

# The Maryland-National Capital Park and Planning Commission



## Proposed Annual Budget Fiscal Year 2026

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Montgomery County

The Maryland-National Capital Park and Planning  
Commission

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

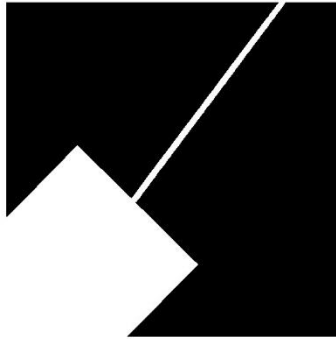
Proposed Annual Budget  
Fiscal Year 2026

**Commissioners**

Artie Harris, Chairman of the Commission  
Peter A. Shapiro, Vice-Chairman of the Commission

Dorothy F. Bailey  
William M. Doerner  
Manuel R. Geraldo  
A. Shuanise Washington

Mitra Pedoeem  
Shawn Bartley  
James Hedrick  
Josh Linden



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Gavin Cohen, Secretary-Treasurer  
Debra S. Borden, General Counsel

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*Director of Planning*

Bill Tyler  
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
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**Maryland-National Capital Park and Planning  
Commission**

For the Fiscal Year Beginning

**July 01, 2024**

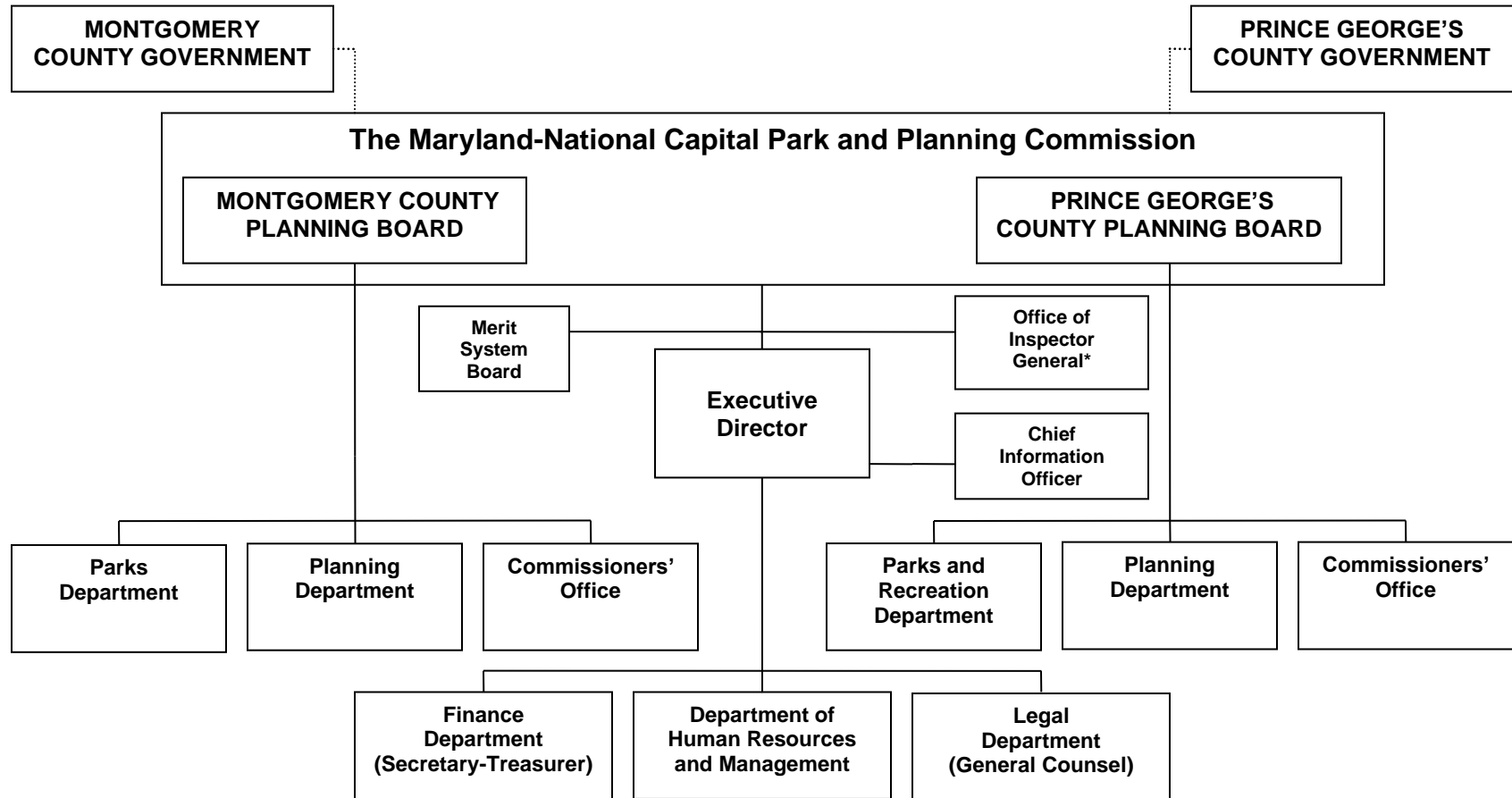
*Christopher P. Morrill*

**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, 2024. 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, 2025

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

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

Dear Mr. Elrich and Ms. Stewart:

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 FY26 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. Understanding we are in a challenging fiscal climate I directed all our departments to focus their budgets on maintenance of services and identifying further efficiencies. Our proposed budget reflects this commitment to quality services, and we 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 2024, we were awarded the Excellence in Transportation award for the *Pedestrian Master Plan* and the Excellence in Advancing Diversity and Social Equity award for the *Mapping Segregation Project* awards from the American Planning Association National Capital Area Chapter, the Community Engagement/Education award for *The Great Seneca Plan: Connecting Life and Science* and the Long Range Planning award for *Fairland and Briggs Chaney Master Plan* from the American Planning Association Maryland Chapter. Additionally, Parks and Planning were awarded two MarCom Platinum awards, six MarCom Gold awards, and nine honorable mentions. Montgomery Parks was awarded the best photo and best social media awards from the Maryland Recreation and Parks Association.

In addition, our Parks and Planning departments have been recognized in previous years with awards from MarCom, American Academy for Park and Recreation Administration, the Maryland



Department of Planning, American Planning Association’s National Capital Area and Maryland Chapters, American Planning Association’s County Planning Division and National Association of County Planners, and the National Association for Industrial Office Parks.

The FY26 Proposed Budget for the Park Fund includes increases for major known commitments, continues to invest in critical needs, and seeks to maintain existing service levels. The FY26 Proposed Budget for the Admin Fund includes increases related to personnel costs, necessary planning studies, critical equipment investments, and programmatic, legislative, maintenance, and essential service needs.

The FY26 proposed tax-supported operating budget is \$202.4 million. This is \$14.7 million more than the FY25 adopted budget, a 7.8 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 \$235.9 million, an increase of \$18.0 million or 8.3 percent from the FY25 adopted budget.

The following tables reflect different components of the budget, including inclusion or exclusion of certain funds and/or reserve requirements. Specific notes are included with each table. Together, they represent the total Commission operating obligations.

**Summary of FY26 Proposed Operating Budget Expenditures  
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY25 Adjusted Adopted	FY26 Proposed	\$ Change	% Change
<b>Montgomery Funds</b>				
Administration (1)	\$ 44,404,550	\$ 48,925,758	\$ 4,521,208	10.2%
Park (2)	140,921,309	150,938,352	10,017,043	7.1%
ALA Debt	2,398,786	2,539,599	140,813	5.9%
<b>Subtotal Tax Supported</b>	<b>187,724,645</b>	<b>202,403,709</b>	<b>14,679,064</b>	<b>7.8%</b>
Enterprise	11,283,610	13,848,355	2,564,745	22.7%
Property Management	1,688,700	1,962,600	273,900	16.2%
Special Revenue	9,024,081	9,455,222	431,141	4.8%
Park Debt	8,151,690	8,226,057	74,367	0.9%
<b>Total Montgomery</b>	<b>\$ 217,872,726</b>	<b>\$ 235,895,943</b>	<b>\$ 18,023,217</b>	<b>8.3%</b>

(1) Includes transfer to Special Revenue Fund

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

As 94 percent of our operating revenue comes from property taxes, to provide sufficient revenues, the FY26 Proposed Budget reflects the need for tax rate increase in the real and personal property tax rates for the Park Fund over those set for the FY25 Adopted Budget. While we have made every effort to maintain and reduce costs, revenues are not keeping pace with necessary expenditures to maintain current services and programs.



For example, 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. In addition, we have a pipeline of parks and facilities maintenance needs, with increasing costs the longer they are deferred.

The following table begins with our FY25 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 7.8 percent.

**M-NCPPC**  
**Summary of FY26 Proposed Budget Major Changes**  
**Montgomery County General Fund Accounts**  
**Administration and Park Funds (excludes property management and reserves)**

	<b>Budget Amount</b>	<b>% Change</b>
<b>FY25 Adopted Budget</b>	<b>\$ 185,325,859</b>	
<b><i>FY26 Major Changes- increase (decrease)</i></b>		
<b><u>Major Known Commitments -Personnel Cost Changes</u></b>		
Compensation Annualization	2,836,942	
Health Insurance	1,286,125	
Retirement	1,347,227	
OPEB	(558,000)	
Employee Compensation Marker	3,956,769	
Reclassification Marker	(75,000)	
Salary Lapse	(482,514)	
<b>Subtotal Major Personnel Changes</b>	<b>8,311,549</b>	<b>4.5%</b>
<b><u>Major Known Commitments-Non-Personnel Cost Changes</u></b>		
Transfer to Debt Service	74,367	
Transfer to Development Review	550,000	
One Time Reductions	-	
Park- NPDES	348,199	
OBI (non-NPDES)	711,396	
Operating Major Known Commitments	2,151,679	
<b>Subtotal Major NonPersonnel Changes</b>	<b>3,835,641</b>	<b>2.1%</b>
<b><u>Critical Needs and Program Enhancements</u></b>		
Commissioners' Office	127,613	
Planning	916,731	
Parks	1,224,527	
CAS	122,190	
<b>Subtotal Critical Needs and Program Enhancements</b>	<b>2,391,061</b>	<b>1.3%</b>
<b>Total Changes</b>	<b>14,538,251</b>	<b>7.8%</b>
<b>TOTAL FY26 Proposed Budget</b>	<b>\$ 199,864,110</b>	<b>7.8%</b>





**OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS**

The Commission is putting forth a budget for FY26 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 FY26:

- Medical Insurance and Benefit Costs;
- Full funding of Other post-employment benefits (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 \$7.8 million, mostly due to the increased pension and health insurance costs.

**FY26 Proposed Budget  
 Summary of Changes in Major Personnel Costs  
 Montgomery County Administration Fund and Park Fund**

	FY25 Adjusted Adopted	FY26 Proposed	\$ Change	% Change
<b>OPEB</b>				
OPEB PayGo & Prefunding	\$ 9,212,057	\$ 8,654,057	\$ (558,000)	-6.1%
<b>Pension (ERS)</b>				
Pension (ERS)	14,283,270	15,630,497	1,347,227	9.4%
<b>Health and Benefits(1)</b>				
Employee Health Benefits	19,971,405	21,257,530	1,286,125	6.4%
<b>Subtotal Personnel Costs</b>	<b>\$ 43,466,732</b>	<b>\$ 45,542,084</b>	<b>\$ 2,075,352</b>	<b>4.8%</b>
<b>Employee Compensation</b>				
Marker for Changes to Employee Comp.		5,792,774	5,792,774	-
Marker for Possible Reclassifications	926,918	851,918	(75,000)	-8.1%
Marker for Minimum Wage Increase	-	-	-	-
<b>Total Major Personnel Costs</b>			<b>\$ 7,793,126</b>	

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

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

The net change for total OPEB costs is a \$558,000 decrease or 6.1 percent under the FY25 adopted budget. Total OPEB funding is \$8.65 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.



Pension costs are increasing by 9.4 percent in FY26. This represents an increased cost of \$1.3 million over the FY25 adopted budget. Health insurance and benefit costs are projected to increase by 6.4 percent in FY26, or \$1.3 million over the FY25 adopted budget.

Employee compensation includes a compensation adjustment marker of \$5.8 million in the General Fund. The Commission is about to enter into contract negotiations with the Fraternal Order of Police (FOP) and a wage reopener with the Municipal and County Government Employees Organization (MCGEO). Also included is a marker for possible reclassification adjustments and/or seasonal adjustments (\$851,918).

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

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$2.4 million to address critical maintenance, equipment, and essential service needs. Each department’s budget sections provide detailed information on how this increased investment is proposed to be used. The following is a summary of the requests by department.

<b>Fund</b>	<b>Department</b>	<b>Critical Needs and Program Enhancements</b>	
Administration	Commissioners' Office	\$	127,613
Administration	Planning		916,731
Administration	CAS		122,190
Park	Parks		1,224,527
<b>Total</b>		<b>\$</b>	<b>2,391,061</b>



### Summary of FY6 Proposed Budget for the General Fund

The following table provides a comparative summary of the FY26 proposed budget to the FY25 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.

<b>M-NCPPC</b>				
<b>Summary of FY26 Proposed Budget General Fund Accounts</b>				
<b>By Fund by Department (excludes reserves)</b>				
	<b>FY25 Adjusted Adopted</b>	<b>FY26 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Montgomery</b>				
<b>Administration Fund</b>				
Commissioners' Office	\$ 1,261,153	\$ 1,427,614	\$ 166,461	13.2%
Planning Department Operating	26,565,785	28,082,947	1,517,162	5.7%
CAS Departments	12,907,940	13,634,863	726,923	5.6%
Transfer to Development Review	950,000	1,500,000	550,000	57.9%
Transfer to Park	100,000	-	(100,000)	-100.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	2,469,672	4,130,334	1,660,662	67.2%
<b>Subtotal Admin Fund</b>	<b>44,404,550</b>	<b>48,925,758</b>	<b>4,521,208</b>	<b>10.2%</b>
<b>Park Fund</b>				
Park Department Operating	124,373,988	130,959,323	6,585,335	5.3%
Transfer to Debt Service	7,861,690	7,936,057	74,367	0.9%
Transfer to Capital Projects	450,000	450,000	-	0.0%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	7,835,631	11,192,972	3,357,341	42.8%
<b>Subtotal Park Operating</b>	<b>140,921,309</b>	<b>150,938,352</b>	<b>10,017,043</b>	<b>7.1%</b>
<b>Montgomery Operating Subtotal</b>	<b>185,325,859</b>	<b>199,864,110</b>	<b>14,538,251</b>	<b>7.8%</b>
Property Management	1,688,700	1,962,600	273,900	16.2%
<b>Montgomery General Fund Total</b>	<b>\$ 187,014,559</b>	<b>\$ 201,826,710</b>	<b>\$ 14,812,151</b>	<b>7.9%</b>

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

### PROGRAM HIGHLIGHTS

We are committed to a FY26 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live while also being cognizant of fiscal challenges. One of the primary objectives in the FY26 proposed budget is to continue to provide the services that the Planning Board and the County Council have requested as 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, with the 2022 PROS the most recent version. This plan focuses on the key purposes of parks as encouraging physical activity, facilitating social interaction, and protecting the environment.

The Department's FY26 budget includes increases for:

- New operating budget obligations from Capital Improvement Projects;
- National Pollutant Discharge Elimination System (NPDES) mandates;
- Known operating commitments for maintaining existing services/programs; and
- Debt service on general obligation park bonds and for the Capital Equipment Internal Service Fund.

In addition, the FY26 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:

- Resource Stewardship;
- Improving Customer Service;
- Utilizing Data Analytics;
- Community Outreach and Promoting Social Equity;
- Supporting the Implementation of the Capital Improvements Program (CIP);
- Maintaining and Improving Existing Resources/Facilities.

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 FY26 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 FY26 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

One-Time funding requests:

- Housing Needs Assessments and Preferences (HNAP)
- Shaping Corridor-Focused Growth
- Retail Marketing Analysis and Strategy Update
- Green Streets Guidelines

On-going funding requests:

- Master Plan Support – including Kensington Sector Plan Amendment and Burtonsville Employment Area Minor Master Plan Amendment in FY26
- Three new positions: a Planner for Climate Initiatives, an Administrative Specialist for Organizational Development, and a Placemaking Coordinator
- Convert the Part Time Visual Media and Imaging Specialist to Full Time
- Increase the operating transfer from the Administration Fund to the Development Review Special Revenue Fund

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

CAS Departments' priorities will center on continuing to meet the needs of the operating departments. For FY 26, CAS' critical needs are proposed as follows:

- Fund Departments at a maintenance of effort level
- One Corporate Purchase Card Administrator for Finance Department
- One Senior Auditor for the Office of the Inspector General

## **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 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 FY26 Proposed Budget for the Commissioners’ Office includes:

- Funds to convert an unfunded part-time position to a full-time Administration Specialist to support the Chair and Commissioners
- Funds for a graduate assistant 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 FY26 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise approximately 94 percent of operating revenue in the tax-supported funds. The Commission, in proposing this budget, is requesting a change in the property tax rates for the Park Fund.

The FY26 Proposed Budget reflects a total tax rate for property tax supported funds of 8.28 cents real property and 20.70 cents personal property. The breakdown by fund is:

- Administration Fund: 1.98 cents real and 4.95 cents personal, unchanged;
- Park Fund: 6.20 cents real and 15.50 cents personal, an increase of 0.18 and 0.45, 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 Honorable Marc Elrich, County Executive  
 The Honorable Kate Stewart, President, Montgomery County Council  
 FY26 Proposed Operating Budget Transmittal  
 January 15, 2025  
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**MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)**

FUNDS	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ACTUAL FY19	ACTUAL FY20	ACTUAL FY21	ACTUAL FY22	ACTUAL FY23	ACTUAL FY24	ADOPTED FY25	PROPOSED FY26
<b>Administration Fund</b>											
Real	1.80	1.70	1.72	1.56	1.70	1.76	1.74	1.90	2.06	1.98	1.98
Personal	4.50	4.25	4.30	3.90	4.25	4.40	4.35	4.75	5.15	4.95	4.95
<b>Park Fund</b>											
Real	5.52	5.48	5.54	5.30	5.60	6.00	5.56	6.12	6.50	6.02	6.20
Personal	13.80	13.70	13.85	13.25	14.00	15.00	13.90	15.30	16.25	15.05	15.50
<b>Advance Land Acquisition Fund</b>											
Real	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Personal	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
<b>Total Tax Rates (Cents)</b>											
Real	<b>7.42</b>	<b>7.28</b>	<b>7.36</b>	<b>6.96</b>	<b>7.40</b>	<b>7.86</b>	<b>7.40</b>	<b>8.12</b>	<b>8.66</b>	<b>8.10</b>	<b>8.28</b>
Personal	<b>18.55</b>	<b>18.20</b>	<b>18.40</b>	<b>17.40</b>	<b>18.50</b>	<b>19.65</b>	<b>18.50</b>	<b>20.30</b>	<b>21.65</b>	<b>20.25</b>	<b>20.70</b>

**CONCLUSION**

The Proposed FY26 Budget is respectfully submitted for your consideration. In this document, we are proposing a budget that is fiscally prudent, while addressing our 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**

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

Strategic  
Focus

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

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## BUDGET GUIDE

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

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

## BUDGET STRUCTURE AND CONTENT

The Budget Book can be read in an unfolding manner with each section first providing higher level information followed by the supporting and more detailed information. The **Overview, Fiscal and Budget Summary Schedules** sections of the Book are intended to provide “the 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 FY26 budget and the Commission’s long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget’s development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



# Montgomery County

## Overview - Budget Guide

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The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide 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 2025 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 *FY25 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 2026 are included:

- Commission Summary of FY26 Proposed Budget by County and Fund Type
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY24 and Budgeted Use of Fund Balance/Net Position for FY25 and FY26
- Montgomery County FY26 Proposed Budget Summary - Fund Summary by Department and by Division
- Montgomery County FY26 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$241,993,572
- Montgomery County FY26 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$241,595,343
- Montgomery County FY26 Proposed Budget Expenditure Summary by Major Object
- Montgomery County FY26 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$241,595,343
- 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 FY17 Actual to FY26 Proposed
- Montgomery County Ending Fund Balance General Fund Accounts FY17 Actual to FY26 Proposed
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object
- Montgomery County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Property Management Subfund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position
- Montgomery County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance
- Montgomery County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance



# Montgomery County

## Overview - Budget Guide

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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



# Montgomery County

## Overview - Budget Guide

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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 FY26 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



# Montgomery County

## Overview - Budget Guide

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

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

### Capital Improvement Program

Summary information regarding the CIP is provided in the operating budget books. In the Montgomery County document, the capital budget section includes a brief overview and highlights. The Capital Projects Fund, representing the capital budget, or first year of the CIP, is included in this section. The Commission does not publish a separate document for the Capital Budget and CIP. 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 helpful information 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





# Montgomery County

## Overview - Budget Guide

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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.

