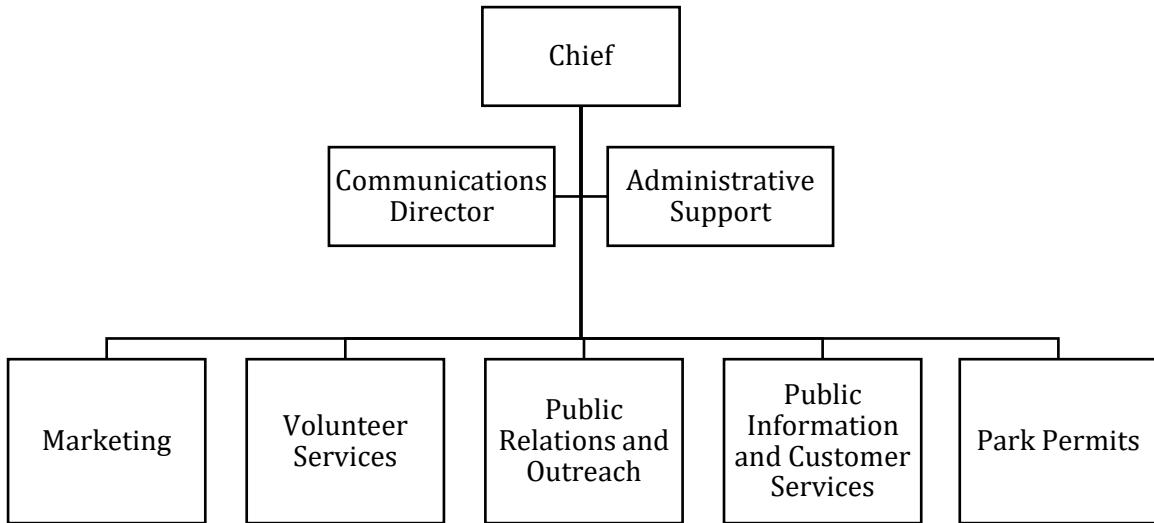
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases salary lapse from 5.0 WYs to 5.6 WYs.
- Adds one (1) full-time career position and 1.2 seasonal WYs to support OBI and a one (1) career position transferred from Southern Parks Division to enhance support of athletic field planning.
- Increases seasonal funding by \$10,000 to supplement archeology review.
- Adds funding of \$33,920 of non-personnel funding for OBI for resource management costs associated with Broad Run Conservation Park, Ednor Soapstone Quarry Special Park, and Ten Mile Creek Conservation Park.
- Increases Supplies & Materials funding by \$13,765 for inflationary increases associated with divisional program and administrative costs.
- Adds \$944 of Supplies & Materials funding and \$1,161 of Other Services & Charges funding transferred from the Southern Parks Division.
- Adds \$100,000 of funding for the program enhancement for the PROS implementation research.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Public Affairs and Community Partnerships

OVERVIEW

The Public Affairs and Community Partnership Division (PACP) supports external communications, public information requests, community outreach, public relations, volunteer management, and the permitting of some park amenities and facilities through its five sections.

The **Public Relations and Outreach** section provides management, consultation, and coordination of public outreach strategies and responses, special event planning and the related communications, media relations, and public relations.

The **Marketing** section provides marketing and advertising, design and development, photography and videography, media and public relations, website development and design, digital accessibility, reports and presentations, and branding efforts.

The **Parks Information and Customer Service (PICS)** section provides central management and coordination for public correspondence, customer feedback, and public information. Functions include researching and responding to public inquiries via phone lines, email, and the Montgomery Parks website. The Customer Relationship Management (CRM) tool tracks and coordinates responses and various projects.

The **Volunteer Services** section provides central coordination and management of volunteer and community service programs. Functions include planning and consultation, recruitment, outreach, screening, training, recognition, data collection and management, and evaluation. Volunteer resources include students, corporate partners, and traditional volunteers. The office serves as a key liaison between Montgomery Parks staff and a variety of volunteer and community-based groups such as friends' groups, watershed groups, non-profit organizations, and volunteer groups. It manages the water quality public involvement and participation requirement for the Department's NPDES (National Pollution Discharge Elimination System) MS4 permit.

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

MISSION

To increase the Montgomery Parks' brand and usage of the Park Fund and Enterprise Fund programs, facilities, and services through strategic marketing and communications work. Provide timely public responses in a friendly and efficient way, and support the Department's vision by generating alternative, non-tax supported resources.

PROGRAMS AND SERVICES PROVIDED

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



Montgomery County

Department of Parks – Public Affairs and Community Partnerships

ACCOMPLISHMENTS

- The Media Relations and Outreach Team engagement evolved to incorporate a variety of ways to solicit public input. Previously the group would rely on in-person public meetings and perhaps one survey to gather ideas from the community. Today, we put equitable and inclusive engagement at the center of all our campaigns and efforts. These methods incorporate using language translation and interpreters, sign-language interpreters, and special equipment for people who may need assistance in attending a meeting or accessing the content. Some of the ways we engage residents today may include online surveys, intercept surveys at locations in and around communities where projects are taking place, door-to-door canvassing, focus groups, direct mail, and community walking tours. In FY23, we launched a county-wide engagement campaign on skate parks in which we gathered over 700 surveys from multiple events across the county.
- The Media Relations and Outreach Team generated extensive media coverage for the Department in a variety of local, regional, national, and industry outlets. Stories varied and featured topics such as park and trail projects, special tree carvings made from the wood repurposed from dead trees, and the department’s Garden of Lights show.
- The Marketing Team continues to manage 19 different social media channels across Facebook, X, Instagram, LinkedIn, NextDoor, and YouTube. During FY23, the team wrote or moderated more than 6,000 posts that reached over 3.8 million users. On Montgomery Parks’ main channels, the Team continues to develop unique and engaging content as we look to make the channels more engaging and to resonate with our audience.
- The Marketing Team has been working to ensure all our digital efforts meet accessibility standards. Ensuring a website is ADA compliant to meet the standards outlined in WCAG 2.1 AA is a comprehensive process. We continue to look at a user-centered design approach, which emphasizes making the website accessible to individuals with disabilities, such as those with visual, auditory, or motor impairments. This entails providing alternatives for non-text content, such as images and multimedia, as well as ensuring proper contrast for text readability and keyboard navigation. Regular testing and ongoing maintenance are essential to continually assess and address accessibility issues, making the website inclusive and user-friendly for all.
- The Marketing Team is currently engaged in a “refresh” process for the department’s website. This initiative encompasses the development of a new homepage, enhancements to the events calendar, and the creation of standardized templates for all Montgomery Parks’ webpages. Commencing in FY23, this undertaking is projected to culminate in FY24. Throughout this process (in conjunction with Planning and the Planning Board), we conducted comprehensive interviews with both internal and external stakeholders. The primary objective of the upcoming iteration of the website is to significantly elevate engagement with Montgomery Parks’ priorities. Furthermore, our goal is that the website serves as an exemplary model of digital accessibility, adhering to the rigorous standards set forth in WCAG 2.1 AA.
- The PICS office handled an average of 60-100 calls and dozens of emails per day from residents in FY23, with case volume especially high from March-October.
- The PICS office fielded resident inquiries about all significant Parks initiatives in FY23, including events and ongoing programs throughout the year.,
- The PICS office generated 405 TreeKeeper cases in response to residents’ complaints about park trees, most of which involved trees threatening private property.



Montgomery County

Department of Parks – Public Affairs and Community Partnerships

- Park Permits issued over 87,000 permits for the system’s park activity buildings, picnic shelters, outdoor courts, and athletic fields. Additional Park facilities were added to the permit inventory, including the Wheaton Headquarters’ Planning Board Auditorium, and its public lobbies.
- Generated nearly \$3.3 million of revenue between the Park Fund and the Special Revenue Fund through rentals of public facilities and Special Events. This total exceeded the budget by 3.5%.
- The Volunteer Service Office completed a module for Deer Management volunteers. Below are additional metrics demonstrating the continued contributions from our many volunteers:
 - The individual volunteer numbers recovered from the pandemic, and the FY22 and FY23 total volunteer hours contributed grew by almost 16%.
 - Over \$2.1 Million total in Volunteer Service Contributions.
 - Volunteer Hours = 30.35 Workyears
 - Park Clean Up Program
 - 312 events
 - 5,693 volunteers
 - 11,232 hours
 - 108,751 lbs. of trash and recycling removed.

BUDGET AT A GLANCE

Summary of Division Budget

	FY24 <u>Adjusted Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$3,458,511	\$4,130,495	19.4%
Staffing			
Funded Career Positions	22.00	26.00	18.2%
Funded Term Positions	1.00	0.00	-100.0%
Funded Workyears	23.40	28.40	21.4%

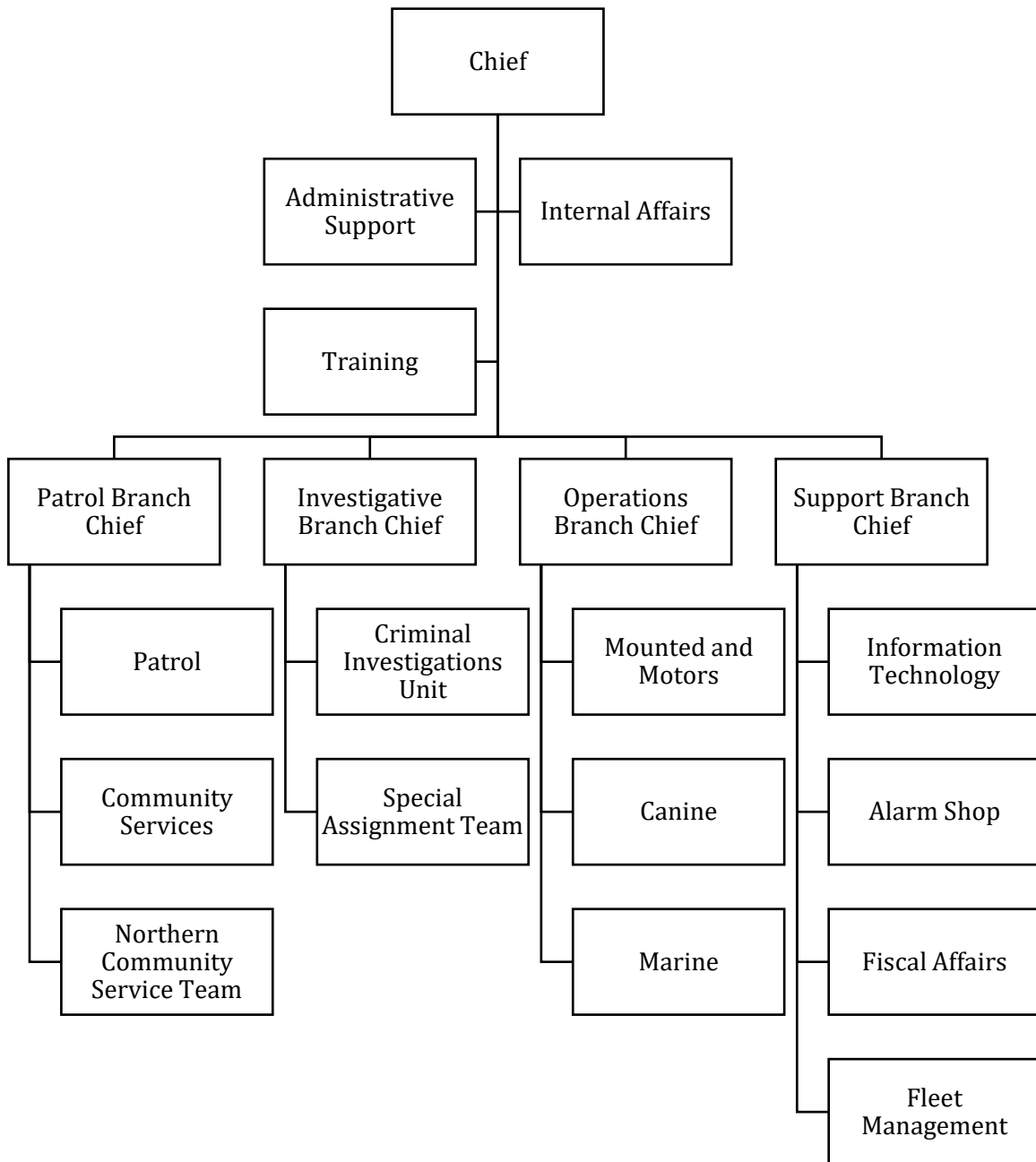
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Adds one (1) full-time assistant manager position for the PICS unit to provide operational flexibility and to expand hours of coverage and add capacity to provide analysis and increase communication.
- Adds one (1) full-time bilingual outreach specialist and one (1) full-time graphic designer to improve community outreach, engagement, and promotion.
- Adds \$9,532 to convert a term contract position to a career position. This position provides ADA compliance, staff support and training with a focus on ensuring that the department’s external documentation, publications, and website comply with ADA guidelines.
- Increases Other Services & Charges by \$13,600 to cover increased costs for website maintenance support.



Montgomery County Department of Parks – Park Police

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Park Police

OVERVIEW

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

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

The Park Police division is divided into four operational branches and an Administrative Section. The operational components are the **Patrol Branch** comprised of Patrol Services and Community Services; the **Support Operations Branch** is comprised of Management and Technology, Communications, and Fiscal Affairs; and the **Operations Branch** is comprised of Special Operations, Canine, Marine, Horse Mounted, and Motorcycle Unit. The **Investigative Branch** is comprised of Investigative Services, Special Assignment Team, and Criminal Investigations Unit. The **Office of the Chief** includes Internal Affairs and the Public Information Officer. Approximately 35 volunteers augment the Division's personnel compliment.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Executed a Sergeants' team building initiative program that teaches supervisors leadership practices, investigative techniques, and critical incident management.
- R.E.A.L.M (Recruit Entry and Lateral Mentorship) Program is a new initiative. Recruits are assigned to veteran officers who help mentor them as they embark on their academy and field training experiences.
- Implemented additional empirically based training programs to include: Empathetics; Active Bystandership for Law Enforcement; and Critical Incident Leadership and Decision Making.
- Park Police have three new certified search managers. The advancement of staff will help to ensure that all areas of the county are covered.



Montgomery County

Department of Parks – Park Police

- Joined the Community Engagement Officer Program full-time under the Wheaton High School Cluster. Also teaching the revamped DARE Program in various elementary schools. The new program focuses on quality decision making.
- Division hosted a two-day search specialist class at Black Hill Regional Park, where patrol officers and volunteers were trained in initial response and scene management of missing persons.
- Sensory bags were issued to patrol squads. Officers utilize the tools to de-escalate sensitive encounters with community members who have autism or other intellectual or developmental disabilities.
- The Division hosted the 2nd annual Health & Wellness In-service. The all-staff training provided employees with the best practices for their mental, physical, and emotional wellbeing. In a profession in which suicides far outpace felonious assaults on its members, this was a major goal.
- Upgrading our technological infrastructure for a more contemporary and integrated system. The new technology will enhance efficiency, public safety, community transparency, and officer safety. Upgrades include new Computer Aided Dispatch and Records Management systems. These will help to increase the effectiveness of other complimentary technology to include surveillance cameras, in-car video systems, and our portal radios.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget				
	Expenditures	\$18,971,379	\$20,535,430	8.2%
Staffing				
	Funded Career Positions	126.00	127.00	0.8%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	116.80	116.40	-0.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases Overtime funding by \$58,174 for impact of approved compensation increases.
- Adds one (1) full-time career position and 1 WY for a new assistant barn manager position. The cost of this position is partially offset by a reduction in seasonal funding.
- Increases Other Services & Charges by \$30,000 for costs associated with mandated police reform law changes, and \$90,084 for increases for various maintenance and software licenses, contractual services, and veterinary services. Adds \$212,049 for maintenance costs associated



Montgomery County Department of Parks – Park Police

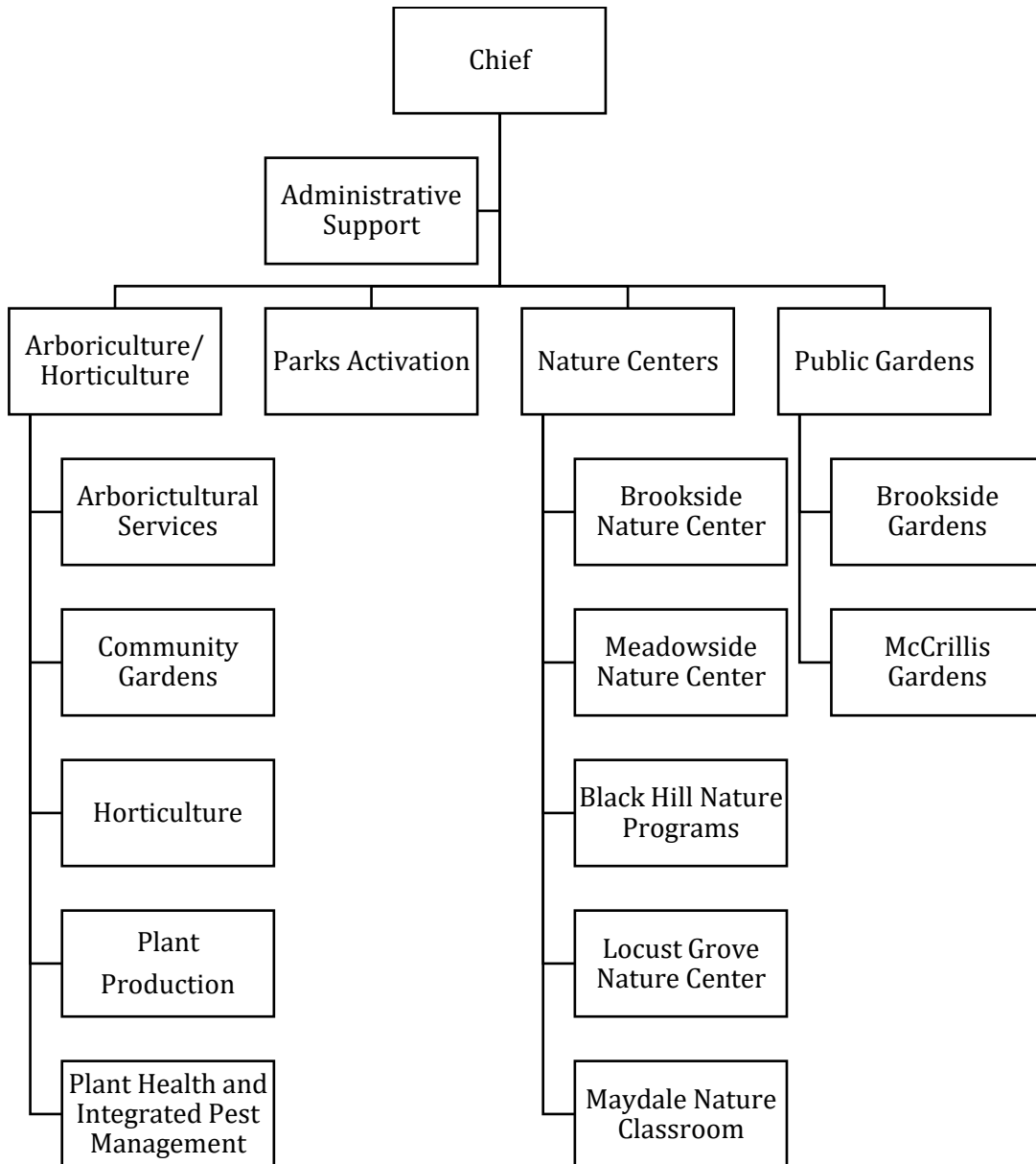
with the new dispatch and records management system. This system was under warranty in FY24. This cost will be reduced slightly in FY26 when the department is able to cancel the maintenance service on their existing dispatch system. The department will be required to have parallel systems operating during the initial stages of testing and implementation.

- Increases the chargeback to Wheaton HQ for security support by \$10,800.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Horticulture, Forestry and Environmental Education

OVERVIEW

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

The Division is comprised of the following sections:

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

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

Horticulture provides consultation, design, tree planting, major horticulture installation and maintenance services supporting the development, renovation, and care of County-wide parkland. This unit also coordinates County-wide tree planting and aftercare programs for the department, provides support services for community gardens and maintains Nature Center Interpretive gardens.

Nature Centers are responsible for the maintenance, programming, interpretation and development of Brookside Nature Center, Locust Grove Nature Center, Meadowside Nature Center, Black Hill Visitor Center and Nature Programs, and Maydale Nature Classroom. Through engaging interpretive exhibits, programs, and events, the nature centers inspire and foster an understanding of human and natural systems and facilitate environmental literacy and aim to enrich people's lives and bring communities together through transformative and unforgettable experiences, meaningful connections, and an appreciation for nature.

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

Plant Production at Pope Farm Nursery provides comprehensive and cost-effective production of plants in support of park programs and the development, maintenance, beautification, and conservation of over 37,200 acres of parkland and 421 parks.

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



Montgomery County

Department of Parks – Horticulture, Forestry and Environmental Education

designed gardens, diverse learning opportunities, and an engaging staff, the Gardens motivate visitors to act in their own lives and landscapes to appreciate and care for the plants around them.

Plant Health and Integrated Pest Management Program oversees County-wide programs which include plant health and integrated pest management, tree planting coordination with a focus on equity, species diversity and climate change and staff training. Within the Horticulture, Forestry and Environmental Education Division, the Plant Health Horticulturist coordinates and guides staff on sustainability efforts to ensure all facilities and programs meet climate action standards.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Wellness Programs
- Operation, maintenance, and programming of five nature centers
- Nature and garden- based wellness programs
- Adult and children’s horticultural and conservation education programs and camps
- Curriculum based school programs which support the states’ environmental literacy graduation requirements
- Spanish and sign language nature programs
- Visual and performing arts
- Natural, historic, cultural, and garden Interpretation
- High school and college internships and Community Engagement Fellowship program
- Signature special events such as Wings of Fancy, Garden of Lights, Arbor Day, Children’s Day, Montgomery County EarthFest, native plant sales, Nocturnal Neighbors, GreenScapes Symposium, Urban Trees Summit, Ale Trail, Wine and Waterfowl, MudFest and Maple Sugaring
- Festivals, events, and recreational opportunities
- Robust volunteer programs
- Facility rentals and Gift Shops
- Tree inspection and maintenance
- Activation of parks through signature events, festival, regional and community-based programming, and special events
- 24-hour Tree emergency response
- Tree planting, aftercare, and maintenance programs with a focus on equity areas, urban heat remediation and diversity of species
- Tree protection and conservation
- Comprehensive nursery and greenhouse plant propagation and production programs including a native plant program, container reforestation program and large tree moving program
- Community Gardens installation and program management
- Sustainable green business practices and green waste recycling /compost program
- Plant health care and integrated pest management (IPM) program
- Horticulture and arboriculture consultation services for park development and renovation Projects
- Operations, maintenance, and programming at two public gardens: Brookside Gardens in Wheaton and McCrillis Gardens in Bethesda



Montgomery County

Department of Parks – Horticulture, Forestry and Environmental Education

ACCOMPLISHMENTS

- Nature on Wheels (NOW), a mobile natural science field station operated by Locust Grove Nature Center attended 27 community and outreach events including the City Nature Challenge Festival and Parks' first Community Science Festival. The NOW also received a \$10k Milliepore Sigma grant to increase outreach.
- Brookside Garden's Wellness programs were enhanced to include Meditative Walks, a 90-minute guided walk with a clinical therapist which covers a particular theme, such as connection or self-care. The Strolls for Wellness, a robust 8-week, self-guided program with intermittent group meetings with facilitators continues to grow.
- Nature Centers promoted native gardening through education and five native plant sales. Getting native plants into residential areas provides much needed habitat for wildlife, supports critical pollinators, and helps preserve biodiversity. Over 12,000 native plants were sold through plant sales hosted by Locust Grove Nature Center, Friends of Black Hill Visitor Center, Maydale Nature Classroom, and Pope Farm.
- Black Hill SEED (Sustainable Education Every Day) classroom opened in May 2024. The classroom is a sustainable, modular learning space that encourages creative education through the building's living and technical components.
- With donor funding, Brookside Gardens commissioned a new mural in the Underlook, adjacent to the Visitor Center. Working with the Arts and Humanities Council, a panel of Wheaton community members convened to select an artist.
- Meadowside Nature Center re-opened its building for drop in visitors in late spring, 2023. Renovations, ADA upgrades, and interactive and immersive exhibit spaces were completed by Facilities Management and Park Development Divisions with the building fully opened in spring, 2024.
- Over 8,000 pounds of food was donated to local food assistance providers within the local community. Community Garden plots donated 3,072 pounds of excess produce; Grown@Pope donated 1,489 pounds of culturally appropriate foods such as bitter melon and Pope Farm donated 3,447 pounds of edible pumpkins, gourds, and melons.
- Two new Community Garden sites opened this year including Edgewood Local Park which supports 25 growing plots and Black Hill Regional Park which supports 15 raised bed garden sites. Total plots across the program number 544 over 14 sites.
- Foodie Fridays, a monthly speaker series coordinated by Community Gardens staff and hosted by the Josiah Henson Museum and Park, features farmers, educators, community organizers, and food lovers on a variety of topics tied to food. This year, each session was presented to a sold-out, highly engaged crowd with excellent feedback from participants. Over 200 people attended, with revenue realized by both Community Gardens and the Josiah Henson Museum.
- The Arboriculture Section held their third annual Urban Wood Sale in December 2023 where excess lumber produced from the sawmill was made available for sale to the public.
- The Arboriculture Section removed the historic Linden Oak, thought to be the oldest white oak in Montgomery County, which died in 2022. A log from the tree is being turned into a sculpture



Montgomery County

Department of Parks – Horticulture, Forestry and Environmental Education

funded by a grant from the Montgomery Parks Foundation that will be located at Ken-Gar Local Park. The carving was displayed as part of the Kennedy Center Forest Festival in February 2024.

- At Pope Farm Nursery 825 balled and burlapped trees have been dug and planted at park project sites. The Nursery’s container production program provided 3,000 perennials and shrubs and 1,400 container-grown trees. The Native Plant Production program grew 60,000 plants for stormwater management projects, Weed Warrior replanting efforts, displays at Brookside Gardens and other restoration projects on park lands.
- Parks Activation produced and planned 70 events including the Parks Playhouse and Parks Playhouse Jr. series, Roller Disco, Frankenskatte, Acoustics and Ales and Salsa in the Park. The Parks Playhouse Jr. series was expanded into equity focus area parks during the 2023 summer season. The series provided free access to performing arts for young children through theatre, puppetry, and musical performances.
- The Horticulture Section activates urban parks through stunning displays of landscaped areas. Through design, planning, installation and maintenance, urban parks are enhanced by beautiful beds with plant material supplied by Pope Farm Nursery.
- The Plant Health and Integrated Pest Management program informed and educated over 530 park staff about the non-native invasive insect, spotted lanternfly, including how to identify the insect at its various life stages, how to inspect, monitor, and report sightings.
- Black Hill Visitor Center and Nature Programs purchased a new pontoon boat in June 2023 and are offering group programs on the lake. The staff is working with the Program Access Office and ADA team to make the boat wheelchair accessible.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget				
	Expenditures	\$13,602,129	\$14,693,863	8.0%
Staffing				
	Funded Career Positions	100.00	102.00	2.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	107.50	114.50	6.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases salary lapse from (8.2) WYs to (8.5) WYs.
- Reduces the budget by \$34,000 for the one-time purchase of furnishings for the SEED classroom in FY24.