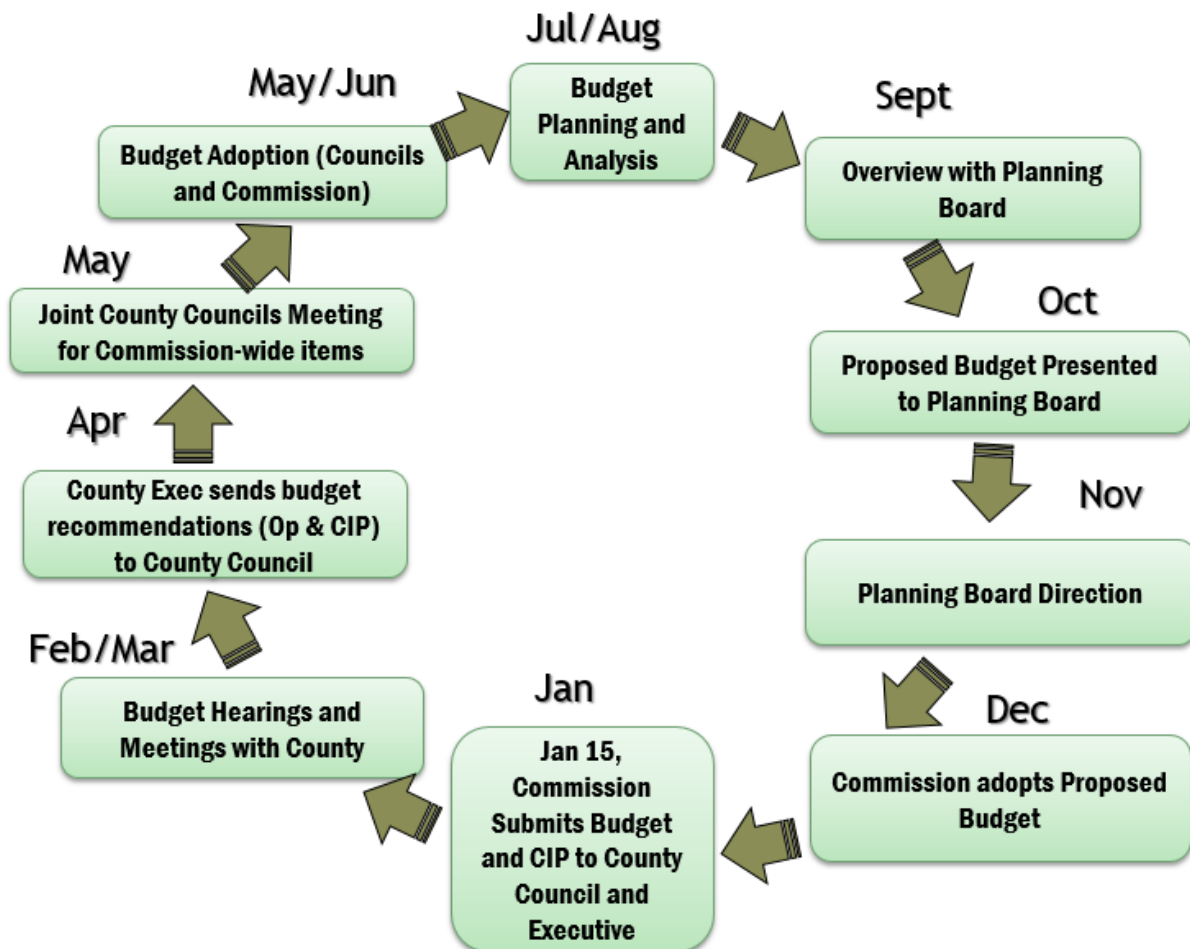


# Montgomery County Overview - Budget Guide

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 2024
• Budget Overview with Planning Board	September to November 2024
• Staff Develops Budget	September to November 2024
• Planning Board Work Sessions	September to December 2024
• Commission Approves Proposed Budget	December 18, 2024
• Staff Produce Proposed Budget Book	December 2024 to January 2025
• Submit Proposed Operating Budget to County Executive and County Council	January 15, 2025
• County Executive Makes Recommendations	January 15 to March 1, 2025
• County Council Holds Public Hearings	April 2025
• County Council Reviews Budget	April 2025
• County Councils Meet Jointly	May 2025
• County Councils Adopt Budget	By June 1, 2025
• Commission Adopts Budget Resolution	June 18, 2025



# Montgomery County

## Overview – Background

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### BACKGROUND

#### AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 2.01 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 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 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 1,058,474 as of July 1, 2023, 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 59.4 percent of the population; 21.1 percent of residents are Hispanic or Latino; 20.9 percent are black or African American; 16.1 percent are Asian; and 40.6 percent are non-Hispanic white. About



## Montgomery County Overview – Background

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33.4 percent are foreign born, compared to the state of Maryland which shows about 16.3 percent. According to the United States Census Bureau, of the population above age 5, over 42.5 percent speak a language other than English at home. This is substantially greater than it is statewide (20.6 percent).

The median age of the county's was 40.6 in 2023. About 22.6 percent of the population is under 18 years old and another 17.7 percent is age 65 or older. American Community Survey 2023 estimates of student enrollment in public grades K-12 was 185,754. In Montgomery County. One of the most highly educated counties in the nation, 60.3 percent of adults aged 25 and over have at least a bachelor's degree. Only 8.8 percent did not graduate from high school.

Based on the Census Bureau, the 2019-2023 median household income was \$128,733 compared to the state median household income of \$101,652. The median value of owner-occupied housing units between 2019 and 2023 in Montgomery County was \$615,200 compared to the state median of \$397,700.

### **CUSTOMER DEFINITION AND FOCUS**

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

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

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

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



## Montgomery County Overview – Background

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Counties; or eventually flow into 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.



# Montgomery County

## Overview – Background

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### **Special Revenue Funds**

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

### **Park Debt Service Fund**

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

### **Capital Projects Fund**

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

### **Enterprise Fund**

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

### **Internal Service Funds**

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



# Montgomery County

## Overview – Policies

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### POLICIES

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

### FISCAL POLICY

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

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. We have different reserve levels for different fund types. The Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund and Park Fund. In 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

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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 efficiency with regard to investment pricing, safekeeping and administration. Investment income is allocated to the various funds based on their respective cash balances. These funds are reported in the Commission’s Annual Comprehensive Financial Report and include:

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

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

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

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

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



# Montgomery County

## Overview – Policies

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

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

### **DEBT MANAGEMENT POLICY**

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

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

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

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

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



# Montgomery County

## Overview – Policies

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

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

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

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

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

### **LONG-TERM SUSTAINABILITY**

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



# Montgomery County

## Overview – Policies

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

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

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

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

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

## PERFORMANCE MEASURES

All government agencies must examine how well they meet their financial obligations and continually demonstrate value to their taxpayers. The Commission is using performance measurements 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 the results of the services delivered.



# Montgomery County

## Overview – Budget Issues

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### BUDGET ISSUES

This section of the budget provides the global context underlying the Commission’s FY26 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

### REVENUES

Property tax revenues constitute approximately 94.4 percent of the General Fund operating revenues in Montgomery County. The latest projections provided by Montgomery County’s Finance Department show the County’s FY26 assessable base (both real and personal) projected to grow by 5.5 percent next year. The remaining 5 percent of General Fund revenues are projected to increase by 12.6 percent in FY26 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 FY26 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 FY25 Adopted Budget.

Total proposed tax revenues in the three tax-supported funds are budgeted to increase by \$13.1 million or 7.8 percent in FY26 to \$181.6 million.

The FY26 Proposed Budget reflects a total tax rate for property tax supported funds of 8.28 cents real property and 20.70 cents personal property. The breakdown by fund is:

- Administration Fund: 1.98 cents real and 4.95 cents personal, unchanged.
- Park Fund: 6.2 cents real and 15.5 cents personal, an increase of 0.18 and 0.45, 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 \$3.1 million in FY26, a 3.9 percent increase from the FY25 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 affordable and desirable. FY26 numbers reflect the ongoing effort and cost recovery pyramid approach to setting fees.



# Montgomery County

## Overview – Budget Issues

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### 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 FY26 is proposed at \$775,000, an increase of \$665,000 over the FY25 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 FY26 Proposed Budget includes \$505,019 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 \$4,637,840. This is a total increase of 7.8 percent from FY25. The increase is necessary to cover staffing and other costs for the Parks Department to meet the National Pollutant Discharge Elimination System (NPDES) requirements. \$50,000 is proposed from the County Cable fund to continue the extension of Wi-Fi in additional parks. The budget also includes \$96,000 of miscellaneous revenue in the Park Fund.

### Enterprise Fund Revenues

In FY26, total Enterprise Fund revenues are proposed at \$14.2 million and expenses at \$13.8 million. Not only does the Enterprise Fund budget no longer depend on a subsidy from the Park Fund, but fund balance is also being accumulated for future capital projects.

## EXPENDITURES

The Commission is putting forth a budget for FY26 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 FY26:

- 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 \$7.8 million, mostly due to increased employee pension and health and benefit costs.



# Montgomery County Overview – Budget Issues

## Exhibit 1

**FY26 Proposed Budget  
Summary of Changes in Major Personnel Costs  
Montgomery County Administration Fund and Park Fund**

	FY25 Adjusted Adopted	FY26 Proposed	\$ Change	% Change
<b>OPEB</b>				
OPEB PayGo & Prefunding	\$ 9,212,057	\$ 8,654,057	\$ (558,000)	-6.1%
<b>Pension (ERS)</b>				
Pension (ERS)	14,283,270	15,630,497	1,347,227	9.4%
<b>Health and Benefits(1)</b>				
Employee Health Benefits	19,971,405	21,257,530	1,286,125	6.4%
<b>Subtotal Personnel Costs</b>	<b>\$ 43,466,732</b>	<b>\$ 45,542,084</b>	<b>\$ 2,075,352</b>	<b>4.8%</b>
<b>Employee Compensation</b>				
Marker for Changes to Employee Comp.		5,792,774	5,792,774	-
Marker for Possible Reclassifications	926,918	851,918	(75,000)	-8.1%
Marker for Minimum Wage Increase	-	-	-	-
<b>Total Major Personnel Costs</b>			<b>\$ 7,793,126</b>	

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

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

### ***OPEB***

OPEB costs for FY26 have been determined by the actuary. The net change for total OPEB costs is a \$558 thousand decrease or 6.1 percent under the FY25 Adopted Budget.

Total OPEB funding is \$8.7 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 9.4 percent in FY26. This represents an increased cost of \$1.3 million over the FY25 Adopted Budget.

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

On average, health insurance and benefit costs are projected to increase by 6.4 percent in FY26, for an increased cost of \$1.3 million over the FY25 Adopted Budget.

### ***Employee Compensation***

The Commission’s FY26 Proposed Budget includes a compensation adjustment marker of \$5.8 million in the General Fund. The Commission will be in full contract negotiations with the Fraternal Order of Police (FOP) and wage re-opener with the Municipal and County Government Employees Organization (MCGEO). Also included is a marker for possible reclassification adjustments and/or seasonal adjustments (\$852 thousand).



# Montgomery County

## Overview – Budget Issues

Total expenditures for tax supported funds in the FY26 Proposed Budget (excluding reserves) are \$202.4 million, a 7.8 percent increase over FY25. The total FY26 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 \$235.9 million, 8.3 percent higher than the FY25 Budget. Exhibit 2 provides a comparative total funds summary.

### Exhibit 2

**Summary of FY26 Proposed Operating Budget Expenditures  
(net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY25 Adjusted Adopted	FY26 Proposed	\$ Change	% Change
<b>Montgomery Funds</b>				
Administration (1)	\$ 44,404,550	\$ 48,925,758	\$ 4,521,208	10.2%
Park (2)	140,921,309	150,938,352	10,017,043	7.1%
ALA Debt	2,398,786	2,539,599	140,813	5.9%
<b>Subtotal Tax Supported</b>	<b>187,724,645</b>	<b>202,403,709</b>	<b>14,679,064</b>	<b>7.8%</b>
Enterprise	11,283,610	13,848,355	2,564,745	22.7%
Property Management	1,688,700	1,962,600	273,900	16.2%
Special Revenue	9,024,081	9,455,222	431,141	4.8%
Park Debt	8,151,690	8,226,057	74,367	0.9%
<b>Total Montgomery</b>	<b>\$ 217,872,726</b>	<b>\$ 235,895,943</b>	<b>\$ 18,023,217</b>	<b>8.3%</b>

(1) Includes transfer to Special Revenue Fund

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

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

One of the primary objectives in the FY26 Proposed Budget is to meet core public service needs in the present and future. Included in the funding levels of the Administration Fund and the Park Fund is a funding request of \$2.4 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; 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

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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.

<b>Fund</b>	<b>Department</b>	<b>Critical Needs and Program Enhancements</b>
Administration	Commissioners' Office	\$ 127,613
Administration	Planning	916,731
Administration	CAS	122,190
Park	Parks	<u>1,224,527</u>
<b>Total</b>		<b>\$ 2,391,061</b>

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

### FUND BALANCE

At the end of FY24, the Commission had \$7.4 million in fund balance in the Administration Fund and \$15 million in fund balance in the Park Fund. Based on current estimates, which reflect the budgeted use of a portion of these balances in FY25, \$7.4 million in the Administration Fund and \$15 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 FY26 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 FY26 are projected to be \$15 thousand in both the Administration Fund and the Park Fund (not including \$444,634 in the Property Management subfund).

### DEBT

Debt Service in the Park Fund is proposed to be \$7.9 million in FY26. Tax rates for the ALA debt service fund are proposed without change from the FY25 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, 2024 is estimated at \$2.05 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 \$85.5 million of outstanding Park Acquisition and Development bonds. The Commission’s Montgomery County bonds are rated AAA by Standard & Poor’s Rating Services and Fitch Ratings, and Aaa by Moody’s Investor Services Inc.



# Montgomery County

## Overview – Budget Issues

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### 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 through FY25 and is requested to increase in FY26.



**FY26 Proposed Budget**  
**Fiscal and Budget Summary Schedules**





COMMISSION SUMMARY

Summary of Changes in Actual Fund Balance/Net Position for FY24 and Budgeted Use of Fund Balance/Net Position for FY25 and FY26

	Prince George's County			Montgomery County			Total Commission		
	FY 24	FY 25	FY 26	FY 24	FY 25	FY 26	FY 24	FY 25	FY 26
	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed
<b>Governmental Funds:</b>									
Administration Fund	17,629,815	(31,670,129)	458,236	3,177,878	(3,745,792)	(5,906,339)	20,807,693	(35,415,921)	(5,448,103)
Park Fund	19,638,605	(25,817,230)	(14,932,479)	4,114,413	(11,322,161)	(9,890,736)	23,753,018	(37,139,391)	(24,823,215)
Recreation Fund	4,658,399	(28,387,060)	(23,196,615)	-	-	-	4,658,399	(28,387,060)	(23,196,615)
General Funds Total	41,926,819	(85,874,419)	(37,670,858)	7,292,291	(15,067,953)	(15,797,075)	49,219,110	(100,942,372)	(53,467,933)
ALA Debt Service Fund	(43)	-	-	355	-	-	312	-	-
Tax Supported Funds Total	41,926,776	(85,874,419)	(37,670,858)	7,292,646	(15,067,953)	(15,797,075)	49,219,422	(100,942,372)	(53,467,933)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	242,776	(200,000)	(133,000)	242,776	(200,000)	(133,000)
Capital Projects Fund	(5,581,323)	-	-	514,064	-	-	(5,067,259)	-	-
Special Revenue Funds	2,128,932	(76,005)	(3,087)	(616,177)	(1,484,768)	(929,388)	1,512,755	(1,560,773)	(932,475)
Governmental Funds Total	38,474,385	(85,950,424)	(37,673,945)	7,433,309	(16,752,721)	(16,859,463)	45,907,694	(102,703,145)	(54,533,408)
<b>Proprietary Funds:</b>									
Enterprise Fund	2,148,671	(720,004)	(657,623)	3,123,665	1,635,300	398,229	5,272,336	915,296	(259,394)
Risk Management Fund	625,644	(1,752,916)	(815,356)	760,692	(406,628)	(867,179)	1,386,336	(2,159,544)	(1,682,535)
Capital Equipment Fund	(95,701)	(988,501)	(22,782)	167,801	(1,494,314)	(1,900,971)	72,100	(2,482,815)	(1,923,753)
Wheaton Headquarters Bldg Fund	-	-	-	(4,426,366)	-	-	(4,426,366)	-	-
CIO Fund	443,051	(18,190)	-	248,605	(14,405)	-	691,656	(32,595)	-
Comm-wide IT Initiatives Fund	875,319	-	-	504,694	-	-	1,380,013	-	-
Largo Headquarters Bldg Fund	(5,315,106)	-	(27,931,846)	-	-	-	(5,315,106)	-	(27,931,846)
Executive Office Building Fund*	-	-	-	-	-	-	(304,409)	(130,263)	(139,277)
Group Insurance Fund *	-	-	-	-	-	-	248,067	(16,061)	-
Internal Service Funds Total	(3,466,793)	(2,759,607)	(28,769,984)	(2,744,575)	(1,915,347)	(2,768,150)	(6,267,709)	(4,821,278)	(31,677,411)
Proprietary Funds Total	(1,318,122)	(3,479,611)	(29,427,607)	379,090	(280,047)	(2,369,921)	(995,373)	(3,905,982)	(31,936,805)
<b>Private Purpose Trust Funds:</b>									
ALA Revolving Fund	13,402	(312,177)	(325,510)	2,262,567	(6,045,298)	(152,045)	2,275,969	(6,357,475)	(477,555)
<b>GRAND TOTAL</b>	<b>37,169,665</b>	<b>(89,742,212)</b>	<b>(67,427,062)</b>	<b>10,074,966</b>	<b>(23,078,066)</b>	<b>(19,381,429)</b>	<b>47,188,290</b>	<b>(112,966,602)</b>	<b>(86,947,768)</b>

\* 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 FY24 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 FY26 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
<b>Sources:</b>															
Property Taxes	\$ 43,336,000	\$ 135,711,800	\$ -	\$ -	\$ 2,539,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181,587,399
Intergovernmental	655,019	5,087,840	-	200,000	-	-	31,073,000	2,716,002	-	-	-	-	-	1,688,833	41,420,694
Sales	200	18,500	-	-	-	-	-	152,582	829,750	-	-	-	-	-	1,001,032
Charges for Services	276,000	2,851,801	-	-	-	-	-	3,184,000	7,807,860	3,204,800	1,799,725	3,274,460	287,198	1,248,270	23,934,114
Rentals and Concessions	-	783,275	1,799,600	-	-	-	-	157,800	4,321,294	-	-	-	-	-	7,061,969
Interest	175,000	600,000	30,000	-	-	1,000	175,000	92,950	382,290	200,000	100,000	-	-	15,000	1,771,240
Miscellaneous	-	96,000	-	-	-	2,538,599	4,600,000	722,500	905,390	-	-	-	-	-	8,862,489
<b>Total Revenues</b>	<b>44,442,219</b>	<b>145,149,216</b>	<b>1,829,600</b>	<b>200,000</b>	<b>2,539,599</b>	<b>2,539,599</b>	<b>35,848,000</b>	<b>7,025,834</b>	<b>14,246,584</b>	<b>3,404,800</b>	<b>1,899,725</b>	<b>3,274,460</b>	<b>287,198</b>	<b>2,952,103</b>	<b>265,638,937</b>
Transfers In	-	175,000	-	7,936,057	-	-	1,700,000	1,500,000	-	-	-	-	-	-	11,311,057
Bond Proceeds	-	-	-	90,000	-	-	7,915,000	-	-	-	-	-	-	-	8,005,000
Use of Fund Balance/Net Assets	5,906,339	9,890,736	133,000	-	-	152,045	-	929,388	-	867,179	1,900,971	-	-	-	19,779,658
<b>Total Available Funds</b>	<b>\$ 50,348,558</b>	<b>\$ 155,214,952</b>	<b>\$ 1,962,600</b>	<b>\$ 8,226,057</b>	<b>\$ 2,539,599</b>	<b>\$ 2,691,644</b>	<b>\$ 45,463,000</b>	<b>\$ 9,455,222</b>	<b>\$ 14,246,584</b>	<b>\$ 4,271,979</b>	<b>\$ 3,800,696</b>	<b>\$ 3,274,460</b>	<b>\$ 287,198</b>	<b>\$ 2,952,103</b>	<b>\$ 304,734,652</b>
<b>Uses:</b>															
Commissioners' Office	\$ 1,427,614	-	-	-	-	-	-	-	-	-	-	-	-	-	1,427,614
<b>Planning Department:</b>															
Office of The Planning Director	2,680,070	-	-	-	-	-	-	-	-	-	-	-	-	-	2,680,070
Management Services	1,545,769	-	-	-	-	-	-	-	-	-	-	-	-	-	1,545,769
Communications Division	2,101,916	-	-	-	-	-	-	-	-	-	-	-	-	-	2,101,916
Countywide Planning and Policy	4,323,328	-	-	-	-	-	-	-	-	-	-	-	-	-	4,323,328
Downcounty Planning	1,902,996	-	-	-	-	-	-	-	-	-	-	-	-	-	1,902,996
Midcounty Planning	2,579,687	-	-	-	-	-	-	-	-	-	-	-	-	-	2,579,687
Upcounty Planning	2,620,759	-	-	-	-	-	-	-	-	-	-	-	-	-	2,620,759
Intake and Regulatory Coordination	1,169,241	-	-	-	-	-	-	-	-	-	-	-	-	-	1,169,241
Information Technology and Innovation	4,864,256	-	-	-	-	-	-	-	-	-	-	-	-	-	4,864,256
Research and Strategic Projects	1,359,085	-	-	-	-	-	-	-	-	-	-	-	-	-	1,359,085
Support Services	2,935,840	-	-	-	-	-	-	-	-	-	-	-	-	-	2,935,840
Grants	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000
Special Revenue Operations	-	-	-	-	-	-	-	4,953,703	-	-	-	-	-	-	4,953,703
<b>Planning Operations Total</b>	<b>28,232,947</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,953,703</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,186,650</b>
<b>Central Administrative Services (CAS):</b>															
Dept. of Human Resources and Mgmt.	4,461,941	-	-	-	-	-	-	-	-	-	-	-	-	-	4,461,941
Department of Finance	3,358,251	-	-	-	-	-	-	-	-	-	-	-	-	-	3,358,251
Legal Department	1,996,565	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996,565
Merit System Board	88,937	-	-	-	-	-	-	-	-	-	-	-	-	-	88,937
Office of Inspector General	668,119	-	-	-	-	-	-	-	-	-	-	-	-	-	668,119
Corporate IT	2,290,062	-	-	-	-	-	-	-	-	-	-	-	-	-	2,290,062
Support Services	770,988	-	-	-	-	-	-	-	-	-	-	-	-	-	770,988
<b>CAS Total</b>	<b>13,634,863</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,634,863</b>

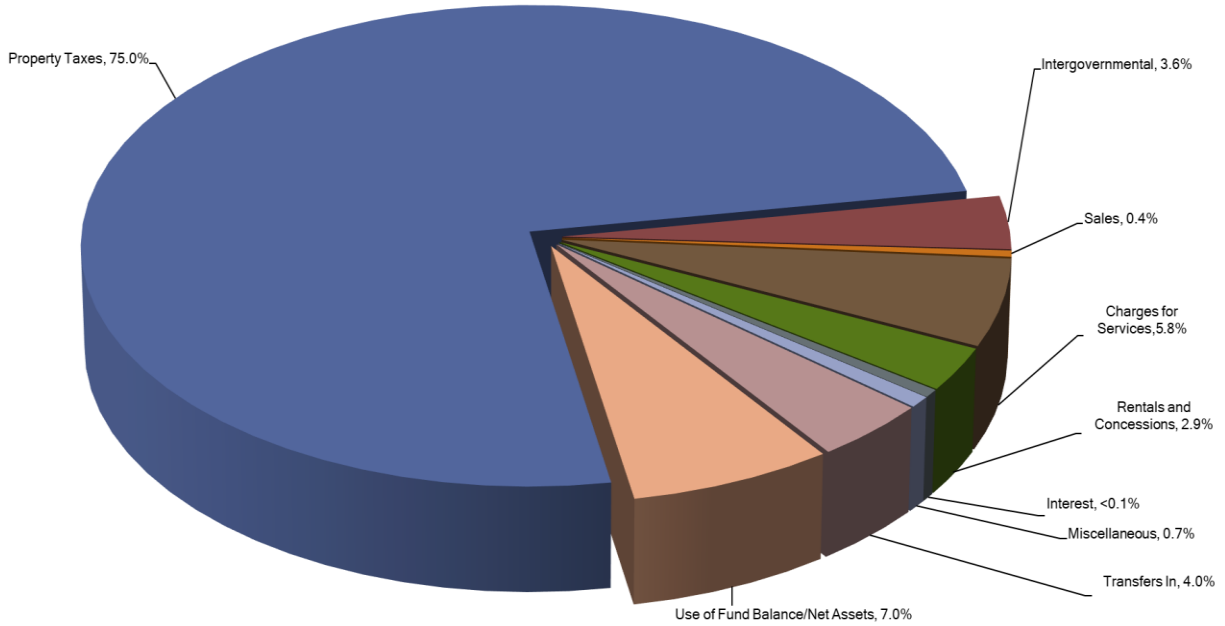
**MONTGOMERY COUNTY FY26 PROPOSED BUDGET SUMMARY**  
**FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd**

	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
<b>Park Department Operating Divisions:</b>															
Office of the Director	-	1,713,033	-	-	-	-	-	-	-	-	-	-	-	-	1,713,033
Public Affairs & Community Partnerships	-	4,419,937	-	-	-	-	-	-	-	-	-	-	-	-	4,419,937
Management Services	-	4,181,883	-	-	-	-	-	-	-	-	-	-	-	-	4,181,883
Information Technology & Innovation	-	4,019,032	-	-	-	-	-	-	-	-	-	-	-	-	4,019,032
Park Planning & Stewardship	-	9,992,410	-	-	-	-	-	-	-	-	-	-	-	-	9,992,410
Park Development	-	4,996,369	-	-	-	-	-	-	-	-	-	-	-	-	4,996,369
Park Police	-	21,498,889	-	-	-	-	-	-	-	-	-	-	-	-	21,498,889
Horticulture, Forestry & Environmental Educ	-	15,833,023	-	-	-	-	-	-	-	-	-	-	-	-	15,833,023
Facilities Management	-	16,597,155	-	-	-	-	-	-	-	-	-	-	-	-	16,597,155
Northern Parks	-	14,053,911	-	-	-	-	-	-	-	-	-	-	-	-	14,053,911
Southern Parks	-	18,301,549	-	-	-	-	-	-	-	-	-	-	-	-	18,301,549
Support Services	-	15,352,132	-	-	-	-	-	-	-	-	-	-	-	-	15,352,132
Special Revenue Operations	-	-	-	-	-	-	-	4,501,519	-	-	-	-	-	-	4,501,519
Grants	-	400,000	-	-	-	-	-	-	-	-	-	-	-	-	400,000
Property Management	-	-	1,962,600	-	-	-	-	-	-	-	-	-	-	-	1,962,600
Enterprise Operations	-	-	-	-	-	-	-	-	12,598,355	-	-	-	-	-	12,598,355
<b>Total Park Department Operations</b>	-	<b>131,359,323</b>	<b>1,962,600</b>	-	-	-	-	<b>4,501,519</b>	<b>12,598,355</b>	-	-	-	-	-	<b>150,421,797</b>
NonDepartmental	4,130,334	11,192,972	-	-	-	-	-	-	-	-	-	-	-	-	15,323,306
Debt Service	-	-	-	8,226,057	-	-	-	-	-	-	-	-	-	-	8,226,057
Capital Projects	-	-	-	-	-	-	45,288,000	-	-	-	-	-	-	-	45,288,000
Transfer to Debt Service	-	7,936,057	-	-	-	-	-	-	-	-	-	-	-	-	7,936,057
Advanced Land Acquisition	-	-	-	-	2,539,599	2,691,644	-	-	-	-	-	-	-	-	5,231,243
Risk Management Operating	-	-	-	-	-	-	-	-	4,271,979	-	-	-	-	-	4,271,979
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	3,800,696	-	-	-	-	3,800,696
CIO Internal Service Fund	-	-	-	-	-	-	-	-	-	-	3,274,460	-	-	-	3,274,460
Commission-wide IT Initiatives Internal Serv	-	-	-	-	-	-	-	-	-	-	-	287,198	-	-	287,198
Wheaton Headquarters Building	-	-	-	-	-	-	-	-	-	-	-	-	2,952,103	-	2,952,103
Transfers Out	1,500,000	450,000	-	-	-	-	175,000	-	1,250,000	-	-	-	-	-	3,375,000
<b>Total Uses</b>	<b>\$ 48,925,758</b>	<b>\$ 150,938,352</b>	<b>\$ 1,962,600</b>	<b>\$ 8,226,057</b>	<b>\$ 2,539,599</b>	<b>\$ 2,691,644</b>	<b>\$ 45,463,000</b>	<b>\$ 9,455,222</b>	<b>\$ 13,848,355</b>	<b>\$ 4,271,979</b>	<b>\$ 3,800,696</b>	<b>\$ 3,274,460</b>	<b>\$ 287,198</b>	<b>\$ 2,952,103</b>	<b>\$ 298,637,023</b>
Designated Expenditure Reserve @ 3%	1,422,800	4,276,600	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	5,699,400
<b>Total Required Funds</b>	<b>\$ 50,348,558</b>	<b>\$ 155,214,952</b>	<b>\$ 1,962,600</b>	<b>\$ 8,226,057</b>	<b>\$ 2,539,599</b>	<b>\$ 2,691,644</b>	<b>\$ 45,463,000</b>	<b>\$ 9,455,222</b>	<b>\$ 13,848,355</b>	<b>\$ 4,271,979</b>	<b>\$ 3,800,696</b>	<b>\$ 3,274,460</b>	<b>\$ 287,198</b>	<b>\$ 2,952,103</b>	<b>\$ 304,336,423</b>
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 398,229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 398,229
<b>Total Funded Career/Term Positions</b>	<b>239.02</b>	<b>847.00</b>	<b>4.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38.00</b>	<b>4.00</b>	<b>-</b>	<b>3.50</b>	<b>-</b>	<b>-</b>	<b>1,135.52</b>
<b>Total Funded Workyears</b>	<b>204.95</b>	<b>796.00</b>	<b>5.80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42.30</b>	<b>115.40</b>	<b>4.00</b>	<b>-</b>	<b>3.50</b>	<b>-</b>	<b>-</b>	<b>1,171.95</b>

# Montgomery County Overview – Fiscal and Budget Summary Schedules

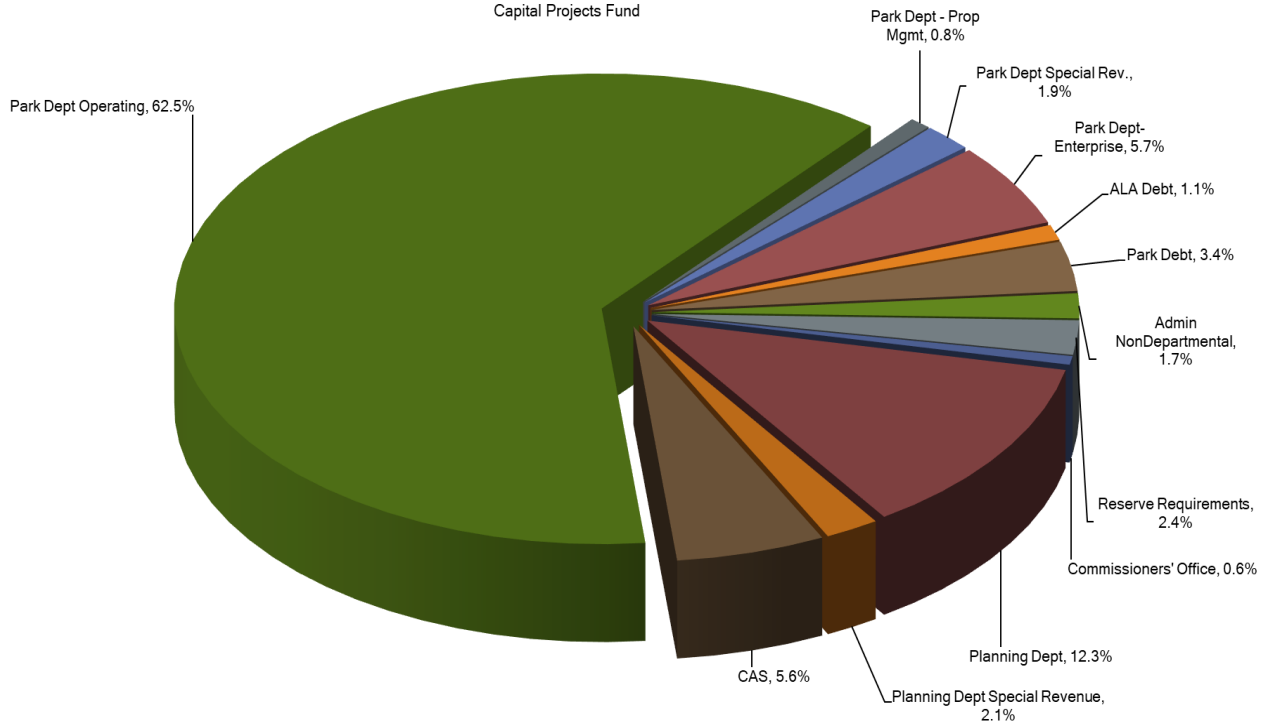
Montgomery County FY26 Proposed Budget  
Revenue Sources (Percent of Total by Type)  
Operating Funds Total \$241,993,572

Excludes Internal Service Funds, ALARF, and  
Capital Projects Fund



Montgomery County FY26 Proposed Budget  
Funds Required (Percent of Total by Function)  
Total Operating Funds \$241,595,343

Excludes Internal Service Funds, ALARF, and  
Capital Projects Fund





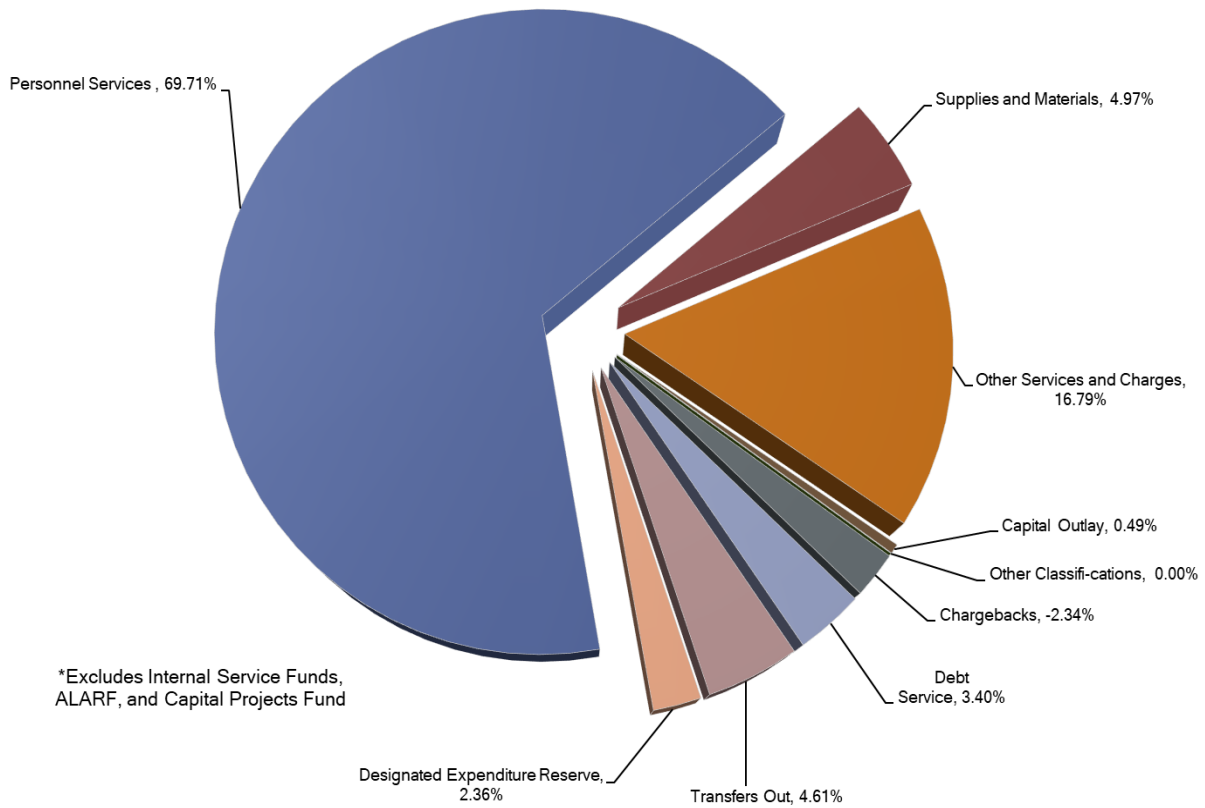
**MONTGOMERY COUNTY FY26 PROPOSED BUDGET  
EXPENDITURE SUMMARY BY MAJOR OBJECT**

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classifi- cations	Charge- backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
<b>Governmental Funds:</b>										
General Funds:										
Administration Fund										
Commissioners' Office	\$ 1,102,326	\$ 26,372	\$ 53,531	\$ -	\$ -	\$ 245,385	\$ -	\$ -	\$ -	\$ 1,427,614
Planning Department	25,372,895	405,408	6,133,563	75,000	-	(3,753,919)	-	-	-	28,232,947
DHRM	4,216,826	33,004	537,506	-	-	(325,395)	-	-	-	4,461,941
Department of Finance	3,629,448	28,429	247,774	-	-	(547,400)	-	-	-	3,358,251
Legal Department	2,834,409	8,279	299,899	-	-	(1,146,022)	-	-	-	1,996,565
Merit System Board	74,187	750	14,000	-	-	-	-	-	-	88,937
Office of Inspector General	599,530	2,406	66,183	-	-	-	-	-	-	668,119
Corporate IT	1,787,578	72,750	1,040,043	-	-	(610,309)	-	-	-	2,290,062
CAS Support Services	5,051	18,297	747,640	-	-	-	-	-	-	770,988
Non-Departmental	4,129,034	-	1,300	-	-	-	-	1,500,000	-	5,630,334
Budgetary Reserve	-	-	-	-	-	-	-	-	1,422,800	1,422,800
Administration Fund Total	43,751,284	595,695	9,141,439	75,000	-	(6,137,660)	-	1,500,000	1,422,800	50,348,558
Park Fund										
Parks Department	114,746,694	10,017,296	21,829,609	1,104,256	-	(5,145,560)	-	8,386,057 *	4,276,600	155,214,952
Park Fund Total	114,746,694	10,017,296	21,829,609	1,104,256	-	(5,145,560)	-	8,386,057	4,276,600	155,214,952
General Funds Total	158,497,978	10,612,991	30,971,048	1,179,256	-	(11,283,220)	-	9,886,057	5,699,400	205,563,510
ALA Debt Service Fund										
Tax Supported Funds Total	-	-	2,539,599	-	-	-	-	-	-	2,539,599
Park Debt Service Fund	-	-	-	-	-	-	8,226,057	-	-	8,226,057
Property Management Fund										
Parks Department	589,261	124,862	1,095,177	-	-	153,300	-	-	-	1,962,600
Property Management Fund Total	589,261	124,862	1,095,177	-	-	153,300	-	-	-	1,962,600
Capital Projects Fund										
Special Revenue Funds	-	-	-	45,288,000	-	-	-	175,000	-	45,463,000
Planning Department	20,000	29,000	714,050	-	-	4,190,653	-	-	-	4,953,703
Parks Department	997,033	322,969	2,768,727	-	-	412,790	-	-	-	4,501,519
Special Revenue Funds Total	1,017,033	351,969	3,482,777	-	-	4,603,443	-	-	-	9,455,222
Governmental Funds Total	160,104,272	11,089,822	38,088,601	46,467,256	-	(6,526,477)	8,226,057	10,061,057	5,699,400	273,209,988
<b>Proprietary Funds:</b>										
Enterprise Funds										
Parks Department	8,316,640	910,337	2,486,237	-	-	885,141	-	1,250,000	-	13,848,355
Enterprise Funds Total	8,316,640	910,337	2,486,237	-	-	885,141	-	1,250,000	-	13,848,355
Internal Service Funds:										
Risk Management Fund	766,805	31,000	3,049,571	-	-	424,603	-	-	-	4,271,979
Capital Equipment Internal Service Fund	-	-	495	2,810,000	-	52,601	937,600	-	-	3,800,696
CIO Internal Service Fund	722,343	22,319	2,529,798	-	-	-	-	-	-	3,274,460
Commission-wide IT Initiatives Fund	-	-	287,198	-	-	-	-	-	-	287,198
Wheaton Headquarters Building Fund	45,000	100,000	2,567,103	-	-	240,000	-	-	-	2,952,103
Internal Service Funds Total	1,534,148	153,319	8,434,165	2,810,000	-	717,204	937,600	-	-	14,586,436
Proprietary Funds Total	9,850,788	1,063,656	10,920,402	2,810,000	-	1,602,345	937,600	1,250,000	-	28,434,791
<b>Private Purpose Trust Funds:</b>										
ALA Revolving Fund	-	-	300	2,691,344	-	-	-	-	-	2,691,644
Private Purpose Trust Funds Total	-	-	300	2,691,344	-	-	-	-	-	2,691,644
<b>GRAND TOTAL</b>	<b>\$ 169,955,060</b>	<b>\$ 12,153,478</b>	<b>\$ 49,009,303</b>	<b>\$ 51,968,600</b>	<b>\$ -</b>	<b>\$ (4,924,132)</b>	<b>\$ 9,163,657</b>	<b>\$ 11,311,057</b>	<b>\$ 5,699,400</b>	<b>\$ 304,336,423</b>

\* 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 FY26 Proposed Budget  
Summary of Funds Required (Percent of Total by Major Object)  
Total Operating Funds\* \$241,595,343



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

MONTGOMERY COUNTY  
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS  
PROPOSED BUDGET FISCAL YEAR 2026

Part I. Administration Fund

	FY 25 Adopted	FY 25 Adjusted Adopted	FY 26 Proposed
Commissioners' Office	1,233,061	1,261,153	1,427,614
<b>Planning Department</b>			
Planning Director's Office	2,047,687	2,134,589	2,680,070
Management Services	1,353,915	1,416,682	1,545,769
Communications Division	2,034,135	2,091,181	2,101,916
Countywide Planning & Policy	3,783,879	3,934,713	4,323,328
Downcounty Planning	1,766,407	1,873,021	1,902,996
Midcounty Planning	2,509,046	2,639,842	2,579,687
Upcounty Planning	2,563,605	2,693,948	2,620,759
Intake & Regulatory Coordination	1,000,087	1,116,504	1,169,241
Information Technology and Innovation	4,517,419	4,619,151	4,864,256
Research and Strategic Projects	1,217,681	1,271,257	1,359,085
Support Services	2,774,897	2,774,897	2,935,840
<b>Subtotal Planning</b>	25,568,758	26,565,785	28,082,947
<b>Central Administrative Services</b>			
Department of Human Resources and Management	4,085,579	4,248,092	4,461,941
Department of Finance	3,059,787	3,184,086	3,358,251
Legal Department	1,926,513	2,025,168	1,996,565
Merit System Board	88,411	91,801	88,937
Office of Inspector General	560,436	577,513	668,119
Corporate IT	2,014,181	2,074,678	2,290,062
Support Services	744,485	744,485	770,988
<b>Subtotal Central Administrative Services</b>	12,479,392	12,945,823	13,634,863
Non-Departmental	3,923,339	2,431,789	4,130,334
<b>Total Expenditures</b>	43,204,550	43,204,550	47,275,758