Montgomery County

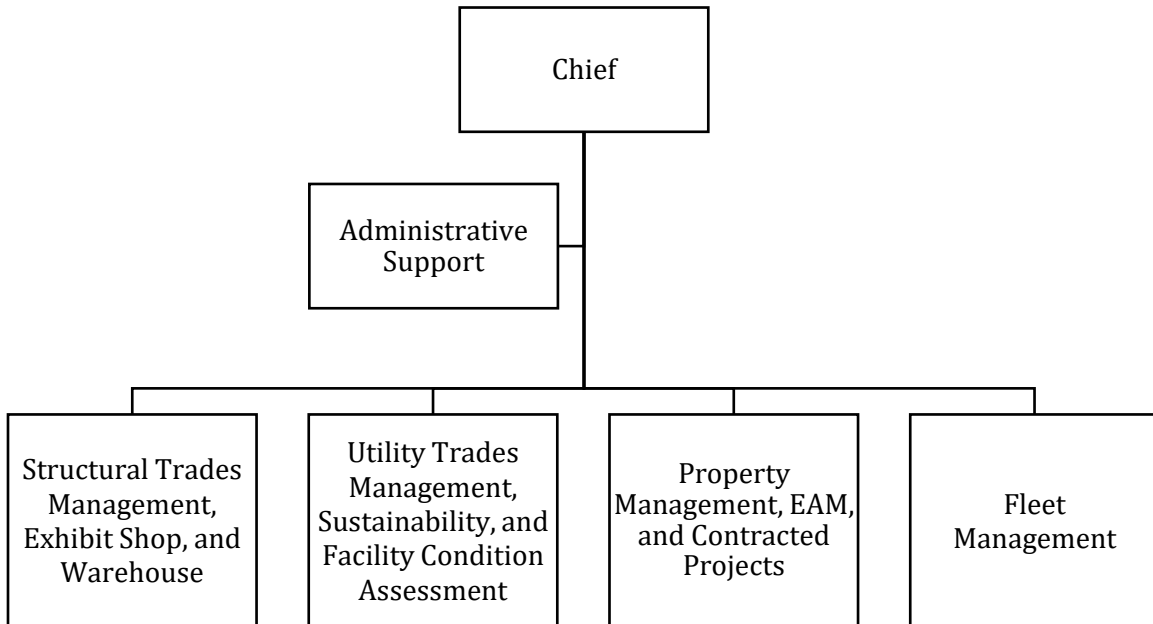
Department of Parks – Horticulture, Forestry and Environmental Education

- Adds a career Park Maintenance Worker III position to the Parks Activation Program to provide dedicated resources to handle the loading and unloading of equipment, equipment delivery, event setup and take down, and repair and cleaning of equipment.
- Adds a career Park Naturalist position and 2 seasonal WYs to create and maintain a new wellness program which will focus on the physical and mental health wellness of the senior community.
- Adds a seasonal position at Pope Farm Nursery to manage the Grown@Pope program. This position coordinates the volunteers and partnership with Harvest Share.
- Adds \$42,891 in seasonal salaries to meet the demand from public, private and homeschool groups for curriculum-based school programs at Brookside Gardens, to extend staffing hours at the Gatehouse, and to support events and programs.
- Adds \$25,000 to rent a trailer to house staff at Pope Farm Nursery, which has met office capacity.
- Adds \$7,500 to hire a Health Supervisor and provide medication and health program training for six sites which provide summer camps.
- Adds \$9,000 to hire Volunteer Maryland to manage the volunteer programs at all five nature centers.
- Adds \$85,000 to the Parks Activation budget to add a signature event, plus \$39,000 for the increased cost of performers for events, to fund equipment rental for events and for certifications, training, and maintenance associated with operating the mobile stage.
- Adds \$18,000 for increased costs in materials and supplies due to inflation and increased needs for infrastructure repairs.
- Adds \$31,000 for phones, equipment rental, GPS subscription service and contracted custodial services. This is to right size the budget and add funds for contract escalation.
- Adds \$17,338 for a chargeback for shared costs with the Enterprise Fund for a new administrative position being added in the Enterprise Fund. This position will provide procurement and budgetary support for programs at Brookside Gardens that span both the Park Fund and the Enterprise Fund.



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

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Facilities Management

OVERVIEW

The Facilities Management division (FM) provides for the care and maintenance of the Department's physical assets: facilities, pavement, fleet, playground construction and major building systems. Facilities Management maintains critical Park infrastructure in coordination with other divisions to accomplish the Department's mission. The division is responsible for facility condition assessments, major and minor maintenance programs, and serves as primary support to the Department's Capital Improvement Program (CIP) performing capital construction projects throughout Montgomery Parks. The division provides routine and planned maintenance services, 24 hour/365-day emergency response after hours and provides critical support during extreme weather events.

The division strives to achieve a balance between the upkeep of aging facilities and new construction by integrating a number of CIP and major maintenance (MM) projects into the daily work program each year. The division utilizes the Enterprise Asset Management System (EAM) for processing work requests and tracking projects. As of mid FY24, 10 of the 24 projected CIP projects and 33 of the 120 MM projects are complete or near completion. Typically, some projects remain on a list pending schedule and funding availability. 1,374 of the 3,800 projected work requests (unplanned work under \$3,000) are complete. Fleet completed 1,543 work orders within the first four months of FY24.

Currently, the division is focusing more of its resources on completion of the 3,200 routine and preventative maintenance (RPM) tickets with the completion of 1,041 RPM during the first four months. Fleet Management has completed 2,370 repairs, of which 701 are preventative maintenance, and are projected to complete 6,700 total repairs by year-end.

The Facilities Management division is comprised of five functional units, which went through a minor restructuring in FY24 to formalize management practices:

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

Structural Trades Management, Exhibit Shop, and Warehouse is comprised of five shops including Carpentry/Locksmith, Mason/Paint, Heavy Equipment/Asphalt, Exhibit, and our Warehouse. This unit provides support for forecasting, planning, construction, renovation, maintenance, and repairs for department facilities and parks concerning structural work. The work program involves CIP and Major Maintenance projects, routine, and unplanned work requests, and 24/7 maintenance response. Additionally, this unit serves as an in-house shop for exhibits, signage, and graphic design work; provides replenishment management through the Warehouse, and oversees vehicle EZPASS accounts, on-site pest control services, and general facility requests.

Utility Trades Management, Sustainability, and Facility Condition Assessment is comprised of six shops including, Heating, Ventilation, and Air Conditioning (HVAC), Electric, Plumbing, and Survey, all requiring specific licenses and certifications, Sustainability and Facility Condition Analyst (FCA). This unit provides support for forecasting, planning, construction, renovation, maintenance, and repairs for department facilities and parks concerning utility construction. The work program involves CIP and Major Maintenance projects, routine, and unplanned work requests, and 24/7 maintenance response. The Sustainability Shop integrates principles of sustainability and climate change mitigation into park operations, including energy and water conservation/efficiency, decarbonization, and implementation of renewable energy projects, and additionally oversees the department's sustainability and recycling program. The Survey and FCA shops provide inventory, inspection, and facility condition assessment of department facilities while ensuring the timely completion of preventive maintenance tasks.



Montgomery County

Department of Parks – Facilities Management

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

Fleet Management is responsible for the care and maintenance of approximately 700 vehicles and nearly 2,000 pieces of equipment. This unit manages vehicle acquisition, centralized maintenance and repair for all motorized equipment and oversees of fueling stations across the Department.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

- Work Order Requests
- Routine and Preventative Maintenance
- Fueling Stations
- CIP Implementation
- Utilities
- Regulatory Compliance
- Inspection and Repairs
- Hazardous Material Surveys
- Facility Condition Assessments
- Environmental Stewardship through Sustainability and Energy Management
- Departmental Warehouse for uniforms, sustainable products, and safety equipment
- Develop, Renovate, Design, Construct
- Planned Lifetime Asset Replacement (PLAR)
- Fleet Acquisition and Maintenance
- Property Management Services
- Property Management Demolition

ACCOMPLISHMENTS

- Sustained operations of Montgomery Parks facilities and infrastructure when attrition rates remained significantly high, and hiring and retaining new employees was more challenging.
- Completed the Athletic Maintenance Yard project, which included the installation of two equipment storage buildings, bulk storage bins, and an office for staff who oversee the ballfield maintenance program.
- Renovated Wheaton Maintenance Yard’s restroom and offices to include gender-neutral restrooms and showers, and a remodeled breakroom and office space.
- New ADA restroom at Brookside Garden Visitor Center.
- Installed LED lighting upgrades at Wheaton Athletic Tennis, MLK Maintenance Yard, and Meadowbrook Maintenance Yard.
- Provided primary operations support for special events: Burtonsville Day, Friendship Day, Half Marathon in the Parks, MRPA Heavy Equipment Show, Thanksgiving Day Parade, Park Activations, and the Garden of Lights Show.
- Completed HVAC upgrades at 10 locations to reduce Green House Gases. Sites included Capital View Homewood, Lynbrook Rec, Meadowside Nature Center, Quince Orchard PAB, South Germantown Driving Range, South Germantown Maintenance Yard, Cabin John Ice, Cabin John Maintenance Yard, Olney Manor Maintenance Yard, and Wheaton Indoor Tennis.



Montgomery County

Department of Parks – Facilities Management

- Demolished six Properties: Black Hill Barn, 15101 Ganley Rd, 21510 Ridge Rd, 260 Prescott Rd, Zeigler Garage, and 16401 Tool Shed.
- Repainted pickleball courts and installed donor benches at various park sites.
- Fleet Unit upgraded the park's FuelMaster system at all 12 fueling locations and upgraded the fleet system from FASTER Win to FASTER Web.
- Built a fuel canopy at Olney Manor Yard.
- Piloted the GoFleet GPS vehicle tracking system in 50 park vehicles.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget				
	Expenditures	\$14,452,264	\$15,774,351	9.1%
Staffing				
	Funded Career Positions	118.00	118.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	99.30	99.70	0.4%

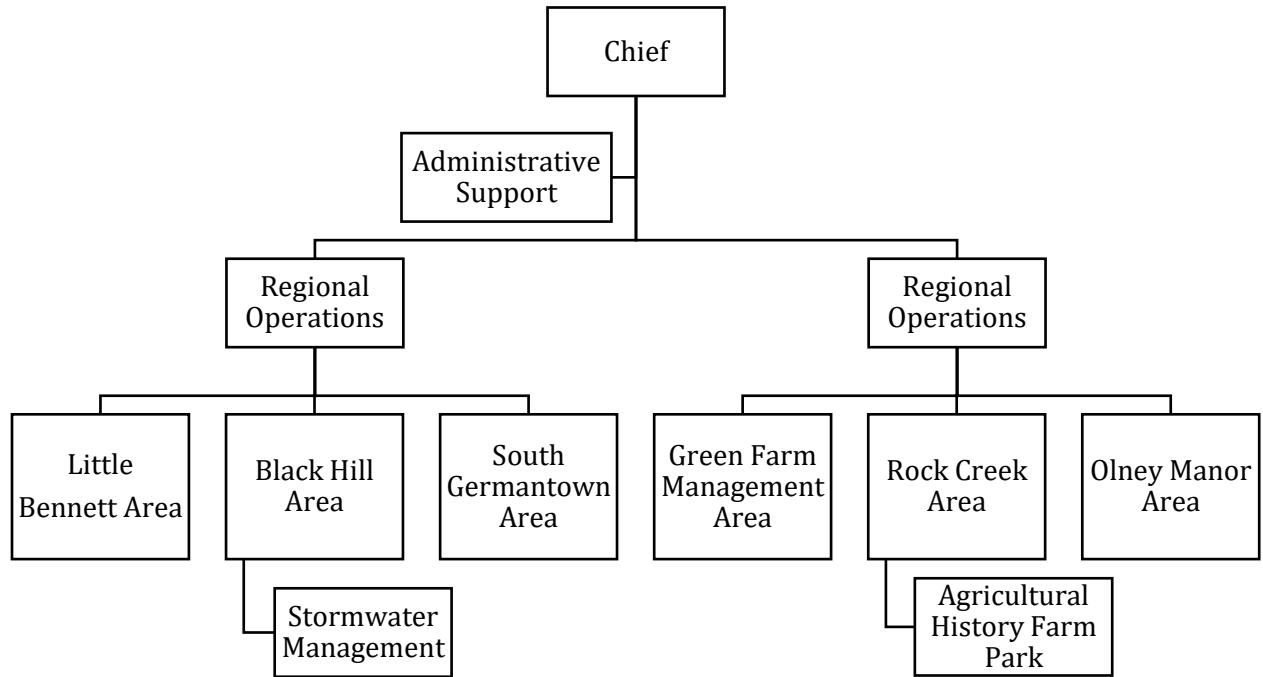
HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Decreases salary lapse from (14.7) WYs to (14.0) WYs.
- Increases Supplies & Materials by \$28,323 for inflationary increases and by \$75,000 for vehicle & and equipment parts based on trend and rising costs.
- Increases Other Services & Charges by \$22,671 for various contractual increases, \$30,916 for grinder pump maintenance based on a new contract awarded, \$9,900 for employee training, \$25,000 for maintenance of ballfield light fixtures coming off warranty, and \$51,600 for vehicle GPS transponders.
- Increased Capital Outlay funding of \$12,000 for small equipment purchases.



**Montgomery County
Department of Parks – Northern Parks**

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Northern Parks

OVERVIEW

The Northern Parks Division encompasses the portion of Montgomery County north of Rockville and from the Potomac River to the Howard County line. The Division manages and maintains a large variety of parks, including regional and recreational parks, local parks, urban parks, conservation areas, stream valley and neighborhood parks. The Northern Parks Division also contains two large lakes with boating operations, one historical farm park, four equestrian centers, one full-service campground, a splash playground, a miniature golf operation, a driving range, and two nature centers operated by other divisions or partners.

The Northern Parks management areas are based out of Little Bennett Regional Park, Black Hill Regional Park, Green Farm Maintenance Area, Rock Creek Regional Park, Olney Manor Recreational Park, and South Germantown Recreational Park.

The Northern Parks Division meets both local and regional recreational and leisure needs by providing opportunities for outdoor recreation, and the conservation and preservation of stream valleys and natural areas. Passive and active recreational activities include picnicking, league sports, camping, hiking, biking, boating, fishing, playgrounds, basketball, and tennis.

One of the Division’s focuses, beyond those listed above, is water quality protection. The Stormwater Management team ensures compliance with all applicable stormwater management regulations and NPDES requirements and strives to expand those efforts to better protect our natural resources.

Additional services and amenities are provided by both public and private partners including the Miracle League, Maryland Soccer Foundation, Montgomery TennisPlex, King Farm Dairy MOOseum, and the Montgomery County Little League at South Germantown, Go Ape at Rock Creek Regional Park, the Montgomery County Recreation Department, and the Montgomery County Public Schools to name a few. The Division also supports several large events sponsored by Montgomery Parks or its Partners.

MISSION

Maintain and manage the department’s natural, cultural, and recreational resources, while providing clean, safe, and accessible places for leisure time activities.

PROGRAMS AND SERVICES PROVIDED

- Athletic Field and Court Maintenance
- Playground Maintenance and Inspections
- Grounds Maintenance
- Trash/Litter Removal and Recycling
- Storm Water Management and NPDES Compliance
- Turf Management and Maintenance
- Tree Planting and Aftercare
- Landscape Maintenance
- Hiking, Biking and Equestrian Trail Maintenance
- Natural Resource Management
- Snow Removal/Storm Response
- Regional Park Attractions and Enterprise Support
- Special Event Management
- Public Private Partnerships

ACCOMPLISHMENTS

- Supported Park Planning and Stewardship Division (PPSD) work programs with projects and staffing for their non-native invasive plant program, Canada goose and deer management, meadow and reforestation areas management, maintenance of grounds and landscapes at



Montgomery County

Department of Parks – Northern Parks

Cultural Resource Section program locations, events such as Harvest Festival, trail inspections and routine maintenance.

- Provided support for the various departmental park activation programs such as Acoustics and Ales, Frankenskate, Ale Trail, Parks Spooktacular, and numerous other events.
- Supported Horticulture Forestry and Environmental Education Division (HFEE) with maintenance of grounds and completion of special projects at three nature center facilities.
- Worked with PPSD and Facilities Management (FM) Divisions to increase pickleball opportunities in the Northern Parks area.
- Inspected and maintained over 420 stormwater management facilities including dry and wet ponds, bioretention areas, sand filters, swales, and trenches.
- Managed, inspected, and maintained two lakes with high hazard dams including around the clock monitoring during severe weather events.
- Used pesticide alternatives to control weeds in high use areas such as playgrounds, athletic fields, walkways, parking lots, and manicured landscapes.
- Acquired battery powered equipment to outfit local park trim crews at Little Bennett and Rock Creek Management Areas.
- Funded repairs of two tennis courts and two cricket pitches. Purchased a new leaf vac system for Stormwater Management and added new netting between Olney Dog Park and Field 4. Collaborated with the Athletic Fields Renovations Team to renovate and improve the drainage at South Germantown Fields 23 and 24.
- Worked with Park Development Division (PDD) to fund and complete pavement repairs at Olney Manor Recreational Park.

BUDGET AT A GLANCE

Summary of Division Budget

		FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget				
	Expenditures	\$12,558,517	\$12,698,851	1.1%
Staffing				
	Funded Career Positions	125.00	125.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	118.80	116.40	-2.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases salary lapse from (15.8) WYs to (17.6) WYs.



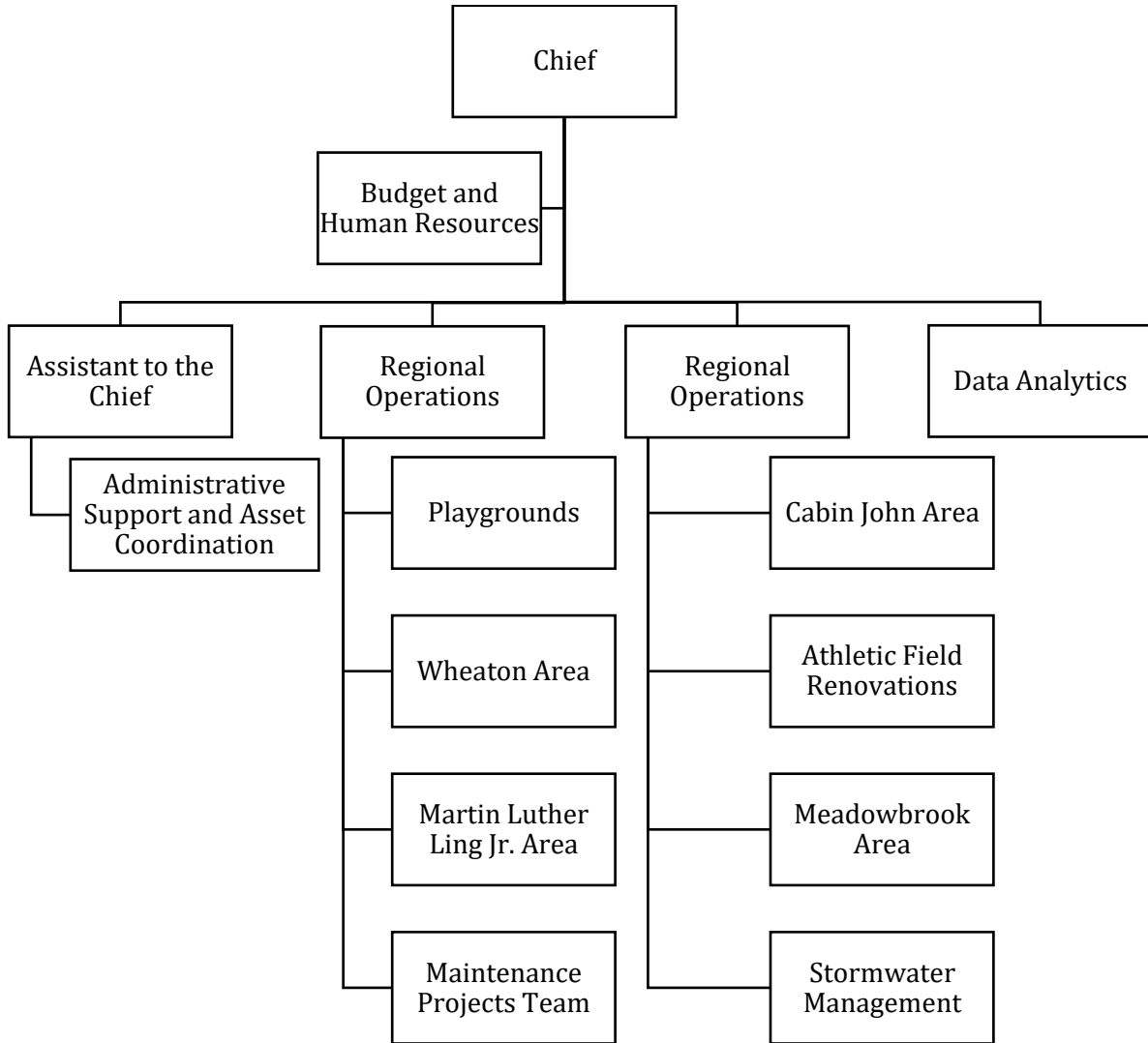
Montgomery County Department of Parks – Northern Parks

- Includes Personnel Funding of \$8,550 to provide additional staff support for special events and park activation.
- Includes Personnel funding of \$10,173 and Supplies & Materials funding of \$7,996 for OBI on projects being completed at Reddy Branch Trailhead, Mt. Prospect Farm, Olney Mill Neighborhood Park, Ednor Soapstone Quarry Special Park, and Fairland Recreational Park.
- Increases Supplies & Materials by \$8,374 and Capital Outlay by \$34,951 to adjust for price inflation of goods and equipment.
- Includes an \$8,000 increase to Supplies & Materials to adjust for rising prices of specialized playground equipment and to accelerate the replacement of aging parts to improve safety.
- Increases Supplies & Materials by \$12,177 and Capital Outlay funding by \$23,000 to support the ongoing conversion from gas-powered to electric minor equipment and zero-turn mowers to meet the County zero-emissions mandate.
- Increases Supplies & Materials funding by \$6,800 to fund lifecycle replacement of batteries for electric equipment.
- Increases WQPF by \$5,200 to support additional program needs for stormwater management, including maintenance of the stormwater facility at Columbia Local Park. Also adds \$19,703 to adjust for merit and cost of living impact from FY24 for Storm Water Management staff. This funding is requested using Water Quality Protection Funds.
- Increases Other Services & Charges by \$50,000 in FY25 only (non-recurring) to cover the inspections of Lake Needwood and Lake Frank dam risers. This safety inspection is required by the State of Maryland every five years.
- Increases Supplies & Materials by \$ by \$15,000 and Capital Outlay by \$135,439 to fund Foamstream units used to organically manage weed control.



Montgomery County Department of Parks – Southern Parks

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Southern Parks

OVERVIEW

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

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

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

This Division meets both local and regional leisure needs by providing opportunities for a wide variety of outdoor recreational activities in the most densely populated areas of Montgomery County. In addition to preserving over 4,500 acres of stream valley parks, the Southern Parks Division staff manages and maintains three Regional/Recreational Parks, 23 Urban Parks, 71 Neighborhood Parks, and 83 Local Parks.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Montgomery Parks continued its efforts to provide a more equitable park system through its recent renovation of the 24.5-acre Hillendale Local Park, located within an Equity Focus Area in the eastern portion of Down County. The Southern Parks Division’s Athletic Fields Renovation Team (AFRT) contributed to this effort by installing high quality athletic fields within the park.



Montgomery County Department of Parks – Southern Parks

AFRT staff applied soil amendments and sprigged the field with the top-rated, drought tolerant, industry leading Tahoma-31 variety of bermudagrass. The team then rolled the area to create soil to bermudagrass roots contact. A sound nutrient management, mowing and irrigation plan was implemented as the bermudagrass began to grow. The AFRT aerated the field to break up the soil and encourage lateral bermudagrass growth and turned the field back over to the MLK Management area for continued routine maintenance.

- In support of the Montgomery County Climate Action Plan, Southern Parks management area teams continued to replace 2-cycle maintenance equipment with battery powered electric equipment reducing emissions output into the atmosphere. The Division purchased a battery powered cart, mowers, and trailers to further assist in the reduction of greenhouse gas emissions.
- To eradicate weed growth and limit the use of pesticides, staff designed the two beds in front of the Wheaton Maintenance Facility offices by digging out turf mixed with weeds and filling the area with inert material overlying with double-layered weed control landscape cloth. Both beds were hardscaped with sizable river rocks for aesthetics.
- Southern Parks staff are addressing the ongoing issue of the gaping surfacing at Falls Road playground by installing rubber rainbow surfacing to fill in the gaps that have formed.
- Staff swiftly addressed customer concerns, with a typical response time of less than 24 hours following receipt of the concern regarding damaged playground equipment and beehives present in our playgrounds.
- Staff increased the safety of Capital Crescent Trail (CCT) for users by installing boulders and gates at three locations to avoid vehicles being driven up the CCT from DC into Montgomery County. We have heard of zero incidents following the boulder and gate installation.
- Staff collaborated with Enterprise and Facilities Management Divisions on the installation of a donated 250-pound historic bell and interpretive plaques at Cabin John Train Station within Cabin John Regional Park.
- Cabin John Regional Park was the site of a successful Juneteenth festival in collaboration with the Scotland neighborhood and Glenstone Museum. Hundreds of visitors celebrated the day, enjoying train rides, educational sessions, food, games and more.
- Division management developed a mentor program, developing a succession plan, allowing leaders to be promoted to managers and workers to be promoted to leaders.



Montgomery County

Department of Parks – Southern Parks

BUDGET AT A GLANCE

Summary of Division Budget

	FY24 <u>Adjusted Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$17,167,229	\$17,317,338	0.9%
Staffing			
Funded Career Positions	172.00	163.00	-5.2%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	169.90	165.30	-2.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Decreases salary lapse from (20.8) WYs to (20.2) WYs.
- Eliminates four (4) full-time career positions and 4.0 WYs for athletic field maintenance for Montgomery County Public Schools. Contracted (MCPS) services will continue in lieu of the positions.
- Transfers one (1) full-time career position and 1.0 WY to the Park Planning and Stewardship Division and seven (7) full-time career positions and 7.0 WYs to the Park Development Division for the athletic field maintenance services.
- Increases overtime funding by \$6,200 based on trend and increased personnel costs.
- Converts \$147,562 of seasonal funding for two (2) full-time career positions and 2.0 WYs for playground weed eradication team.
- Includes one (1) full-time career position and 1.0 WY, \$9,998 of seasonal cost and .20 seasonal WY, \$54,298 for Supplies & Materials for OBI for Caroline Freeland Urban Park, Glenmont Local Park, Grand Park, Powerline Trail, Rosemary Hills Local Park, Strathmore Local Park, Valleywood Neighborhood Park, Wheaton Forest Local Park
- Includes \$30,693 of seasonal cost and .90 seasonal WY, \$9,733 for Supplies & Materials for OBI for Caroline Freeland Urban Park, Grand Park, Kemp Mills Estates, Powerline Trail, Rosemary Hills, Strathmore Local Park, Wheaton Forest Local Park. This funding is requested using Water Quality Protection Funds.
- Includes \$14,193 to adjust for merit and cost of living impact from FY24 for Storm Water Management Staff. This funding is requested using Water Quality Protections Funds.
- Increases Supplies & Materials by \$44,543, Other Services & Charges by \$8,768 and Capital Outlay by \$36,905 for inflationary increases.
- Increases Other Services & Charges by \$20,000 for Playground maintenance, installation, and repairs.
- Increases Other Services & Charges by \$163,179 for equipment leasing pilot program.



Montgomery County Department of Parks – Southern Parks

- Increases Other Services & Charges by \$6,314 for inflationary increase for contracting maintenance services for stormwater assets. This funding is requested using Water Quality Protection Funds.
- Transfers \$75,000 from Supplies & Materials – Minor Equipment to Capital Outlay.
- Transfers \$8,187 from Supplies & Materials and \$4,740 from Other Services & Charges to the Park Development Division and \$944 from Supplies & Materials and \$1,161 from Other Services & Charges to the Park Planning and Stewardship Division for athletic field maintenance.
- Transfers \$598,555 in Chargebacks for MCPS and Capital Improvement Program (CIP) to the Park Development Division for athletic field maintenance.
- Adds \$19,400 to Other Services & Charges transferred from Support Services for organic pesticides pilot program.
- Decreases Other Services & Charges by \$2,000 for Burnt Mills Dam inspections. One time cost in FY24.