Part II. Park Fund

	FY 25 Adopted	FY 25 Adjusted Adopted	FY 26 Proposed
Director of Parks	1,716,681	1,801,847	1,713,033
Public Affairs & Community Partnerships	3,899,838	4,090,418	4,419,937
Management Services	3,693,209	3,830,094	4,181,883
Information Technology & Innovation	3,734,653	3,821,170	4,019,032
Park Planning and Stewardship	9,020,485	9,407,602	9,992,410
Park Development	4,423,767	4,729,106	4,996,369
Park Police	20,328,230	21,173,395	21,498,889
Horticulture, Forestry & Environmental Education	14,419,517	15,115,345	15,833,023
Facilities Management	15,738,851	16,283,459	16,597,155
Northern Parks	12,480,212	12,933,546	14,053,911
Southern Parks	17,195,917	17,762,971	18,301,549
Support Services	13,425,035	13,425,035	15,352,132
<b>Subtotal Park Operations</b>	120,076,395	124,373,988	130,959,323
Non-Departmental	12,133,224	7,835,631	11,192,972
Debt Service	7,861,690	7,861,690	7,936,057
<b>Total Expenditures</b>	140,071,309	140,071,309	150,088,352



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

-CONTINUED-  
MONTGOMERY COUNTY  
BUDGET PRESENTATION in COUNTY COUNCIL RESOLUTION FORMAT and GROUPINGS  
PROPOSED BUDGET FISCAL YEAR 2026

**Part III. Grants**

	FY 25 Adopted	FY 25 Adjusted Adopted	FY 26 Proposed
Admin Fund Future Grants	150,000	150,000	150,000
Park Fund Future Grants	400,000	400,000	400,000
<b>Total Expenditures</b>	<b>550,000</b>	<b>550,000</b>	<b>550,000</b>

**Part IV. Self Supporting Funds**

	FY 25 Adopted	FY 25 Adjusted Adopted	FY 26 Proposed
Enterprise Fund	11,283,610	11,283,610	12,598,355
Property Management	1,688,700	1,688,700	1,962,600
<b>Total Expenditures</b>	<b>12,972,310</b>	<b>12,972,310</b>	<b>14,560,955</b>

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

	FY 25 Adopted	FY 25 Adjusted Adopted	FY 26 Proposed
Debt Service	121,200	121,200	-
<b>Total Expenditures</b>	<b>121,200</b>	<b>121,200</b>	<b>-</b>

**Part VI. Internal Service Funds**

	FY 25 Adopted	FY 25 Adjusted Adopted	FY 26 Proposed
Risk Management Fund	3,997,628	3,997,628	4,271,979
Capital Equipment Fund	2,744,864	2,744,864	3,800,696
CIO Fund	3,108,225	3,108,225	3,274,460
CWIT Fund	287,198	287,198	287,198
Wheaton Headquarters Building	2,937,103	2,937,103	2,952,103
<b>Total Expenditures</b>	<b>13,075,018</b>	<b>13,075,018</b>	<b>14,586,436</b>

**Part VII. Special Revenue Funds**

	FY 25 Adopted	FY 25 Adjusted Adopted	FY 26 Proposed
Park Activities	4,090,093	4,090,093	4,501,519
Planning Activities	4,933,988	4,933,988	4,953,703
<b>Total Expenditures</b>	<b>9,024,081</b>	<b>9,024,081</b>	<b>9,455,222</b>

**Explanatory Notes to Reconcile to Commission Budget Resolution:**

*This schedule differs from the budget resolution adopted by the Commission. The budget resolution adopted by the County Council does not include all the funds required to operate the Commission as presented in the Commission Budget Resolution, and it groups certain budget units differently. The Commission's Budget Resolution is organized by the fund and organization structure of the Commission's accounting system. The table summarizes the different treatment between the two resolutions.*

	<u>County Resolution</u>
* 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



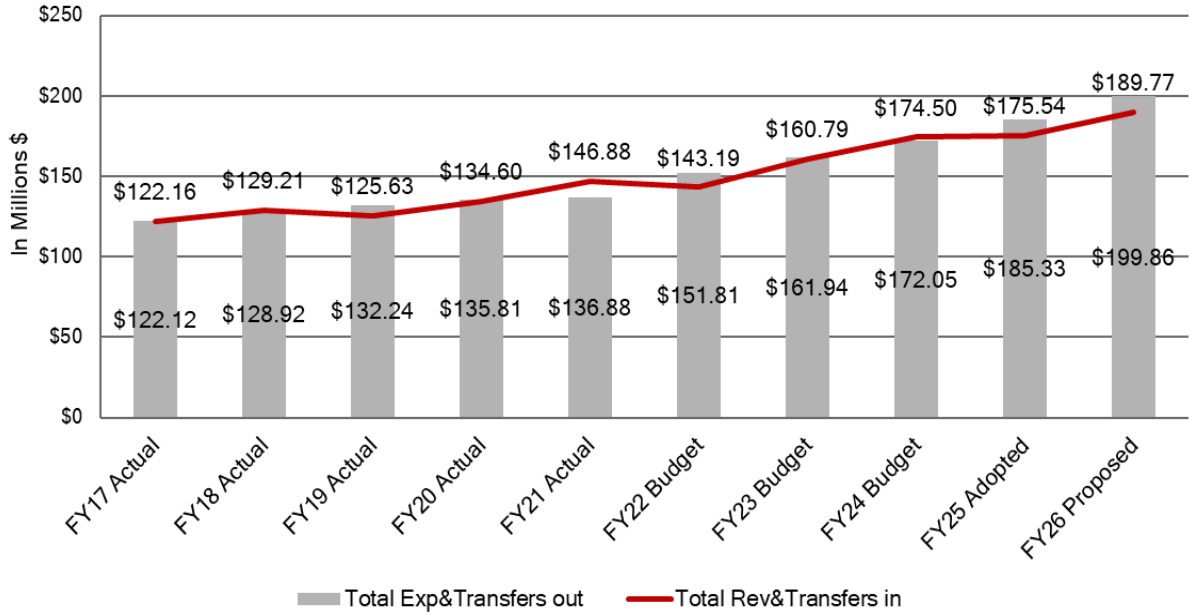
**MONTGOMERY COUNTY GOVERNMENTAL FUNDS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	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 25 Adjusted Adopted	FY 26 Proposed	FY 25 Adjusted Adopted	FY 26 Proposed	FY 25 Adjusted Adopted	FY 26 Proposed	FY 25 Adjusted Adopted	FY 26 Proposed	FY 25 Adjusted Adopted	FY 26 Proposed	FY 25 Adjusted Adopted	FY 26 Proposed	FY 25 Adjusted Adopted	FY 26 Proposed	% Change	
<b>Revenues:</b>																
Property Taxes	\$ 166,049,244	\$ 179,047,800	\$ 2,398,786	\$ 2,539,599	\$ 168,448,030	\$ 181,587,399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,448,030	\$ 181,587,399	7.8%	
Intergovernmental - Federal	-	-	-	-	-	-	-	-	9,500,000	-	2,523,980	2,716,002	2,523,980	2,716,002	7.6%	
State	550,000	550,000	-	-	550,000	550,000	-	-	8,900,000	8,643,000	-	-	9,500,000	-	-100.0%	
County - Other	50,000	50,000	-	-	50,000	50,000	200,000	200,000	34,674,000	22,430,000	-	-	9,450,000	9,193,000	-2.7%	
County - Water Quality Protection	4,770,611	5,142,859	-	-	4,770,611	5,142,859	-	-	-	-	-	-	34,924,000	22,680,000	-35.1%	
Sales	42,700	18,700	-	-	42,700	18,700	-	-	-	-	-	-	4,770,611	5,142,859	7.8%	
Charges for Services	3,010,051	3,127,801	-	-	3,010,051	3,127,801	-	-	-	-	176,323	152,582	219,023	171,282	-21.8%	
Rentals and Concessions	781,700	783,275	-	-	781,700	783,275	-	-	-	-	3,134,000	3,184,000	6,144,051	6,311,801	2.7%	
Interest	110,000	775,000	-	-	110,000	775,000	-	-	25,000	175,000	150,800	157,800	932,500	941,075	0.9%	
Miscellaneous	47,500	96,000	-	-	47,500	96,000	-	-	6,100,000	4,600,000	584,600	722,500	6,732,100	5,418,500	-19.5%	
<b>Total Revenues</b>	<b>175,411,806</b>	<b>189,591,435</b>	<b>2,398,786</b>	<b>2,539,599</b>	<b>177,810,592</b>	<b>192,131,034</b>	<b>200,000</b>	<b>200,000</b>	<b>59,199,000</b>	<b>35,848,000</b>	<b>6,589,313</b>	<b>7,025,834</b>	<b>243,798,905</b>	<b>235,204,868</b>	<b>-3.5%</b>	
<b>Expenditures by Major Object:</b>																
Personnel Services	148,808,668	158,497,978	-	-	148,808,668	158,497,978	-	-	-	-	914,354	1,017,033	149,723,022	159,515,011	6.5%	
Supplies and Materials	9,897,899	10,612,991	-	-	9,897,899	10,612,991	-	-	-	-	327,255	351,969	10,225,154	10,964,960	7.2%	
Other Services and Charges	27,424,367	30,971,048	2,277,586	2,539,599	29,701,953	33,510,647	-	-	-	-	3,216,103	3,482,777	32,918,056	36,993,424	12.4%	
Debt Service	-	-	121,200	-	121,200	-	8,151,690	8,226,057	-	-	-	-	-	8,226,890	-	-0.6%
Capital Outlay	840,464	1,179,256	-	-	840,464	1,179,256	-	-	63,624,000	45,288,000	-	-	64,464,464	46,467,256	-27.9%	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Chargebacks	(11,007,229)	(11,283,220)	-	-	(11,007,229)	(11,283,220)	-	-	-	-	4,566,369	4,603,443	(6,440,860)	(6,679,777)	3.7%	
<b>Total Expenditures</b>	<b>175,964,169</b>	<b>189,978,053</b>	<b>2,398,786</b>	<b>2,539,599</b>	<b>178,362,955</b>	<b>192,517,652</b>	<b>8,151,690</b>	<b>8,226,057</b>	<b>63,624,000</b>	<b>45,288,000</b>	<b>9,024,081</b>	<b>9,455,222</b>	<b>259,162,726</b>	<b>255,486,931</b>	<b>-1.4%</b>	
Excess of Revenues over Expenditures	(552,363)	(386,618)	-	-	(552,363)	(386,618)	(7,951,690)	(8,026,057)	(4,425,000)	(9,440,000)	(2,434,768)	(2,429,388)	(15,363,821)	(20,282,063)	32.0%	
<b>Other Financing Sources (Uses):</b>																
Bond Proceeds	-	-	-	-	-	-	90,000	90,000	4,000,000	7,915,000	-	-	4,090,000	8,005,000	95.7%	
Transfers In																
Park Fund	-	-	-	-	-	-	7,861,690	7,936,057	450,000	450,000	-	-	8,311,690	8,386,057	0.9%	
Capital Projects Fund	25,000	175,000	-	-	25,000	175,000	-	-	-	-	-	-	25,000	175,000	600.0%	
Enterprise Fund	-	-	-	-	-	-	-	-	-	1,250,000	-	-	-	1,250,000	-	
Administration Fund	100,000	-	-	-	100,000	-	-	-	-	-	950,000	1,500,000	1,050,000	1,500,000	42.9%	
<b>Total Transfers In</b>	<b>125,000</b>	<b>175,000</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>175,000</b>	<b>7,861,690</b>	<b>7,936,057</b>	<b>450,000</b>	<b>1,700,000</b>	<b>950,000</b>	<b>1,500,000</b>	<b>9,386,690</b>	<b>11,311,057</b>	<b>20.5%</b>	
Transfers (Out) To:																
Park Fund	(100,000)	-	-	-	(100,000)	-	-	-	(25,000)	(175,000)	-	-	(125,000)	(175,000)	40.0%	
Special Revenue Fund	(950,000)	(1,500,000)	-	-	(950,000)	(1,500,000)	-	-	-	-	-	-	(950,000)	(1,500,000)	57.9%	
Capital Projects Fund	(450,000)	(450,000)	-	-	(450,000)	(450,000)	-	-	-	-	-	-	(450,000)	(450,000)	0.0%	
Debt Service Fund	(7,861,690)	(7,936,057)	-	-	(7,861,690)	(7,936,057)	-	-	-	-	-	-	(7,861,690)	(7,936,057)	0.9%	
<b>Total Transfers (Out)</b>	<b>(9,361,690)</b>	<b>(9,886,057)</b>	<b>-</b>	<b>-</b>	<b>(9,361,690)</b>	<b>(9,886,057)</b>	<b>-</b>	<b>-</b>	<b>(25,000)</b>	<b>(175,000)</b>	<b>-</b>	<b>-</b>	<b>(9,386,690)</b>	<b>(10,061,057)</b>	<b>7.2%</b>	
<b>Total Other Financing Sources (Uses)</b>	<b>(9,236,690)</b>	<b>(9,711,057)</b>	<b>-</b>	<b>-</b>	<b>(9,236,690)</b>	<b>(9,711,057)</b>	<b>7,951,690</b>	<b>8,026,057</b>	<b>4,425,000</b>	<b>9,440,000</b>	<b>950,000</b>	<b>1,500,000</b>	<b>4,090,000</b>	<b>9,255,000</b>	<b>126.3%</b>	
<b>Total Uses</b>	<b>185,325,859</b>	<b>199,864,110</b>	<b>2,398,786</b>	<b>2,539,599</b>	<b>187,724,645</b>	<b>202,403,709</b>	<b>8,151,690</b>	<b>8,226,057</b>	<b>63,649,000</b>	<b>45,463,000</b>	<b>9,024,081</b>	<b>9,455,222</b>	<b>268,549,416</b>	<b>265,547,988</b>	<b>-1.1%</b>	
Excess of Sources over (under) Total Uses	(9,789,053)	(10,097,675)	-	-	(9,789,053)	(10,097,675)	-	-	-	-	(1,484,768)	(929,388)	(11,273,821)	(11,027,063)	-2.2%	
Designated Expenditure Reserve @ 3%	5,278,900	5,699,400	-	-	5,278,900	5,699,400	-	-	-	-	-	-	5,278,900	5,699,400	8.0%	
<b>Total Required Funds</b>	<b>190,604,759</b>	<b>205,563,510</b>	<b>2,398,786</b>	<b>2,539,599</b>	<b>193,003,545</b>	<b>208,103,109</b>	<b>8,151,690</b>	<b>8,226,057</b>	<b>63,649,000</b>	<b>45,463,000</b>	<b>9,024,081</b>	<b>9,455,222</b>	<b>273,828,316</b>	<b>271,247,388</b>	<b>-0.9%</b>	
Excess of Sources over (under) Total Funds Required	(15,067,953)	(15,797,075)	-	-	(15,067,953)	(15,797,075)	-	-	-	-	(1,484,768)	(929,388)	(16,552,721)	(16,726,463)	1.0%	
Fund Balance - Beginning	15,099,283	15,812,264	5,381	5,736	15,104,664	15,818,000	-	-	18,070,770	18,584,834	4,712,405	3,926,439	37,887,839	38,329,273	1.2%	
Fund Balance - Ending	\$ 5,310,230	\$ 5,714,589	\$ 5,381	\$ 5,736	\$ 5,315,611	\$ 5,720,325	\$ -	\$ -	\$ 18,070,770	\$ 18,584,834	\$ 3,227,637	\$ 2,997,051	\$ 26,614,018	\$ 27,302,210	2.6%	
<b>Classification of Ending Fund Balance:</b>																
Designated Expenditure Reserve	5,278,900	5,699,400	not applicable	not applicable	5,278,900	5,699,400	not applicable	not applicable	not applicable	not applicable	1,353,612	1,418,283	1,353,612	7,117,683	425.8%	
Undesignated Fund Balance	31,330	15,189	-	-	36,711	20,925	-	-	18,070,770	18,584,834	1,874,025	1,578,768	25,260,406	20,184,527	-20.1%	
<b>Total Ending Fund Balance</b>	<b>5,310,230</b>	<b>5,714,589</b>	<b>\$ 5,381</b>	<b>\$ 5,736</b>	<b>\$ 5,315,611</b>	<b>\$ 5,720,325</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,070,770</b>	<b>\$ 18,584,834</b>	<b>\$ 3,227,637</b>	<b>\$ 2,997,051</b>	<b>\$ 26,614,018</b>	<b>\$ 27,302,210</b>	<b>2.6%</b>	

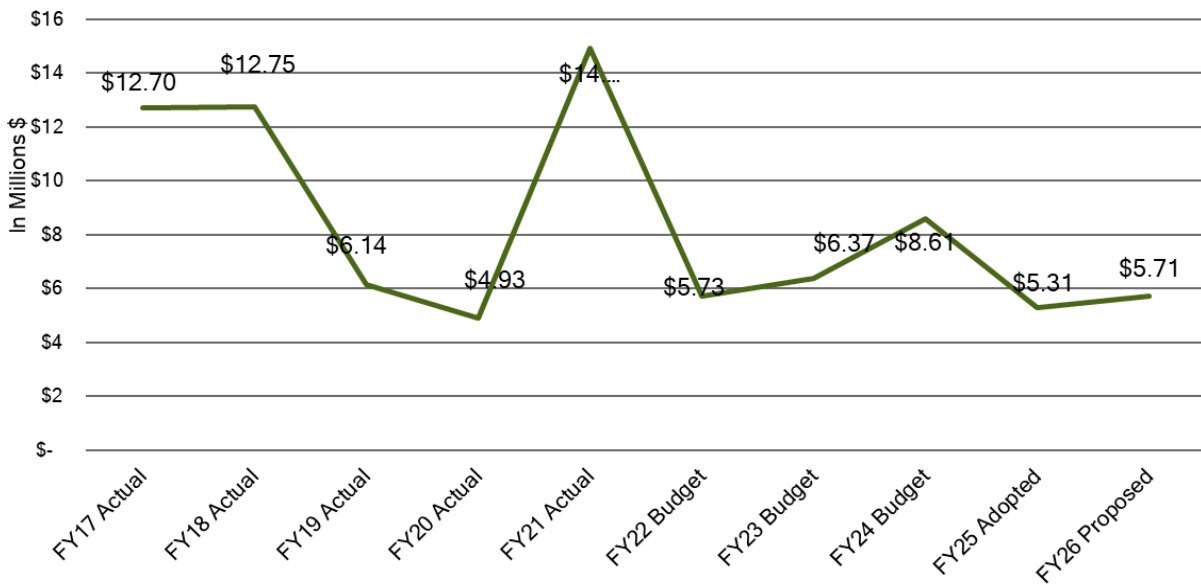
Note: Designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending fund balance.

# Montgomery County Overview - Fiscal and Budget Summary Schedules

Montgomery County  
Revenues and Expenditures  
General Fund Accounts  
FY17 Actual to FY26 Proposed



Montgomery County  
Ending Fund Balance  
General Fund Accounts  
FY17 Actual to FY26 Proposed



**CENTRAL ADMINISTRATIVE SERVICES  
BUDGET SUMMARY  
Expenditures by County, by Department and by Object  
PROPOSED BUDGET FISCAL YEAR 2026**

	Montgomery County				Prince George's County				Combined Department Total		
	FY 25 Adjusted Adopted	FY 26 Proposed	% Change	% Allocation*	FY 25 Adjusted Adopted	FY 26 Proposed	% Change	% Allocation*	FY 25 Adjusted Adopted	FY 26 Proposed	% Change
<b>DHRM</b>	\$	\$			\$	\$			\$	\$	
Personnel Services	3,976,410	4,216,826	6.0%	43.1%	5,615,526	5,559,083	-1.0%	56.9%	9,591,936	9,775,909	1.9%
Supplies and Materials	29,260	33,004	12.8%	43.8%	40,240	42,347	5.2%	56.2%	69,500	75,351	8.4%
Other Services and Charges	561,272	537,506	-4.2%	43.8%	742,476	689,676	-7.1%	56.2%	1,303,748	1,227,182	-5.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	4,566,942	4,787,336	4.8%	43.2%	6,398,242	6,291,106	-1.7%	56.8%	10,965,184	11,078,442	1.0%
Chargebacks	(318,850)	(325,395)	2.1%	27.3%	(791,892)	(866,734)	9.5%	72.7%	(1,110,742)	(1,192,129)	7.3%
<b>Total</b>	<b>4,248,092</b>	<b>4,461,941</b>	<b>5.0%</b>	<b>45.1%</b>	<b>5,606,350</b>	<b>5,424,372</b>	<b>-3.2%</b>	<b>54.9%</b>	<b>9,854,442</b>	<b>9,886,313</b>	<b>0.3%</b>
<b>Department of Finance</b>											
Personnel Services	3,498,659	3,629,448	3.7%	42.8%	4,660,944	4,853,809	4.1%	57.2%	8,159,603	8,483,257	4.0%
Supplies and Materials	30,244	28,429	-6.0%	42.8%	40,255	37,992	-5.6%	57.2%	70,499	66,421	-5.8%
Other Services and Charges	244,283	247,774	1.4%	44.9%	300,307	304,138	1.3%	55.1%	544,590	551,912	1.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,773,186	3,905,651	3.5%	42.9%	5,001,506	5,195,939	3.9%	57.1%	8,774,692	9,101,590	3.7%
Chargebacks	(589,100)	(547,400)	-7.1%	36.2%	(983,800)	(966,000)	-1.8%	63.8%	(1,572,900)	(1,513,400)	-3.8%
<b>Total</b>	<b>3,184,086</b>	<b>3,358,251</b>	<b>5.5%</b>	<b>44.3%</b>	<b>4,017,706</b>	<b>4,229,939</b>	<b>5.3%</b>	<b>55.7%</b>	<b>7,201,792</b>	<b>7,588,190</b>	<b>5.4%</b>
<b>Legal Department</b>											
Personnel Services	2,767,252	2,834,409	2.4%	51.3%	2,690,609	2,690,386	0.0%	48.7%	5,457,861	5,524,795	1.2%
Supplies and Materials	28,392	8,279	-70.8%	48.7%	27,608	8,721	-68.4%	51.3%	56,000	17,000	-69.6%
Other Services and Charges	292,022	299,899	2.7%	48.7%	281,255	315,910	12.3%	51.3%	573,277	615,809	7.4%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,087,666	3,142,587	1.8%	51.0%	2,999,472	3,015,017	0.5%	49.0%	6,087,138	6,157,604	1.2%
Chargebacks	(1,062,498)	(1,146,022)	7.9%	49.7%	(1,073,445)	(1,157,843)	7.9%	50.3%	(2,135,943)	(2,303,865)	7.9%
<b>Total</b>	<b>2,025,168</b>	<b>1,996,565</b>	<b>-1.4%</b>	<b>51.8%</b>	<b>1,926,027</b>	<b>1,857,174</b>	<b>-3.6%</b>	<b>48.2%</b>	<b>3,951,195</b>	<b>3,853,739</b>	<b>-2.5%</b>
<b>Merit System Board</b>											
Personnel Services	74,251	74,187	-0.1%	50.0%	74,251	74,187	-0.1%	50.0%	148,502	148,374	-0.1%
Supplies and Materials	1,000	750	-25.0%	50.0%	1,000	750	-25.0%	50.0%	2,000	1,500	-25.0%
Other Services and Charges	16,550	14,000	-15.4%	50.0%	16,550	14,000	-15.4%	50.0%	33,100	28,000	-15.4%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	91,801	88,937	-3.1%	50.0%	91,801	88,937	-3.1%	50.0%	183,602	177,874	-3.1%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>91,801</b>	<b>88,937</b>	<b>-3.1%</b>	<b>50.0%</b>	<b>91,801</b>	<b>88,937</b>	<b>-3.1%</b>	<b>50.0%</b>	<b>183,602</b>	<b>177,874</b>	<b>-3.1%</b>

-CONTINUED-  
CENTRAL ADMINISTRATIVE SERVICES  
BUDGET SUMMARY  
Expenditures by County, by Department and by Object  
PROPOSED BUDGET FISCAL YEAR 2026

	Montgomery County				Prince George's County				Combined Department Total		
	FY 25 Adjusted Adopted	FY 26 Proposed	% Change	% Allocation*	FY 25 Adjusted Adopted	FY 26 Proposed	% Change	% Allocation*	FY 25 Adjusted Adopted	FY 26 Proposed	% Change
Office of Inspector General											
Personnel Services	511,585	599,530	17.2%	38.9%	869,849	941,565	8.2%	61.1%	1,381,434	1,541,095	11.6%
Supplies and Materials	2,596	2,406	-7.3%	42.6%	3,753	3,243	-13.6%	57.4%	6,349	5,649	-11.0%
Other Services and Charges	63,332	66,183	4.5%	43.3%	88,127	86,602	-1.7%	56.7%	151,459	152,785	0.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	577,513	668,119	15.7%	39.3%	961,729	1,031,410	7.2%	60.7%	1,539,242	1,699,529	10.4%
Chargebacks	-	-	-	0.0%	(126,504)	(131,943)	4.3%	100.0%	(126,504)	(131,943)	4.3%
<b>Total</b>	<b>577,513</b>	<b>668,119</b>	<b>15.7%</b>	<b>42.6%</b>	<b>835,225</b>	<b>899,467</b>	<b>7.7%</b>	<b>57.4%</b>	<b>1,412,738</b>	<b>1,567,586</b>	<b>11.0%</b>
Corporate IT											
Personnel Services	1,819,704	1,787,578	-1.8%	50.0%	1,819,704	1,787,578	-1.8%	50.0%	3,639,408	3,575,156	-1.8%
Supplies and Materials	5,800	72,750	1154.3%	50.0%	5,800	72,750	1154.3%	50.0%	11,600	145,500	1154.3%
Other Services and Charges	866,116	1,040,043	20.1%	50.4%	861,819	1,023,298	18.7%	49.6%	1,727,935	2,063,341	19.4%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,691,620	2,900,371	7.8%	50.1%	2,687,323	2,883,626	7.3%	49.9%	5,378,943	5,783,997	7.5%
Chargebacks	(616,942)	(610,309)	-1.1%	35.2%	(1,054,743)	(1,124,529)	6.6%	64.8%	(1,671,685)	(1,734,838)	3.8%
<b>Total</b>	<b>2,074,678</b>	<b>2,290,062</b>	<b>10.4%</b>	<b>56.6%</b>	<b>1,632,580</b>	<b>1,759,097</b>	<b>7.7%</b>	<b>43.4%</b>	<b>3,707,258</b>	<b>4,049,159</b>	<b>9.2%</b>
CAS Support Services											
Personnel Services	6,174	5,051	-18.2%	44.9%	7,576	6,199	-18.2%	55.1%	13,750	11,250	-18.2%
Supplies and Materials	17,152	18,297	6.7%	44.9%	21,048	22,453	6.7%	55.1%	38,200	40,750	6.7%
Other Services and Charges	721,159	747,640	3.7%	45.3%	873,601	904,351	3.5%	54.7%	1,594,760	1,651,991	3.6%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	744,485	770,988	3.6%	45.2%	902,225	933,003	3.4%	54.8%	1,646,710	1,703,991	3.5%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>744,485</b>	<b>770,988</b>	<b>3.6%</b>	<b>45.2%</b>	<b>902,225</b>	<b>933,003</b>	<b>3.4%</b>	<b>54.8%</b>	<b>1,646,710</b>	<b>1,703,991</b>	<b>3.5%</b>
Total Central Administrative Services											
Personnel Services	12,654,035	13,147,029	3.9%	45.2%	15,738,459	15,912,807	1.1%	54.8%	28,392,494	29,059,836	2.4%
Supplies and Materials	114,444	163,915	43.2%	46.5%	139,704	188,256	34.8%	53.5%	254,148	352,171	38.6%
Other Services and Charges	2,764,734	2,953,045	6.8%	46.9%	3,164,135	3,337,975	5.5%	53.1%	5,928,869	6,291,020	6.1%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	15,533,213	16,263,989	4.7%	45.6%	19,042,298	19,439,038	2.1%	54.4%	34,575,511	35,703,027	3.3%
Chargebacks	(2,587,390)	(2,629,126)	1.6%	38.2%	(4,030,384)	(4,247,049)	5.4%	61.8%	(6,617,774)	(6,876,175)	3.9%
<b>Total</b>	<b>\$ 12,945,823</b>	<b>\$ 13,634,863</b>	<b>5.3%</b>	<b>47.3%</b>	<b>\$ 15,011,914</b>	<b>\$ 15,191,989</b>	<b>1.2%</b>	<b>52.7%</b>	<b>\$ 27,957,737</b>	<b>\$ 28,826,852</b>	<b>3.1%</b>

\* % 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 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 40,285,964	\$ 41,097,188	\$ 41,097,188	\$ 43,336,000	5.4%
Intergovernmental -					
Federal	3,046	-	-	-	-
State	-	150,000	150,000	150,000	0.0%
County - Other	-	-	-	-	-
County - Water Quality Protection	473,836	480,970	480,970	505,019	5.0%
Sales	-	1,200	1,200	200	-83.3%
Charges for Services	539,639	220,000	220,000	276,000	25.5%
Rentals and Concessions	-	-	-	-	-
Interest	691,453	10,000	600,000	175,000	1650.0%
Miscellaneous	1,057	-	-	-	-
<b>Total Revenues</b>	<b>41,994,995</b>	<b>41,959,358</b>	<b>42,549,358</b>	<b>44,442,219</b>	<b>5.9%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	34,113,018	40,909,474	40,519,529	43,751,284	6.9%
Supplies and Materials	443,291	639,352	639,352	595,695	-6.8%
Other Services and Charges	7,899,237	7,854,186	7,854,186	9,141,439	16.4%
Capital Outlay	302,156	75,000	75,000	75,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	(5,556,585)	(6,123,462)	(6,123,462)	(6,137,660)	0.2%
<b>Total Expenditures</b>	<b>37,201,117</b>	<b>43,354,550</b>	<b>42,964,605</b>	<b>47,425,758</b>	<b>9.4%</b>
Excess of Revenues over (under) Expenditures	4,793,878	(1,395,192)	(415,247)	(2,983,539)	113.8%
<b>Other Financing Sources (Uses):</b>					
Transfer In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out)-					
Park Fund	-	(100,000)	(100,000)	-	-100.0%
Special Revenue Fund	(500,000)	(950,000)	(950,000)	(1,500,000)	57.9%
Total Transfers (Out)	(500,000)	(1,050,000)	(1,050,000)	(1,500,000)	42.9%
Total Other Financing Sources (Uses)	(500,000)	(1,050,000)	(1,050,000)	(1,500,000)	42.9%
<b>Total Uses</b>	<b>37,701,117</b>	<b>44,404,550</b>	<b>44,014,605</b>	<b>48,925,758</b>	<b>10.2%</b>
Excess of Sources over (under) Total Uses	4,293,878	(2,445,192)	(1,465,247)	(4,483,539)	83.4%
Designated Expenditure Reserve @ 3%	1,116,000	1,300,600	1,288,900	1,422,800	9.4%
<b>Total Required Funds</b>	<b>\$ 38,817,117</b>	<b>\$ 45,705,150</b>	<b>\$ 45,303,505</b>	<b>\$ 50,348,558</b>	<b>10.2%</b>
Excess of Sources over (under) Total Funds Required	\$ 3,177,878	\$ (3,745,792)	\$ (2,754,147)	\$ (5,906,339)	57.7%
Fund Balance - Beginning	3,079,751	3,765,432	7,373,629	5,908,382	56.9%
Fund Balance - Ending	\$ 7,373,629	\$ 1,320,240	\$ 5,908,382	\$ 1,424,844	7.9%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	1,116,000	1,300,600	1,288,900	1,422,800	9.4%
Undesignated Fund Balance	6,257,629	19,640	4,619,482	2,044	-89.6%
<b>Total Ending Fund Balance</b>	<b>\$ 7,373,629</b>	<b>\$ 1,320,240</b>	<b>\$ 5,908,382</b>	<b>\$ 1,424,844</b>	<b>7.9%</b>

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



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY PARK FUND

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

#### PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 127,110,567	\$ 124,952,056	\$ 124,952,056	\$ 135,711,800	8.6%
Intergovernmental:					
Federal	-	-	-	-	-
State	78,961	400,000	400,000	400,000	0.0%
County - Other	50,000	50,000	50,000	50,000	0.0%
County - Water Quality Protection	4,138,538	4,289,641	4,289,641	4,637,840	8.1%
Local	-	-	-	-	-
Sales	-	41,500	41,500	18,500	-55.4%
Charges for Services	2,936,435	2,790,051	2,790,051	2,851,801	2.2%
Rentals and Concessions	794,966	781,700	781,700	783,275	0.2%
Interest	1,871,578	100,000	1,750,000	600,000	500.0%
Miscellaneous	108,634	47,500	47,500	96,000	102.1%
Total Revenues	<u>137,089,679</u>	<u>133,452,448</u>	<u>135,102,448</u>	<u>145,149,216</u>	<u>8.8%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	94,668,503	107,899,194	107,566,369	114,746,694	6.3%
Supplies and Materials	9,306,076	9,258,547	9,258,547	10,017,296	8.2%
Other Services and Charges	20,834,931	19,570,181	19,570,181	21,829,609	11.5%
Capital Outlay	2,181,960	765,464	765,464	1,104,256	44.3%
Other Classifications	-	-	-	-	-
Chargebacks	(4,800,069)	(4,883,767)	(4,883,767)	(5,145,560)	5.4%
Total Expenditures	<u>122,191,401</u>	<u>132,609,619</u>	<u>132,276,794</u>	<u>142,552,295</u>	<u>7.5%</u>
Excess of Revenues over (under) Expenditures	<u>14,898,278</u>	<u>842,829</u>	<u>2,825,654</u>	<u>2,596,921</u>	<u>208.1%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Capital Projects Funds	266,239	25,000	290,000	175,000	600.0%
Capital Equipment Fund	-	-	-	-	-
Administration Fund	-	100,000	100,000	-	-100.0%
Total Transfers In	<u>266,239</u>	<u>125,000</u>	<u>390,000</u>	<u>175,000</u>	<u>40.0%</u>
Transfers(Out)					
Capital Projects Funds	(450,000)	(450,000)	(450,000)	(450,000)	0.0%
Debt Service Fund	(6,934,404)	(7,861,690)	(7,861,690)	(7,936,057)	0.9%
Total Transfers (Out)	<u>(7,384,404)</u>	<u>(8,311,690)</u>	<u>(8,311,690)</u>	<u>(8,386,057)</u>	<u>0.9%</u>
Total Other Financing Sources (Uses)	<u>(7,118,165)</u>	<u>(8,186,690)</u>	<u>(7,921,690)</u>	<u>(8,211,057)</u>	<u>0.3%</u>
Total Uses	<u>129,575,805</u>	<u>140,921,309</u>	<u>140,588,484</u>	<u>150,938,352</u>	<u>7.1%</u>
Excess of Sources over (under) Total Uses	<u>7,780,113</u>	<u>(7,343,861)</u>	<u>(5,096,036)</u>	<u>(5,614,136)</u>	<u>-23.6%</u>
Designated Expenditure Reserve @ 3%	3,665,700	3,978,300	3,968,300	4,276,600	7.5%
Total Required Funds	<u>\$ 133,241,505</u>	<u>\$ 144,899,609</u>	<u>\$ 144,556,784</u>	<u>\$ 155,214,952</u>	<u>7.1%</u>
Excess of Sources over (under) Total Funds Required	<u>\$ 4,114,413</u>	<u>\$ (11,322,161)</u>	<u>\$ (9,064,336)</u>	<u>\$ (9,890,736)</u>	<u>-12.6%</u>
Fund Balance - Beginning	<u>7,219,805</u>	<u>11,333,851</u>	<u>14,999,918</u>	<u>9,903,882</u>	<u>-12.6%</u>
Fund Balance - Ending	<u>\$ 14,999,918</u>	<u>\$ 3,989,990</u>	<u>\$ 9,903,882</u>	<u>\$ 4,289,746</u>	<u>7.5%</u>
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	3,665,700	3,978,300	3,968,300	4,276,600	7.5%
Undesignated Fund Balance	11,334,218	11,690	5,935,582	13,146	12.5%
Total Ending Fund Balance	<u>\$ 14,999,918</u>	<u>\$ 3,989,990</u>	<u>\$ 9,903,882</u>	<u>\$ 4,289,746</u>	<u>7.5%</u>

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



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

**MONTGOMERY COUNTY PROPERTY MANAGEMENT SUBFUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	1,797,119	1,478,700	1,478,700	1,799,600	21.7%
Interest	66,202	10,000	10,000	30,000	200.0%
Miscellaneous	1,535	-	-	-	-
<b>Total Revenues</b>	<u>1,864,856</u>	<u>1,488,700</u>	<u>1,488,700</u>	<u>1,829,600</u>	<u>22.9%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	465,790	535,629	535,629	589,261	10.0%
Supplies and Materials	52,240	120,618	120,618	124,862	3.5%
Other Services and Charges	950,750	879,153	879,153	1,095,177	24.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	153,300	153,300	153,300	153,300	0.0%
<b>Total Expenditures</b>	<u>1,622,080</u>	<u>1,688,700</u>	<u>1,688,700</u>	<u>1,962,600</u>	<u>16.2%</u>
Excess of Revenues over Expenditure	<u>242,776</u>	<u>(200,000)</u>	<u>(200,000)</u>	<u>(133,000)</u>	<u>-33.5%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Transfer to Special Revenue Fund	-	-	-	-	-
Use of Fund Balance	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Financing Sources over (under)					
Expenditures and Other Financing					
Uses	<u>\$ 242,776</u>	<u>\$ (200,000)</u>	<u>\$ (200,000)</u>	<u>\$ (133,000)</u>	<u>-33.5%</u>
Fund Balance - Beginning	<u>534,858</u>	<u>541,089</u>	<u>777,634</u>	<u>577,634</u>	<u>6.8%</u>
Fund Balance - Ending	<u>\$ 777,634</u>	<u>\$ 341,089</u>	<u>\$ 577,634</u>	<u>\$ 444,634</u>	<u>30.4%</u>



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 2,257,191	\$ 2,398,786	\$ 2,398,786	\$ 2,539,599	5.9%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>2,257,191</u>	<u>2,398,786</u>	<u>2,398,786</u>	<u>2,539,599</u>	<u>5.9%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	2,133,236	2,277,586	2,277,586	2,539,599	11.5%
Debt Service:	123,600	121,200	121,200	-	-100.0%
Debt Service Principal	120,000	120,000	120,000	-	-100.0%
Debt Service Interest	3,600	1,200	1,200	-	-100.0%
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>2,256,836</u>	<u>2,398,786</u>	<u>2,398,786</u>	<u>2,539,599</u>	<u>5.9%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>355</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>355</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	5,381	5,381	5,736	5,736	6.6%
Fund Balance, Ending	<u>\$ 5,736</u>	<u>\$ 5,381</u>	<u>\$ 5,736</u>	<u>\$ 5,736</u>	<u>6.6%</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 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	%Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
<b>Intergovernmental:</b>					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	129,617	1,000	1,000	1,000	0.0%
Miscellaneous (Contributions)	2,133,236	2,277,586	2,277,586	2,538,599	11.5%
<b>Total Revenues</b>	<u>2,262,853</u>	<u>2,278,586</u>	<u>2,278,586</u>	<u>2,539,599</u>	<u>11.5%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	286	150	150	300	100.0%
<b>Debt Service -</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	8,323,734	8,323,734	2,691,344	-67.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>286</u>	<u>8,323,884</u>	<u>8,323,884</u>	<u>2,691,644</u>	<u>-67.7%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>2,262,567</u>	<u>(6,045,298)</u>	<u>(6,045,298)</u>	<u>(152,045)</u>	<u>-97.5%</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In/(Out):</b>					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>2,262,567</u>	<u>(6,045,298)</u>	<u>(6,045,298)</u>	<u>(152,045)</u>	<u>-97.5%</u>
Total Net Position - Beginning	3,934,776	6,045,298	6,197,343	152,045	-97.5%
Total Net Position - Ending	<u>\$ 6,197,343</u>	<u>\$ -</u>	<u>\$ 152,045</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 2026

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
<b>Intergovernmental:</b>					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	200,000	200,000	200,000	0.0%
<b>Sales</b>					
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	7,024,404	8,151,690	8,151,690	8,226,057	0.9%
Debt Service Principal	4,765,154	5,556,880	5,556,880	5,561,269	0.1%
Debt Service Interest	2,039,908	2,369,810	2,369,810	2,454,788	3.6%
Debt Service Fees	219,342	225,000	225,000	210,000	-6.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>7,024,404</u>	<u>8,151,690</u>	<u>8,151,690</u>	<u>8,226,057</u>	<u>0.9%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>(7,024,404)</u>	<u>(7,951,690)</u>	<u>(7,951,690)</u>	<u>(8,026,057)</u>	<u>0.9%</u>
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	90,000	90,000	90,000	90,000	0.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
<b>Transfers In/(Out):</b>					
Transfer from Park Fund	6,934,404	7,861,690	7,861,690	7,936,057	0.9%
<b>Total Transfers In</b>	<u>6,934,404</u>	<u>7,861,690</u>	<u>7,861,690</u>	<u>7,936,057</u>	<u>0.9%</u>
Transfer to CIP	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>7,024,404</u>	<u>7,951,690</u>	<u>7,951,690</u>	<u>8,026,057</u>	<u>0.9%</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	-	-	-	-	-
<b>Fund Balance, Ending</b>	<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 2026

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	9,500,000	9,500,000	-	-100.0%
State (POS)	20,051,686	5,600,000	5,600,000	8,643,000	54.3%
State (Other)	1,534,827	3,300,000	1,150,000	-	-100.0%
County	12,894,321	34,674,000	28,289,000	22,430,000	-35.3%
Interest	266,959	25,000	25,000	175,000	600.0%
Contributions	2,281,439	6,100,000	6,100,000	4,600,000	-24.6%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>37,029,232</u>	<u>59,199,000</u>	<u>50,664,000</u>	<u>35,848,000</u>	<u>-39.4%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	46,649,403	63,624,000	61,524,000	45,288,000	-28.8%
Park Acquisition	17,887,605	11,274,000	9,174,000	9,900,000	-12.2%
Park Development	28,761,798	52,350,000	52,350,000	35,388,000	-32.4%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>46,649,403</u>	<u>63,624,000</u>	<u>61,524,000</u>	<u>45,288,000</u>	<u>-28.8%</u>
Excess of Revenues over Expenditures	<u>(9,620,171)</u>	<u>(4,425,000)</u>	<u>(10,860,000)</u>	<u>(9,440,000)</u>	<u>113.3%</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	9,480,471	4,000,000	7,935,000	7,915,000	97.9%
Transfers In					
Transfer from Park Fund (Pay-Go)	920,003	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	-	2,500,000	1,250,000	-
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>920,003</u>	<u>450,000</u>	<u>2,950,000</u>	<u>1,700,000</u>	<u>277.8%</u>
Transfers Out					
Transfer to Park Fund	<u>(266,239)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(175,000)</u>	<u>600.0%</u>
Total Transfers Out	<u>(266,239)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(175,000)</u>	<u>600.0%</u>
Total Other Financing Sources (Uses)	<u>10,134,235</u>	<u>4,425,000</u>	<u>10,860,000</u>	<u>9,440,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>514,064</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>18,070,770</u>	<u>18,070,770</u>	<u>18,584,834</u>	<u>18,584,834</u>	<u>2.8%</u>
Fund Balance, Ending	<u>\$ 18,584,834</u>	<u>\$ 18,070,770</u>	<u>\$ 18,584,834</u>	<u>\$ 18,584,834</u>	<u>2.8%</u>