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

		FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget				
	Expenditures	\$13,380,828	\$14,649,535	9.5%
Staffing				
	Funded Career Positions	0.00	0.00	0.0%
	Funded Term Positions	0.00	0.00	0.0%
	Funded Workyears	6.40	9.40	46.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases Personnel Services cost by \$21,700 for payment of the employer’s share of insurance premiums for staff on long-term disability.
- Increases the funding for summer and trades internships to expand the number of internships from fifteen to sixteen.
- Decreases Personnel Services cost by \$30,000 for payment of the employer’s share of unemployment benefits.
- Increases Supplies & Materials funding for gasoline and diesel fuel for fleet vehicles and equipment by \$100,000.
- Increases Other Services & Charges by \$90,280 to cover higher water and sewer rates and increased irrigation costs. This amount includes \$20,000 reallocated from the telephone budget and \$280 for OBI for Strathmore LP.
- Transfers \$4,000 of Personnel funding for employee awards, \$16,500 of Other Services and Charges funding to the Management Services Division for recruitment.
- Transfers \$4,000 of Supplies and Materials funding for Screencloud digital displays to the Information Technology and Innovation Division to consolidate program funds.
- Increases Other Services & Charges by \$37,000 for departmental training, including \$7,000 transferred from miscellaneous services.



Montgomery County Department of Parks – Support Services

- Increases Other Services & Charges by \$45,000 for portable toilet rentals, by \$13,000 for background checks, and by \$20,000 for sign language and translation services.
- Increases Risk Management charges by \$603,800.
- Increases departmental portion of internal service funds by \$145,020 for Commission-wide IT services and for the Office of the CIO.
- Decreases or transfers Other Services & Charges miscellaneous services funding by \$22,553 for various contracts and programs.
- Increases chargebacks from the Finance, Legal Departments, IT and ERP support by \$38,814.
- Transfers \$240,513 in Enterprise chargebacks to the Information Technology and Innovation Division.



Montgomery County

Department of Parks – Property Management

OVERVIEW

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses and a variety of other leases. Currently, this program administers approximately 150 legal agreements: residential and commercial property leases, office space, agriculture, daycare, parking lots, equestrian, telecommunications, athletic fields, and special use permits.

The Property Management unit provides the oversight of leased property, which often involves keeping pace with market activity such as an increased demand for rental space, rental housing, commercial use, and land for parking. The Property Management Unit also oversees a range of other agreements such as leases for newly acquired commercial buildings, athletic fields, and inter-agency operations agreements.

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

Looking forward to FY25, Property Management projects a decrease in revenue due to a projected loss of rental revenue from several buildings that were acquired and operated as rentals for an interim period, and from a decrease in non-employee house rentals. Two sizable buildings that generated significant rental stream in recent years are in the process of being vacated. Additionally, some park houses will be removed from the rental portfolio in preparation for demolition, as the cost for extensive repairs exceeds its overall value.

MISSION

To provide lease administration and property management services for a diverse portfolio of rental property including commercial buildings, residences, equestrian facilities, agriculture, telecommunications, athletic fields, special use permits; and to promote the use of properties as sources of revenue for public benefit and as a means of land stewardship.

PROGRAMS AND SERVICES PROVIDED

- Oversight of Leased Park Property
- Demolition of Candidate Structures
- Property Management Services

ACCOMPLISHMENTS

- Sustained Property Management operations through the Pandemic when attrition rates remained significantly high.
- Demolished 10 candidate structures: 10 large outbuildings and 7 residential houses.
- Managed the Green Farm Maintenance Facilities completion of Phase I structural repairs and preparation of Phase II repairs to a shared parking garage with Montgomery County Public Schools.
- Oversaw the successful completion of an Emergency Action Plan at the Wheaton Headquarters building between the Planning and Parks Departments, in addition to coordinating the building's first fire drill since its opening in 2020.
- Provided special use permits for public agency (MCPS and City of Takoma Park) use of Park lots for temporary staff parking due to construction impacts; in addition to the Bethesda Urban Partnership and Capital Crescent Trail Coalition partnership to maintain landscaping (beautification) at two locations along the Capital Crescent Trail.



Montgomery County

Department of Parks – Property Management

- Provided department-wide preparation of legal agreements involving use of Park property: Including new licensing agreements for Montgomery County’s Department of Recreation’s use of a Wall Park building for dry land dive practices, in addition to providing an estoppel certificate for a tenant partner who is building Phase II at the South Germantown Recreational Park.
- Completed the renovation of Darby House following extensive, pandemic related, delays.

BUDGET AT A GLANCE

Summary of Division Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change
Budget			
Expenditures	\$1,757,600	\$1,688,700	-3.9%
Staffing			
Funded Career Positions	4.00	4.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	5.80	5.80	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Decreases revenue by \$68,900 due to the projected loss of rental revenue from several large buildings that were acquired and operated for an interim period and from a decrease in non-employee house rentals.
- Decreases Personnel cost by \$9,693 based on costs for current personnel complement.
- Decreases Supplies & Materials by \$70,565 based on reduction in rental properties and from a reduced number of buildings being managed after demolition.
- Increases Other Services & Charges by \$11,358 for miscellaneous services.



Montgomery County

Department of Parks – Non-Departmental, Other & Transfers

OVERVIEW

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

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

BUDGET AT A GLANCE

Summary of Non Departmental, Transfers, and Other Budget

Budget	FY24 <u>Adjusted Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>
OPEB Prefunding	\$ 2,603,716	\$ 2,733,064	5.0%
OPEB PayGo	3,935,397	4,466,485	13.5%
Marker for Changes to Employee Comp.	1,907,299	4,638,810	143.2%
Marker for Possible Reclasifications	271,608	271,608	0.0%
Marker for Benefits for Seasonal	21,957	19,957	-9.1%
Bank Fees	6,300	3,300	-47.6%
Transfer to Capital Projects Fund	450,000	450,000	0.0%
Transfer to Debt Service Fund	7,165,062	7,921,690	10.6%
Operating Expenditure Reserve @ 3%	3,713,000	4,058,200	9.3%
Total Expenditures	\$ 20,074,339	\$ 24,563,114	22.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Includes compensation funding for wage adjustments for Park Fund of \$4,638,810 (subject to negotiations). Also includes \$19,957 budgeted for a benefits marker for seasonal employees.
- Increases OPEB Pre-funding and OPEB PayGo by \$660,436 per the latest actuarial study.
- Increases the debt service transfer by \$756,628.



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Office of the Director					
Personnel Services	1,332,844	1,598,309	1,598,309	1,656,643	3.6%
Supplies and Materials	4,307	2,048	2,048	3,438	67.9%
Other Services and Charges	46,400	59,650	59,650	56,600	-5.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	1,383,551	1,660,007	1,660,007	1,716,681	3.4%
Management Services					
Personnel Services	2,931,763	3,210,458	3,210,458	3,461,739	7.8%
Supplies and Materials	17,430	31,093	31,093	31,093	0.0%
Other Services and Charges	292,348	258,550	258,550	400,623	54.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	3,241,541	3,500,101	3,500,101	3,893,455	11.2%
Information Technology & Innovation					
Personnel Services	1,483,736	2,100,375	2,100,375	2,212,522	5.3%
Supplies and Materials	540,945	287,105	287,105	353,529	23.1%
Other Services and Charges	1,556,596	1,502,310	1,502,310	1,415,508	-5.8%
Capital Outlay	79,986	-	-	75,000	-
Other Classifications	-	-	-	-	-
Chargebacks	(68,100)	(69,500)	(69,500)	(316,906)	356.0%
Total	3,593,163	3,820,290	3,820,290	3,739,653	-2.1%
Park Development					
Personnel Services	5,896,867	6,861,920	6,861,920	8,382,729	22.2%
Supplies and Materials	14,031	21,000	21,000	30,687	46.1%
Other Services and Charges	40,454	84,703	84,703	93,243	10.1%
Capital Outlay	430,619	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,531,442)	(2,679,583)	(2,679,583)	(3,542,948)	32.2%
Total	3,850,529	4,288,040	4,288,040	4,963,711	15.8%
Park Planning & Stewardship					
Personnel Services	6,079,589	7,206,408	7,206,408	7,854,057	9.0%
Supplies and Materials	278,540	234,298	234,298	247,713	5.7%
Other Services and Charges	538,747	662,723	662,723	859,419	29.7%
Capital Outlay	137,296	35,000	35,000	40,000	14.3%
Other Classifications	-	-	-	-	-
Chargebacks	(353,582)	(377,923)	(377,923)	(372,923)	-1.3%
Total	6,680,590	7,760,506	7,760,506	8,628,266	11.2%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Public Affairs & Community Partnerships					
Personnel Services	2,683,197	2,815,015	2,815,015	3,469,909	23.3%
Supplies and Materials	122,117	61,783	61,783	65,273	5.6%
Other Services and Charges	704,112	668,713	668,713	682,313	2.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(87,000)	(87,000)	(87,000)	(87,000)	0.0%
Total	3,422,426	3,458,511	3,458,511	4,130,495	19.4%
Park Police					
Personnel Services	15,716,222	17,669,063	17,669,063	18,898,481	7.0%
Supplies and Materials	732,233	885,450	885,450	898,750	1.5%
Other Services and Charges	858,441	633,966	633,966	966,099	52.4%
Capital Outlay	1,794,790	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(205,479)	(217,100)	(217,100)	(227,900)	5.0%
Total	18,896,207	18,971,379	18,971,379	20,535,430	8.2%
Horticulture, Forestry & Environmental Education					
Personnel Services	10,690,801	11,673,579	11,673,579	12,489,875	7.0%
Supplies and Materials	743,719	851,611	851,611	842,711	-1.0%
Other Services and Charges	1,295,265	1,201,439	1,201,439	1,468,439	22.2%
Capital Outlay	98,209	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(124,500)	(124,500)	(124,500)	(107,162)	-13.9%
Total	12,703,494	13,602,129	13,602,129	14,693,863	8.0%
Facilities Management					
Personnel Services	10,423,116	11,852,949	11,852,949	12,919,865	9.0%
Supplies and Materials	2,297,470	2,020,435	2,020,435	2,149,158	6.4%
Other Services and Charges	1,597,373	1,589,908	1,589,908	1,706,528	7.3%
Capital Outlay	162,403	-	-	12,000	-
Other Classifications	-	-	-	-	-
Chargebacks	(890,971)	(1,010,800)	(1,010,800)	(1,013,200)	0.2%
Total	13,589,391	14,452,492	14,452,492	15,774,351	9.1%
Northern Parks					
Personnel Services	8,470,844	10,590,664	10,590,664	10,423,391	-1.6%
Supplies and Materials	969,817	1,093,107	1,093,107	1,153,706	5.5%
Other Services and Charges	565,509	670,534	670,534	747,152	11.4%
Capital Outlay	804,998	239,012	239,012	409,402	71.3%
Other Classifications	-	-	-	-	-
Chargebacks	(34,800)	(34,800)	(34,800)	(34,800)	0.0%
Total	10,776,368	12,558,517	12,558,517	12,698,851	1.1%
Southern Parks					
Personnel Services	13,210,666	15,003,785	15,003,785	14,210,333	-5.3%
Supplies and Materials	1,753,596	1,858,662	1,858,662	1,883,102	1.3%
Other Services and Charges	664,926	663,041	663,041	872,802	31.6%
Capital Outlay	1,390,358	278,096	278,096	390,001	40.2%
Other Classifications	-	-	-	-	-
Chargebacks	(524,717)	(636,355)	(636,355)	(38,900)	-93.9%
Total	16,494,829	17,167,229	17,167,229	17,317,338	0.9%



Montgomery County

Department of Parks – Summary of Division Budgets

MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Support Services					
Personnel Services	286,854	492,168	492,168	485,251	-1.4%
Supplies and Materials	1,758,416	1,560,687	1,560,687	1,653,687	6.0%
Other Services and Charges	11,867,950	10,749,328	10,749,328	11,652,625	8.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	532,254	578,645	578,645	857,972	48.3%
Total	14,445,474	13,380,828	13,380,828	14,649,535	9.5%
Non-Departmental					
Personnel Services	6,714,404	8,739,977	8,739,977	12,129,924	38.8%
Salary Adjustment Marker	-	2,178,907	2,178,907	4,910,418	125.4%
Other Personnel Costs	-	21,957	21,957	19,957	-9.1%
OPEB PreFunding	2,885,182	2,603,716	2,603,716	2,733,064	5.0%
OPEB Paygo	3,829,222	3,935,397	3,935,397	4,466,485	13.5%
Supplies and Materials	(28,354)	-	-	-	-
Other Services and Charges	68,968	6,300	6,300	3,300	-47.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	6,755,018	8,746,277	8,746,277	12,133,224	38.7%
Grants					
Personnel Services	64,492	-	-	-	-
Supplies and Materials	1,028	-	-	-	-
Other Services and Charges	135,160	400,000	400,000	400,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	200,680	400,000	400,000	400,000	0.0%
Other Financing Uses/Transfers Out					
Capital Projects Funds	450,000	450,000	450,000	450,000	0.0%
Debt Service Fund	6,076,380	7,165,062	7,165,062	7,921,690	10.6%
Total	6,526,380	7,615,062	7,615,062	8,371,690	9.9%
Budgetary Reserve @ 3%	3,481,000	3,713,000	3,713,000	4,058,200	9.3%
Fund Total	126,040,641	135,094,368	135,094,368	147,704,743	9.3%
Total Park Fund					
Personnel Services	85,985,395	99,814,670	99,814,670	108,594,719	8.8%
Supplies and Materials	9,205,295	8,907,279	8,907,279	9,312,847	4.6%
Other Services and Charges	20,232,249	19,151,165	19,151,165	21,324,651	11.3%
Capital Outlay	4,898,659	552,108	552,108	926,403	67.8%
Other Classifications	-	-	-	-	-
Chargebacks	(4,288,337)	(4,658,916)	(4,658,916)	(4,883,767)	4.8%
Subtotal Park Fund	116,033,261	123,766,306	123,766,306	135,274,853	9.3%
Transfers Out	6,526,380	7,615,062	7,615,062	8,371,690	9.9%
Budgetary Reserve	3,481,000	3,713,000	3,713,000	4,058,200	9.3%
Total Park Fund	126,040,641	135,094,368	135,094,368	147,704,743	9.3%



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	5.00	4.80	5.00	4.80	5.00	4.80
Seasonal/Intermittent		1.50		1.30		1.20
Chargebacks		-		-		-
Less Lapse		(0.10)		(0.30)		(0.10)
Subtotal Director of Parks	10.00	11.20	10.00	10.80	10.00	10.90
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	21.00	21.00	21.00	21.00	24.00	24.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	21.00	24.00	24.00
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent		1.60		1.80		2.20
Chargebacks		-		-		-
Less Lapse		(0.30)		(0.60)		(0.80)
Subtotal Management Services	22.00	23.30	22.00	23.20	24.00	25.40
<u>INFORMATION TECHNOLOGY & INNOVATION</u>						
Full-Time Career	16.00	16.00	16.00	16.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	17.00	17.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(0.60)		(0.60)		(2.60)
Less Lapse		(0.20)		(0.70)		(0.90)
Subtotal Information Technology & Innovation	16.00	15.20	16.00	14.70	17.00	13.50
<u>PARK DEVELOPMENT</u>						
Full-Time Career	50.00	50.00	52.00	52.00	63.00	63.00
Part-Time Career	1.00	0.90	-	-	-	-
Career Total	51.00	50.90	52.00	52.00	63.00	63.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		(21.50)		(22.40)		(26.40)
Less Lapse		(3.90)		(6.10)		(6.90)
Subtotal Park Development	51.00	25.50	52.00	23.50	63.00	29.70
<u>PARK PLANNING & STEWARDSHIP</u>						
Full-Time Career	54.00	54.00	56.00	56.00	58.00	58.00
Part-Time Career	-	-	-	-	-	-
Career Total	54.00	54.00	56.00	56.00	58.00	58.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		10.70		11.00		11.50
Chargebacks		(4.00)		(4.00)		(4.00)
Less Lapse		(4.00)		(5.00)		(5.60)
Subtotal Planning & Stewardship	54.00	56.70	56.00	58.00	58.00	59.90



Montgomery County

Department of Parks – Summary of Positions and Workyears

MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PUBLIC AFFAIRS & COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	21.00	21.00	22.00	22.00	26.00	26.00
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	22.00	22.00	26.00	26.00
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent		2.50		3.00		3.70
Chargebacks		(0.80)		(0.80)		(0.70)
Less Lapse		(1.80)		(1.80)		(0.60)
Subtotal Public Affairs & Comm. Partner.	22.00	21.90	23.00	23.40	26.00	28.40
<u>PARK POLICE</u>						
Full-Time Career	126.00	126.00	126.00	126.00	127.00	127.00
Part-Time Career	-	-	-	-	-	-
Career Total	126.00	126.00	126.00	126.00	127.00	127.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		2.60		2.10		1.10
Chargebacks		(2.00)		(2.00)		(2.00)
Less Lapse		(7.60)		(9.30)		(9.70)
Subtotal Park Police	126.00	119.00	126.00	116.80	127.00	116.40
<u>HORTICULTURE, FORESTRY & ENVIRONMENTAL ED</u>						
Full-Time Career	95.00	95.00	98.00	98.00	100.00	100.00
Part-Time Career	1.00	0.50	2.00	1.30	2.00	1.30
Career Total	96.00	95.50	100.00	99.30	102.00	101.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		14.80		17.70		22.70
Chargebacks		(1.30)		(1.30)		(1.00)
Less Lapse		(7.00)		(8.20)		(8.50)
Subtotal Hort., Forestry & Enviro. Ed.	96.00	102.00	100.00	107.50	102.00	114.50
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	118.00	118.00	118.00	118.00	118.00	118.00
Part-Time Career	-	-	-	-	-	-
Career Total	118.00	118.00	118.00	118.00	118.00	118.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		5.80		6.00		5.30
Chargebacks		(10.00)		(10.00)		(9.60)
Less Lapse		(10.20)		(14.70)		(14.00)
Subtotal Facilities Management	118.00	103.60	118.00	99.30	118.00	99.70
<u>NORTHERN PARKS</u>						
Full-Time Career	122.00	122.00	125.00	125.00	125.00	125.00
Part-Time Career	-	-	-	-	-	-
Career Total	122.00	122.00	125.00	125.00	125.00	125.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		16.90		10.00		9.40
Chargebacks		(0.40)		(0.40)		(0.40)
Less Lapse		(11.80)		(15.80)		(17.60)
Subtotal Northern Parks	122.00	126.70	125.00	118.80	125.00	116.40



Montgomery County

Department of Parks – Summary of Positions and Workyears

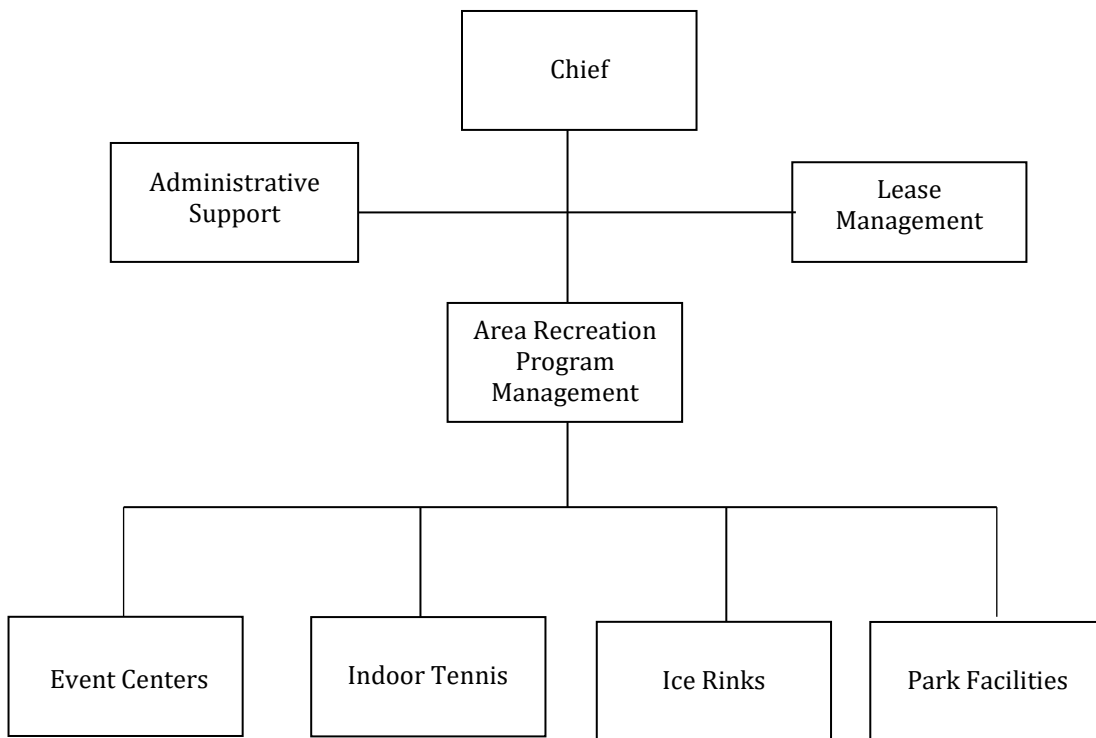
MONTGOMERY COUNTY POSITIONS/WORKYEARS POSITION DETAIL BY DIVISION BY FUND

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
SOUTHERN PARKS						
Full-Time Career	167.00	167.00	172.00	172.00	163.00	163.00
Part-Time Career	-	-	-	-	-	-
Career Total	167.00	167.00	172.00	172.00	163.00	163.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	24.60	-	27.00	-	23.00
Chargebacks	-	(4.50)	-	(8.30)	-	(0.50)
Less Lapse	-	(14.00)	-	(20.80)	-	(20.20)
Subtotal Southern Parks	167.00	173.10	172.00	169.90	163.00	165.30
SUPPORT SERVICES						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1.00	-	2.40	-	2.40
Chargebacks	-	4.00	-	4.00	-	7.00
Less Lapse	-	-	-	-	-	-
Subtotal Support Services	-	5.00	-	6.40	-	9.40
TOTAL PARK FUND POSITIONS/WORKYEARS						
Full-Time Career	795.00	795.00	811.00	811.00	826.00	826.00
Part-Time Career	2.00	1.40	2.00	1.30	2.00	1.30
Career Total	797.00	796.40	813.00	812.30	828.00	827.30
Term Contract	7.00	6.80	7.00	6.80	5.00	4.80
Seasonal/Intermittent	-	82.00	-	82.30	-	82.50
Chargebacks	-	(41.10)	-	(45.80)	-	(40.20)
Less Lapse	-	(60.90)	-	(83.30)	-	(84.90)
Grand Total Park Fund	804.00	783.20	820.00	772.30	833.00	789.50
TOTAL ENTERPRISE FUND POSITIONS/WORKYEARS						
Full-Time Career	34.00	34.00	35.00	35.00	37.00	37.00
Part-Time Career	-	-	-	-	-	-
Career Total	34.00	34.00	35.00	35.00	37.00	37.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	79.30	-	82.90	-	72.10
Chargebacks	-	2.80	-	2.80	-	5.70
Less Lapse	-	-	-	-	-	-
Grand Total Enterprise Fund	35.00	117.10	36.00	121.70	38.00	115.80
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	-	-	-	-	-	-
Chargeback	-	1.80	-	1.80	-	1.80
Less Lapse	-	-	-	-	-	-
Total Property Management Fund	4.00	5.80	4.00	5.80	4.00	5.80
SPECIAL REVENUE FUND						
Seasonal/Intermittent (Parks)	-	15.80	-	21.40	-	17.40
TOTAL PARKS DEPARTMENT						
Full-Time Career	833.00	833.00	850.00	850.00	867.00	867.00
Part-Time Career	2.00	1.40	2.00	1.30	2.00	1.30
Career Total	835.00	834.40	852.00	851.30	869.00	868.30
Term Contract	8.00	7.80	8.00	7.80	6.00	5.80
Seasonal/Intermittent	-	177.10	-	186.60	-	172.00
Chargebacks	-	(36.50)	-	(41.20)	-	(32.70)
Less Lapse	-	(60.90)	-	(83.30)	-	(84.90)
TOTAL PARKS DEPARTMENT POSITIONS/WORKYEARS	843.00	921.90	860.00	921.20	875.00	928.50



Montgomery County Department of Parks – Enterprise Operations Summary

ORGANIZATIONAL STRUCTURE



Montgomery County

Department of Parks – Enterprise Operations Summary

OVERVIEW

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

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

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

MISSION

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

ACCOMPLISHMENTS

- In FY23, gross revenues reached \$13,057,721 with reduced expenses providing a net profit excluding CIP transfers of \$2,789,683.
- Overall attendance of the Enterprise facilities exceeded two million visitors in FY23.



Montgomery County

Department of Parks – Enterprise Operations Summary

SUMMARY OF ENTERPRISE OPERATIONS BUDGETS

MONTGOMERY COUNTY ENTERPRISE FUND - SUMMARY BY PROGRAMS Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues and Transfers In:					
Golf Courses	\$ 397,775	\$ 140,000	\$ 468,833	\$ 270,000	92.9%
Ice Rinks	4,874,111	5,240,550	5,171,020	5,267,745	0.5%
Indoor Tennis	2,303,557	1,952,601	2,073,188	2,040,263	4.5%
Event Centers	829,063	570,195	557,500	616,500	8.1%
Park Facilities	4,653,215	4,655,806	4,580,172	4,724,402	1.5%
Administration	-	-	-	-	-
Total Revenues	<u>13,057,721</u>	<u>12,559,152</u>	<u>12,850,713</u>	<u>12,918,910</u>	<u>2.9%</u>
Expenses and Transfers Out:					
Golf Courses	100,728	-	-	-	-
Ice Rinks	4,480,785	4,559,476	4,508,619	4,664,578	2.3%
Indoor Tennis	1,688,168	1,673,130	1,737,366	1,790,218	7.0%
Event Centers	588,404	658,118	684,484	719,190	9.3%
Park Facilities	3,409,953	3,942,481	3,639,428	4,109,624	4.2%
Administration	-	-	-	-	-
Total Expenses	<u>\$ 10,268,038</u>	<u>\$ 10,833,205</u>	<u>\$ 10,569,897</u>	<u>\$ 11,283,610</u>	<u>4.2%</u>
Change in Net Position	\$ 2,789,683	\$ 1,725,947	\$ 2,280,816	\$ 1,635,300	-5.3%
Total Net Position - Beginning	<u>28,515,370</u>	<u>30,523,572</u>	<u>31,305,053</u>	<u>33,585,869</u>	<u>10.0%</u>
Total Net Position - Ending	<u>\$ 31,305,053</u>	<u>\$ 32,249,519</u>	<u>\$ 33,585,869</u>	<u>\$ 35,221,169</u>	<u>9.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- The Enterprise Fund Balance Policy directs the fund balance to be 10% of the operating expenses plus one year's debt service. Through positive management changes, facility improvements, continued marketing efforts, and no debt service, the FY25 proposed fund balance will be above the reserve requirement.



Montgomery County

Department of Parks – Enterprise Operations – Golf Courses

OVERVIEW

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

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

According to the terms of the contract, the MCRA pays a percentage of revenue received in excess of \$5,100,000 for Little Bennett, Northwest and Needwood golf courses. These courses reached that minimum threshold and exceeded it for the eleventh time in fifteen years and paid \$468,833 to the Enterprise Fund in FY24. 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 \$468,833 from MCRA in FY24, which was 10% percent of net proceeds from Little Bennett, Northwest and Needwood Golf Courses that exceeded the \$5,100,000 revenue threshold for FY24.



Montgomery County

Department of Parks – Enterprise Operations – Golf Courses

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	397,775	140,000	468,833	270,000	92.9%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	397,775	140,000	468,833	270,000	92.9%
Operating Expenses and Other Uses					
Personnel Services	-	-	-	-	-
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Depreciation & Amortization Expense	100,728	-	-	-	-
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	100,728	-	-	-	-
Gain (Loss)	\$ 297,047	\$ 140,000	\$ 468,833	\$ 270,000	92.9%

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
GOLF COURSES						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Golf Courses	-	-	-	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases revenue based on historical trend.



Montgomery County

Department of Parks – Enterprise Operations – Ice Rinks

OVERVIEW

The Department operates two indoor ice rink facilities seven days a week, year-round. At Cabin John, there is one National Hockey League (NHL) ice surface, one Olympic size ice surface, and one studio sheet. Wheaton Ice Arena has one NHL ice surface. Both facilities feature hockey and figure skating sessions and camps, programs, group and private lessons, general and special public sessions, therapeutic skating, and special events. The Ice Rinks also offer figure and hockey skate rentals, leased ice rentals, birthday parties, meetings, snack bars, pro shops, and off-ice conditioning space for training.

MISSION

To provide a balance of public and specialty skating sessions, instructional classes and rental opportunities for the ice-skating community and general public.