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY SPECIAL REVENUE FUNDS

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

#### PROPOSED BUDGET FISCAL YEAR 2026

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ 2,165,640	\$ 2,523,980	\$ 2,487,980	\$ 2,716,002	7.6%
Sales	183,345	176,323	147,400	152,582	-13.5%
Charges for Services	2,786,806	3,134,000	3,103,000	3,184,000	1.6%
Rentals and Concessions	119,018	150,800	138,800	157,800	4.6%
Interest	330,262	19,610	71,730	92,950	374.0%
Miscellaneous	427,557	584,600	574,000	722,500	23.6%
<b>Total Revenues</b>	<b>6,012,628</b>	<b>6,589,313</b>	<b>6,522,910</b>	<b>7,025,834</b>	<b>6.6%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	620,427	914,354	866,500	1,017,033	11.2%
Supplies and Materials	128,273	327,255	247,758	351,969	7.6%
Other Services and Charges	2,349,771	3,216,103	2,667,679	3,482,777	8.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	4,030,334	4,566,369	4,566,369	4,603,443	0.8%
<b>Total Expenditures</b>	<b>7,128,805</b>	<b>9,024,081</b>	<b>8,348,306</b>	<b>9,455,222</b>	<b>4.8%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(1,116,177)</b>	<b>(2,434,768)</b>	<b>(1,825,396)</b>	<b>(2,429,388)</b>	<b>-0.2%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	500,000	950,000	950,000	1,500,000	57.9%
Property Management Fund	-	-	-	-	-
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>500,000</b>	<b>950,000</b>	<b>950,000</b>	<b>1,500,000</b>	<b>57.9%</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>500,000</b>	<b>950,000</b>	<b>950,000</b>	<b>1,500,000</b>	<b>57.9%</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(616,177)</b>	<b>(1,484,768)</b>	<b>(875,396)</b>	<b>(929,388)</b>	<b>-37.4%</b>
<b>Fund Balance - Beginning</b>	<b>5,418,011</b>	<b>4,712,405</b>	<b>4,801,835</b>	<b>3,926,439</b>	<b>-16.7%</b>
<b>Fund Balance - Ending</b>	<b>\$ 4,801,834</b>	<b>\$ 3,227,637</b>	<b>\$ 3,926,439</b>	<b>\$ 2,997,051</b>	<b>-7.1%</b>
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	1,069,321	1,353,612	1,252,246	1,418,283	4.8%
Undesignated Fund Balance	3,732,514	1,874,025	2,674,193	1,578,768	-15.8%
<b>Total Ending Fund Balance</b>	<b>\$ 4,801,834</b>	<b>\$ 3,227,637</b>	<b>\$ 3,926,439</b>	<b>\$ 2,997,051</b>	<b>-7.1%</b>

*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 2026

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	695,154	794,200	817,050	829,750	4.5%
Charges for Services	8,111,368	7,235,680	7,352,639	7,807,860	7.9%
Rentals and Concessions	4,342,420	3,904,283	4,465,894	4,321,294	10.7%
Miscellaneous	-	836,747	890,215	905,390	8.2%
<b>Total Operating Revenues</b>	<b>13,148,942</b>	<b>12,770,910</b>	<b>13,525,798</b>	<b>13,864,294</b>	<b>8.6%</b>
<b>Operating Expenses:</b>					
Personnel Services	6,876,929	7,504,641	7,394,873	8,316,640	10.8%
Goods for Resale	373,959	352,035	400,865	397,290	12.9%
Supplies and Materials	590,243	440,350	591,330	513,047	16.5%
Other Services and Charges	2,358,712	2,153,806	2,729,261	2,486,237	15.4%
Depreciation & Amortization Expense	336,425	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	816,619	542,777	321,506	370,373	-31.8%
Indirect Charges (Admin Chargeback)	(1)	290,001	507,971	514,768	77.5%
<b>Total Operating Expenses</b>	<b>11,352,886</b>	<b>11,283,610</b>	<b>11,945,806</b>	<b>12,598,355</b>	<b>11.7%</b>
<b>Operating Income (Loss)</b>	<b>1,796,056</b>	<b>1,487,300</b>	<b>1,579,992</b>	<b>1,265,939</b>	<b>-14.9%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	1,327,609	148,000	455,295	382,290	158.3%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenues (Expense)</b>	<b>1,327,609</b>	<b>148,000</b>	<b>455,295</b>	<b>382,290</b>	<b>158.3%</b>
<b>Income (Loss) Before Operating Transf</b>	<b>3,123,665</b>	<b>1,635,300</b>	<b>2,035,287</b>	<b>1,648,229</b>	<b>0.8%</b>
<b>Operating Transfers In (Out):</b>					
Transfer in - Park Fund	-	-	-	-	-
Transfer - Other	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfer Out - Capital Projects Funds	-	-	-	(1,250,000)	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,250,000)</b>	<b>-</b>
<b>Change in Net Position</b>	<b>3,123,665</b>	<b>1,635,300</b>	<b>2,035,287</b>	<b>398,229</b>	<b>-75.6%</b>
<b>Total Net Position - Beginning</b>	<b>31,394,446</b>	<b>33,585,869</b>	<b>34,518,111</b>	<b>36,553,398</b>	<b>8.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 34,518,111</b>	<b>\$ 35,221,169</b>	<b>\$ 36,553,398</b>	<b>\$ 36,951,627</b>	<b>4.9%</b>

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



# 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 2026

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges for Services:					
Parks	4,630,300	3,471,600	3,471,600	3,088,100	-11.0%
Planning	192,700	61,300	61,300	58,900	-3.9%
CAS	24,000	50,100	50,100	57,800	15.4%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	413,052	-	-	-	-
Total Operating Revenues	<u>5,260,052</u>	<u>3,583,000</u>	<u>3,583,000</u>	<u>3,204,800</u>	<u>-10.6%</u>
Operating Expenses:					
Personnel Services	751,172	731,707	731,707	766,805	4.8%
Supplies and Materials	16,261	36,000	36,000	31,000	-13.9%
Other Services and Charges:					
Insurance Claims:					
Parks	3,167,854	2,000,200	2,000,200	2,161,800	8.1%
Planning	-	43,500	43,500	49,100	12.9%
CAS	-	16,500	16,500	22,100	33.9%
Enterprise	-	200	200	200	0.0%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	710,543	782,121	782,121	816,371	4.4%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	374,503	387,400	387,400	424,603	9.6%
Total Operating Expenses	<u>5,020,333</u>	<u>3,997,628</u>	<u>3,997,628</u>	<u>4,271,979</u>	<u>6.9%</u>
Operating Income (Loss)	<u>239,719</u>	<u>(414,628)</u>	<u>(414,628)</u>	<u>(1,067,179)</u>	<u>157.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	520,973	8,000	8,000	200,000	2400.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>520,973</u>	<u>8,000</u>	<u>8,000</u>	<u>200,000</u>	<u>2400.0%</u>
Income (Loss) Before Operating Transfers	<u>760,692</u>	<u>(406,628)</u>	<u>(406,628)</u>	<u>(867,179)</u>	<u>113.3%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	760,692	(406,628)	(406,628)	(867,179)	113.3%
Total Net Position - Beginning	<u>5,238,860</u>	<u>4,633,040</u>	<u>5,999,552</u>	<u>5,592,924</u>	<u>20.7%</u>
Total Net Position - Ending	<u>\$ 5,999,552</u>	<u>\$ 4,226,412</u>	<u>\$ 5,592,924</u>	<u>\$ 4,725,745</u>	<u>11.8%</u>
Designated Position	1,291,647	1,647,253	1,633,917	1,157,727	-29.7%
Unrestricted Position	4,707,905	2,579,159	3,959,007	3,568,018	38.3%
Total Net Position, June 30	<u>\$ 5,999,552</u>	<u>\$ 4,226,412</u>	<u>\$ 5,592,924</u>	<u>\$ 4,725,745</u>	<u>11.8%</u>

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

Parks	\$ 605,200	\$ 638,000	\$ 638,000	\$ 675,200	5.8%
Planning	10,500	13,900	13,900	15,300	10.1%
CAS	4,200	5,200	5,200	6,100	17.3%
Enterprise	100	100	100	100	0.0%
Total	<u>\$ 620,000</u>	<u>\$ 657,200</u>	<u>\$ 657,200</u>	<u>\$ 696,700</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

## 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 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges to Departments					
Planning	-	-	-	-	-
Parks	2,181,283	1,122,300	1,064,000	1,697,600	51.3%
Finance	-	-	-	-	-
Corporate IT	95,000	128,250	128,250	102,125	-20.4%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>2,276,283</b>	<b>1,250,550</b>	<b>1,192,250</b>	<b>1,799,725</b>	<b>43.9%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges:	145,984	555	555	495	-10.8%
<b>Debt Service:</b>					
Debt Service Principal	-	420,000	420,000	781,300	86.0%
Debt Service Interest	-	84,000	84,000	156,300	86.1%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	2,463,631	2,175,000	2,175,000	2,810,000	29.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	65,309	65,309	52,601	-19.5%
<b>Total Operating Expenses</b>	<b>2,609,615</b>	<b>2,744,864</b>	<b>2,744,864</b>	<b>3,800,696</b>	<b>38.5%</b>
<b>Operating Income (Loss)</b>	<b>(333,332)</b>	<b>(1,494,314)</b>	<b>(1,552,614)</b>	<b>(2,000,971)</b>	<b>33.9%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	50,854	-	-	-	-
Interest Income	217,471	-	100,000	100,000	-
Interest Expense, Net of Amortization	(105,404)	-	-	-	-
Gain (Loss) on Sale/Disposal Assets	338,212	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>501,133</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>167,801</b>	<b>(1,494,314)</b>	<b>(1,452,614)</b>	<b>(1,900,971)</b>	<b>27.2%</b>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>167,801</b>	<b>(1,494,314)</b>	<b>(1,452,614)</b>	<b>(1,900,971)</b>	<b>27.2%</b>
<b>Total Net Position - Beginning</b>	<b>10,663,011</b>	<b>7,983,306</b>	<b>10,830,812</b>	<b>9,378,198</b>	<b>17.5%</b>
<b>Total Net Position - Ending</b>	<b>\$ 10,830,812</b>	<b>\$ 6,488,992</b>	<b>\$ 9,378,198</b>	<b>\$ 7,477,227</b>	<b>15.2%</b>

**Note: Future Financing Plans**

Capital equipment financed for Planning	\$ 210,543	\$ -	\$ -	\$ 497,500
Capital equipment financed for Parks	2,138,356	2,000,000	2,000,000	2,200,000
Capital equipment financed for Corporate IT	-	175,000	175,000	112,500

*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 2026

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ 1,688,833	\$ 1,688,833	\$ 1,688,833	0.0%
Montgomery County	-	1,688,833	1,688,833	1,688,833	0.0%
<b>Charges for Services (Office Space Rental):</b>					
MC Planning	-	624,135	624,135	624,135	0.0%
MC Parks	-	624,135	624,135	624,135	0.0%
Rental Revenues	2,508,829	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>2,508,829</b>	<b>2,937,103</b>	<b>2,937,103</b>	<b>2,937,103</b>	<b>0.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	22,531	45,000	51,111	45,000	0.0%
Supplies and Materials	74,784	100,000	72,200	100,000	0.0%
Other Services and Charges	2,209,271	2,569,503	2,606,192	2,567,103	-0.1%
Depreciation & Amortization Expense	4,454,248	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	212,000	222,600	222,600	240,000	7.8%
<b>Total Operating Expenses</b>	<b>6,972,834</b>	<b>2,937,103</b>	<b>2,952,103</b>	<b>2,952,103</b>	<b>0.5%</b>
<b>Operating Income (Loss)</b>	<b>(4,464,005)</b>	<b>-</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	37,639	-	15,000	15,000	100.0%
<b>Total Nonoperating Revenue (Expenses):</b>	<b>37,639</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>100.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(4,426,366)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Capital Contribution:</b>	<b>(4,426,366)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Contributions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(4,426,366)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Net Position - Beginning</b>	<b>122,736,539</b>	<b>122,736,539</b>	<b>118,310,173</b>	<b>118,310,173</b>	<b>-3.6%</b>
<b>Total Net Position - Ending</b>	<b>\$ 118,310,173</b>	<b>\$ 122,736,539</b>	<b>\$ 118,310,173</b>	<b>\$ 118,310,173</b>	<b>-3.6%</b>

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



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY COMMISSION-WIDE CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	-	-	-	-	-
Charges to Departments/Funds:					
DHRM	51,613	65,081	65,081	69,743	7.2%
CIO	3,840	3,089	3,089	3,123	1.1%
Finance	47,811	60,740	60,740	65,267	7.5%
Legal	24,080	31,879	31,879	33,813	6.1%
Inspector General	6,073	6,208	6,208	6,530	5.2%
Corporate IT	121,657	168,741	168,741	204,985	21.5%
Parks	1,943,816	2,205,358	2,205,358	2,252,986	2.2%
Planning	491,284	552,724	552,724	638,013	15.4%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,690,174</u>	<u>3,093,820</u>	<u>3,093,820</u>	<u>3,274,460</u>	<u>5.8%</u>
Operating Expenses:					
Personnel Services	656,183	726,462	726,462	722,343	-0.6%
Supplies and Materials	19,493	22,098	22,098	22,319	1.0%
Other Services and Charges:	808,359	2,359,665	2,359,665	2,529,798	7.2%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	42,845	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	962,745	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>2,489,625</u>	<u>3,108,225</u>	<u>3,108,225</u>	<u>3,274,460</u>	<u>5.3%</u>
Operating Income (Loss)	<u>200,549</u>	<u>(14,405)</u>	<u>(14,405)</u>	<u>-</u>	<u>-100.0%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	48,056	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>48,056</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>248,605</u>	<u>(14,405)</u>	<u>(14,405)</u>	<u>-</u>	<u>-100.0%</u>
Operating Transfers In (Out):					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	248,605	(14,405)	(14,405)	-	-100.0%
Total Net Position - Beginning	<u>284,437</u>	<u>161,228</u>	<u>533,042</u>	<u>518,637</u>	<u>221.7%</u>
Total Net Position - Ending	<u>\$ 533,042</u>	<u>\$ 146,823</u>	<u>\$ 518,637</u>	<u>\$ 518,637</u>	<u>253.2%</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 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds;	\$	\$	\$	\$	
DHRM	164,128	-	-	-	-
CIO	321	-	-	-	-
Finance	89,193	-	-	-	-
Legal	30,188	-	-	-	-
Inspector General	32,387	-	-	-	-
Corporate IT	7,275	-	-	-	-
Parks	395,086	278,564	278,564	278,564	0.0%
Planning	89,932	8,634	8,634	8,634	0.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>808,510</b>	<b>287,198</b>	<b>287,198</b>	<b>287,198</b>	<b>0.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	2,538	-	-	-	-
Other Services and Charges:	445,605	287,198	287,198	287,198	0.0%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	3,680	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>451,824</b>	<b>287,198</b>	<b>287,198</b>	<b>287,198</b>	<b>0.0%</b>
<b>Operating Income (Loss)</b>	<b>356,686</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	148,007	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>148,007</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>504,694</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>504,694</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Net Position - Beginning</b>	<b>2,796,963</b>	<b>3,621,419</b>	<b>3,301,657</b>	<b>3,301,657</b>	<b>-8.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 3,301,657</b>	<b>\$ 3,621,419</b>	<b>\$ 3,301,657</b>	<b>\$ 3,301,657</b>	<b>-8.8%</b>

Note: Future Financing Plans

Capital equipment financed for IT Initiatives \$ - \$ - \$ - \$ -

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 2026

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	-	-	-	-	-
Retirement System	136,339	126,396	126,396	126,396	0.0%
Chief Information Office	37,143	44,807	44,807	14,975	-66.6%
Risk Management	65,717	66,792	66,792	66,792	0.0%
Group Insurance	80,428	81,738	81,738	81,738	0.0%
CAS Departments	1,213,611	1,231,500	1,231,500	1,261,331	2.4%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>1,533,238</u>	<u>1,551,233</u>	<u>1,551,233</u>	<u>1,551,232</u>	<u>0.0%</u>
<b>Operating Expenses:</b>					
Personnel Services	272,363	325,112	325,112	323,432	-0.5%
Supplies and Materials	63,269	68,500	68,500	68,500	0.0%
Other Services and Charges:	1,766,340	1,070,720	1,070,720	1,071,700	0.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	42,640	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	131,164	131,164	140,877	7.4%
Total Operating Expenses	<u>2,144,612</u>	<u>1,685,496</u>	<u>1,685,496</u>	<u>1,694,509</u>	<u>0.5%</u>
Operating Income (Loss)	<u>(611,374)</u>	<u>(134,263)</u>	<u>(134,263)</u>	<u>(143,277)</u>	<u>6.7%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	306,965	4,000	4,000	4,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>306,965</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>(304,409)</u>	<u>(130,263)</u>	<u>(130,263)</u>	<u>(139,277)</u>	<u>6.9%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	(304,409)	(130,263)	(130,263)	(139,277)	6.9%
Total Net Position - Beginning	<u>6,935,511</u>	<u>6,846,204</u>	<u>6,631,102</u>	<u>6,500,839</u>	<u>-5.0%</u>
Total Net Position - Ending	<u>\$ 6,631,102</u>	<u>\$ 6,715,941</u>	<u>\$ 6,500,839</u>	<u>\$ 6,361,562</u>	<u>-5.3%</u>

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



# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
EGWP Subsidy	3,478,549	3,500,000	3,500,000	5,600,000	60.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	14,860,733	16,600,000	16,600,000	16,581,700	-0.1%
Employer Contributions/Premiums	49,065,469	64,930,559	64,930,559	64,858,980	-0.1%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>67,404,751</u>	<u>85,030,559</u>	<u>85,030,559</u>	<u>87,040,680</u>	<u>2.4%</u>
Operating Expenses:					
Personnel Services	1,083,517	1,196,376	1,196,376	1,258,538	5.2%
Supplies and Materials	26,232	51,200	51,200	40,200	-21.5%
Other Services and Charges:					
Professional Services	986,826	1,000,799	1,000,799	1,184,999	18.4%
Insurance Claims and Fees	55,752,962	73,404,144	73,404,144	73,699,300	0.4%
Insurance Premiums	9,814,438	8,900,000	8,900,000	10,810,000	21.5%
Change in IBNR	(67,000)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	486,532	502,101	502,101	522,643	4.1%
Total Operating Expenses	<u>68,083,507</u>	<u>85,054,620</u>	<u>85,054,620</u>	<u>87,515,680</u>	<u>2.9%</u>
Operating Income (Loss)	<u>(678,756)</u>	<u>(24,061)</u>	<u>(24,061)</u>	<u>(475,000)</u>	<u>1874.1%</u>
Non-operating Revenue (Expenses):					
Interest Income	926,823	8,000	8,000	475,000	5837.5%
Total Non-operating Revenue (Expenses)	<u>926,823</u>	<u>8,000</u>	<u>8,000</u>	<u>475,000</u>	<u>5837.5%</u>
Income (Loss) Before Operating Transfers	<u>248,067</u>	<u>(16,061)</u>	<u>(16,061)</u>	<u>-</u>	<u>-100.0%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	248,067	(16,061)	(16,061)	-	-100.0%
Total Net Position, Beginning	<u>13,899,040</u>	<u>13,883,040</u>	<u>14,147,107</u>	<u>14,131,046</u>	<u>1.8%</u>
Total Net Position, Ending	<u>14,147,107</u>	<u>13,866,979</u>	<u>14,131,046</u>	<u>14,131,046</u>	<u>1.9%</u>
Designated Position	6,808,351	8,505,462	8,505,462	10,501,882	23.5%
Unrestricted Position	7,338,756	5,361,517	5,625,584	3,629,164	-32.3%
Total Net Position, June 30	<u>\$ 14,147,107</u>	<u>\$ 13,866,979</u>	<u>\$ 14,131,046</u>	<u>\$ 14,131,046</u>	<u>1.9%</u>

Policy requires a reserve equal to 12% of Total Operating Expense





# Montgomery County

## Overview – Fiscal and Budget Summary Schedules

### MONTGOMERY COUNTY TAX RATES AND ASSESSABLE BASE

<b><u>Tax Rates:</u></b> (Cents per \$100 of assessed value)		FY 24 Actual	FY 25 Adopted	FY 26 Proposed	Rate Change
Administration					
Real		2.06	1.98	1.98	-
Personal		5.15	4.95	4.95	-
Park					
Real		6.50	6.02	6.20	0.18
Personal		16.25	15.05	15.50	0.45
Adv. Land Acquisition					
Real		0.10	0.10	0.10	-
Personal		0.25	0.25	0.25	-
Total Tax Rates (Cents)					
Real		<u>8.66</u>	<u>8.10</u>	<u>8.28</u>	<u>0.18</u>
Personal		<u>21.65</u>	<u>20.25</u>	<u>20.70</u>	<u>0.45</u>

<b><u>Assessable Base:</u></b> (in billions \$)		FY 24 Actual	FY 25 Adopted	FY 26 Proposed	% Change
Administration Fund*					
Real		185.230	199.982	210.999	5.51%
Personal		3.567	3.521	3.664	4.06%
Park Fund*					
Real		185.230	199.982	210.999	5.51%
Personal		3.567	3.521	3.664	4.06%
Adv. Land Acquisition (Entire County)					
Real		213.770	230.683	242.913	5.30%
Personal		4.341	4.243	4.419	4.15%

\* 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 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION FUND</b>						
Full-Time Career	220.35	220.35	224.72	224.72	231.70	231.70
Unfunded Career (Planning Dept)	1.00	-	-	-	-	-
Part-Time Career	8.41	5.68	8.42	5.39	6.44	4.10
<b>Career Total</b>	<b>229.76</b>	<b>226.03</b>	<b>233.14</b>	<b>230.11</b>	<b>238.14</b>	<b>235.80</b>
Term Contract	0.81	0.77	0.84	0.79	0.88	0.82
Seasonal/Intermittent		0.20		0.35		0.60
Chargebacks		(22.00)		(23.70)		(23.70)
Less Lapse		(11.86)		(8.78)		(8.57)
<b>TOTAL ADMINISTRATION FUND</b>	<b>230.57</b>	<b>193.14</b>	<b>233.98</b>	<b>198.77</b>	<b>239.02</b>	<b>204.95</b>
<b>PARK FUND</b>						
Full-Time Career	811.00	811.00	821.00	821.00	842.00	842.00
Part-Time Career	2.00	1.30	2.00	1.30	-	-
<b>Career Total</b>	<b>813.00</b>	<b>812.30</b>	<b>823.00</b>	<b>822.30</b>	<b>842.00</b>	<b>842.00</b>
Term Contract	7.00	6.80	6.00	5.70	5.00	4.50
Seasonal/Intermittent		82.30		80.50		76.50
Chargebacks		(45.80)		(40.20)		(41.20)
Less Lapse		(83.30)		(84.90)		(85.80)
<b>TOTAL PARK FUND</b>	<b>820.00</b>	<b>772.30</b>	<b>829.00</b>	<b>783.40</b>	<b>847.00</b>	<b>796.00</b>
<b>TOTAL TAX SUPPORTED (Admin. and Park)</b>						
Full-Time Career	1,031.35	1,031.35	1,045.72	1,045.72	1,073.70	1,073.70
Unfunded Career (Planning Dept)	1.00	-	-	-	-	-
Part-Time Career	10.41	6.98	10.42	6.69	6.44	4.10
<b>Career Total</b>	<b>1,042.76</b>	<b>1,038.33</b>	<b>1,056.14</b>	<b>1,052.41</b>	<b>1,080.14</b>	<b>1,077.80</b>
Term Contract	7.81	7.57	6.84	6.49	5.88	5.32
Seasonal/Intermittent		82.50		80.85		77.10
Chargebacks		(67.80)		(63.90)		(64.90)
Less Lapse		(95.16)		(93.68)		(94.37)
<b>TOTAL TAX SUPPORTED (Admin. and Park)</b>	<b>1,050.57</b>	<b>965.44</b>	<b>1,062.98</b>	<b>982.17</b>	<b>1,086.02</b>	<b>1,000.95</b>
<b>ENTERPRISE FUND</b>						
Full-Time Career	35.00	35.00	37.00	37.00	38.00	38.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>35.00</b>	<b>35.00</b>	<b>37.00</b>	<b>37.00</b>	<b>38.00</b>	<b>38.00</b>
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent		82.90		72.10		72.00
Chargebacks		2.80		5.70		5.40
Less Lapse		-		-		-
<b>TOTAL ENTERPRISE FUND</b>	<b>36.00</b>	<b>121.70</b>	<b>38.00</b>	<b>115.80</b>	<b>38.00</b>	<b>115.40</b>
<b>PROPERTY MANAGEMENT FUND</b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Chargebacks		1.80		1.80		1.80
Less Lapse		-		-		-
<b>TOTAL PROPERTY MANAGEMENT FUND</b>	<b>4.00</b>	<b>5.80</b>	<b>4.00</b>	<b>5.80</b>	<b>4.00</b>	<b>5.80</b>
<b>SPECIAL REVENUE FUND</b>						
Seasonal/Intermittent		43.40		41.60		42.30
<b>INTERNAL SERVICE FUNDS</b>						
Full-Time Career	7.50	7.50	7.50	7.50	7.50	7.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>
<b>TOTAL TAX &amp; NON-TAX SUPPORTED FUNDS</b>						
Full-Time Career	1,077.85	1,077.85	1,094.22	1,094.22	1,123.20	1,123.20
Unfunded Career (Planning Dept)	1.00	-	-	-	-	-
Part-Time Career	10.41	6.98	10.42	6.69	6.44	4.10
<b>Career Total</b>	<b>1,089.26</b>	<b>1,084.83</b>	<b>1,104.64</b>	<b>1,100.91</b>	<b>1,129.64</b>	<b>1,127.30</b>
Term Contract	8.81	8.57	7.84	7.49	5.88	5.32
Seasonal/Intermittent		208.80		194.55		191.40
Chargebacks		(63.20)		(56.40)		(57.70)
Less Lapse		(95.16)		(93.68)		(94.37)
<b>GRAND TOTAL</b>	<b>1,098.07</b>	<b>1,143.84</b>	<b>1,112.48</b>	<b>1,152.87</b>	<b>1,135.52</b>	<b>1,171.95</b>



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# Montgomery County Commissioners' Office

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## EXECUTIVE OVERVIEW

Appointed by the Montgomery County Council, the Planning Board consists of one full-time Chair and four Commissioners who meet weekly (or more often, as needed) as the Montgomery County Planning Board. The Board plans for livable communities by developing large- and small- scale plans, providing guidelines for the pattern and pace of future development, preserving historic resources throughout the 323,000-acre county, and developing and managing Montgomery County's more than 37,262 acre, nationally recognized park system, including 419 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, including operating and capital budget requests.

## 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 FY26, 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.
- Provide technical advisement on state legislative action.
- Coordinate regional conversations and special events for the Commission.
- Coordinate Planning Board members meeting schedules and activities.
- Represent the Commission on internal committees related to outreach, diversity, and special events.



# Montgomery County Commissioners' Office

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## ACCOMPLISHMENTS FOR FY24 (FROM JULY 2023 THROUGH JUNE 2024)

Achievements by the Commissioners' Office in FY24 include the following:

- Approved 44 development plans and 52 amendments which will result in 2,648 dwelling units and 1,197,043 square feet of commercial space.
- Approved the following in support of the Master Plan process:
  - Rustic Roads Functional Master Plan
  - Takoma Park Minor Master Plan Amendment
  - Great Seneca Plan: Connecting Life and Science
  - Eastern Silver Spring Community Plan Scope of Work
  - Bethesda Minor Master Plan Amendment Scope of Work
- Approved the Scope of Work for the 2024 Update to the Growth and Infrastructure Policy.
- Approved the Attainable Housing Strategies Initiative.
- Approved the Incentive Zoning Update.
- Certified the FY2025 Annual School Test.
- Established permanency to the Open Parkways Program on Beach Drive.
- Received briefings on demographic profiles, industry specific economics, area plans existing conditions, monitoring reports on development and transportation/travel, parks initiatives, and more.
- Successfully responded to and closed over 240 public requests.
- Supported 960 speakers to provide oral testimony at Planning Board hearings. This includes providing detailed instructions and practice sessions for those testifying virtually.
- Appointed new Directors for Montgomery Planning and Montgomery Parks.
- Approved the FY25 Operating Budgets for the Park and Planning departments, and the FY25-30 Capital Improvement Budget for Parks.
- Supported many Parks and Planning department events, such as tours, parades, ribbon cuttings, community engagement meetings, stakeholder events, historic marker unveilings, 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, LBGTQ Celebrations, and Hispanic Heritage Month, as well as serving on the Diversity Council.

## FY26 POSITION REQUEST

In FY25, 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 is frozen and unfunded.

For FY26, the Commissioners' Office is requesting to convert the unfunded part-time position to a full-time position with funding of \$97,613 and one workyear for an Administrative Assistant III. Our office continues to receive a high volume of outreach from residents and County stakeholders. We need to expand our staff to ensure that we provide timely and appropriate responses. This position will support management of constituent inquiries, prepare documents and monitor their transmittal, and coordinate MPIA requests. The position would also support the Chair's office in policy research and responding to inquiries from legislative and executive offices on the local and state level. Additionally, the position will provide general administrative support to the Chair and the Commissioners. This includes supporting the Chair/Vice-Chair in their role with the Full



# Montgomery County Commissioners' Office

Commission of the Maryland-National Capital Park and Planning Commission, which provides leadership direction to all 6,900+ Commission employees.

## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

The Montgomery County Commissioners' Office proposes a FY26 Operating Budget of \$1,427,614, an increase of \$166,461 or 13.2%, from the FY25 adjusted adopted budget.

The proposed FY26 Operating Budget includes the following major categories:

- \$1,102,326 in Personnel Services, an increase of \$146,355 or 15.3% for:
  - \$18,742 for increases in benefits, retirement, and annualization of prior year's salary adjustments,
  - \$97,613 to convert an unfunded part-time position to a full-time Administrative Assistant III position/workyear,
  - \$30,000 for a graduate assistant to work with the Commissioners' Office staff on special projects, including speaker series, and to provide valuable work experience for the next generation of public servants.
- \$26,372 in Supplies and Materials, an increase of \$682, for general inflation costs.
- \$53,531 for Other Services and Charges, an increase of \$1,247, for general inflation costs
- \$245,385 in Chargebacks, an increase of \$18,177, to Legal for technical writing support.

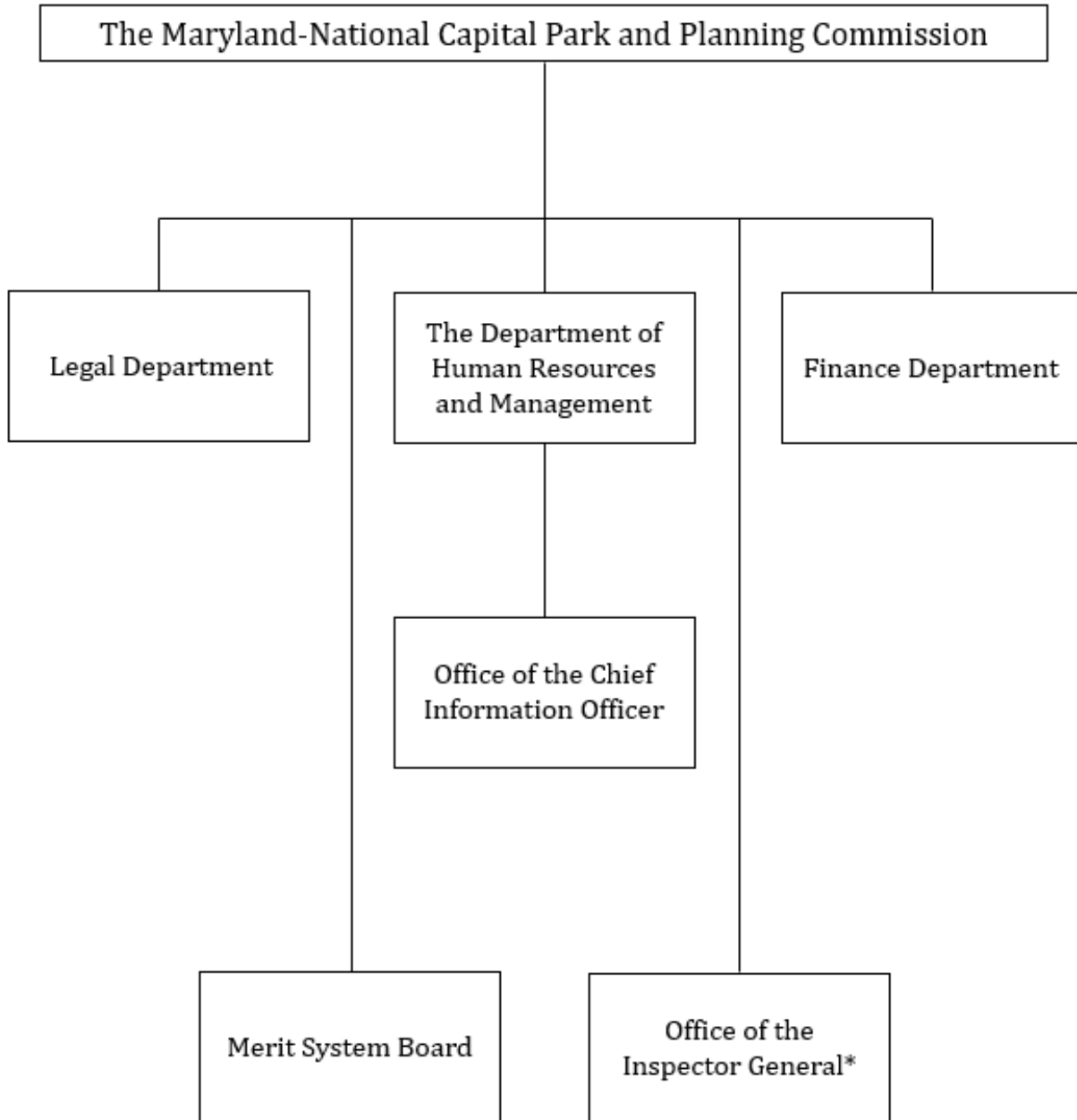
	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
Commissioners' Office					
Personnel Services	857,144	955,971	955,971	1,102,326	15.3%
Supplies and Materials	13,621	25,690	25,690	26,372	2.7%
Other Services and Charges	37,615	52,284	52,284	53,531	2.4%
Capital Outlay	125,606	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	210,378	227,208	227,208	245,385	8.0%
<b>Total</b>	<b>1,244,364</b>	<b>1,261,153</b>	<b>1,261,153</b>	<b>1,427,614</b>	<b>13.2%</b>

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION FUND</b>						
<b><u>COMMISSIONERS' OFFICE</u></b>						
Full-Time Career	5.00	5.00	4.00	4.00	5.00	5.00
Part-Time Career	4.00	2.00	5.00	2.50	4.00	2.00
<b>Career Total</b>	<b>9.00</b>	<b>7.00</b>	<b>9.00</b>	<b>6.50</b>	<b>9.00</b>	<b>7.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.15	-	0.40
<b>Subtotal Commissioner's Office</b>	<b>9.00</b>	<b>7.00</b>	<b>9.00</b>	<b>6.65</b>	<b>9.00</b>	<b>7.40</b>



**ORGANIZATIONAL STRUCTURE**

**CENTRAL ADMINISTRATIVE SERVICES**



\*The Inspector General reports to the Audit Committee





# Central Administrative Services Overview

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## EXECUTIVE OVERVIEW

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

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

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

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

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

## PROGRAMS AND SERVICES PROVIDED

### Department of Human Resources and Management

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

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## **Legal Department**

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

## **Office of the Inspector General**

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

## **Office of the Chief Information Officer**

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

## **Merit System Board**

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

## **Support Services**

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

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



# Central Administrative Services Overview

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

County	Service User/Fund	Service Supplier	FY24 Budget	FY25 Adopted	FY26 Proposed	% Change
<b>MONTGOMERY</b>						
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	50,000	50,000	50,000	0.0%
	Risk Management	DHRM	80,069	87,072	91,158	4.7%
	Capital Equipment Fund	Finance	46,200	45,900	38,500	-16.1%
	Enterprise Funds	Finance	108,400	134,000	144,800	8.1%
	Park Fund - ERP Operations	Finance	100,300	130,700	125,800	-3.7%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	-	-100.0%
	Park Fund	Finance	19,324	-	-	-
	Risk Management	Finance	16,200	19,500	29,200	49.7%
	Special Revenue Funds (multiple)	Finance	66,000	76,900	82,500	7.3%
	Capital Equipment Fund	Corporate IT	20,302	19,409	14,101	-27.3%
	Enterprise Funds	Corporate IT	56,506	51,610	57,966	12.3%
	Park Fund - Data Center	Corporate IT	317,424	329,489	303,076	-8.0%
	Pension Trust Fund	Corporate IT	71,908	72,986	72,986	0.0%
	Risk Management	Corporate IT	18,103	16,662	19,898	19.4%
	Spec Rev Fund - Planning	Corporate IT	22,109	20,687	25,347	22.5%
	Spec Rev Fund - Parks	Corporate IT	16,917	17,144	21,012	22.6%
	Admin Fund - Commissioners' Office	Legal	210,378	227,208	245,385	8.0%
	Admin Fund - Planning	Legal	108,337	117,004	126,365	8.0%
	Park Fund	Legal	195,911	211,583	228,510	8.0%
	Pension Trust Fund	Legal	32,100	32,100	33,191	3.4%
	Risk Management	Legal	244,598	264,166	285,299	8.0%
	Spec Rev Fund - Development Review	Legal	194,849	210,437	227,272	8.0%
	<b>Subtotal Montgomery</b>		<b>2,132,135</b>	<b>2,270,757</b>	<b>2,297,366</b>	<b>1.2%</b>
<b>PRINCE GEORGE'S</b>						
	Admin Fund - Planning - HRIS/CC	DHRM	60,053	27,830	32,909	18.3%
	Admin Fund - Planning - Recruitment	DHRM	18,445	21,831	29,307	34.2%
	Park Fund - HRIS/CC	DHRM	90,387	115,894	141,927	22.5%
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	50,000	50,000	50,000	0.0%
	Park Fund - Recruitment	DHRM	61,448	72,728	97,634	34.2%
	Recreation Fund - Recruitment	DHRM	61,448	72,728	97,634	34.2%
	Recreation Fund - HRIS/CC	DHRM	166,561	162,032	141,927	-12.4%
	Risk Management	DHRM	80,069	87,072	91,158	4.7%
	Capital Equipment Fund	Finance	14,900	9,400	6,300	-33.0%
	Enterprise Funds	Finance	141,700	169,700	166,600	-1.8%
	Park Fund - New Positions	Finance	164,800	160,000	177,000	10.6%
	Park Fund - ERP Operations	Finance	140,900	176,800	178,400	0.9%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	-	-100.0%
	Park Fund	Finance	25,391	-	-	-
	Recreation Fund	Finance	16,486	-	-	-
	Recreation Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Recreation Fund - ERP Operations	Finance	86,800	112,400	120,000	6.8%
	Risk Management	Finance	24,700	23,800	35,200	47.9%
	Special Revenue Funds (multiple)	Finance	53,600	49,600	55,900	12.7%
	Capital Equipment Fund	Corporate IT	765	75	5,737	7549.3%
	Enterprise Funds	Corporate IT	72,009	71,780	87,398	21.8%
	Park Fund - Data Center	Corporate IT	488,718	519,185	534,632	3.0%
	Recreation Fund - Data Center	Corporate IT	333,229	277,797	302,010	8.7%
	Pension Trust Fund	Corporate IT	71,908	72,986	72,986	0.0%
	Risk Management	Corporate IT	26,783	23,965	25,843	7.8%
	Special Revenue Funds (multiple)	Corporate IT	-	-	-	-
	Park Fund	Inspector General	155,679	126,504	131,943	4.3%
	Admin Fund - Planning	Legal	348,454	376,332	406,439	8.0%
	Admin Fund - Planning - Atty support	Legal	101,965	110,122	118,931	8.0%
	Park Fund	Legal	245,037	264,640	285,811	8.0%
	Pension Trust Fund	Legal	32,100	32,100	33,191	3.4%
	Risk Management	Legal	268,751	290,251	313,471	8.0%
	<b>Subtotal Prince George's</b>		<b>3,639,286</b>	<b>3,713,752</b>	<b>3,915,288</b>	<b>5.4%</b>
<b>Commission-Wide</b>						
	EOB	DHRM	119,820	131,164	140,877	7.4%
	Group Insurance	DHRM	78,092	82,391	77,598	-5.8%
	Group Insurance	Corporate IT	198,640	177,910	191,846	7.8%
	Group Insurance	Finance	209,800	241,800	253,200	4.7%
	<b>Subtotal Commission-Wide</b>		<b>606,352</b>	<b>633,265</b>	<b>663,521</b>	<b>4.8%</b>
<b>COMBINED TOTAL</b>						
			<b>6,377,773</b>	<b>6,617,774</b>	<b>6,876,175</b>	<b>3.9%</b>
<b>SUMMARY BY SUPPLIER DEPARTMENT</b>						
	DHRM		1,066,392	1,110,742	1,192,129	7.3%
	Finance		1,457,901	1,572,900	1,513,400	-3.8%
	Corporate IT		1,715,321	1,671,685	1,734,838	3.8%
	Legal		1,982,480	2,135,943	2,303,865	7.9%
	Inspector General		155,679	126,504	131,943	4.3%
<b>TOTAL</b>			<b>6,377,773</b>	<b>6,617,774</b>	<b>6,876,175</b>	<b>3.9%</b>



# Central Administrative Services Overview

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## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

The bi-county proposed FY26 operating budget for Central Administrative Services before chargebacks is \$35,703,027, which is a 3.3% increase over FY25. The budget sustains, at a minimum, the same service level as FY25, 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 FY26 proposed budget is based on the analysis performed in the Fall of 2024.

The FY26 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 45.6% Montgomery County and 54.4% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

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

### Investing in an Essential Needs Budget

In FY26, the proposed budget addresses major known commitments and essential needs. The proposed budget focuses on such core needs as identified in each department's budgets.