PROGRAMS AND SERVICES PROVIDED

- Recreational Skating (Public Sessions)
- Camps (Winter, Spring, Summer)
- Special Events
- Snack Bar
- Dance/Off-ice Conditioning Room
- Instructional Figure Skating and Hockey Classes
- Birthday Parties/Meetings
- Leased Ice
- Skating Shows/Exhibitions
- Tournaments
- Pro shop
- Leagues
- Competitions

ACCOMPLISHMENTS

- Enrolled 9,214 participants in a multi-week group lesson series, and 1,198 children in summer camps.
- Implemented an Aspire Figure Skating Academy at the Cabin John Ice Rink (a bridge program for beginner group lesson participants to move into the figure skating program). The skaters will learn artistry on ice, testing requirements, moves in the field, freestyle components, and introduction to creating a skating program.
- Completed a design of the refrigeration system at the Wheaton Ice Arena.
- Completed an assessment of the Olympic Rink refrigeration system at the Cabin John Ice Rink.
- Improvements made at the Cabin John Ice Rink include new rubber flooring in the snack bar and party rooms and installed LED lighting throughout the facility to include over the rinks.
- Improvements made at the Wheaton Ice Arena include installing new rubber flooring and LED lighting throughout the facility.
- Installed LiveBarn which is a streaming service in Cabin John Ice Rink for patrons to view hockey games, tournaments, and other special events.



Montgomery County

Department of Parks – Enterprise Operations – Ice Rinks

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	232,128	360,000	305,000	365,000	1.4%
Charges for Services	3,150,518	3,021,700	3,055,500	3,080,700	2.0%
Rentals and Concessions	1,490,871	1,858,850	1,810,520	1,822,045	-2.0%
Miscellaneous	-	-	-	-	-
Interest	594	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	4,874,111	5,240,550	5,171,020	5,267,745	0.5%
Operating Expenses and Other Uses					
Personnel Services	2,035,643	2,234,646	2,172,885	2,258,998	1.1%
Goods for Resale	137,620	170,500	145,000	157,500	-7.6%
Supplies and Materials	105,283	108,350	148,700	121,100	11.8%
Other Services and Charges	1,193,526	1,198,864	1,195,408	1,190,081	-0.7%
Depreciation & Amortization Expense	193,596	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	815,117	847,116	846,626	936,899	10.6%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	4,480,785	4,559,476	4,508,619	4,664,578	2.3%
Gain (Loss)	\$ 393,326	\$ 681,074	\$ 662,401	\$ 603,167	-11.4%

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ICE RINKS						
Full-Time Career	11.00	11.00	11.00	11.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	11.00	11.00	11.00	11.00	10.00	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	29.90	-	30.30	-	27.70
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Ice Rinks	11.00	40.90	11.00	41.30	10.00	37.70



Montgomery County

Department of Parks – Enterprise Operations – Ice Rinks

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases the FY25 proposed revenue by \$27,195. This total includes an increase in ice rink admissions.
- Increases personnel costs by \$24,352 for the compensation marker and increased benefits costs.
- Decreases the Goods for Resale by \$13,000 based on projected use of existing inventory as well as supply chain impacts.
- Increases Supplies & Materials cost by \$12,750 for one-time costs of furniture for the party rooms and snack bar.
- Decreases Other Services & Charges by \$8,783 due to savings in credit card fees from the changes associated with the current pricing structure for ActiveMONTGOMERY.
- Increases chargebacks by \$89,783 for the ice rinks share of the divisional allocation.
- Transfers a position from Wheaton Ice Arena to Administration to provide divisional administrative support.
- Transfers a position from Cabin John Ice Rink to Wheaton Ice Arena to assist with rink operations.



Montgomery County

Department of Parks – Enterprise Operations – Indoor Tennis

OVERVIEW

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

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

The tennis facilities offer a wide variety of classes and camps for many levels and abilities. The six-week class sessions are offered year-round. A sampling of classes offered include Parent & Child, Beginner, Intermediate, Advanced, and Match Play. Additional offerings are Round Robin and tennis tournaments for various levels. Private instruction and birthday party packages are also available.

In addition, the Indoor Tennis fund includes the concession operation of the Montgomery TennisPlex in South Germantown Recreational Park.

MISSION

To offer diverse programming opportunities to all levels and abilities of players. This includes instructional classes, singles, doubles, match play, tournament play, private lessons, and camps.

PROGRAMS AND SERVICES PROVIDED

- Seasonal play
- Match play
- Classes
- Camps
- Meeting Space
- Pickleball (at WIT)
- Spot time play
- Clinics
- Private Lessons
- Tournaments
- Birthday Parties

ACCOMPLISHMENTS

- Pauline Betz Addie and Wheaton Indoor Tennis had a total attendance of 123,200 for group lessons, spot time, and seasonal contracted court time.
- Facility improvements completed at Pauline Betz Addie were exterior and interior painting, installing a new exterior awning, installing new LED lights over the courts, and resurfacing all six courts. Wheaton Indoor Tennis had the courts pressure washed, additional security cameras installed, as well as new heat exchangers installed.
- In the summer of FY23, held 19 summer camps with 660 participants in attendance.



Montgomery County

Department of Parks – Enterprise Operations – Indoor Tennis

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	4,469	7,200	5,500	5,800	-19.4%
Charges for Services	1,806,463	1,729,500	1,742,000	1,752,000	1.3%
Rentals and Concessions	202,298	209,088	208,688	217,463	4.0%
Miscellaneous	-	-	-	-	-
Interest	290,327	6,813	117,000	65,000	854.1%
Other	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	<u>2,303,557</u>	<u>1,952,601</u>	<u>2,073,188</u>	<u>2,040,263</u>	<u>4.5%</u>
Operating Expenses and Other Uses					
Personnel Services	794,944	847,427	845,340	891,051	5.1%
Goods for Resale	5,577	4,600	4,300	4,500	-2.2%
Supplies and Materials	38,987	26,500	33,873	46,100	74.0%
Other Services and Charges	355,594	327,405	386,937	331,850	1.4%
Depreciation & Amortization Expense	49,157	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	443,909	467,198	466,916	516,717	10.6%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,688,168</u>	<u>1,673,130</u>	<u>1,737,366</u>	<u>1,790,218</u>	<u>7.0%</u>
Gain (Loss)	\$ <u>615,389</u>	\$ <u>279,471</u>	\$ <u>335,822</u>	\$ <u>250,045</u>	<u>-10.5%</u>

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



Montgomery County

Department of Parks – Enterprise Operations – Indoor Tennis

	FY 23 Budget		FY 24 Adopted		FY 25 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		14.00		13.80		12.70
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Indoor Tennis	4.00	18.00	4.00	17.80	4.00	16.70

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases revenue by \$87,662 based on higher projections for tennis contracts, spot time, and interest.
- Increases personnel cost by \$43,624 due to compensation costs including benefit increases and the salary marker for merit/COLA.
- Increases Supplies & Materials by \$19,600 attributable to one-time costs for furniture and supplies for camps and classes.
- Increases Other Services & Charges by \$4,445 due to higher utilities and janitorial services costs.
- Increases chargebacks by \$49,519 for the tennis facilities share of the divisional allocation.



Montgomery County

Department of Parks – Enterprise Operations – Event Centers

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

- The Lodge at Little Seneca Creek improvements include upgrades to the Bridal ready room, cleaning of the hardwood floors, deck was re-stained, and new security cameras installed.
- Rockwood Manor improvements include new vinyl capping, siding and gutters on the Manor house.
- The Event Centers hosted over 170 events in FY23 with a total attendance of 24,938.



Montgomery County

Department of Parks – Enterprise Operations – Event Centers

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	288	-	500	500	-
Charges for Services	185,370	-	-	-	-
Rentals and Concessions	636,464	570,000	555,000	615,000	7.9%
Miscellaneous	-	-	-	-	-
Interest	6,941	195	2,000	1,000	412.8%
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	829,063	570,195	557,500	616,500	8.1%
Operating Expenses and Other Uses					
Personnel Services	340,192	412,333	417,997	469,070	13.8%
Goods for Resale	-	-	150	150	-
Supplies and Materials	35,331	23,500	29,916	24,450	4.0%
Other Services and Charges	127,731	136,905	151,090	131,090	-4.2%
Depreciation & Amortization Expense	2,529	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	1,499	-	-	-	-
Chargebacks	81,122	85,380	85,331	94,430	10.6%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	588,404	658,118	684,484	719,190	9.3%
Gain (Loss)	\$ 240,659	\$ (87,923)	\$ (126,984)	(102,690)	16.8%

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



Montgomery County

Department of Parks – Enterprise Operations – Event Centers

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>EVENT CENTERS</u>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		3.80		3.80		3.30
Chargebacks		-		-		-
Less Lapse		-		-		-
Subtotal Event Centers	3.00	6.80	3.00	6.80	3.00	6.30

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases revenue by \$46,305 based on projected additional rentals at Rockwood Manor.
- Increases personnel cost by \$56,737 due to compensation costs including benefit increases and the salary marker for merit/COLA.



Montgomery County

Department of Parks – Enterprise Operations – Park Facilities

OVERVIEW

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

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

- South Germantown Splash Park completed maintenance by replacing a pump on a motor, replacing a shade structure, repairing the water maze controller, and repairing leaks inside the moat.
- South Germantown Driving Range upgraded the golf ball dispenser software.
- South Germantown Driving Range conducted golf and archery classes with over 249 participants and 108 participants in Golf camps.
- The Brookside Gardens Events and Rentals program utilized the permitting function in VSI to enable online purchases of photo permits. In FY23, the number of permits sold was 868 which is a 33% increase over the previous year. It is noteworthy that photo permit sales with the online system have increased 100% when compared to pre-Covid sales.
- The Brookside Gardens Gift Shop has worked to increase support of local artists by creating more opportunities for artists and craft artisans to display and sell their work in the shop in a 5–10-week time period depending on the agreement. In FY23, Brookside Gardens supported



Montgomery County

Department of Parks – Enterprise Operations – Park Facilities

the work of 16 artisans while maximizing their retail sales expenses with a more consignment inspired approach.

- Cabin John Train and the Wheaton Train and Carousel held successful Eye Spy events during the spring and fall with over 40,000 participants in attendance.
- The Little Bennett Campground added a second group camping site to accommodate more groups due to the demand. In FY23, 36 groups booked the sites which can accommodate groups up to 60 campers and offer a group fire ring, cooking grills, and picnic tables.

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	411,207	408,950	387,300	422,900	3.4%
Charges for Services	2,255,595	2,403,058	2,241,480	2,402,980	0.0%
Rentals and Concessions	791,769	1,006,190	947,850	979,775	-2.6%
Miscellaneous	826,348	829,616	830,242	836,747	0.9%
Interest	368,296	7,992	173,300	82,000	926.0%
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	4,653,215	4,655,806	4,580,172	4,724,402	1.5%
Operating Expenses and Other Uses					
Personnel Services	1,585,724	2,062,332	1,724,481	2,091,854	1.4%
Goods for Resale	179,958	180,460	171,835	189,885	5.2%
Supplies and Materials	162,438	214,870	214,873	216,150	0.6%
Other Services and Charges	360,230	342,871	386,919	354,394	3.4%
Depreciation & Amortization Expense	44,702	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	1,076,901	1,141,948	1,141,320	1,257,341	10.1%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	3,409,953	3,942,481	3,639,428	4,109,624	4.2%
Gain (Loss)	\$ 1,243,262	\$ 713,325	\$ 940,744	\$ 614,778	-13.8%

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



Montgomery County

Department of Parks – Enterprise Operations – Park Facilities

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FACILITIES						
Full-Time Career	6.00	6.00	7.00	7.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	7.00	7.00	8.00	8.00
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent		31.60		35.00		28.30
Chargebacks		0.70		0.70		0.70
Less Lapse		-		-		-
Subtotal Park Facilities	7.00	39.30	8.00	43.70	9.00	38.00

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases revenue by \$68,596 due to increased sales at the Little Bennett Campground store and Brookside Gardens art sales. Also, an increase in interest.
- Increases personnel cost by \$29,522 due to hiring seasonals for the special event at Brookside Gardens that will be reinstated as well as compensation costs including benefit increases and the salary marker for merit/COLA.
- Increase of \$9,425 in Goods for Resale due to projected increase in sales of firewood at Little Bennett Campground.
- Increase in Other Services & Charges of \$11,523 includes funding for power washing of the Wheaton Train deck/facility and the Wheaton Sports Pavilion exterior and funding for track repairs at Wheaton Train.
- Increases chargebacks by \$115,393 for the park facilities share of the divisional allocation.
- Adds a new Administrative Assistant career position (1 WY) to Brookside Gardens. This position will provide budgeting and purchasing support. The cost of the new administrative position is shared with the Park Fund.



Montgomery County

Department of Parks – Enterprise Operations – Administration

OVERVIEW

The Enterprise Division’s Administrative Office oversees and coordinates all the activities of the Enterprise Fund. The Enterprise Division budget includes: an administrative office budget; recreation facility leases; insurance fund costs; and chargebacks for support from the Northern and Southern Parks, Facilities Management trades personnel, Central Administrative Services, Information Technology costs, Pope Farm nursery services for landscaping materials around Enterprise facilities, Public Affairs and Community Partnerships for marketing support, and Support Services. These costs are allocated on a percentage basis to the various Enterprise facilities.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Hired an Administrative Specialist to serve as a controlled asset coordinator, training coordinator and assist with the division’s special projects.
- Repurposed a position to be a Procurement Specialist to assist the division with oversight of all the purchasing and contract needs as well as serve as a backup Budget Coordinator.



Montgomery County

Department of Parks – Enterprise Operations – Administration

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 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	1,385,471	1,550,823	1,490,688	1,793,668	15.7%
Goods for Resale	-	-	-	-	-
Supplies and Materials	30,210	31,900	42,353	32,550	2.0%
Other Services and Charges	157,694	142,300	190,531	146,391	2.9%
Depreciation & Amortization Expense	2,323	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	768,851	240,513	240,513	245,306	2.0%
Indirect Charges (Admin Chargeback)	(2,344,549)	(1,965,536)	(1,964,085)	(2,217,915)	12.8%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	-	-	-	-	-
Gain (Loss)	\$ -	\$ -	\$ -	\$ -	-

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



Montgomery County

Department of Parks – Enterprise Operations – Administration

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION						
Full-Time Career	10.00	10.00	10.00	10.00	12.00	12.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.00	10.00	10.00	10.00	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	0.10
Chargebacks	-	2.10	-	2.10	-	5.00
Less Lapse	-	-	-	-	-	-
Subtotal Administration	10.00	12.10	10.00	12.10	12.00	17.10

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increases personnel cost by \$242,845 due to compensation costs including benefit increases and the salary marker for merit/COLA. Also includes a new horticulturist position to assist with the division’s landscaping needs.
- Increases Other Services and Charges by \$4,091 due to increased costs for the ActiveMONTGOMERY systems analyst and accounting support provided by the County.



Montgomery County

Department of Parks – Capital Improvement Program

OVERVIEW

The Capital Improvement Program (CIP) implements the County’s master plans, functional plans, park plans, Land Preservation, Parks and Recreation Plan, Montgomery County 2022 PROS Plan, and other studies. The six-year CIP recommends planning, acquisition, design, construction, and funding schedules for projects in Montgomery Parks. It is based on a careful analysis of public recreation, open space, conservation, and management needs and a realistic assessment of resources available to meet those needs. The Commission balances needs and resources in the context of a participatory process involving various Department of Parks divisions, the Planning Board, Parks leadership, other County agencies, and the public.

The Land Use Article of the Annotated Code of Maryland provides the authority for the Commission’s CIP. The CIP, Operating Budget, and Capital Budget are also prepared in coordination with the fiscal and capital program requirements of the Montgomery County Charter. Montgomery County enjoys over 37,200 acres of parkland and 421 parks maintained by the Commission. The proposed FY25-30 CIP totals \$319,725,000.

The priorities in the capital improvement program are:

Infrastructure Maintenance/Renovation – Repair, renovation, and lifecycle replacement of existing park facilities and supporting infrastructure. Also, protection and enhancement of natural, historical, and cultural resources on parkland.

Land Acquisition – Continue creation of new parkland through multiple acquisition programs to address the changing needs of the County for active, contemplative, and social gathering spaces, with a focus on providing new parkland to conserve natural areas and serve urban and dense suburban communities.

New Parks and Park Facilities – Proactively responding to unmet stewardship and recreation needs.

HIGHLIGHTS AND MAJOR CHANGES IN FY25 CAPITAL BUDGET

The major highlights of the FY25 Capital Budget include:

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



Montgomery County

Department of Parks – Capital Improvement Program

OPERATING BUDGET IMPACTS (OBIs)

OBIs are the costs associated with the operating, maintaining, and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land, and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developers. New and expanded park facilities require additional operating, maintenance, and safety resources. The chart below details the added resources necessary to implement completed CIP and non-CIP work programs associated with new or expanded park infrastructure.

Project Name	FY25 OBI Expenditures	FY25 Career Workyears	FY25 Seasonal Workyears
CIP PROJECTS			
Broad Run Stream Valley Park	\$84,693	0.5	0.7
Caroline Freeland Urban Park Renovation	\$42,473	0.2	0.4
Ednor Soapstone Quarry Special Park	\$25,190	0.0	0.5
Fairland Recreational Park - North End Court Upgrades	\$1,398	0.0	0.0
Glenmont Local Park - Softball Field Upgrade	\$40,820	0.3	0.0
White Flint Civic Green (Grand Park)	\$13,800	0.1	0.0
Mt. Prospect - Hanson Farm	\$6,507	0.0	0.2
Olney Mill Neighborhood Park - Playground Replacement	\$2,179	0.0	0.0
Powerline Trail - Cabin John Area	\$8,591	0.0	0.1
Reddy Branch Trailhead at Yinger Property	\$7,585	0.0	0.1
Rosemary Hills - Lyttonsville Local Park Renovation	\$23,146	0.2	0.1
Strathmore Local Park Renovation	\$24,676	0.2	0.0
Ten Mile Creek Conservation Park	\$43,512	0.5	0.0
Valleywood Neighborhood Park Renovation	\$4,554	0.0	0.0
Wheaton Forest Local Park Renovation	\$433	0.0	0.0
SUB-TOTAL	\$329,557	2.0	2.1
CIP - WQPF PROJECTS			
Caroline Freeland Urban Park Renovation	\$4,860	0.0	0.1
White Flint Civic Green (Grand Park)	\$2,431	0.0	0.1
Kemp Mills Estates Local Park - Stormwater Management	\$2,851	0.0	0.1
Powerline Trail - Cabin John Area	\$18,133	0.0	0.3
Rosemary Hills - Lyttonsville Local Park Renovation	\$4,860	0.0	0.1
Strathmore Local Park Renovation	\$4,860	0.0	0.1
Wheaton Forest Local Park Renovation	\$2,431	0.0	0.1
SUB-TOTAL	\$40,426	0.0	0.9
TOTAL	\$369,983	2.0	3.0

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



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

**M-NCPPC, Montgomery Department of Parks
FY25-30 Capital Improvement Program - Expenditure Schedule, FY25 Request (\$000)**

	Total	Thru FY23	Rem FY24	6 Yr Total	FY25	FY26	FY27	FY28	FY29	FY30	Beyond 6 Yrs	FY25 Approp
Acquisition												
P767828	Acquisition: Local Parks *	9,369	7,982	1,387	0	0	0	0	0	0	0	0
P998798	Acquisition: Non-Local Parks *	22,105	10,006	12,099	0	0	0	0	0	0	0	0
P727007	ALARF: M-NCPPC	32,398	16,798	3,000	12,600	2,100	2,100	2,100	2,100	2,100	0	2,100
P872002	Bethesda Park Impact Payment	22,000	9,731	5,769	6,500	4,000	2,500	0	0	0	0	4,000
P018710	Legacy Open Space	100,000	78,666	5,082	6,749	674	1,215	1,215	1,215	1,215	9,503	674
P872104	Legacy Urban Space	150,000	0	17,575	21,696	3,800	3,785	3,611	3,500	3,500	110,729	3,800
P872201	Mid-County Park Benefit Payments	3,500	0	3,500	0	0	0	0	0	0	0	0
P872301	Park Acquisitions	14,883	0	6,533	8,350	1,400	1,400	1,400	1,400	1,375	1,375	1,400
P872502	Silver Spring Park Benefit Payment	2,000	0	0	2,000	1,000	1,000	0	0	0	0	1,000
Acquisition Subtotal:		356,255	123,183	54,945	57,895	12,974	12,000	8,326	8,215	8,190	8,190	120,232
Development												
P128701	ADA Compliance: Local Parks	11,767	4,883	2,334	4,550	800	750	750	750	750	0	800
P128702	ADA Compliance: Non-Local Parks	14,748	6,224	2,524	6,000	1,000	1,000	1,000	1,000	1,000	0	1,000
P008720	Ballfield Initiatives	29,722	9,681	6,241	13,800	2,300	2,300	2,300	2,300	2,300	0	2,300
P872302	Bethesda Lots 10 - 24 Parks	9,432	0	1,782	7,650	350	2,300	3,600	1,400	0	0	350
P872101	Black Hill Regional Park: SEED Classroom *	650	94	556	0	0	0	0	0	0	0	0
P872105	Blair HS Field Renovations and Lights	2,900	510	2,390	0	0	0	0	0	0	0	0
P078702	Brookside Gardens Master Plan Implementation	11,911	10,309	1,602	0	0	0	0	0	0	0	0
P977748	Cost Sharing: Local Parks	1,151	626	75	450	75	75	75	75	75	0	75
P761682	Cost Sharing: Non-Local Parks	756	394	62	300	50	50	50	50	50	0	50
P138701	Elm Street Urban Park *	1,613	243	428	0	0	0	0	0	0	942	0
P998710	Energy Conservation - Local Parks	1,597	401	446	750	125	125	125	125	125	0	125
P998711	Energy Conservation - Non-Local Parks	2,620	362	458	1,800	300	300	300	300	300	0	300
P998773	Enterprise Facilities' Improvements	39,012	8,973	6,289	3,750	2,500	1,250	0	0	0	20,000	750
P098702	Evans Parkway Neighborhood Park *	3,651	3,651	0	0	0	0	0	0	0	0	0
P957775	Facility Planning: Local Parks	5,929	2,517	1,012	2,400	400	400	400	400	400	0	400
P958776	Facility Planning: Non-Local Parks	4,908	1,578	1,530	1,800	300	300	300	300	300	0	300
P078704	Germentown Town Center Urban Park *	7,806	7,602	204	0	0	0	0	0	0	0	0
P078705	Greenbriar Local Park *	4,407	4,407	0	0	0	0	0	0	0	0	0
P871742	Hillandale Local Park	6,500	5,917	583	0	0	0	0	0	0	0	0
P871552	Josiah Henson Historic Park *	7,712	6,924	788	0	0	0	0	0	0	0	0
P138702	Kemp Mill Urban Park *	5,810	5,801	9	0	0	0	0	0	0	0	0
P038703	Laytonia Recreational Park *	12,579	12,113	466	0	0	0	0	0	0	0	0
P138703	Little Bennett Regional Park Day Use Area *	14,567	22	28	0	0	0	0	0	0	14,517	0
P872501	Lyttonsville Civic Green	1,900	0	0	1,900	0	0	300	1,000	600	0	0
P871747	M-NCPPC Affordability Reconciliation	0	0	0	0	0	0	0	0	0	0	0
P998799	Minor New Construction - Local Parks	8,392	2,277	3,115	3,000	500	500	500	500	500	0	500
P998763	Minor New Construction - Non-Local Parks	12,685	3,488	3,797	5,400	900	900	900	900	900	0	900
P871541	North Branch Trail	5,272	842	4,430	0	0	0	0	0	0	0	0
P078706	North Four Corners Local Park *	4,304	4,301	3	0	0	0	0	0	0	0	0
P118704	Northwest Branch Recreational Park-Athletic Area	5,200	350	0	250	0	0	0	250	0	4,600	0
P871745	Ovid Hazen Wells Recreational Park	9,500	755	7,271	1,474	794	680	0	0	0	0	794
P871902	Park Refreshers	60,129	4,073	24,496	31,560	6,520	5,205	4,900	4,935	5,000	5,000	6,520
P967754	Planned Lifecycle Asset Replacement: Local Parks	23,710	0	0	23,710	3,935	4,108	3,848	3,873	3,973	3,973	0
P968755	Planned Lifecycle Asset Replacement: NL Parks	43,829	0	0	43,829	7,430	7,330	7,130	7,379	7,280	7,280	7,430
P9767754	Planned Lifecycle Asset Replacement: Local Parks	38,267	25,347	12,920	0	0	0	0	0	0	0	0
P968755	Planned Lifecycle Asset Replacement: NL Parks	35,532	20,518	15,014	0	0	0	0	0	0	0	0
P078701	Pollution Prevention and Repairs to Ponds & Lakes	17,739	6,292	4,247	7,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
P872202	Power Line Trail	11,700	162	9,388	2,150	2,150	0	0	0	0	0	0
P808494	Restoration Of Historic Structures	8,296	2,893	1,593	3,810	635	635	635	635	635	635	635
P118702	Rock Creek Maintenance Facility *	9,655	9,635	20	0	0	0	0	0	0	0	0
P048703	Rock Creek Trail Pedestrian Bridge *	7,943	7,094	849	0	0	0	0	0	0	0	0
P871746	S. Germentown Recreational Park: Cricket Field	5,418	2,194	987	2,237	1,880	357	0	0	0	0	1,880
P058755	Small Grant/Donor-Assisted Capital Improvements	14,586	3,056	4,930	6,600	1,100	1,100	1,100	1,100	1,100	0	1,100
P818571	Stream Protection: SVP	32,349	5,459	6,790	20,100	4,350	2,350	3,350	3,350	3,350	0	4,350
P768673	Trails: Hard Surface Design & Construction	14,058	3,274	1,784	9,000	4,250	750	1,000	1,000	1,000	0	4,250
P888754	Trails: Hard Surface Renovation	20,636	3,797	4,339	12,500	2,500	2,000	2,000	2,000	2,000	0	2,500
P858710	Trails: Natural Surface & Resource-based Recreation	10,488	3,579	909	6,000	1,000	1,000	1,000	1,000	1,000	0	1,000
P871540	Urban Park Elements	8,550	1,773	2,277	4,500	750	750	750	750	750	0	750
P871905	Vision Zero	11,800	934	1,866	9,000	4,250	750	1,000	1,000	1,000	0	4,250
P118703	Warner Circle Special Park	6,177	975	250	0	0	0	0	0	0	4,952	0
P871904	Wheaton Regional Park Improvements	37,297	33	7,204	24,360	3,500	4,860	4,000	4,000	4,000	5,700	3,500
P138705	Woodside Urban Park *	885	797	88	0	0	0	0	0	0	0	0
Development Subtotal:		668,045	207,130	148,374	261,830	55,844	43,325	42,513	41,572	39,588	38,988	50,711
M-NCPPC Total:		1,024,300	330,313	203,319	319,725	68,818	55,325	50,839	49,787	47,778	47,178	170,943

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



Montgomery County

Department of Parks – Capital Projects Fund

OVERVIEW

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

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL PROJECTS FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	1,000,000	1,000,000	9,500,000	850.0%
State (POS)	3,503,248	16,211,000	16,211,000	9,000,000	-44.5%
State (Other)	967,073	8,795,000	8,795,000	4,900,000	-44.3%
County	12,896,985	16,159,000	16,159,000	24,183,000	49.7%
Interest	463,704	10,000	10,000	25,000	150.0%
Contributions	523,571	1,600,000	1,600,000	6,100,000	281.3%
Miscellaneous	319,119	-	-	-	-
Total Revenues	<u>18,673,700</u>	<u>43,775,000</u>	<u>43,775,000</u>	<u>53,708,000</u>	<u>22.7%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	26,247,407	52,215,000	52,215,000	58,133,000	11.3%
Park Acquisition	712,826	9,903,000	9,903,000	10,874,000	9.8%
Park Development	25,534,581	42,312,000	42,312,000	47,259,000	11.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>26,247,407</u>	<u>52,215,000</u>	<u>52,215,000</u>	<u>58,133,000</u>	<u>11.3%</u>
Excess of Revenues over Expenditures	<u>(7,573,707)</u>	<u>(8,440,000)</u>	<u>(8,440,000)</u>	<u>(4,425,000)</u>	<u>-47.6%</u>
Other Financing Sources (Uses):					
Bond Proceeds	11,940,761	8,000,000	8,000,000	4,000,000	-50.0%
Transfers In					
Transfer from Park Fund (Pay-Go)	450,000	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	-	-	-	-
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>0.0%</u>
Transfers Out					
Transfer to Park Fund	<u>(463,704)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(25,000)</u>	<u>150.0%</u>
Total Transfers Out	<u>(463,704)</u>	<u>(10,000)</u>	<u>(10,000)</u>	<u>(25,000)</u>	<u>150.0%</u>
Total Other Financing Sources (Uses)	<u>11,927,057</u>	<u>8,440,000</u>	<u>8,440,000</u>	<u>4,425,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>4,353,350</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>13,717,420</u>	<u>13,717,420</u>	<u>18,070,770</u>	<u>18,070,770</u>	<u>31.7%</u>
Fund Balance, Ending	<u>\$ 18,070,770</u>	<u>\$ 13,717,420</u>	<u>\$ 18,070,770</u>	<u>\$ 18,070,770</u>	<u>31.7%</u>



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Montgomery County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds (SRF) account for the proceeds from specific revenue sources restricted for a designated purpose. The Special Revenue Fund summary is comprised of several different funds within the Parks and Planning Departments. The largest or most notable special revenue fund is Development Review (Planning Department). The FY25 proposed revenue budget is \$7,539,313 and is 10.7% higher compared to the FY24 Adopted Budget. FY25 expenditures are proposed at \$9,024,081, representing a 13.6% increase from the FY24 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues and Other Sources:					
Planning Department:					
Traffic Mitigation Program	\$ -	\$ 5,000	\$ 2,610	\$ -	-100.0%
Historic Preservation-County Non-Dept	12	-	-	-	-
GIS Data Sales	-	-	-	-	-
Environmental/Forest Conserv. Penalties	11,940	100	9,100	9,100	9000.0%
Development Review	3,086,718	3,128,400	3,128,400	3,578,200	14.4%
Forest Conservation	730,899	501,500	500,600	501,700	0.0%
Subtotal Planning:	3,829,569	3,635,000	3,640,710	4,089,000	12.5%
Parks Department:					
Historic Renovations- Property Mngmt.	20,935	5	1,000	30	500.0%
Park Police- Drug Enforcement	538	5	100	20	300.0%
Park Police- Federally Forfeited Prop.	1,254	28	300	35	25.0%
Interagency Agreements	2,110,145	2,418,563	2,405,519	2,603,153	7.6%
Park Cultural Resources	64,489	155,840	95,468	160,000	2.7%
Special Events	172,353	185,015	198,000	198,600	7.3%
Nature Programs and Facilities	287,062	328,137	258,350	331,000	0.9%
Special Donations and Programs	70,078	88,670	160,926	157,475	77.6%
Subtotal Parks:	2,726,854	3,176,263	3,119,663	3,450,313	8.6%
Total Revenues and Other Sources	6,556,423	6,811,263	6,760,373	7,539,313	10.7%
Expenditures and Other Uses:					
Planning Department:					
Traffic Mitigation Program	-	5,000	-	-	-100.0%
Historic Preservation-County Non-Dept	1,512	-	-	-	-
GIS Data Sales	-	-	-	-	-
Environmental/Forest Conserv. Penalties	64,995	25,000	25,000	47,000	88.0%
Development Review	3,513,480	3,692,398	3,693,298	4,166,388	12.8%
Forest Conservation	474,749	620,000	620,000	720,600	16.2%
Subtotal Planning:	4,054,736	4,342,398	4,338,298	4,933,988	13.6%
Parks Department:					
Historic Renovations- Property Mngmt.	75,763	71,100	71,100	16,015	-77.5%
Park Police- Drug Enforcement	4	-	3	5	-
Park Police- Federally Forfeited Prop.	42,687	-	5	5	-
Interagency Agreements	2,161,519	2,626,536	2,307,858	3,156,789	20.2%
Park Cultural Resources	36,026	188,485	88,309	197,082	4.6%
Special Events	99,310	202,079	182,138	204,547	1.2%
Nature Programs and Facilities	292,332	389,748	328,893	399,336	2.5%
Special Donations and Programs	104,987	120,642	149,374	116,314	-3.6%
Subtotal Parks:	2,812,628	3,598,590	3,127,680	4,090,093	13.7%
Total Expenditures and Other Uses	6,867,364	7,940,988	7,465,978	9,024,081	13.6%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(310,941)	(1,129,725)	(705,605)	(1,484,768)	31.4%
Fund Balance - Beginning	5,728,954	4,664,244	5,418,013	4,712,408	1.0%
Fund Balance - Ending	\$ 5,418,013	\$ 3,534,519	\$ 4,712,408	\$ 3,227,640	-8.7%



Montgomery County Special Revenue Funds: Traffic Mitigation Program

OVERVIEW

The **Traffic Mitigation Fund** was set up to support the regulatory process to ensure compliance with traffic mitigation agreements that were Planning Board requirements for certain approved developments. Revenues were received from developers on an annual basis. This account was designated to pay for the independent monitoring of traffic mitigation agreements and to ensure that each achieves and maintains its trip reduction goal. Audits were conducted by a consultant hired by the Planning Department. Since adoption of Bill 36-18 in 2019, traffic mitigation has been handled differently in the county through Montgomery County Department of Transportation. The Planning Department does not anticipate any new traffic mitigation agreements adding revenue to this SRF. When all the current agreements are completed, this SRF will be closed.

SUMMARY OF FY25 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
TRAFFIC MITIGATION PROGRAM
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	2,610	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	5,000	-	-	-100.0%
Total Revenues	-	5,000	2,610	-	-100.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	5,000	-	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	5,000	-	-	-100.0%
Excess of Revenues over Expenditures	-	-	2,610	-	-
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	-	-	2,610	-	-
Fund Balance - Beginning	(2,610)	2,390	(2,610)	-	-100.0%
Fund Balance - Ending	\$(2,610)	\$ 2,390	\$ -	\$ -	-100.0%



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

OVERVIEW

The **Historic Preservation Fund** was originally established to manage funds derived from the annual contract between Montgomery County and the Planning Department to partially fund staff support to the Montgomery County Historic Preservation Commission (HPC) and other activities. The support was phased out in FY15. The historic preservation special revenue fund remained in place as a source of funding for grant projects and sale of publications. Beginning in FY21, Historic Preservation grants are tracked through the Commission’s grant tracking software in the operating budget. The proceeds from the sale of publications are also recorded in the operating budget. When the current encumbrances are completed, this SRF will be closed.

SUMMARY OF FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	12	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>12</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	1,512	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,512</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>(1,500)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(1,500)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Montgomery County

Special Revenue Funds: Environmental/Forest Conservation Penalties

OVERVIEW

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

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	2,590	100	100	100	0.0%
Miscellaneous	9,350	-	9,000	9,000	-
Total Revenues	11,940	100	9,100	9,100	9000.0%
Expenditures by Major Object:					
Personnel Services	64,985	-	-	22,000	-
Supplies and Materials	-	10,000	10,000	10,000	0.0%
Other Services and Charges	10	15,000	15,000	15,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	64,995	25,000	25,000	47,000	88.0%
Excess of Revenues over Expenditures	<u>(53,055)</u>	<u>(24,900)</u>	<u>(15,900)</u>	<u>(37,900)</u>	<u>52.2%</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>(53,055)</u>	<u>(24,900)</u>	<u>(15,900)</u>	<u>(37,900)</u>	<u>52.2%</u>
Fund Balance - Beginning	107,698	57,698	54,643	38,743	-32.9%
Fund Balance - Ending	<u>\$ 54,643</u>	<u>\$ 32,798</u>	<u>\$ 38,743</u>	<u>\$ 843</u>	<u>-97.4%</u>



Montgomery County

Special Revenue Funds: Development Review

OVERVIEW

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

For FY25, the Planning Department is proposing to increase the chargeback to the DR-SRF by \$472,840. This includes chargeback increases of \$15,588 from the Legal Department and \$12,148 from the Finance Department for their services. The Planning Department is proposing an increase of \$240,463 (7%) to cover the FY24 compensation increases which were not included in the FY24 budget request due to the uncertainty of the compensation request being approved. An additional chargeback of \$204,461 and 1.7 wy is proposed to cover a portion of three of the new positions requested in FY25 that, if approved, will perform work associated with Development Review. The 1.7 workyear associated with this chargeback are the proposed Planning Supervisor (0.3wy), Upcounty Planner I (0.5wy) and Intake Planner I (0.9 wy). If any or all of these positions are not approved, the corresponding chargeback and workyear will not be included in the DR-SRF.

The Department has traditionally requested a transfer from the Administration Fund into the DR-SRF in recognition of the fact that revenues may not cover the costs of our review efforts. This transfer has historically been in the range of \$300,000 to \$1,700,000 each year. The fund did not perform well in FY20 and FY21 which depleted some of the gains from previous years. The transfer from the Administration Fund to the DR-SRF fund in FY22 and FY23 was \$500,000 per year. The Planning Department proposes to continue the \$500,000 transfer from the Administration Fund to the DR-SRF again for FY25 and to increase the transfer by \$450,000 to a total of \$950,000 to cover increases in the proposed FY25 chargebacks.



Montgomery County Special Revenue Funds: Development Review

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	2,519,282	2,625,000	2,625,000	2,625,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	67,436	3,400	3,400	3,200	-5.9%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,586,718</u>	<u>2,628,400</u>	<u>2,628,400</u>	<u>2,628,200</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	928	-	900	1,150	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,512,552	3,692,398	3,692,398	4,165,238	12.8%
Total Expenditures	<u>3,513,480</u>	<u>3,692,398</u>	<u>3,693,298</u>	<u>4,166,388</u>	<u>12.8%</u>
Excess of Revenues over Expenditures	<u>(926,762)</u>	<u>(1,063,998)</u>	<u>(1,064,898)</u>	<u>(1,538,188)</u>	<u>44.6%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	500,000	500,000	500,000	950,000	90.0%
Total Transfers In	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>950,000</u>	<u>90.0%</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>950,000</u>	<u>90.0%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(426,762)</u>	<u>(563,998)</u>	<u>(564,898)</u>	<u>(588,188)</u>	<u>4.3%</u>
Fund Balance - Beginning	<u>3,010,887</u>	<u>2,495,036</u>	<u>2,584,125</u>	<u>2,019,227</u>	<u>-19.1%</u>
Fund Balance - Ending	<u>\$ 2,584,125</u>	<u>\$ 1,931,038</u>	<u>\$ 2,019,227</u>	<u>\$ 1,431,039</u>	<u>-25.9%</u>



Montgomery County

Special Revenue Funds – Forest Conservation

OVERVIEW

The **Forest Conservation Fund** was created in response to the implementation of the Montgomery County Forest Conservation Law. This fund was created to allow developers to pay into a fund in lieu of finding an off-site location to meet the forest planting requirements. Developers using the fund must pay for reforestation. Funds are used to meet the reforestation obligations that developers pass onto M-NCPPC through the planting of new forests, maintenance of planted forests and planting urban canopy trees. Funds are occasionally used as leverage to help secure grants from the Maryland Department of Natural Resources and other organizations to enable additional forest planting and habitat restoration. In 2020, the Planning Department consolidated and expanded the planting programs under the Reforest Montgomery umbrella. By leveraging relationships with the Montgomery County Department of Parks, nurseries, non-profit organizations, and private land owners, the Forest Conservation SRF is being used to: meet the forest planting obligations passed from applicants to the Planning Department through an in-lieu fee payment; provide free shade trees, on a limited basis, to private property owners within priority funding areas; fund a \$50 rebate coupon for trees purchased from participating nurseries; plant conservation easements that never contained forest; and partner with organizations in the county to create new forests on private land.



Montgomery County Special Revenue Funds – Forest Conservation

SUMMARY OF FY25 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
FOREST CONSERVATION
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	83,016	1,500	600	1,700	13.3%
Miscellaneous	647,883	500,000	500,000	500,000	0.0%
Total Revenues	<u>730,899</u>	<u>501,500</u>	<u>500,600</u>	<u>501,700</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	10,703	20,000	20,000	20,000	0.0%
Other Services and Charges	464,046	600,000	600,000	700,600	16.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>474,749</u>	<u>620,000</u>	<u>620,000</u>	<u>720,600</u>	<u>16.2%</u>
Excess of Revenues over Expenditures	<u>256,150</u>	<u>(118,500)</u>	<u>(119,400)</u>	<u>(218,900)</u>	<u>84.7%</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>256,150</u>	<u>(118,500)</u>	<u>(119,400)</u>	<u>(218,900)</u>	<u>84.7%</u>
Fund Balance - Beginning	1,126,100	1,126,699	1,382,250	1,262,850	12.1%
Fund Balance - Ending	<u>\$ 1,382,250</u>	<u>\$ 1,008,199</u>	<u>\$ 1,262,850</u>	<u>\$ 1,043,950</u>	<u>3.5%</u>



Montgomery County

Special Revenue Funds: Historic Renovations – Property Management

OVERVIEW

The **Historic Renovations – Property Management Fund** contains property management revenues and other fees for preservation of historic properties owned or managed by Montgomery County Parks. The funds are earmarked for historic park properties.

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,765	5	1,000	30	500.0%
Miscellaneous	17,170	-	-	-	-
Total Revenues	20,935	5	1,000	30	500.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	75,763	71,000	71,000	16,015	-77.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	100	100	-	-100.0%
Total Expenditures	75,763	71,100	71,100	16,015	-77.5%
Excess of Revenues over Expenditures	(54,828)	(71,095)	(70,100)	(15,985)	-77.5%
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	(54,828)	(71,095)	(70,100)	(15,985)	-77.5%
Fund Balance - Beginning	141,106	71,111	86,278	16,178	-77.2%
Fund Balance - Ending	\$ 86,278	\$ 16	\$ 16,178	\$ 193	1109.0%



Montgomery County

Special Revenue Funds: Park Police – Drug Enforcement Fund

OVERVIEW

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

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK POLICE - DRUG ENFORCEMENT
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	538	5	100	20	300.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>538</u>	<u>5</u>	<u>100</u>	<u>20</u>	<u>300.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	4	-	3	5	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>4</u>	<u>-</u>	<u>3</u>	<u>5</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>534</u>	<u>5</u>	<u>97</u>	<u>15</u>	<u>200.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>534</u>	<u>5</u>	<u>97</u>	<u>15</u>	<u>200.0%</u>
Fund Balance - Beginning	1,466	6	2,000	2,097	34856.3%
Fund Balance - Ending	<u>\$ 2,000</u>	<u>\$ 11</u>	<u>\$ 2,097</u>	<u>\$ 2,112</u>	<u>19103.5%</u>



Montgomery County

Special Revenue Funds: Park Police – Federally Forfeited Property

OVERVIEW

The **Federal Forfeited Property Fund** was established pursuant to Federal law. This fund allows for certain drug-crime related assets to be seized and forfeited to the agency. When forfeiture is approved by the court, the seized assets may then be used to purchase equipment and other resources to combat drug-related crimes in the park system.

SUMMARY OF FY25 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 2025**

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,254	28	300	35	25.0%
Miscellaneous	-	-	-	-	-
Total Revenues	1,254	28	300	35	25.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	42,687	-	-	-	-
Other Services and Charges	-	-	5	5	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	42,687	-	5	5	-
Excess of Revenues over Expenditures	(41,433)	28	295	30	7.1%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(41,433)	28	295	30	7.1%
Fund Balance - Beginning	49,950	30	8,517	8,812	29273.3%
Fund Balance - Ending	\$ 8,517	\$ 58	\$ 8,812	\$ 8,842	15144.8%



Montgomery County

Special Revenue Funds: Interagency Agreements

OVERVIEW

The Special Revenue Fund account for **Interagency Agreements Fund** includes revenues from other agencies and governments for work the Commission performs on a “reimbursement for service” basis. The Commission maintains agreements with Montgomery County to assist with snow removal and playground equipment maintenance, and with other agencies for seasonal policing and ballfield maintenance.

SUMMARY OF FY25 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ 1,998,959	\$ 2,390,463	\$ 2,326,115	\$ 2,523,980	5.6%
Sales	55,892	17,600	47,404	50,173	185.1%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	43,999	500	17,000	12,000	2300.0%
Miscellaneous	11,295	10,000	15,000	17,000	70.0%
Total Revenues	<u>2,110,145</u>	<u>2,418,563</u>	<u>2,405,519</u>	<u>2,603,153</u>	<u>7.6%</u>
Expenditures by Major Object:					
Personnel Services	139,817	268,869	209,427	266,756	-0.8%
Supplies and Materials	46,936	493,562	108,802	133,500	-73.0%
Other Services and Charges	1,653,814	1,409,025	1,689,150	2,383,964	69.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	320,952	455,080	300,479	372,569	-18.1%
Total Expenditures	<u>2,161,519</u>	<u>2,626,536</u>	<u>2,307,858</u>	<u>3,156,789</u>	<u>20.2%</u>
Excess of Revenues over Expenditures	<u>(51,374)</u>	<u>(207,973)</u>	<u>97,661</u>	<u>(553,636)</u>	<u>166.2%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(51,374)</u>	<u>(207,973)</u>	<u>97,661</u>	<u>(553,636)</u>	<u>166.2%</u>
Fund Balance - Beginning	657,862	437,238	606,488	704,149	61.0%
Fund Balance - Ending	<u>\$ 606,488</u>	<u>\$ 229,265</u>	<u>\$ 704,149</u>	<u>\$ 150,513</u>	<u>-34.3%</u>



Montgomery County

Special Revenue Funds: Park Cultural Resources

OVERVIEW

The **Park Cultural Resources Fund** provides supplemental funding for expanding and enhancing historic interpretation and archaeology-educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events and admissions at public historic sites, guided historical tours, and school programs. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and volunteer docent materials related to historic and archaeological programs.

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
PARK CULTURAL RESOURCES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	132	700	150	650	-7.1%
Charges for Services	46,937	130,000	76,942	127,000	-2.3%
Rentals and Concessions	2,103	11,000	2,320	14,000	27.3%
Interest	2,547	40	400	250	525.0%
Miscellaneous	12,770	14,100	15,656	18,100	28.4%
Total Revenues	64,489	155,840	95,468	160,000	2.7%
Expenditures by Major Object:					
Personnel Services	19,502	148,500	56,820	151,500	2.0%
Supplies and Materials	9,878	17,000	16,700	25,000	47.1%
Other Services and Charges	2,418	15,000	6,804	14,500	-3.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	4,228	7,985	7,985	6,082	-23.8%
Total Expenditures	36,026	188,485	88,309	197,082	4.6%
Excess of Revenues over Expenditures	28,463	(32,645)	7,159	(37,082)	13.6%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	28,463	(32,645)	7,159	(37,082)	13.6%
Fund Balance - Beginning	82,881	69,474	111,344	118,503	70.6%
Fund Balance - Ending	\$ 111,344	\$ 36,829	\$ 118,503	\$ 81,421	121.1%



Montgomery County

Special Revenue Funds: Special Events

OVERVIEW

The **Special Events Fund** is for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks. Examples include the Avon Breast Cancer Walk and the Half Marathon in the Parks.

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL EVENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	151,374	170,000	180,000	180,000	5.9%
Rentals and Concessions	17,953	15,000	17,000	18,000	20.0%
Interest	2,641	15	1,000	600	3900.0%
Miscellaneous	385	-	-	-	-
Total Revenues	172,353	185,015	198,000	198,600	7.3%
Expenditures by Major Object:					
Personnel Services	88,334	185,100	162,020	182,915	-1.2%
Supplies and Materials	839	-	2,059	-	-
Other Services and Charges	6,513	7,500	8,580	14,085	87.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,624	9,479	9,479	7,547	-20.4%
Total Expenditures	99,310	202,079	182,138	204,547	1.2%
Excess of Revenues over Expenditures	73,043	(17,064)	15,862	(5,947)	-65.1%
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	73,043	(17,064)	15,862	(5,947)	-65.1%
Fund Balance - Beginning	27,848	42,038	100,891	116,753	177.7%
Fund Balance - Ending	\$ 100,891	\$ 24,974	\$ 116,753	\$ 110,806	343.7%



Montgomery County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

The **Nature Programs and Facilities Fund** provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated through seasonal, employee-led nature center camps, programs, birthday party programs, and special events. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and animal supplies/services related to the camps, programs, and special events. Revenues and expenses for camps or programs offered by career staff are accounted for in the Park Fund.

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
NATURE PROGRAMS AND FACILITIES
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	68,751	85,000	53,000	65,500	-22.9%
Charges for Services	159,406	194,000	154,800	202,000	4.1%
Rentals and Concessions	46,234	44,000	46,550	57,000	29.5%
Interest	12,671	137	4,000	1,500	994.9%
Miscellaneous	-	5,000	-	5,000	0.0%
Total Revenues	<u>287,062</u>	<u>328,137</u>	<u>258,350</u>	<u>331,000</u>	<u>0.9%</u>
Expenditures by Major Object:					
Personnel Services	185,456	244,000	214,213	247,183	1.3%
Supplies and Materials	35,526	79,000	84,000	100,100	26.7%
Other Services and Charges	61,715	49,938	13,870	39,475	-21.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	9,635	16,810	16,810	12,578	-25.2%
Total Expenditures	<u>292,332</u>	<u>389,748</u>	<u>328,893</u>	<u>399,336</u>	<u>2.5%</u>
Excess of Revenues over Expenditures	<u>(5,270)</u>	<u>(61,611)</u>	<u>(70,543)</u>	<u>(68,336)</u>	<u>10.9%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(5,270)</u>	<u>(61,611)</u>	<u>(70,543)</u>	<u>(68,336)</u>	<u>10.9%</u>
Fund Balance - Beginning	437,330	287,420	432,060	361,517	25.8%
Fund Balance - Ending	<u>\$ 432,060</u>	<u>\$ 225,809</u>	<u>\$ 361,517</u>	<u>\$ 293,181</u>	<u>29.8%</u>



Montgomery County

Special Revenue Funds: Special Donations and Programs

OVERVIEW

The **Special Donations and Programs Fund** includes donations and contributions designated for specific purposes or projects that are not part of the normal tax-supported programs in the Park Fund.

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS
SPECIAL DONATIONS AND PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	45,000	60,000	-
Charges for Services	335	-	-	-	-
Rentals and Concessions	51,461	59,900	53,370	61,800	3.2%
Interest	1,712	270	706	175	-35.2%
Miscellaneous	16,570	28,500	61,850	35,500	24.6%
Total Revenues	70,078	88,670	160,926	157,475	77.6%
Expenditures by Major Object:					
Personnel Services	75,995	51,000	60,000	44,000	-13.7%
Supplies and Materials	16,840	47,650	20,500	38,650	-18.9%
Other Services and Charges	(3,420)	18,909	65,791	31,309	65.6%
Capital Outlay	13,780	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	1,792	3,083	3,083	2,355	-23.6%
Total Expenditures	104,987	120,642	149,374	116,314	-3.6%
Excess of Revenues over Expenditures	(34,909)	(31,972)	11,552	41,161	-228.7%
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	(34,909)	(31,972)	11,552	41,161	-228.7%
Fund Balance - Beginning	86,935	75,104	52,026	63,578	-15.3%
Fund Balance - Ending	\$ 52,026	\$ 43,132	\$ 63,578	\$ 104,739	142.8%



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 FY25 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 \$121,200 in FY25. The contribution to the ALARF is proposed at \$2,192,100.

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 ALARF for FY25 are \$6,045,298.



Montgomery County Advance Land Acquisition Funds

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Revenues:					
Property Taxes	\$ 2,194,795	\$ 2,233,122	\$ 2,233,122	\$ 2,313,300	3.6%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>2,194,795</u>	<u>2,233,122</u>	<u>2,233,122</u>	<u>2,313,300</u>	<u>3.6%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	2,068,990	2,109,522	2,109,522	2,192,100	3.9%
Debt Service:	131,050	123,600	123,600	121,200	-1.9%
Debt Service Principal	125,000	120,000	120,000	120,000	0.0%
Debt Service Interest	6,050	3,600	3,600	1,200	-66.7%
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>2,200,040</u>	<u>2,233,122</u>	<u>2,233,122</u>	<u>2,313,300</u>	<u>3.6%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(5,245)</u>	<u>-</u>	<u>-</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>(5,245)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	10,626	-	5,381	5,381	-
Fund Balance, Ending	<u>\$ 5,381</u>	<u>\$ -</u>	<u>\$ 5,381</u>	<u>\$ 5,381</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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	52,919	1,000	1,000	1,000	0.0%
Miscellaneous (Contributions)	2,228,990	2,109,522	2,109,522	2,192,100	3.9%
Total Revenues	<u>2,281,909</u>	<u>2,110,522</u>	<u>2,110,522</u>	<u>2,193,100</u>	<u>3.9%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	176	-	-	150	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	5,840,404	-	8,238,248	41.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>176</u>	<u>5,840,404</u>	<u>-</u>	<u>8,238,398</u>	<u>41.1%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>2,281,733</u>	<u>(3,729,882)</u>	<u>2,110,522</u>	<u>(6,045,298)</u>	<u>62.1%</u>
Other Financing Sources (Uses):					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>2,281,733</u>	<u>(3,729,882)</u>	<u>2,110,522</u>	<u>(6,045,298)</u>	<u>62.1%</u>
Total Net Position - Beginning	<u>1,653,043</u>	<u>3,729,882</u>	<u>3,934,776</u>	<u>6,045,298</u>	<u>62.1%</u>
Total Net Position - Ending	<u>\$ 3,934,776</u>	<u>\$ -</u>	<u>\$ 6,045,298</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 FY25 PROPOSED BUDGET

The FY25 Proposed Budget includes debt service on an expected \$10.0 million issue in the spring of 2025.

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY PARK DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	200,000	200,000	200,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	6,166,380	7,455,062	7,455,062	8,211,690	10.1%
Debt Service Principal	4,420,000	4,965,154	4,965,154	5,616,880	13.1%
Debt Service Interest	1,505,508	2,264,908	2,264,908	2,369,810	4.6%
Debt Service Fees	240,872	225,000	225,000	225,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>6,166,380</u>	<u>7,455,062</u>	<u>7,455,062</u>	<u>8,211,690</u>	<u>10.1%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(6,166,380)</u>	<u>(7,255,062)</u>	<u>(7,255,062)</u>	<u>(8,011,690)</u>	<u>10.4%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	90,000	90,000	90,000	90,000	0.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out):					
Transfer from Park Fund	6,076,380	7,165,062	7,165,062	7,921,690	10.6%
Total Transfers In	<u>6,076,380</u>	<u>7,165,062</u>	<u>7,165,062</u>	<u>7,921,690</u>	<u>10.6%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>6,166,380</u>	<u>7,255,062</u>	<u>7,255,062</u>	<u>8,011,690</u>	<u>10.4%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>





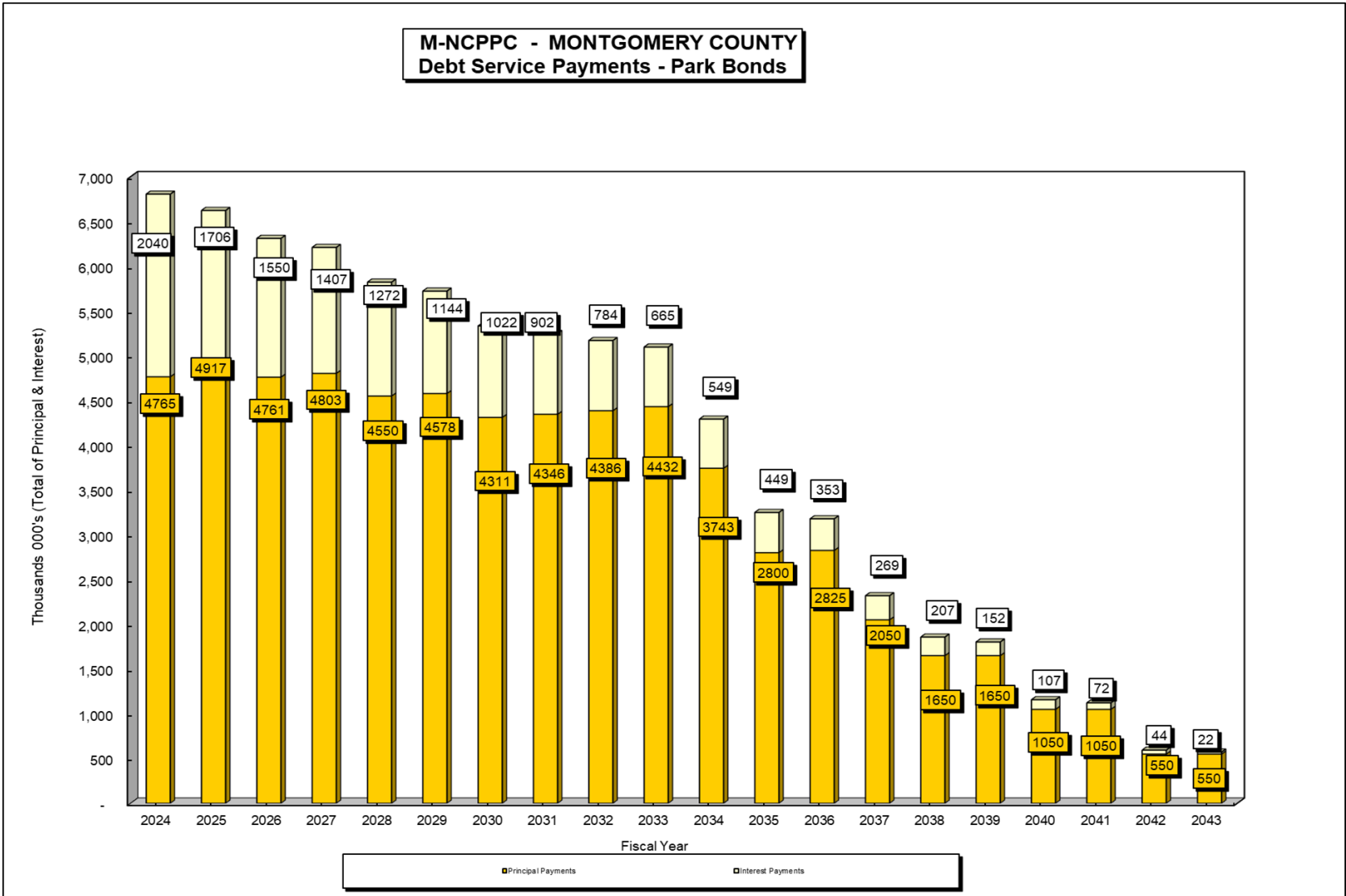
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MONTGOMERY COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2025

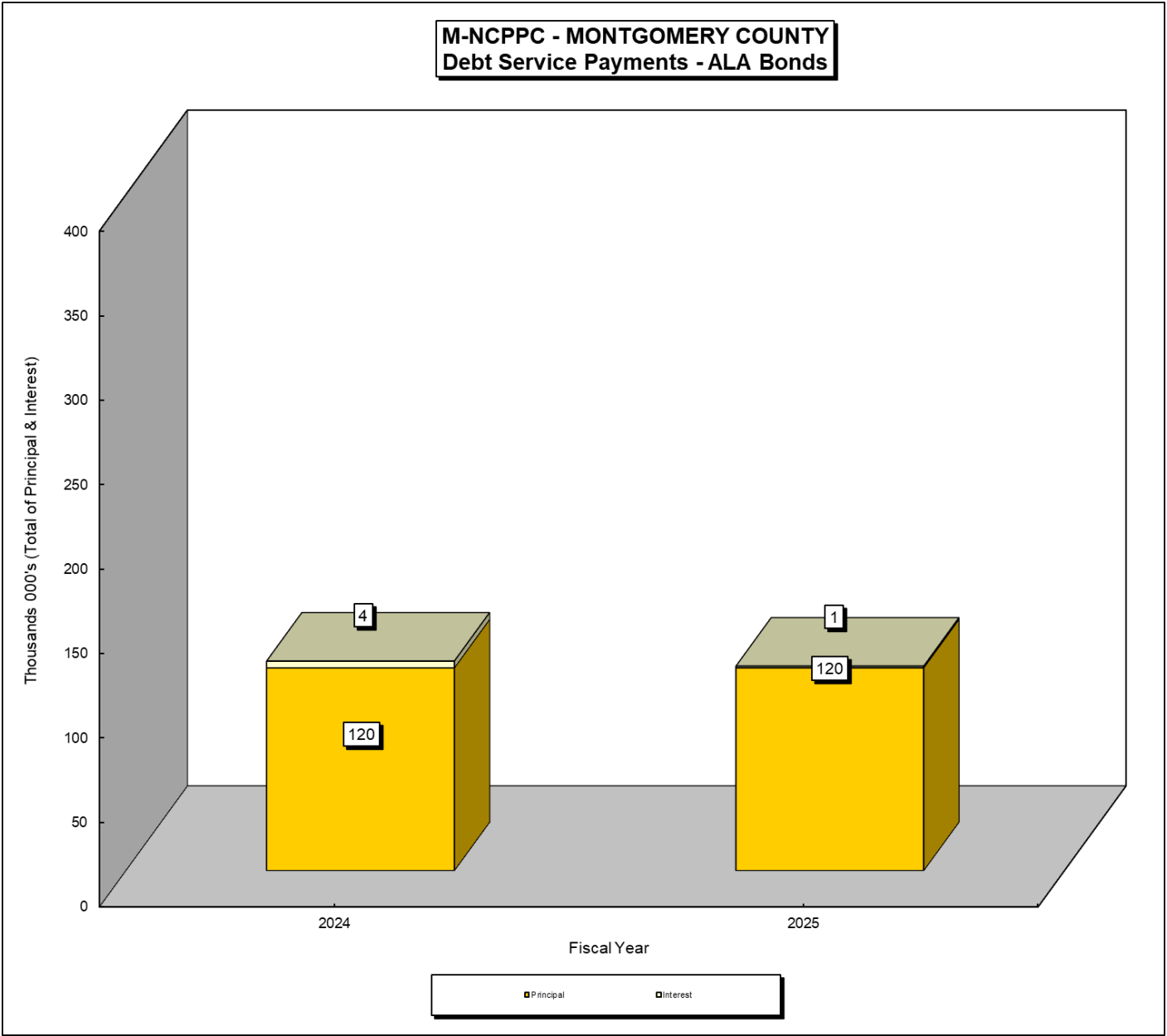
	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/24	FY 2025 Payments			Balance
						Principal	Interest	Total	
Park Acquisition and Development - Park Fund									
MC- 2016A Park Acquisition and Development	2.2959%	04/14/16	11/01/35	12,000,000	8,080,000	585,000	201,556	786,556	7,495,000
MC-2016B Park Acquisition and Development	1.5876%	04/14/16 #	11/01/28	6,120,000	2,680,000	825,000	59,800	884,800	1,855,000
MC-2017A Park Acquisition and Development	2.6886%	05/04/17	11/01/36	8,000,000	5,200,000	400,000	176,000	576,000	4,800,000
MC-2018A Park Acquisition and Development	3.1590%	10/04/18	11/01/38	12,000,000	9,000,000	600,000	366,750	966,750	8,400,000
MC-2020A Park Acquisition and Development	2.4900%	06/01/20	11/01/40	10,000,000	8,500,000	500,000	205,425	705,425	8,000,000
MC-2020B Park Acquisition and Development Project Refunding Bond	1.4500%	10/01/20	12/01/32	4,895,487	4,444,073	464,333	61,073	525,406	3,979,740
MC-2020C Park Acquisition and Development Project Refunding Bond	1.4500%	10/01/20	12/01/32	1,866,095	1,728,858	182,993	23,742	206,735	1,545,865
MC-2020D Park Acquisition and Development Project Refunding Bond	1.5000%	10/01/20	12/01/33	9,655,588	8,919,085	809,554	127,714	937,268	8,109,531
MC-2022A Park Acquisition and Development	3.4323%	08/30/22	01/15/43	11,000,000	10,450,000	550,000	484,000	1,034,000	9,900,000
Proposed Debt Service- \$10.0M Spring 2024				10,000,000	10,000,000	500,000	438,750	938,750	9,500,000
Proposed Debt Service- \$10.0M Spring 2025				<u>10,000,000</u>	<u>-</u>	<u>-</u>	<u>225,000</u>	<u>225,000</u>	<u>10,000,000</u>
				<u>95,537,170</u>	<u>69,002,016</u>	<u>5,416,880</u>	<u>2,369,810</u>	<u>7,786,690</u>	<u>73,585,136</u>
Issuance Costs (includes underwriters disc.)								<u>225,000</u>	<u>-</u>
Total Park Fund Debt Service								<u>8,011,690</u>	<u>73,585,136</u>



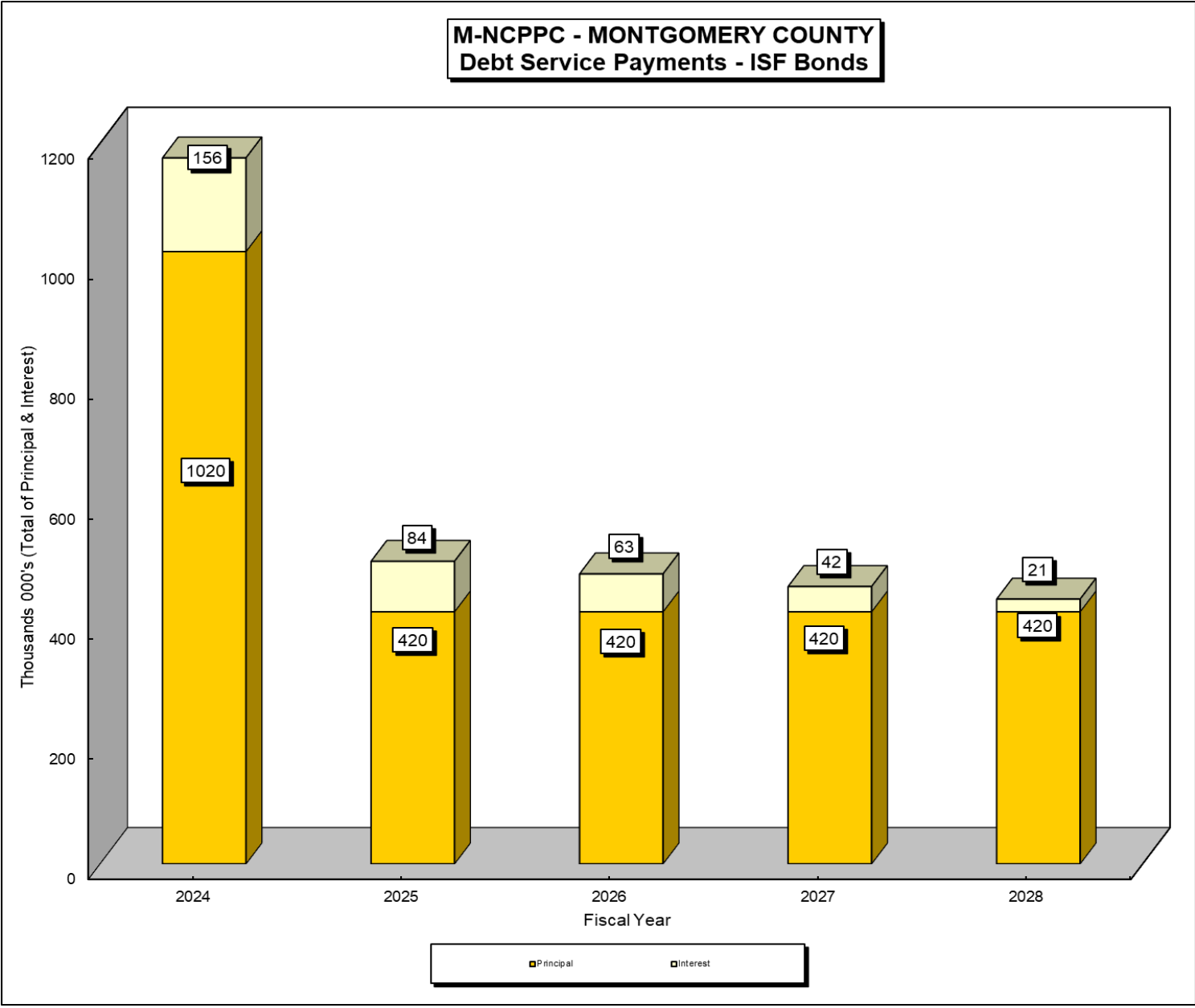
Montgomery County Debt Service Payments - Park Bonds



Montgomery County
Debt Service Payments - ALA Bonds



Montgomery County
Debt Service Payments - ISF Bonds



Montgomery County

Risk Management Internal Service Fund

MISSION AND OVERVIEW

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

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

FY23 WORK PROGRAM ACCOMPLISHMENTS

The Office continued to address occupational health and workers' compensation claims:

- Followed up on 605 COVID-19 cases reported by employees.
- Received and reviewed 560 drug and alcohol test results.
- Reviewed and processed 257 workers' compensation claims.
- Tracked 4,090 workers' compensation loss workdays.
- Reviewed and/or processed 138 liability claims.

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

- Conducted 30 workplace safety facility/program audits,
- Conducted 39 facility safety inspections,
- Conducted 34 compliance and awareness trainings, and
- Reviewed and responded to 20 safety complaints.

FY24-25 WORK PROGRAM PRIORITIES

- **Emergency Preparedness:** Implement an agency-wide emergency notification system to communicate weather emergencies, closings, threats, and alerts. Perform regular review of site-specific emergency action protocols for agency facilities.
- **Implement Continuity of Operations Plan (COOP):** Continue implementation of agency-wide web-based COOP template, coordinate COOP activities with county COOP functions and conduct regular desktop training exercises. Monitor annual reviews for necessary updates.
- **Training:** Conduct specialized, agency-wide, Controlled Substance training to incorporate changes in laws and relevant policies.
- **Risk and Safety Policies:** Complete comprehensive review of the Risk Management and Safety Manual to ensure related policies are current and updated as necessary to maintain compliance with federal, state, and local laws.



Montgomery County Risk Management Internal Service Fund

- **Regulatory Compliance:** Continue comprehensive compliance training and facility inspections to provide safe spaces for employees and patrons. Conduct regular audits of losses and accidents to identify areas of focus, coordinated return to work strategies, and proper case reserves.
- **Loss Monitoring:** Conduct regular assessments of workers' compensation and liability claims, property losses, and recommend strategies for containing costs, improving safety, and reducing liability to the agency.

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The Risk Management budget is made up of three components:

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

The total FY25 Proposed Budget is \$7,279,300, which is a 16.9% increase over FY24 due to:

- Decreased claims but increased costs per claim due to the severity/worsening of medical conditions and increasing costs of medical treatment over time (surgeries, increases in medical treatment expenses/wages, etc.).
- Increased claims expenses from settlements in liability and workers' compensation claims.
- Increase in workers' compensation case reserves and actuarial reserve for claims that have been incurred but not reported (IBNR).
- Increase in internal administrative expenses.

To offset the total expense to each county, unrestricted fund balance and interest income have been applied against the expenses, resulting in a 22.5% increase to Montgomery and a 12.0% increase to Prince George's.



Montgomery County Risk Management Internal Service Fund

BUDGET AT A GLANCE

		FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
Montgomery County Budget					
Budget	Expenditures	\$3,568,420	\$3,997,628	12.0%	42.2%
Staffing	Funded Career Positions	4.00	4.00	0.0%	50.0%
	Funded Workyears	4.00	4.00	0.0%	50.0%
Prince George's County Budget					
Budget	Expenditures	\$4,767,320	\$5,469,216	14.7%	57.8%
Staffing	Funded Career Positions	4.00	4.00	0.0%	50.0%
	Funded Workyears	4.00	4.00	0.0%	50.0%
Combined Department Total Budget					
Budget	Expenditures	\$8,335,740	\$9,466,844	13.6%	100.0%
Staffing	Funded Career Positions	8.00	8.00	0.0%	100.0%
	Funded Workyears	8.00	8.00	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 FY25 PROPOSED BUDGET

MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges for Services:					
Parks	3,132,664	2,895,800	2,895,800	3,471,600	19.9%
Planning	15,700	34,600	34,600	61,300	77.2%
CAS	13,400	24,200	24,200	50,100	107.0%
Enterprise	3,100	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	328,056	-	-	-	-
Total Operating Revenues	<u>3,492,920</u>	<u>2,954,600</u>	<u>2,954,600</u>	<u>3,583,000</u>	<u>21.3%</u>
Operating Expenses:					
Personnel Services	585,867	702,433	702,433	731,707	4.2%
Supplies and Materials	241	36,000	36,000	36,000	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	4,181,976	1,671,800	1,671,800	2,000,200	19.6%
Planning	48,957	28,900	28,900	43,500	50.5%
CAS	5,570	11,500	11,500	16,500	43.5%
Enterprise	(1,226)	300	300	200	-33.3%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	94,025	742,984	742,984	782,121	5.3%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	378,257	374,503	374,503	387,400	3.4%
Total Operating Expenses	<u>5,293,667</u>	<u>3,568,420</u>	<u>3,568,420</u>	<u>3,997,628</u>	<u>12.0%</u>
Operating Income (Loss)	<u>(1,800,747)</u>	<u>(613,820)</u>	<u>(613,820)</u>	<u>(414,628)</u>	<u>-32.5%</u>
Nonoperating Revenue (Expenses):					
Interest Income	305,061	8,000	8,000	8,000	0.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>305,061</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>(1,495,686)</u>	<u>(605,820)</u>	<u>(605,820)</u>	<u>(406,628)</u>	<u>-32.9%</u>
Operating Transfers In (Out):					
Transfer In	1,010,294	-	-	-	-
Transfer (Out)	<u>(1,010,294)</u>	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(1,495,686)	(605,820)	(605,820)	(406,628)	-32.9%
Total Net Position - Beginning	6,734,546	6,259,980	5,238,860	4,633,040	-26.0%
Total Net Position - Ending	<u>\$ 5,238,860</u>	<u>\$ 5,654,160</u>	<u>\$ 4,633,040</u>	<u>\$ 4,226,412</u>	<u>-25.3%</u>
Designated Position	859,505	1,409,772	1,387,299	1,525,573	8.2%
Unrestricted Position	4,379,355	4,244,388	3,245,741	2,700,839	-36.4%
Total Net Position, June 30	<u>\$ 5,238,860</u>	<u>\$ 5,654,160</u>	<u>\$ 4,633,040</u>	<u>\$ 4,226,412</u>	<u>-25.3%</u>

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

Parks	\$ 572,100	\$ 605,200	\$ 605,200	\$ 638,000	5.4%
Planning	9,500	10,500	10,500	13,900	32.4%
CAS	500	4,200	4,200	5,200	23.8%
Enterprise	2,800	100	100	100	0.0%
Total	<u>\$ 584,900</u>	<u>\$ 620,000</u>	<u>\$ 620,000</u>	<u>\$ 657,200</u>	<u>6.0%</u>

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



Montgomery County Capital Equipment 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 FY25 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 FY25, the Commission is not proposing any new purchases for the Montgomery Department of Planning.

For FY25, the Commission is proposing new purchases of \$2,000,000 for the Montgomery Department of Parks, consisting of:

- \$160,000 for Information Technology (IT) cabling and infrastructure improvements and networking and communication switch replacements. The total cost will be split 50/50 with Planning.
- \$152,000 for vehicles for new positions and a required electric Z-turn mower associated with OBI for the FY25 budget.
- \$1,688,000 for replacement of older vehicles and equipment that have exceeded their useful life cycle.

For FY25, the Corporate IT Division of the OCIO is proposing \$350,000 of new capital purchases, split 50/50 between Montgomery and Prince George's, for a firewall and network switches replacements.



Montgomery County Capital Equipment Internal Service Fund

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues:					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges to Departments					
Planning	-	-	-	-	-
Parks	1,806,300	1,299,380	1,299,380	1,122,300	-13.6%
Finance	142,500	-	-	-	-
Corporate IT	-	95,000	95,000	128,250	35.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,948,800</u>	<u>1,394,380</u>	<u>1,394,380</u>	<u>1,250,550</u>	<u>-10.3%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	28,230	-	-	-	-
Other Services and Charges:	126,757	-	-	555	-
Debt Service:					
Debt Service Principal	-	1,020,000	1,020,000	420,000	-58.8%
Debt Service Interest	-	155,583	155,583	84,000	-46.0%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	2,604,929	2,832,000	2,832,000	2,175,000	-23.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	66,502	66,502	65,309	-1.8%
Total Operating Expenses	<u>2,759,916</u>	<u>4,074,085</u>	<u>4,074,085</u>	<u>2,744,864</u>	<u>-32.6%</u>
Operating Income (Loss)	<u>(811,116)</u>	<u>(2,679,705)</u>	<u>(2,679,705)</u>	<u>(1,494,314)</u>	<u>-44.2%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	56,370	-	-	-	-
Interest Income	158,264	-	-	-	-
Interest Expense, Net of Amortization	(123,679)	-	-	-	-
Loss on Sale/Disposal Assets	68,848	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>159,803</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(651,313)</u>	<u>(2,679,705)</u>	<u>(2,679,705)</u>	<u>(1,494,314)</u>	<u>-44.2%</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	(651,313)	(2,679,705)	(2,679,705)	(1,494,314)	-44.2%
Total Net Position - Beginning	11,314,324	8,766,010	10,663,011	7,983,306	-8.9%
Total Net Position - Ending	<u>\$ 10,663,011</u>	<u>\$ 6,086,305</u>	<u>\$ 7,983,306</u>	<u>\$ 6,488,992</u>	<u>6.6%</u>
Note: Future Financing Plans					
Capital equipment financed for Planning	\$ -	\$ -	\$ -	\$ -	
Capital equipment financed for Parks	2,100,000	2,832,000	2,832,000	2,000,000	
Capital equipment financed for Corporate IT	125,000	-	-	175,000	

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



Montgomery County

Wheaton Headquarters Building Fund

OVERVIEW

Construction of the Wheaton Headquarters Building (Wheaton HQ) was completed in August 2020. This Commission-owned facility consolidated the headquarters of both the Montgomery Department of Parks and the Montgomery Planning Department from three office facilities into a single, new, joint headquarters. In this fourteen-floor, 308,020 square foot building, the Commission utilizes 133,969 sq. ft. or 42.5% of the building. The remainder of the building houses several Montgomery County departments and agencies, plus some planned retail space on the first floor and a proposed childcare facility on the 3rd floor. This building accommodates nearly 1,000 staff, including approximately 360 Commission employees.

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

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

HIGHLIGHTS FOR FY25 PROPOSED BUDGET

For FY25, the Wheaton HQ budget remains at the same level as the FY24 budget of \$2,937,103.

- **Expenditures in the Fund:**

- **Personnel Services:** The total proposed budget for personnel services is \$45,000. This cost is for seasonal staff to assist with building management duties and with building security card access updates. Two Park Police officer positions included in the Park Fund budget are assigned to provide security at Wheaton HQ and are funded by chargebacks (see below).
- **Supplies and Materials:** The total proposed supplies budget for FY25 remains at \$100,000. This cost is for miscellaneous supplies needed for maintenance of the building that are not included in the contracted services for building management and custodial support.
- **Other Services and Charges:** The total proposed supplies budget for FY25 is \$2,569,503, a decrease of \$55,600. Included in this cost is contractual services for a management services company that handles daily building support including project management, building engineering, custodial, maintenance and repair services, and guest services, as well as costs for services include building costs for utilities, telecommunications, and refuse and recycling.



Montgomery County Wheaton Headquarters Building Fund

- **Capital Outlay:** No capital outlay is proposed here.
- **Chargebacks:** The chargeback cost of \$222,600 is for salaries, uniform allowance, and equipment for two Park Police positions.



Montgomery County Wheaton Headquarters Building Fund

SUMMARY OF FY25 PROPOSED BUDGET

WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Montgomery County	-	1,688,833	-	-	-100.0%
Charges for Services (Office Space Rental):					
MC Planning	-	-	-	-	-
MC Parks	-	-	-	-	-
Rental Revenues	2,156,711	1,248,270	2,937,103	2,937,103	135.3%
Miscellaneous	236,903	-	-	-	-
Total Operating Revenues	<u>2,393,614</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	21,850	-	48,183	45,000	-
Supplies and Materials	37,223	100,000	66,393	100,000	0.0%
Other Services and Charges	2,080,704	2,625,103	2,610,527	2,569,503	-2.1%
Depreciation & Amortization Expense	4,454,248	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	200,000	212,000	212,000	222,600	5.0%
Total Operating Expenses	<u>6,794,025</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>2,937,103</u>	<u>0.0%</u>
Operating Income (Loss)	<u>(4,400,411)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income	22,443	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>22,443</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(4,377,968)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Capital Contribution:	<u>(4,377,968)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Contributions	-	-	-	-	-
Change in Net Position	<u>(4,377,968)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Net Position - Beginning	<u>127,114,507</u>	<u>127,114,507</u>	<u>122,736,539</u>	<u>122,736,539</u>	<u>-3.4%</u>
Total Net Position - Ending	<u>\$ 122,736,539</u>	<u>\$ 127,114,507</u>	<u>\$ 122,736,539</u>	<u>\$ 122,736,539</u>	<u>-3.4%</u>

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



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

EXECUTIVE OVERVIEW

The Chief Information Officer (CIO) is responsible for developing and implementing strategic plans for agency-wide Information Technology (IT) systems. Working closely with various departments, the CIO ensures that the business requirements are met while keeping an eye on the latest technological advancements. Furthermore, the CIO serves as the Commission's Chief Technology Security Officer and provides recommendations for adhering to best practices, allocating resources appropriately, and delivering exceptional customer service. With a deep understanding of the uniqueness of each operating department's programs, the CIO confidently leads the agency toward greater efficiency, effectiveness, and success.

The Program Management Office (PMO) is a unit within the Office of the Chief Information Officer (OCIO). The PMO is accountable for planning, organizing, and executing IT projects that benefit the entire agency in a challenging IT environment. With guidance from the CIO, the PMO team aims to increase flexibility and offer cost-efficient, creative solutions that enable the agency to gain maximum advantages from its IT investments.

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

The Commission-wide IT (CWIT) ISF budget is developed with the IT Council to advance agency-wide programs and systems properly. It is crucial to continuously assess and update these systems to guarantee the security of the agency's assets. This leads to greater efficiency of systems that enhance employee productivity and allow the agency to continue functioning without interruption.

FY24 PROGRAM ACCOMPLISHMENTS

Continuous progress has been made during FY24 to advance the agency's IT infrastructure, systems and security.

Learning Management System (LMS)

The agency-wide Learning Management System (LMS) has been successfully implemented. This system consolidates all existing training subscriptions into a single platform and will govern, assign, automate, and track required employee training. The team analyzed business needs, gathered and vetted requirements, and evaluated solutions in collaboration with the Department of Human Resources and Management and departmental training facilitators. Furthermore, they worked with various departments to ensure a smooth migration of the relevant data and initiated the data migration process from the existing training calendar.

Performance Evaluation Digitization

The Digitized Performance Evaluation process has undergone several improvements, making it more efficient and accessible for all employees. The automation has been well received by our users. Moreover, the system now allows admin staff to enter employee job functions on behalf of their managers, making it more user-friendly. To ensure a smooth transition to the online system, staff were provided comprehensive training to embrace the change and use the system confidently.

External Website Redesign

The newly redesigned main website for the Department of Parks and Recreation, Prince George's County was successfully launched earlier this year. The team worked with the department staff to



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

review thousands of web pages and reduce the average number of clicks from seven to three. They also added multiple language features, incorporated the most recent Americans with Disabilities Act (ADA) regulations, and ensured responsiveness to the diversity of residents. The team is currently working on a redesign of the Prince George's Planning and Central Administrative Services sites.

Cybersecurity Improvements

We have made significant strides in advancing our Enterprise IT Systems capabilities despite the challenges of modern-day security threats and breaches. Under the guidance of the CIO/Information Security Officer, we have been working tirelessly to update and enhance our Security Policies and Standard Operating Procedures while ensuring compliance with National Security Standards through the latest governance initiatives. We are dedicated to consistently improving our security measures by continually upgrading our security settings for our Microsoft 365 environment, conducting yearly cyber security assessments, and providing security awareness training to all employees who use our networks.

Collaborations with the Inspector General

The OCIO worked closely with the Inspector General to identify areas where we can enhance our information technology infrastructure and policies. This partnership is critical in ensuring that our agency's data integrity and confidentiality are always protected.

FY24-25 STRATEGIC GOALS

Enterprise Resource Planning (ERP) Replacement Project

An in-depth study incorporating the CIO's recommendation and external consultants' expertise determined replacement of the agency's current ERP is the best course of action. A new system will enhance efficiency by enabling employees to complete their daily tasks in a more simplified and streamlined manner. Additionally, a new system will help with our efforts to attract and retain recent graduates and talented professionals to the agency.

To ensure that the future ERP system aligns with the agency's objectives, planning for the replacement has already begun. The project team is actively working with various departments to collect and vet their requirements and the Request for Proposal (RFP) is expected to be published this spring.

Once the new system has been selected, implementation is expected to begin in FY25 and continue through FY26.

System Enhancements

Several of our current systems integrate with and/or are dependent on our current ERP system. To ensure the most continuity, the following systems need to be upgraded or replaced before the ERP implementation begins:

- **Timekeeping System:** our current timekeeping system will no longer be supported after December, 2025, and we must upgrade to the newer, more reliable version of the system.
- **Corporate Budget Software:** our current software is a manual, legacy system and needs to be replaced.



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

- **Accounts Payable System:** Our current system is not designed to enable electronic routing, which is critical to enhancing the security of our payment system and needs to be upgraded.

In addition, we will continue to address any changing mandates, critical operational needs, and other updates needed to meet requirements identified by our departments.

Data and Information Security

We will continue to ensure the security of, and appropriate access to, confidential information.

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

Combined, the CIO and CWIT funds remain flat compared to FY24.

	FY24 Adjusted Adopted	FY25 Proposed	\$ Change	% Change
CIO & Licenses	\$6,536,526	\$7,244,538	\$708,012	10.8%
CWIT	\$1,453,804	\$742,987	(\$710,817)	-48.9%
Total	\$7,990,330	\$7,987,525	(\$2,805)	0.0%

Chief Information Officer Internal Service Fund

The FY25 proposed budget is \$7,244,538 and funds the OCIO operations and agency-wide licenses and subscriptions.

Base Budget Request

The proposed budget for the OCIO is \$1,998,538 and includes an increase of 6.7% over FY24 adopted levels. This increase can be attributed to changes in compensation and escalation of expert consulting costs. No new initiatives are proposed for FY25.

The FY25 CIO budget allocation is 44.2% to Montgomery and 55.8% to Prince George's, which remains unchanged from FY24. This equates to \$883,260 to Montgomery and \$1,115,278 to Prince George's.

Licenses and Subscriptions

The proposed budget for licenses and subscriptions is \$5,246,000 and includes an increase of 12.5%. This increase is due to contractual increases and the transfer of the Kronos/UKG license that was previously paid from the Corporate IT budget and funded through an Administration Fund chargeback. This amount includes two new licenses: Microsoft Unified Support (\$290,000) and Lenel Security (\$20,000).

The cost distribution for licenses and subscriptions are calculated based on license and/or employee counts. The FY25 distribution is \$2,224,965 to Montgomery and \$3,021,035 to Prince George's.



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

BUDGET AT A GLANCE

		FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
Montgomery County Budget					
	Expenditures	\$2,765,306	\$3,108,225	12.4%	42.9%
Staffing					
	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Prince George's County Budget					
	Expenditures	\$3,771,220	\$4,136,313	9.7%	57.1%
Staffing					
	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Combined Department Total Budget					
	Expenditures	\$6,536,526	\$7,244,538	10.8%	100.0%
Staffing					
	Funded Career Positions	7.00	7.00	0.0%	100.0%
	Funded Workyears	7.00	7.00	0.0%	100.0%

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



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

SUMMARY OF FY25 PROPOSED BUDGET

MONTGOMERY COUNTY COMMISSION-WIDE CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	-	-	-	-	-
Charges to Departments/Funds:					
DHRM	49,825	63,245	63,245	65,081	2.9%
CIO	3,356	4,626	4,626	3,089	-33.2%
Finance	47,770	58,604	58,604	60,740	3.6%
Legal	23,497	29,770	29,770	31,879	7.1%
Inspector General	5,805	7,377	7,377	6,208	-15.8%
Corporate IT	142,980	147,485	147,485	168,741	14.4%
Parks	1,706,135	1,943,816	1,943,816	2,205,358	13.5%
Planning	488,196	491,284	491,284	552,724	12.5%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,467,564</u>	<u>2,746,207</u>	<u>2,746,207</u>	<u>3,093,820</u>	<u>12.7%</u>
Operating Expenses:					
Personnel Services	619,206	675,860	675,860	726,462	7.5%
Supplies and Materials	2,520	21,656	21,656	22,098	2.0%
Other Services and Charges:	1,514,778	2,067,790	2,067,790	2,359,665	14.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>2,136,504</u>	<u>2,765,306</u>	<u>2,765,306</u>	<u>3,108,225</u>	<u>12.4%</u>
Operating Income (Loss)	<u>331,060</u>	<u>(19,099)</u>	<u>(19,099)</u>	<u>(14,405)</u>	<u>-24.6%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	98,807	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>98,807</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>429,867</u>	<u>(19,099)</u>	<u>(19,099)</u>	<u>(14,405)</u>	<u>-24.6%</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	429,867	(19,099)	(19,099)	(14,405)	-24.6%
Total Net Position - Beginning	(249,540)	(249,540)	180,327	161,228	-164.6%
Total Net Position - Ending	<u>\$ 180,327</u>	<u>\$ (268,639)</u>	<u>\$ 161,228</u>	<u>\$ 146,823</u>	<u>-154.7%</u>

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



Montgomery County

Commission-wide CIO & IT Initiatives Internal Service Fund

Commission-wide IT Internal Service Fund

This budget is developed in coordination with the IT Council to properly advance agency-wide programs and systems. Continual evaluation of, and updates to, these systems are critical to ensure the security of the agency's assets, greater efficiency of systems which enhance employee productivity, and effective continuation of operations for the agency to continue to function during times of crisis. This budget is funded through direct contributions from the departments based on usage allocations.

Base Continuing Projects Budget Request

There are no continuing projects in this budget request. One-time funding of \$450,000 was identified to cover ongoing projects in FY25.

Financed Continuing Project Budget Requests

The only financed project is the ERP Replacement Project. The cost is projected to increase from \$4M to \$7.57M. Montgomery Planning prepaid part of their contribution in FY22, and the CAS Departments prepaid their full contribution in FY23.

Factoring the additional funds and prepayments in, the amount requested in FY25 is \$742,987, which represents the third year of six for financing.

New Project Budget Requests

There are no new project requests in FY25.

BUDGET AT A GLANCE

	FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
<i>Montgomery County Budget</i>				
Expenditures	\$535,666	\$287,198	-46.4%	38.7%
<i>Prince George's County Budget</i>				
Expenditures	\$918,138	\$455,789	-50.4%	61.3%
<i>Combined Department Total Budget</i>				
Expenditures	\$1,453,804	\$742,987	-48.9%	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 FY25 PROPOSED BUDGET

MONTGOMERY COUNTY COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds;	\$	\$	\$	\$	
DHRM	413,855	22,758	22,758	-	-100.0%
CIO	351	436	436	-	-100.0%
Finance	381,758	26,054	26,054	-	-100.0%
Legal	285,200	10,972	10,972	-	-100.0%
Inspector General	3,371	6,456	6,456	-	-100.0%
Corporate IT	11,650	9,874	9,874	-	-100.0%
Parks	427,268	395,086	395,086	278,564	-29.5%
Planning	64,093	64,030	64,030	8,634	-86.5%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,587,546</u>	<u>535,666</u>	<u>535,666</u>	<u>287,198</u>	<u>-46.4%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	20,759	-	-	-	-
Other Services and Charges:	593,685	535,666	535,666	287,198	-46.4%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	8,673	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>623,117</u>	<u>535,666</u>	<u>535,666</u>	<u>287,198</u>	<u>-46.4%</u>
Operating Income (Loss)	<u>964,429</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>964,429</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	964,429	-	-	-	-
Total Net Position - Beginning	<u>2,656,990</u>	<u>2,611,770</u>	<u>3,621,419</u>	<u>3,621,419</u>	<u>38.7%</u>
Total Net Position - Ending	<u>\$ 3,621,419</u>	<u>\$ 2,611,770</u>	<u>\$ 3,621,419</u>	<u>\$ 3,621,419</u>	<u>38.7%</u>

Note: Future Financing Plans

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

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



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for the expenses of operating the Executive Office Building (EOB) in Riverdale, MD. This facility houses the bi-county operations of the agency including the departments of Finance, Legal, Human Resources and Management (“DHRM”), the Office of the Chief Information Officer (OCIO), the Office of the Inspector General (OIG), the Merit System Board, and the Employees’ Retirement System (ERS). The Recruitment and Selection Office of DHRM and the agency-wide Archives program are located offsite.

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The FY25 Proposed Budget is \$1,685,496 and includes an increase of 4.4% (or \$71,373) over FY24 levels.

Revenue

Occupancy: Revenue to the fund is provided annually through operational occupancy charges to the tenants based on allocated space. The occupancy rate is based on the per square footage cost of facility maintenance and repairs, mechanical systems, janitorial services, security, electronic access systems, and grounds maintenance. In order to address the increasing operational costs of the aging building infrastructure, the proposed budget includes an occupancy rate of \$29.83, which is a 2% increase over the FY24 adopted rate.

Interest: Interest income is projected to remain flat compared to FY24.

Fund Balance: Fund balance of \$130,263 will be used to absorb the proposed FY25 budget balance.

Expenditures

Personnel Services: This category includes an increase of 21.9% (\$58,429). The proposed budget includes 2 career positions and workyears as well as one new seasonal contract position. The career positions manage the day-to-day operations of building mechanical systems, perform necessary repairs, and address occupant concerns. Extensive daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facility staff to focus primarily on technical repairs and maintenance. The new seasonal position will provide main lobby desk receptionist services and security.

Other Operating Charges: This category remains flat compared to FY24 levels and covers utilities, preventative maintenance, parts and equipment, repairs, maintenance supplies, and professional services including janitorial and pest control services.

Capital Projects: This category remains flat compared to FY24 levels and provides funding for any major structural building improvements, machinery, or equipment necessary to maintain the building and grounds.

Chargebacks: This category includes an increase of 9.5% (\$11,344) for salary and benefit allocations of DHRM staff time. These allocations have been adjusted to more accurately reflect the DHRM staff time required to support the facility’s operations.



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

FY25 WORK PROGRAM PRIORITIES

Maintain Operations: Continue to ensure the facility is clean and fully functioning through maintaining and repairing systems and equipment, implementing necessary improvements, and addressing any concerns of employees, tenants and visitors.

Building Infrastructure Repairs and Upgrades: Make upgrades to building infrastructure to ensure adequate building operations and employee safety. This would include:

- Making incremental and needed upgrades to HVAC systems to provide improved airflow and heating/cooling, especially in hallways and common spaces.
- Address water leaks into workspaces from the building exterior including resealing around windows and ETACs (A/C wall units).
- Upgrade both interior and exterior lighting (such as parking lot lights) to improve employee safety.

Management of Office Space: Find new and effective ways to manage office space within the building. The building is approaching full capacity and with an anticipated growth in the workforce, accommodations will need to be addressed.

Program Goals & Objectives

The primary goal of the Executive Office Building Fund is the continued effective operation of building systems to ensure that employees have a safe, healthy, and productive work environment. To reach this goal, the fund covers expenses related to the ongoing maintenance and repairs of the facility and grounds. Due to the age of the building, over the next several years, additional building infrastructure issues will be addressed through incremental upgrades such as those to HVAC and plumbing systems.

FY25 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	FY24 Adjusted Adopted	FY25 Proposed	% Change
Staffing			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%



Montgomery County

Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY25 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	-	-	-	-	-
Retirement System	121,868	123,917	123,917	126,396	2.0%
Chief Information Office	64,511	37,143	37,143	44,807	20.6%
Risk Management	59,280	65,717	65,717	66,792	1.6%
Group Insurance	70,670	80,428	80,428	81,738	1.6%
CAS Departments	1,150,314	1,213,611	1,213,611	1,231,500	1.5%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,466,643</u>	<u>1,520,816</u>	<u>1,520,816</u>	<u>1,551,233</u>	<u>2.0%</u>
Operating Expenses:					
Personnel Services	257,593	266,683	266,683	325,112	21.9%
Supplies and Materials	57,426	66,500	66,500	68,500	3.0%
Other Services and Charges:	723,056	1,071,120	1,071,120	1,070,720	0.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	59,663	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	113,783	119,820	119,820	131,164	9.5%
Total Operating Expenses	<u>1,211,521</u>	<u>1,614,123</u>	<u>1,614,123</u>	<u>1,685,496</u>	<u>4.4%</u>
Operating Income (Loss)	<u>255,122</u>	<u>(93,307)</u>	<u>(93,307)</u>	<u>(134,263)</u>	<u>43.9%</u>
Nonoperating Revenue (Expenses):					
Interest Income	172,431	4,000	4,000	4,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>172,431</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>427,553</u>	<u>(89,307)</u>	<u>(89,307)</u>	<u>(130,263)</u>	<u>45.9%</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	<u>427,553</u>	<u>(89,307)</u>	<u>(89,307)</u>	<u>(130,263)</u>	<u>45.9%</u>
Total Net Position - Beginning	<u>6,507,958</u>	<u>6,404,022</u>	<u>6,935,511</u>	<u>6,846,204</u>	<u>6.9%</u>
Total Net Position - Ending	<u>\$ 6,935,511</u>	<u>\$ 6,314,715</u>	<u>\$ 6,846,204</u>	<u>\$ 6,715,941</u>	<u>6.4%</u>

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



Montgomery County Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission’s Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The Fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Pay-go costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by six full-time positions.

HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The proposed FY25 expenditure budget is \$85.0 million, which reflects a 7.6% increase over FY24 budget levels.

The FY25 Proposed Budget reflects the Commission-adopted employee health insurance cost share. The administrative expenses are factored into the health insurance rates and paid through the employer and employee contributions for health care premiums.

The FY25 Proposed Budget contains a designated reserve of \$8.5 million, which is enough to meet the 10.0% of total operating expenses reserve policy.

The Health and Benefits Office is requesting a **Corporate Human Resources Specialist II (\$126,384)** to meet the benefits needs of the growing retiree and career staff population and to implement the ‘Time to Care Act’ legislation. A full-time position is necessary to meet this ongoing need. Montgomery County Government already has a position for the implementation and Prince George’s County Government will be requesting resources in FY25.

<u>Staffing</u>	<u>FY24 Adjusted Adopted</u>	<u>FY25 Proposed</u>	<u>% Change</u>
Funded Career Positions	6.00	7.00	16.7%
Funded Workyears	6.00	7.00	16.7%



Montgomery County Commission-wide Group Insurance Internal Service Fund

SUMMARY OF FY25 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 3,219,732	\$ 3,000,000	\$ 3,000,000	\$ 3,500,000	16.7%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	13,429,227	16,000,000	16,000,000	16,600,000	3.8%
Employer Contributions/Premiums	45,578,303	60,000,000	60,000,000	64,930,559	8.2%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>62,227,262</u>	<u>79,000,000</u>	<u>79,000,000</u>	<u>85,030,559</u>	<u>7.6%</u>
Operating Expenses:					
Personnel Services	1,070,596	909,621	909,621	1,196,376	31.5%
Supplies and Materials	17,614	62,500	62,500	51,200	-18.1%
Other Services and Charges:					
Professional Services	2,423,552	967,328	967,328	1,000,799	3.5%
Insurance Claims and Fees	49,845,738	68,528,863	68,528,863	73,404,144	7.1%
Insurance Premiums	8,472,889	8,200,000	8,200,000	8,900,000	8.5%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	499,938	357,688	357,688	502,101	40.4%
Total Operating Expenses	<u>62,330,327</u>	<u>79,026,000</u>	<u>79,026,000</u>	<u>85,054,620</u>	<u>7.6%</u>
Operating Income (Loss)	<u>(103,065)</u>	<u>(26,000)</u>	<u>(26,000)</u>	<u>(24,061)</u>	<u>-7.5%</u>
Non-operating Revenue (Expenses):					
Interest Income	545,234	10,000	10,000	8,000	-20.0%
Total Non-operating Revenue (Expenses)	<u>545,234</u>	<u>10,000</u>	<u>10,000</u>	<u>8,000</u>	<u>-20.0%</u>
Income (Loss) Before Operating Transfers	<u>442,169</u>	<u>(16,000)</u>	<u>(16,000)</u>	<u>(16,061)</u>	<u>0.4%</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	442,169	(16,000)	(16,000)	(16,061)	0.4%
Total Net Position, Beginning	13,456,871	12,003,871	13,899,040	13,883,040	15.7%
Total Net Position, Ending	<u>13,899,040</u>	<u>11,987,871</u>	<u>13,883,040</u>	<u>13,866,979</u>	<u>15.7%</u>
Designated Position	6,233,033	7,902,600	7,902,600	8,505,462	7.6%
Unrestricted Position	7,666,007	4,085,271	5,980,440	5,361,517	31.2%
Total Net Position, June 30	<u>\$ 13,899,040</u>	<u>\$ 11,987,871</u>	<u>\$ 13,883,040</u>	<u>\$ 13,866,979</u>	<u>15.7%</u>

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



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Montgomery County

Appendices - Glossary

Accrual Basis of Accounting – Method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax – Funds approved to finance planning and administrative support activities.

Adopted Budget – The Commission’s budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without detailed description.

Advance Land Acquisition Revolving Fund (ALARF) – Source of disbursements for highways, streets, school sites, and other public purposes. Originally financed by a Bond Issuance and is serviced through a dedicated property tax. Maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation – Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base – Total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission’s tax revenue (see *Tax Rate*). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions – Number of approved positions in the Adopted Budget.

Balanced Budget – When revenues and other financing sources equal the expenditures, other uses, and required funds in a budget.

Bonds – Debt issued for a period of more than one year by governments, municipalities, and companies. Investors purchase the bonds and the

seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget – A detailed schedule of estimated revenues and expenditures for a specified period (see *Operating Budget*).

Career Employee – An employment status for full and part time employees. Career employees occupy positions and their work effort is measured in workyears (see *Workyears*).

Capital Improvement Program (CIP) – A six-year program describing major real property purchases, renovation and construction projects. The first year of the CIP is designated the Capital Budget. Years two through six reflect the capital program and are subject to future modification. The Commission submits its CIP annually to Prince George’s County by January 15 and every odd numbered year to Montgomery County by November 1.

Capital Outlay – Funds in the operating budget for capital purchases other than land and improvements to the land, such as furniture, vehicles, and equipment. To qualify as capital outlay, an item must be a fixed asset and have a unit cost of \$10,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS) – The Commission’s centralized core administrative departments (Human Resources and Management, Finance, Legal) and units (Inspector General, Chief Information Officer, Merit System Board) that are funded jointly by Prince George’s and Montgomery Counties.

Chargebacks – Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Chief Information Officer (CIO)/Commission-Wide IT (CWIT) Initiatives – The Commission’s unit responsible for enterprise-wide information technology systems, security, and strategic planning.

Collective Bargaining Agreement – A legally binding contract between the Commission as an



Montgomery County

Appendices - Glossary

employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA) – An upward increment in an employee’s rate of pay to make up for the annual change in the Cost-of-Living rate.

Debt Service – Amount of funds needed to repay principal and interest on outstanding bonded indebtedness.

Depreciation – Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

Enterprise Funds – Funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees.

Fiscal Year (FY) – The time period designed by the Commission signifying the beginning and ending period for recording financial transactions. The Commission’s fiscal year begins on July 1 and ends on June 30.

Fund – A set of accounts reserved for types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear legal compliance with accounting standards and practices.

Fund Balance – Amounts left unexpended or unencumbered in a fund at the end of a fiscal year.

General Fund – Fund used to account for all assets and liabilities of an entity except those particularly assigned for other purposes in another more specialized fund. The Commission’s General Fund is made up of five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George’s County Administration Fund, Prince George’s County Park Fund, and Prince George’s County Recreation Fund.

Generally Accepted Accounting Principles (GAAP) – The minimum standards governing financial reporting in both the public and private sector.

Governmental Accounting Standards Board (GASB) – The independent organization that establishes and improves standards of financial

accounting and reporting for state and local governments.

Governmental Funds – All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.

Internal Service Funds – Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, information systems, and risk management.

Land Use Article of the Annotated Code of Maryland – Establishes the purpose, powers, and duties of the Commission.

Merit Increase – An upward increment in an employee’s rate of pay within the salary range for a given class of work recognizing the completion of a period of satisfactory service.

Modified Accrual Method – Method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

Net Position – The residual of assets, deferred outflows of resources, liabilities, and deferred inflows of resources. This amount is broken out into three components: net investment in capital assets, restricted and unrestricted.

Operating Budget – A comprehensive financial plan by which the Commission’s operating programs are funded for a single fiscal year.

Operating Budget Impact (OBI) – The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

Other Services and Charges – Category of expenditure reflecting services, fees, repairs or



Montgomery County

Appendices - Glossary

maintenance on equipment, rents and leases, and insurance.

Park Fund/Tax – Funds approved to finance park operating expenses and debt service.

Pay-As-You-Go (PAYGO) – Concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus eliminating the need to pay interest charges on those bonds.

Personal Property Tax – A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission’s boundaries.

Personnel Services – Category of expenditure reflecting salaries, wages and benefits.

Position – An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period.

Program Budget – Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line-item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS) – A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund – An entity created to account for income and expenditures associated with the rental of park properties.

Proprietary Funds – A fund having profit and loss aspects. These funds use the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

Real Property Tax – A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

Recreation Fund/Tax – Those funds approved to finance recreation programs (Prince George’s County only).

Reserve – A portion of funds in a budget that is legally restricted for a certain purpose.

Salary Lapse – Amount deducted from Personnel Services to account for assumed savings resulting from vacancies.

Seasonal/Intermittent – An employment status for temporary, intermittent, seasonal, or as-needed employees. Employees do not occupy positions but their work is measured in workyears (see *Workyear*).

Service Charge/User Fee – A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term “user fee.”

Special Revenue Funds – Funds used to account for, and report on, the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Spending Affordability – A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George’s County, a three-member Spending Affordability Committee (SAC) reviews the Commission’s financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit – When current revenue from taxes, fees, investments, grants, and other sources is less than current expenditures. If available, fund balance is employed to cover the difference.

Support Services – Budget accounting for expenses that are shared by more than one division within a department or by more than one department. These expenses cannot be appropriately or feasibly allocated to the budgets of departments or their sub-units.

Tax Rate – The rate, expressed in cents per \$100.00 of assessed valuation (see *Assessable*)



Montgomery County Appendices - Glossary

Base), applied to real and commercial personal property to determine taxes levied to fund Commission operations.

Term Contract – An employment status of at least 30 hours per week for a period of less than two years. Term contract employees occupy positions and their work effort is measured in workyears.

User Fee – A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term *service charge*.

Workyear – A standardized unit for measurement of government personnel efforts and costs usually equivalent to 2,080 work hours per year.



Montgomery County

Appendices - Acronyms

ACRONYMS

Asian American and Pacific Islander	AAPI
Audit Committee	AC
Annual Comprehensive Financial Report	ACFR
Automated Clearing House	ACH
Americans with Disabilities Act	ADA
Athletic Fields Renovation Team	AFRT
American Institute of Architects	AIA
Advance Land Acquisition	ALA
American National Standards Institute	ANSI
All-Terrain Vehicle	ATV
Climate Action Plan	CAP
Commission for Accreditation of Park and Recreation Agencies	CAPRA
Central Administrative Services	CAS
Central Business District	CBD
Corridor Cities Transitway	CCT
Centers for Disease Control and Prevention	CDC
Community Equity Index	CEI
Chief Information Officer	CIO
Capital Improvement Program	CIP
Certified Local Government	CLG
Cost of Living Adjustment	COLA
Continuity of Operations	COOP
Consumer Price Index	CPI
Consumer Price Index – Urban	CPI-U
Countywide Planning and Policy	CPP
Census Question Resolution	CQR
Customer Relationship Management	CRM
Commercial Residential Neighborhood	CRN
Community Use of Public Facilities	CUPF
Commission-wide Information Technology	CWIT
Development Applications Information Center	DAIC
Diversity, Equity and Inclusion	DEI
Department of Environmental Protection	DEP
Department of Housing and Community Affairs	DHCA
Department of Human Resources and Management	DHRM
Development Review Committee	DRC
Development Review Committee Special Revenue Fund	DR-SRF
Enterprise Asset Management	EAM
Enterprise Financial Management	EFM



Montgomery County

Appendices - Acronyms

Enterprise Information Technology	EIT
Executive Office Building	EOB
Executive Office Building IT	EOB-IT
Enterprise Resource Planning	ERP
Employees' Retirement System (Pension)	ERS
Engineered Terminal Air Conditioner	ETAC
Facility Condition Analyst	FCA
Facilities Management Division	FM
Fraternal Order of Police	FOP
Forest Stand Delineations	FSD
Generally Accepted Accounting Principals	GAAP
Governmental Accounting Standards Board	GASB
Government Finance Officers Association	GFOA
Growth and Infrastructure Policy	GIP
Geographic Information System	GIS
Global Positioning System	GPS
Highway Capacity Manual	HCM
Horticulture Forestry and Environmental Education Division	HFEE
Human Resources	HR
Human Resources Information Systems	HRIS
Heating, Ventilation, and Air Conditioning	HVAC
Integrated Pest Management	IPM
Intake and Regulatory Coordination	IRC
Indexing, Referencing and Review	IRR
Internal Revenue Service	IRS
Information Systems	IS
Internal Service Fund	ISF
Information Technology	IT
Information Technology and Innovation	ITI
Key Performance Indicators	KPIs
Local Area Transportation Review	LATR
Leadership in Environmental Education Design	LEED
Lesbian, Gay, Bisexual, Transgender, Queer or Questioning	LGBTQ+
Local Map Amendment	LMA
Learning Management System	LMS
Long-Term Disability	LTD
Minority, Female, and Disabled-Owned Business Enterprise	MBE
Montgomery County Department of Economic Development	MCEDC
Municipal and County Government Employees Organization/UFCWU Local 1994	MCGE0
Montgomery County Public Schools	MCPS
Maryland Department of Transportation	MDOT



Montgomery County

Appendices - Acronyms

Montgomery County Self Insurance Program	MCSIP
Maryland General Assembly	MGA
Major Maintenance	MM
Maryland-National Capital Park and Planning Commission	M-NCPPC
Memorandum of Understanding	MOU
Moderately Priced Dwelling Unit	MPDU
Maryland Public Information Act	MPIA
Maryland Recreation and Parks Association	MRPA
Metropolitan Service Area	MSA
Metropolitan Washington Council of Governments	MWCOG
National Environmental Policy Act	NEPA
Nature on Wheels	NOW
National Pollutant Discharge Elimination System	NPDES
Natural Resources Inventory	NRI
Microsoft Office 365	O365
Operating and Maintenance Costs	O&M
Operating Budget Impacts	OBI
Office of the Chief Information Officer	OCIO
Office of the General Counsel	OGC
Office of the Inspector General	OIG
Maryland Open Meetings Act	OMA
Other Post-Employment Benefits	OPEB
Park Activity Buildings	PAB
Public Affairs and Community Partnership Division	PACP
Park Development Division	PDD
Paid Family and Medical Leave	PFML
Parks Information and Customer Service	PICS
Park Impact Payments	PIP
Program Management Office	PMO
Park Planning and Stewardship Division	PPSD
Park, Recreation, and Open Space	PROS
Part Time	PT
Research and Strategic Projects Division	R&SP
Recruit Entry and Lateral Mentorship Program	R.E.A.L.M.
Request for Proposal	RFP
Routine and Preventative Maintenance	RPM
Spending Affordability Guidelines	SAG
Storage Area Network	SAN
State Department of Assessments and Taxation	SDAT
Sustainable Education Every Day	SEED
Small-Local-Owned Business Enterprise	SLBE



Montgomery County Appendices - Acronyms

Special Revenue Fund	SRF
Stream Valley Unit	SVU
Transferable Development Rights	TDR
Web Content Accessibility Guidelines	WCAG
Water Quality Protection Fund	WQPF



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	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	
2014	1,025,063	\$ 141,899,535	\$ 44,616	0.03	\$ 163,601,193	1,430	0.001	\$ 1.40
2015	1,033,370	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.16
2016	1,039,327	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,047,239	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97
2018	1,048,794	163,053,038	52,924	0.03	188,182,436	885	0.000	0.84
2019	1,051,129	167,427,077	64,917	0.04	193,106,472	750	0.000	0.71
2020	1,062,061	171,202,657	69,749	0.04	197,588,106	620	0.000	0.58
2021	1,069,095	175,812,274	65,965	0.04	203,030,055	490	0.000	0.46
2022	1,076,176	178,388,570	60,728	0.03	206,800,000	365	0.000	0.34
2023	1,068,846	185,401,357	69,719	0.04	214,054,758	240	0.000	0.22

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	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	
2014	904,430	\$ 70,551,045	\$ 67,280	0.10	\$ 75,744,055	-	-	n.a.
2015	909,535	71,578,363	58,860	0.08	76,747,781	-	-	n.a.
2016	908,049	74,240,911	73,329	0.10	79,385,919	-	-	n.a.
2017	912,756	78,488,744	64,534	0.08	83,863,174	-	-	n.a.
2018	909,308	84,361,738	92,162	0.11	90,065,188	-	-	n.a.
2019	909,327	89,052,828	110,946	0.12	95,038,631	-	-	n.a.
2020	909,612	100,289,916	110,946	0.11	100,289,916	-	-	n.a.
2021	910,551	99,283,346	103,467	0.10	105,862,549	-	-	n.a.
2022	946,971	110,821,221	125,092	0.11	110,821,221	-	-	n.a.
2023	n.a.	109,070,515	129,297	0.12	116,239,005	-	-	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated
 Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums
 (2) Metropolitan District only
 Source: Assessed Value is from Montgomery County and Prince George's County Governments
 Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch

Montgomery County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1) General Obligation Bonds	Business-Type Revenue Bonds and Notes	Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
				Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2014	\$ 44,616	\$ -	\$ 44,616	0.05	\$ 43.18	\$ 1,430	\$ 46,046	0.06	\$ 44.56
2015	41,464	-	41,464	0.05	39.90	1,200	42,664	0.05	41.05
2016	51,857	-	51,857	0.06	49.52	1,075	52,932	0.06	50.54
2017	56,953	-	56,953	0.06	54.30	1,020	57,973	0.06	55.28
2018	52,924	-	52,924	0.06	50.35	885	53,809	0.06	51.19
2019	64,917	-	64,917	0.07	61.12	750	65,667	0.07	61.83
2020	69,749	-	69,749	0.07	65.24	620	70,369	0.07	65.82
2021	65,965	-	65,965	0.07	61.70	490	66,455	0.07	62.16
2022	60,728	-	60,728	0.06	56.43	365	61,093	0.06	56.77
2023	69,719	-	69,719	0.07	65.23	240	69,959	0.07	65.45

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1) General Obligation Bonds	Business-Type Revenue Bonds and Notes	Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
				Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2014	\$ 67,280	\$ -	\$ 67,280	0.17	\$ 74.39	\$ -	\$ 67,280	0.17	\$ 74.39
2015	58,860	-	58,860	0.14	64.71	-	58,860	0.14	64.71
2016	73,329	-	73,329	0.17	80.75	-	73,329	0.17	80.75
2017	64,534	-	64,534	0.15	70.70	-	64,534	0.15	70.70
2018	92,162	-	92,162	0.21	101.35	-	92,162	0.21	101.35
2019	119,227	-	119,227	0.26	131.12	-	119,227	0.26	131.12
2020	110,946	-	110,946	0.23	121.97	-	110,946	0.23	121.97
2021	103,467	-	103,467	0.20	113.63	-	103,467	0.20	113.63
2022	125,092	-	125,092	0.25	132.10	-	125,092	0.25	132.10
2023	129,297	-	129,297	na	na	-	129,297	na	na

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Demographic Statistics table for personal income and population data. Data are not available for Prince George's County for FY 2023.

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	2023			2014		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	25,000 - 30,000	1	6.05 %	25,000 - 30,000	1	6.09 %
Montgomery County Public Schools	25,000 - 30,000	2	6.05	20,000 - 25,000	2	6.09
Montgomery County Government	10,000 - 15,000	3	2.75	10,000 - 15,000	4	2.77
U.S. Department of Commerce	5,000 - 10,000	4	1.65	5,000 - 10,000	5	1.66
U.S. Department of Defense	5,000 - 10,000	5	1.65	10,000 - 15,000	3	2.77
Adventist Healthcare	5,000 - 10,000	6	1.65	2,500 - 5,000	6	0.83
AstraZeneca Pharmaceuticals LP	2,500 - 5,000	7	0.82	*		-
Holy Cross Hospital of Silver Spring	2,500 - 5,000	8	0.82	2,500 - 5,000	10	0.83
Montgomery College	2,500 - 5,000	9	0.82	2,500 - 5,000	9	0.83
Giant of Maryland, LLC	2,500 - 5,000	10	0.82	*		-
Marriott International Admin Svcs, Inc.	*		-	2,500 - 5,000	7	0.83
Lockheed Martin Corporation	*		-	2,500 - 5,000	8	0.83
Total			23.08 %			23.53 %

PRINCE GEORGE'S COUNTY

Employer	2022 (1)			2013		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
University System of Maryland (2)	20,250	1	4.03 %	17,905	1	3.82 %
Joint Base Andrews Naval Air Facility Washington*	11,650	2	2.32	13,500	2	2.88
Prince George's County Government	6,519	3	1	7,003	3	1.49
U.S. Internal Revenue Service *	4,735	4	0.94	5,539	4	1.18
United States Census Bureau *	4,605	5	0.92	4,414	5	0.94
WMATA (Metro)	3,546	6	0.71	**		-
United Parcel Service	3,000	7	0.60	4,220	6	0.90
NASA/Goddard Space Flight Center *	3,000	8	0.60	3,397	7	0.72
Prince George's Community College	2,045	9	0.41	2,638	10	0.56
MGM National Harbor	2,000	10	0.40	**		-
Giant Food, Inc.	**		-	3,000	8	0.64
Verizon	**		-	2,738	9	0.58
Total	61,350		12.20 %	64,354		13.72 %

Note:

- (1) 2023 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)
2014	1,029,222	\$ 76,436,416	\$ 74,266	544,271	4.3 %	151,298
2015	1,038,524	82,025,296	78,983	547,229	3.8	153,852
2016	1,045,476	86,856,827	83,079	544,650	3.3	156,447
2017	1,054,403	89,327,351	84,718	561,370	3.2	159,010
2018	1,056,926	90,438,012	85,567	565,885	3.1	161,545
2019	1,060,230	91,221,261	86,039	576,770	2.8	162,680
2020	1,061,243	92,866,711	87,507	559,307	6.1	165,267
2021	1,054,827	97,825,022	92,740	546,559	5.1	160,564
2022	1,061,814	97,170,000	91,513	546,813	2.9	158,232
2023	1,068,846	101,660,000	95,112	539,974	2.1	160,554

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)
2014	904,430	\$ 40,215,913	\$ 44,465	469,359	6.2 %	125,136
2015	909,535	40,806,805	44,866	495,449	4.7	127,576
2016	908,049	41,922,938	46,168	498,002	4.4	128,936
2017	912,756	43,232,981	47,365	513,393	4.7	130,814
2018	909,308	44,938,165	49,420	504,423	4.1	132,322
2019	909,327	46,034,388	50,625	515,140	4.0	132,667
2020	909,612	49,296,368	54,195	493,988	7.9	135,962
2021	910,551	52,461,141	57,615	502,401	6.1	131,657
2022	946,971	49,958,493	52,756	497,930	2.9	128,777
2023	n.a.	n. a.	n. a.	n. a.	n.a	n.a.

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

- (1) Source: Data for 2014-2023 estimated by the Montgomery County, Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2023 is not currently available for Prince George's C
- (3) Source: Data for 2014-2023 estimated by the Montgomery County, Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Data for 2014-2023 estimated by the Montgomery County, Department of Finance
- (8) Source: Data for 2014-2022 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Updated November 16, 2023
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2022
- (10) Source: www.mdreportcard.org, updated August 14, 2023



Montgomery County

Appendices – Historical Data

MONTGOMERY COUNTY TAX RATES BY FUND: FY11 THRU FY25

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARK</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY11</u>	Real	0.0150	0.0370	0.0080	0.0010	0.0610
	Personal	0.0380	0.0920	0.0200	0.0030	0.1530
<u>FY12</u>	Real	0.0170	0.0400	0.0080	0.0010	0.0660
	Personal	0.0430	0.1000	0.0200	0.0030	0.1660
<u>FY13</u>	Real	0.0180	0.0460	0.0080	0.0010	0.0730
	Personal	0.0450	0.1150	0.0200	0.0030	0.1830
<u>FY14</u>	Real	0.0180	0.0450	0.0080	0.0010	0.0720
	Personal	0.0450	0.1125	0.0200	0.0025	0.1800
<u>FY15</u>	Real	0.0170	0.0480	0.0080	0.0010	0.0740
	Personal	0.0425	0.1200	0.0200	0.0025	0.1850
<u>FY16</u>	Real	0.0180	0.0472	0.0080	0.0010	0.0742
	Personal	0.0450	0.1180	0.0200	0.0025	0.1855
<u>FY17</u>	Real	0.0170	0.0468	0.0080	0.0010	0.0728
	Personal	0.0425	0.1170	0.0200	0.0025	0.1820
<u>FY18</u>	Real	0.0172	0.0474	0.0080	0.0010	0.0736
	Personal	0.0430	0.1185	0.0200	0.0025	0.1840
<u>FY19</u>	Real	0.0156	0.0450	0.0080	0.0010	0.0696
	Personal	0.0390	0.1125	0.0200	0.0025	0.1740
<u>FY20</u>	Real	0.0170	0.0480	0.0080	0.0010	0.0740
	Personal	0.0425	0.1200	0.0200	0.0025	0.1850
<u>FY21</u>	Real	0.0176	0.0520	0.0080	0.0010	0.0786
	Personal	0.0440	0.1300	0.0200	0.0025	0.1965
<u>FY22</u>	Real	0.0174	0.0476	0.0080	0.0010	0.0740
	Personal	0.0435	0.1190	0.0200	0.0025	0.1850
<u>FY23</u>	Real	0.0190	0.0532	0.0080	0.0010	0.0812
	Personal	0.0475	0.1330	0.0200	0.0025	0.2030
<u>FY24 ADOPTED</u>	Real	0.0206	0.0570	0.0080	0.0010	0.0866
	Personal	0.0515	0.1425	0.0200	0.0025	0.2165
<u>FY25 PROPOSED</u>	Real	0.0218	0.0562	0.0080	0.0010	0.0870
	Personal	0.0545	0.1405	0.0200	0.0025	0.2175

NOTE: Rates are per \$100 of assessed valuation



Montgomery County

Appendices – Historical Data

MONTGOMERY COUNTY REVENUES BY FUND: FY11 THRU FY25

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY11	\$23,481,987	\$72,484,600	\$1,785,987	\$9,569,906	\$5,375,861	\$112,698,341
FY12	\$26,437,160	\$75,737,385	\$1,723,507	\$10,366,006	\$6,818,114	\$121,082,172
FY13	\$26,945,597	\$82,984,943	\$1,680,687	\$9,840,577	\$6,728,370	\$128,180,174
FY14	\$27,056,857	\$83,226,578	\$1,704,476	\$10,096,922	\$3,501,277	\$125,586,110
FY15	\$26,223,319	\$89,840,349	\$1,738,887	\$9,867,991	\$4,799,972	\$132,470,518
FY16	\$28,807,434	\$94,034,599	\$2,911,625	\$10,470,211	\$4,531,216	\$140,755,085
FY17	\$28,230,072	\$95,220,227	\$1,859,162	\$10,779,619	\$5,054,657	\$141,143,737
FY18	\$29,608,451	\$100,123,666	\$1,929,019	\$11,724,952	\$6,655,296	\$150,041,384
FY19	\$27,710,840	\$99,310,655	\$1,976,076	\$14,667,285	\$6,274,868	\$149,939,724
FY20	\$31,087,046	\$104,926,302	\$2,013,927	\$9,281,155	\$4,723,100	\$152,031,530
FY21	\$32,461,489	\$115,919,248	\$2,085,302	\$6,892,400	\$4,918,656	\$162,277,095
FY22	\$32,444,688	\$110,515,738	\$2,109,635	\$12,659,192	\$6,991,819	\$164,721,072
FY23	\$37,206,518	\$126,377,844	\$2,194,795	\$13,056,222	\$6,556,423	\$185,391,802
FY24 ADOPTED	\$40,632,389	\$135,429,208	\$2,233,122	\$12,559,152	\$6,811,263	\$197,665,134
FY25 PROPOSED	\$44,544,670	\$138,709,592	\$2,313,300	\$12,918,910	\$7,539,313	\$206,025,785

*Includes Property Management Fund



Montgomery County

Appendices – Historical Data

MONTGOMERY COUNTY EXPENDITURES BY FUND: FY11 THRU FY25

YEAR	ADMINISTRATION	PARK*	ADVANCE LAND ACQUISITION	ENTERPRISE	SPECIAL REVENUE	TOTAL
FY11	\$25,077,878	\$72,987,813	\$1,787,718	\$9,076,362	\$4,881,491	\$113,811,262
FY12	\$24,987,214	\$74,057,368	\$1,724,076	\$9,706,336	\$4,285,899	\$114,760,893
FY13	\$24,787,963	\$81,579,090	\$1,677,529	\$9,251,742	\$4,897,488	\$122,193,812
FY14	\$25,750,754	\$85,190,538	\$1,700,704	\$9,508,592	\$4,529,732	\$126,680,320
FY15	\$27,972,803	\$90,478,486	\$1,748,460	\$9,402,804	\$4,613,867	\$134,216,420
FY16	\$28,639,076	\$92,605,695	\$2,912,617	\$9,754,146	\$4,460,089	\$138,371,623
FY17	\$27,825,322	\$95,568,452	\$1,861,720	\$9,898,025	\$5,352,881	\$140,506,400
FY18	\$29,729,197	\$100,454,633	\$1,929,466	\$10,543,655	\$5,379,406	\$148,036,357
FY19	\$30,343,807	\$103,428,722	\$1,973,388	\$12,704,304	\$5,234,046	\$153,684,267
FY20	\$32,313,578	\$104,935,668	\$2,014,990	\$9,409,636	\$6,334,676	\$155,008,548
FY21	\$30,613,872	\$107,777,819	\$2,079,346	\$7,911,658	\$5,933,657	\$154,316,352
FY22	\$32,921,125	\$116,920,654	\$2,111,759	\$9,402,120	\$6,106,316	\$167,461,974
FY23	\$36,476,536	\$124,281,807	\$2,200,040	\$10,266,539	\$6,867,364	\$180,092,286
FY24 ADOPTED**	\$41,878,636	\$136,851,968	\$2,233,122	\$10,833,205	\$7,940,988	\$199,737,919
FY25 PROPOSED**	\$47,660,102	\$149,393,443	\$2,313,300	\$11,283,610	\$9,024,081	\$219,674,536

*Includes Property Management Fund

**Includes Reserves for Administration & Park Funds



Montgomery County Appendices - Historical Data

MONTGOMERY COUNTY WORKYEARS BY FUND: FY11 THRU FY25

YEAR	ADMINISTRATION	PARK*	ENTERPRISE	SPECIAL REVENUE	TOTAL
FY11	176.95	606.40	110.90	27.55	921.80
FY12	177.85	622.80	117.20	28.55	946.40
FY13	175.30	630.60	111.40	28.55	945.85
FY14	174.53	641.10	116.00	27.17	958.80
FY15	179.60	665.00	110.30	24.85	979.75
FY16	181.74	691.00	110.00	24.85	1,007.59
FY17	182.74	714.60	119.30	29.55	1,046.19
FY18	183.79	732.30	126.70	32.05	1,074.84
FY19	185.75	739.60	133.20	34.15	1,092.70
FY20	185.76	759.80	120.70	34.65	1,100.91
FY21	187.39	764.50	121.80	38.25	1,111.94
FY22	191.85	772.60	121.30	38.25	1,124.00
FY23	191.98	789.00	117.10	37.80	1,135.88
FY24 ADOPTED	193.14	778.10	121.70	43.40	1,136.34
FY25 PROPOSED	205.26	795.30	115.80	41.60	1,157.96

*Includes Property Management Fund



Montgomery County Appendices - Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
General Service Pay Schedule
Effective January 7, 2024

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$32,831 \$15.7841	\$46,956 \$22.5750	\$61,081 \$29.3659
12	\$36,885 \$17.7332	\$51,104 \$24.5692	\$65,323 \$31.4053
14	\$40,809 \$19.6197	\$56,542 \$27.1837	\$72,275 \$34.7476
16	\$45,792 \$22.0154	\$63,446 \$30.5029	\$81,100 \$38.9904
18	\$51,860 \$24.9327	\$71,852 \$34.5442	\$91,845 \$44.1563
20	\$54,452 \$26.1788	\$75,445 \$36.2716	\$96,439 \$46.3649
22	\$58,791 \$28.2649	\$81,457 \$39.1620	\$104,124 \$50.0596
24	\$61,730 \$29.6779	\$85,528 \$41.1192	\$109,325 \$52.5601
26	\$66,582 \$32.0106	\$92,366 \$44.4067	\$118,150 \$56.8029
28	\$71,037 \$34.1524	\$99,583 \$47.8764	\$128,129 \$61.6005
30	\$77,494 \$37.2567	\$108,640 \$52.2308	\$139,785 \$67.2043
32	\$86,079 \$41.3841	\$119,222 \$57.3183	\$152,364 \$73.2519
34	\$92,804 \$44.6173	\$128,581 \$61.8178	\$164,359 \$79.0188
36	\$102,685 \$49.3678	\$142,273 \$68.4005	\$181,862 \$87.4337
38	\$112,565 \$54.1178	\$155,964 \$74.9827	\$199,362 \$95.8471
40	\$123,821 \$59.5293	\$166,575 \$80.0841	\$209,329 \$100.6389

Approved by the Commission
May 17, 2023



**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective January 7, 2024**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$29,325 \$14.0986	\$40,632 \$19.5346	\$51,938 \$24.9702	\$53,626 \$25.7817
HL2	\$32,750 \$15.7452	\$46,841 \$22.5197	\$60,931 \$29.2938	\$62,911 \$30.2457
HL3/HL4	\$36,795 \$17.6899	\$50,980 \$24.5096	\$65,167 \$31.3303	\$67,285 \$32.3486
HL5/HL6	\$40,710 \$19.5721	\$56,405 \$27.1178	\$72,101 \$34.6639	\$74,444 \$35.7904
HL7	\$45,682 \$21.9625	\$63,293 \$30.4293	\$80,905 \$38.8966	\$83,534 \$40.1606

**Approved by the Commission
May 17, 2023**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective January 7, 2024

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$29,412 \$14.1404	\$40,751 \$19.5918	\$52,091 \$25.0438	\$53,784 \$25.8577
HC2	\$31,417 \$15.1043	\$43,530 \$20.9279	\$55,641 \$26.7505	\$57,449 \$27.6197
HC3	\$32,846 \$15.7913	\$46,979 \$22.5861	\$61,111 \$29.3803	\$63,097 \$30.3351
HC4	\$36,903 \$17.7418	\$51,128 \$24.5808	\$65,354 \$31.4202	\$67,478 \$32.4413
HC5	\$40,831 \$19.6303	\$56,572 \$27.1981	\$72,314 \$34.7663	\$74,664 \$35.8962
HC6	\$45,815 \$22.0264	\$63,479 \$30.5188	\$81,143 \$39.0111	\$83,780 \$40.2788
HC7	\$49,503 \$23.7995	\$68,588 \$32.9750	\$87,671 \$42.1495	\$90,521 \$43.5197

Approved by the Commission
May 17, 2023



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective January 7, 2024

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$31,417 \$15.1043	\$43,530 \$20.9279	\$55,641 \$26.7505	\$57,449 \$27.6197
HT2	\$36,903 \$17.7418	\$51,128 \$24.5808	\$65,354 \$31.4202	\$67,478 \$32.4413
HT3	\$40,831 \$19.6303	\$56,571 \$27.1976	\$72,312 \$34.7654	\$74,662 \$35.8952
HT4	\$45,815 \$22.0264	\$63,479 \$30.5188	\$81,143 \$39.0111	\$83,780 \$40.2788
HT5	\$49,502 \$23.7990	\$68,588 \$32.9750	\$87,672 \$42.1500	\$90,521 \$43.5197

Approved by the Commission
May 17, 2023



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION FOP Park Police

Effective January 7, 2024

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
P02 (annual) (hourly)	\$61,110 \$29,3798	\$63,254 \$30,4106	\$65,469 \$31,4755	\$67,762 \$32,5779	\$70,127 \$33,7149	\$72,586 \$34,8971	\$75,124 \$36,1173	\$77,755 \$37,3822	\$80,472 \$38,6885	\$83,295 \$40,0457	\$86,212 \$41,4481	\$89,222 \$42,8952	\$92,346 \$44,3971	\$95,579 \$45,9514	\$98,924 \$47,5596		
P03 (annual) (hourly)	\$61,086 \$29,3683	\$64,168 \$30,8500	\$66,418 \$31,9317	\$68,750 \$33,0529	\$71,147 \$34,2053	\$73,628 \$35,3981	\$76,214 \$36,6413	\$78,879 \$37,9226	\$81,646 \$39,2529	\$84,500 \$40,6250	\$87,458 \$42,0471	\$90,524 \$43,5212	\$93,693 \$45,0447	\$96,966 \$46,6183	\$100,359 \$48,2495	\$103,872 \$49,9385	
P04 (annual) (hourly)	\$64,139 \$30,8361	\$67,374 \$32,3913	\$69,740 \$33,5288	\$72,179 \$34,7014	\$74,702 \$35,9144	\$77,319 \$37,1726	\$80,022 \$38,4721	\$82,822 \$39,8183	\$85,725 \$41,2139	\$88,720 \$42,6538	\$91,830 \$44,1490	\$95,045 \$45,6947	\$98,368 \$47,2923	\$101,815 \$48,9495	\$105,382 \$50,6644	\$109,070 \$52,4375	
P05 (annual) (hourly)	\$70,712 \$33,9962	\$74,288 \$35,7154	\$76,884 \$36,9635	\$79,577 \$38,2582	\$82,358 \$39,5952	\$85,243 \$40,9822	\$88,226 \$42,4163	\$91,318 \$43,9029	\$94,515 \$45,4399	\$97,819 \$47,0284	\$101,246 \$48,6760	\$104,794 \$50,3817	\$108,453 \$52,1409	\$112,250 \$53,9663	\$116,174 \$55,8529	\$120,240 \$57,8077	\$124,448 \$59,8308
Rank	ASI 1* (3.5%)	ASI 2** (3.5%)	ASI 3** (3.5%)														
P02 (annual) (hourly)	\$97,049 \$46,6582	\$100,446 \$48,2913	\$109,679 \$52,7303														
P03 (annual) (hourly)	\$101,902 \$48,9913	\$105,469 \$50,7063	\$115,165 \$55,3678														
P04 (annual) (hourly)	\$107,002 \$51,4433	\$110,747 \$53,2438	\$120,927 \$58,1380														
P05 (annual) (hourly)	\$122,090 \$58,6971	\$126,363 \$60,7514	\$137,978 \$66,3356														

*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 18 years.

**ASI 3 Applies to all officers on the first anniversary date on which the officer has completed 21 years.

Approved by the Commission
February 22, 2023

**Montgomery County
 Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 Park Police Command Officers
 Effective January 7, 2024**

<u>Title</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Lieutenant [P06]	(annual)	\$ 82,839	\$ 116,955	\$ 151,072
	(hourly)	\$ 39.8264	\$ 56.2284	\$ 72.6308
Captain [P07]	(annual)	\$ 95,841	\$ 135,306	\$ 174,770
	(hourly)	\$ 46.0774	\$ 65.0510	\$ 84.0240
Commander [P09]	(annual)	\$ 117,080	\$ 158,828	\$ 200,577
	(hourly)	\$ 56.2885	\$ 76.3596	\$ 96.4313

**Officer Candidate Pay Scale
 Effective January 7, 2024**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$ 61,110
	(hourly)	\$ 29.3798

**Approved by the Commission
 February 22, 2023**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Proposal Effective on or before 5/1/22 (B1) and 5/8/22 (B2)

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
PFA I (920) and RCI/Instructor I (950)	S1	\$15.0000	\$17.1250	\$19.2500
PFA II (921)	S2	\$15.0500	\$17.2570	\$19.5000
PFA III (922)	S3	\$15.1000	\$17.4250	\$19.7500
PFMA I (930) and RCI/Instructor II (951)	S4	\$15.2500	\$17.6900	\$20.1300
PFMA II (931)	S5	\$15.7500	\$18.3488	\$20.9475
PFMA III (932)	S7	\$16.0000	\$18.7200	\$21.4400
Call Center/Help Desk Rep 1 - 936 and RCI/Instructor III (952)	S8	\$16.2500	\$19.1750	\$22.1000
Not in Use	S10	\$16.3700	\$19.3985	\$22.4269
Intern I, Playground Manager and RCI/Instructor IV (953)	S11	\$16.5000	\$19.6350	\$22.7700
Call Center/Help Desk Rep 2 (937)	S12	\$16.7500	\$20.1000	\$23.4500
Intern II, Call Center-Help Desk Rep 3 (938) and RCI/Instructor V (954)	S13	\$17.0000	\$21.5050	\$26.0100
Not in Use	S14	\$17.5395	\$22.3632	\$27.1869
Camp Health Supv (941) and RCI/Instructor VI (955)	S15	\$20.1711	\$25.7179	\$31.2647

Approved by the Commission
September 15, 2021



Montgomery County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective on or before 5/1/22 (B1) and 5/8/22 (B2)**

	<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
900 - Ramp Guard/Slide Attendant	AQ2	\$15.00	\$15.75	\$16.54	\$17.36
906 - Shallow Water Lifeguard	AQ3	\$16.20	\$17.01	\$17.86	\$18.75
901 - Lifeguard	AQ4	\$17.50	\$18.38	\$19.29	\$20.26
902 - Instructor Aide/Swim Lessons	AQ5	\$18.50	\$19.43	\$20.40	\$21.42
903 - Assistant Pool Manager	AQ6	\$20.00	\$21.00	\$22.05	\$23.15
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$22.00	\$23.10	\$24.26	\$25.47
907 - Senior Pool Manager	AQ8	\$25.00	\$26.25	\$27.56	\$28.94

**Approved by the Commission
September 15, 2021**



Montgomery County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Proposal Effective on or before 5/1/22 (B1) and 5/8/22 (B2)**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$15.0000	\$18.5000	\$22.0000
Spec Svcs Instructor 2	SS2	\$16.0000	\$21.5000	\$27.0000
Spec Svcs Instructor 3	SS3	\$17.0000	\$25.5000	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

**Approved by the Commission
September 15, 2021**



Montgomery County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Proposal Effective on or before 5/1/22 (B1) and 5/8/22 (B2)

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$15.0000	\$17.5000	\$20.0000
Tennis Instructor 2	TI2	\$17.5000	\$21.3750	\$25.2500
Tennis Instructor 3	TI3	\$20.0000	\$28.7500	\$37.5000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission
September 15, 2021



**Montgomery County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent
2023 Summer Camp/Playground/Playtime and Safe Summer Staff
Effective: 5/14/23 (B1) and 5/21/23 (B2)**

JOB TITLE	JOB CODE	GRADE	RATES
Playground Manager/Camp Director	940	S11	\$21.50
Camp Health Supervisor	941	S15	\$20.1711 - \$31.2647
Camp/Playground Asst Director	943	S7	\$18.50
Camp/Playground Administrator	944	S5	\$17.25
Camp/Playground Senior Counselor	945	S4	\$16.50
Camp/Playground Counselor	946	S3	\$16.00
Camp/Playground Assistant Counselor	947	S1	\$15.75
Summer Youth Employment Program Counselor	962	S1	\$15.00
Safe Summer Staff	948	S13	\$21.00

**Approved by the Commission
September 15, 2021**