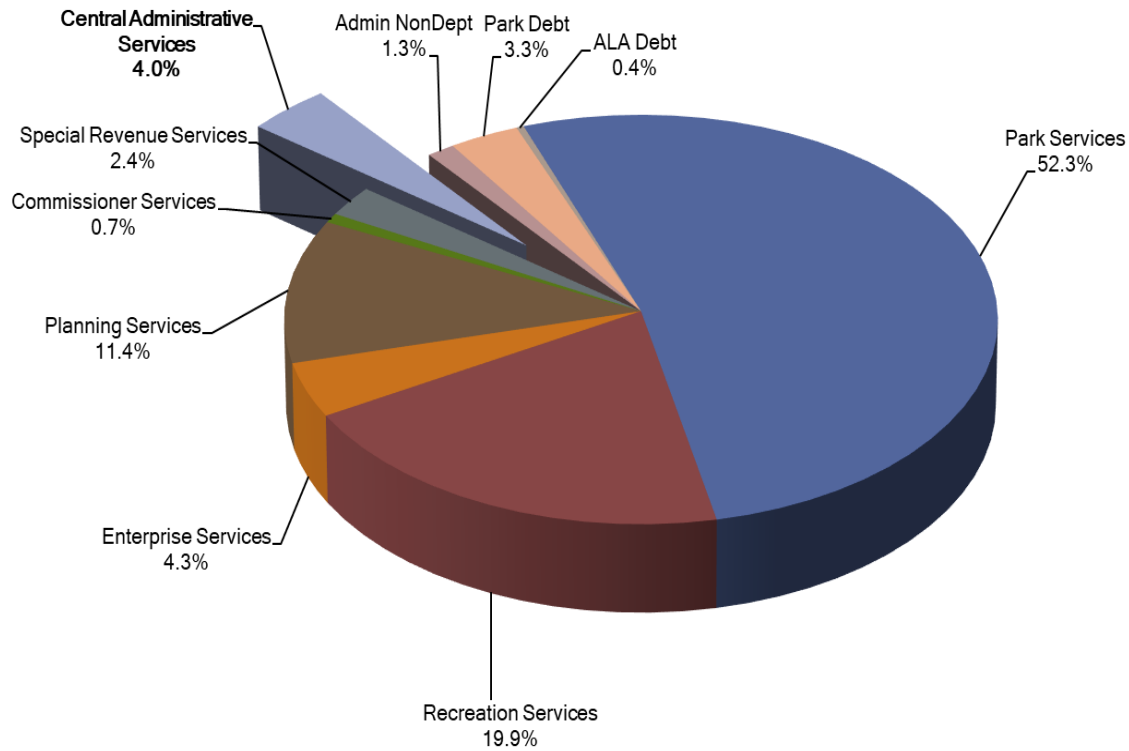
The CAS budget proposal reflects positions and workyears comparable to FY11 levels, even while work program demands have increased over the past ten years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued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

The CAS proposed budget is 4.0% of the Commission's proposed total bi-county operating budget.



# Central Administrative Services Overview

**Central Administrative Services (CAS)**  
**FY26 Proposed Budget as a Percent of Total Operating Budget**  
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

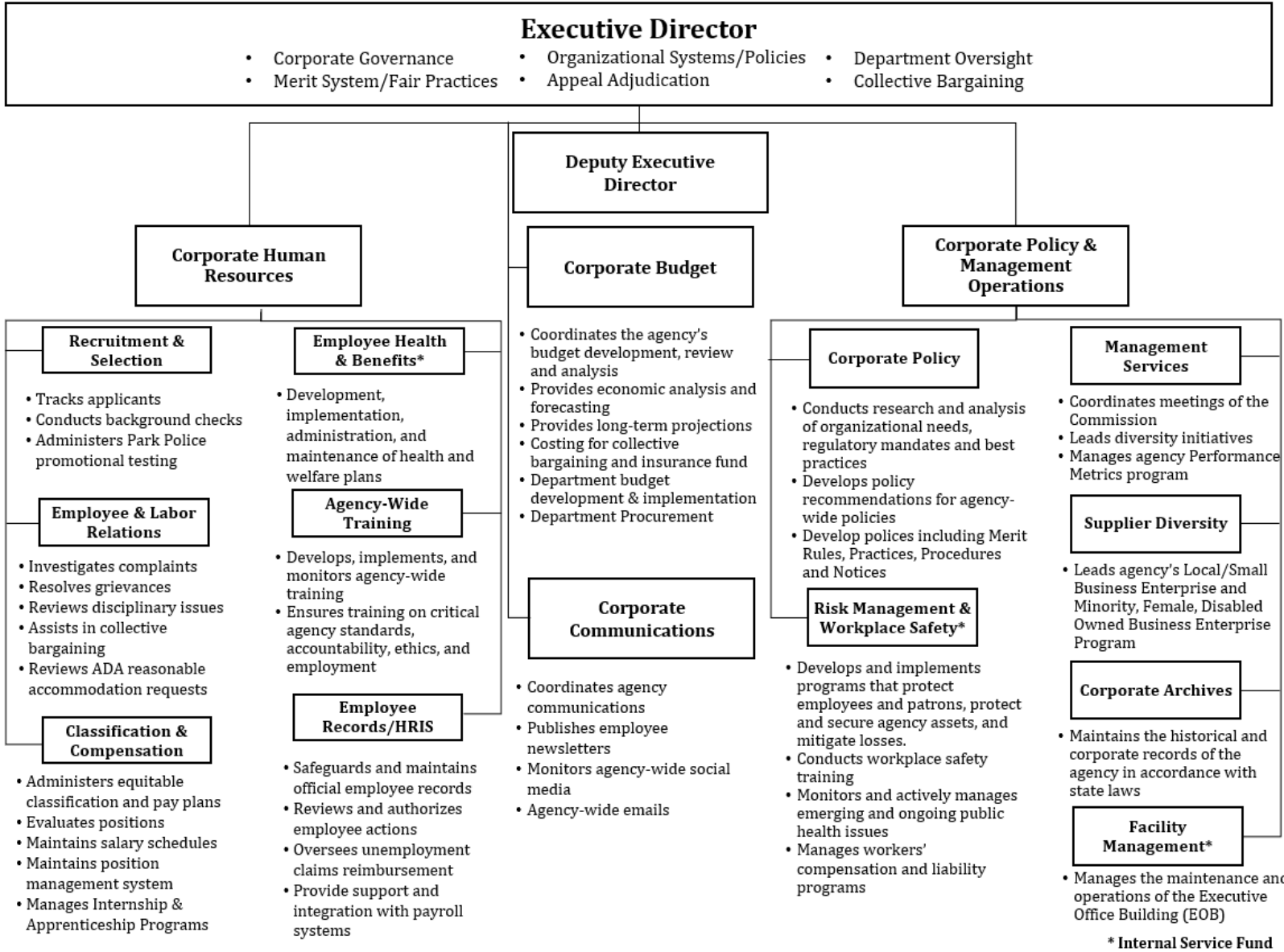


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



# Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE



# Central Administrative Services

## Department of Human Resources and Management

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### 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

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### **Corporate Communications**

The Corporate Communications Office assists DHRM and other CAS departments with writing, editing, graphic design, desktop publishing, marketing, and presentations. Corporate Communications handles agency-wide employee communications, including newsletters for approximately 3,000 employees and retirees, as well as monitoring, routing and responding to agency-wide emails and social media. The Office also coordinates communications between the OED and operating departments' Public Affairs Offices and assists the OCIO with reviewing the Commission's internal and external websites to ensure accurate content and clear communications.

### **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. This Division conducts management studies, research and analysis to promote public accountability, transparency, and workplace efficiency; and recommends/develops programs and standards for best practices and workplace initiatives with these work groups.

### ***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 into 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 enables agency leaders to make data-driven decisions regarding the services the agency provides, ensuring a robust return on investment. A performance management framework improves gap identification, accountability, decision-making, and organizational effectiveness. This program will provide an easily understandable analysis of metrics; and monitor and interpret performance trends





# Central Administrative Services

## Department of Human Resources and Management

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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 to the following programs and activities relating to employment and working conditions:

#### ***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).

#### ***Human Resources Information Systems***

This team maintains and safeguards official employee records (physical and electronic) according to federal and state regulations. The 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



## **Central Administrative Services**

### **Department of Human Resources and Management**

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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 provide 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

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### FY24 ACCOMPLISHMENTS



Processed **51,902** job applications (28% increase); 550 hires.



Processed **26,700** Personnel Actions.



Processed **4,607** compensation changes, a 52% increase.



Managed **22,587** enrollments in benefit plans for employees, retirees, survivors, and their dependents.



Covered **40** union and management topics.



Received the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the **38th consecutive year**.



Received and processed **425** workers' compensation and liability claims.



Addressed **606** MPI, policy and records research requests (185% increase).



Trained **3,000** employees in Drug/Alcohol policies



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



Hosted/ offered **500 +** Instructor-led Training Sessions on the LMS platform .



Registered **119** new vendors and conducted more than **200** "How to Do Business with Us" supplier development trainings for Supplier Diversity and Inclusion.



# Central Administrative Services

## Department of Human Resources and Management

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### FY25-26 STRATEGIC GOALS

The Department of Human Resource Management (DHRM) is not requesting new funding in FY26 but expects to be fully engaged in supporting the approved FY25 strategic goals and initiatives as well as the new ERP Project Mosaic. Updates for the existing programs are below.

**Supplier Diversity and Inclusion Program:** The Supplier Diversity and Inclusion Program will continue its endeavors to increase the proportion of agency spend directed toward local, small, and diverse suppliers while expanding the pool of identified and actively engaged suppliers. These efforts include implementing supplier development programs to build capacity to enable such businesses to compete for larger contracts while ensuring quality standards are upheld. These efforts will generate measurable economic impact within the bi-county region. Software in support of the mandated MBE reporting has been purchased and is expected to be fully implemented in the Spring of 2025

**American With Disabilities Act (ADA) Program Coordination:** This position will be filled in FY25 with a six-month lapse. The goal of coordinating the response protocols for customer and employee complaints and replying to requests for aid will be overseen by the DHRM-Employee and Labor Relations Division.

**Recruitment Refresh:** The one-time funding for this program has been used to enhance the Commission's appeal as an employer of choice as it competes with others for multi-generational and multi-cultural talent in the local and regional job market.

**Training and Succession Planning:** Utilizing the newly implemented Learning Management System (LMS), DHRM will be prioritizing the collaboration of learning content across the Commission Departments. Our goals for FY26 include obtaining additional content needed for the cohorts we are targeting for our pathway to promotion initiative. We are working to expand the employee use of LinkedIn Learning for other training opportunities they may be interested in pursuing.

**Apprenticeship and Internship Program:** Prince George's Department of Parks and Recreation has provided the necessary funds for the expansion of this FY25 strategic initiative to increase our employment pipeline. With the hiring of the Apprenticeship Specialist, our FY26 priorities include developing a Youth Apprenticeship trades program in partnership with local high schools, expanding our Internship program for college students, and collaborating with local workforce development agencies to identify potential applicants.

**Paid Family Medical Leave Insurance (PFML) Program:** The agency is participating in a joint RFP with the **Maryland Public Sector Time to Care Act Collaborative** to find a private insurance carrier who will administer the PFML benefit on behalf of employers. This joint effort includes over 100 public sector employers and will be a fully insured/private insurance plan. Utilizing the private insurance option allows us to delay paying premiums for one year to July 1, 2026. At this time, we anticipate the premium will be lower than going with the state plan. We will have updated information by early April 2025.



# Central Administrative Services

## Department of Human Resources and Management

### BUDGET AT A GLANCE

#### Summary of DHRM Budget

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b>Montgomery County Budget</b>				
Expenditures	\$4,248,092	\$4,461,941	5.0%	45.1%
<b>Staffing</b>				
Funded Career Positions	21.89	22.78	4.1%	43.0%
Term Contract Positions	0.84	0.88	4.8%	44.0%
Funded Workyears	22.05	23.34	5.9%	43.0%
<b>Prince George's County Budget</b>				
Expenditures	\$5,606,350	\$5,424,372	-3.2%	54.9%
<b>Staffing</b>				
Funded Career Positions	31.11	30.22	-2.9%	57.0%
Term Contract Positions	1.16	1.12	-3.4%	56.0%
Funded Workyears	31.39	30.99	-1.3%	57.0%
<b>Combined Department Total Budget</b>				
Expenditures	\$9,854,442	\$9,886,313	0.3%	100.0%
<b>Staffing</b>				
Funded Career Positions	53.00	53.00	0.0%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	53.44	54.33	1.7%	100.0%

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

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

The FY26 proposed budget is \$9,886,313, representing an increase of 0.3% over FY25.

The FY26 funding allocation before chargebacks is 43.2% to Montgomery and 56.8% to Prince George's, which is a shift of 1.5% from Prince George's to Montgomery, compared to FY25.

**Personnel Services:** This category accounts for most of the increase in our budget request and includes adjustments for compensation, benefit elections, pensions and the annualization of FY25 compensation increases in FY25. DHRM does not request any additional positions in FY26.

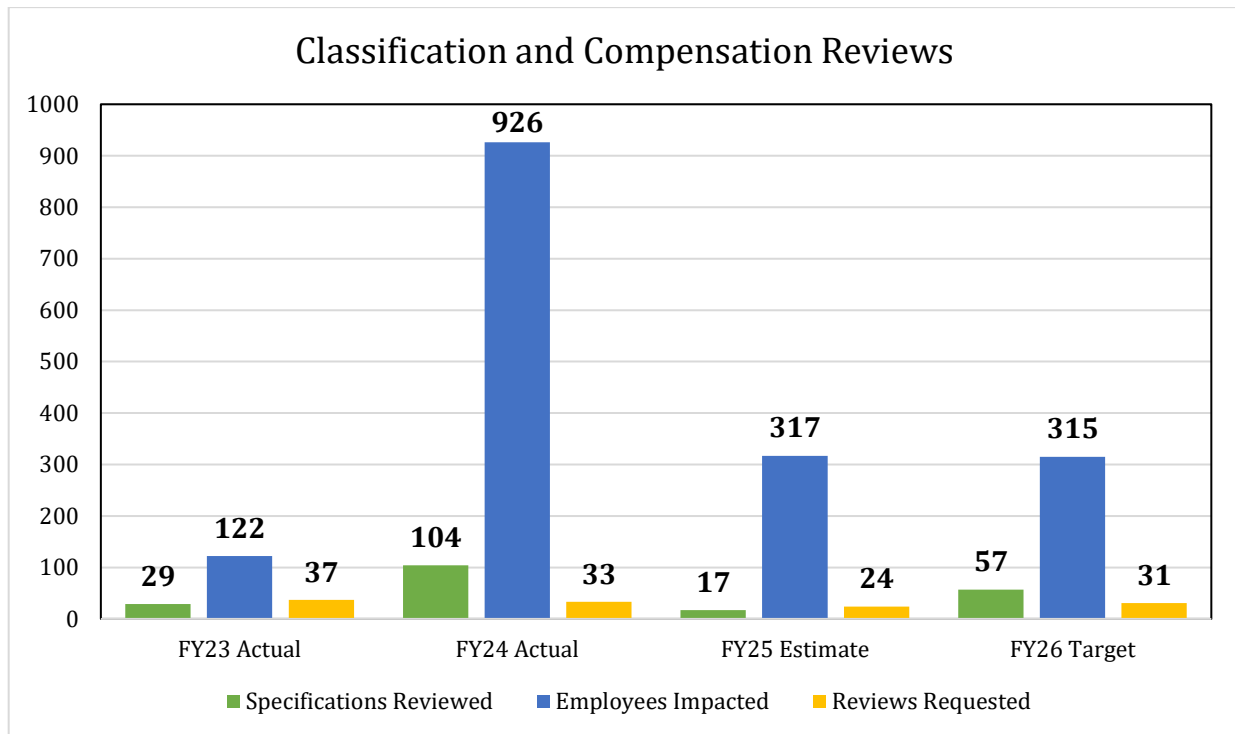
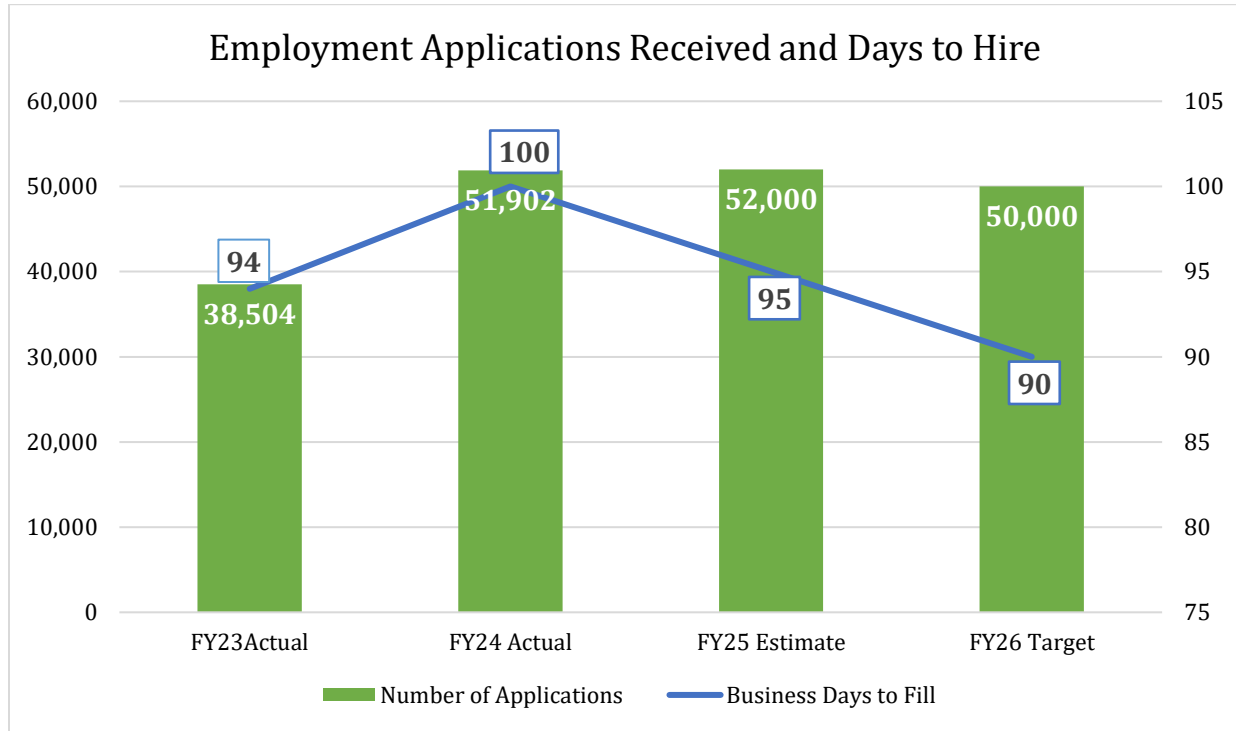
**Other Operating Charges:** This category includes a 9.9% decrease for ongoing Department programs in FY26. Factors such as the removal of one-time increases for FY25 and the adequate funding we received for new programs in FY25 contributed to the decrease.

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



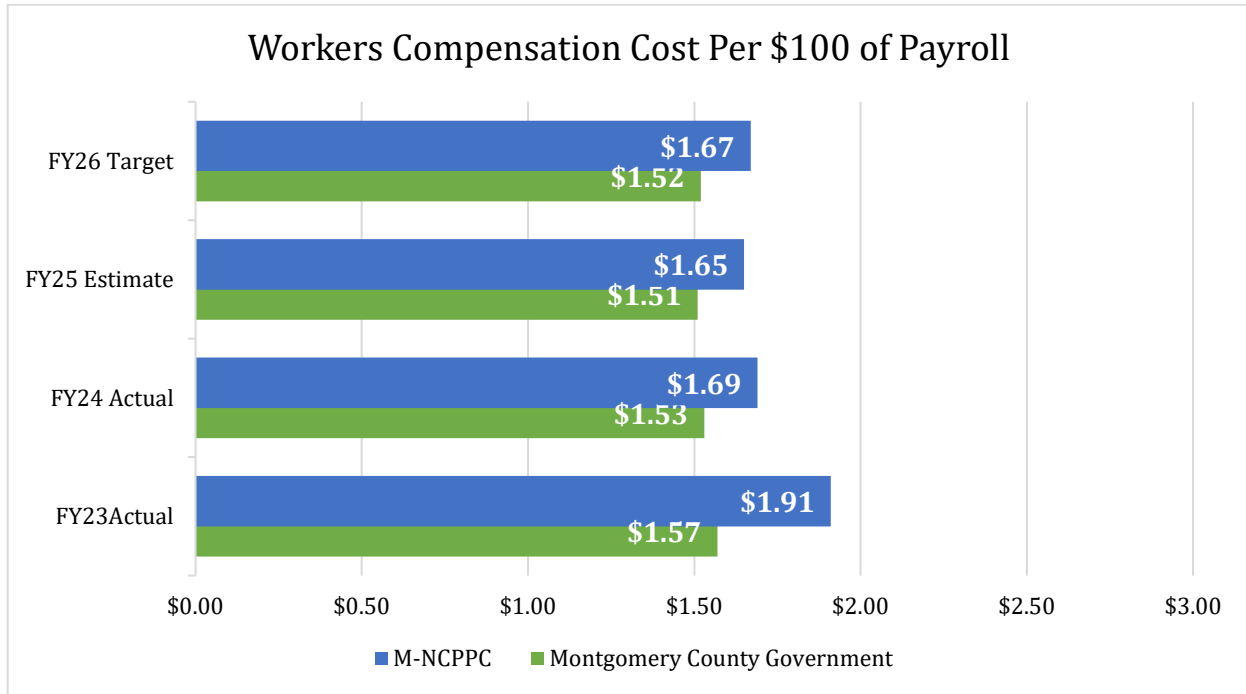
**Central Administrative Services  
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**GOALS AND PERFORMANCE MEASURES**

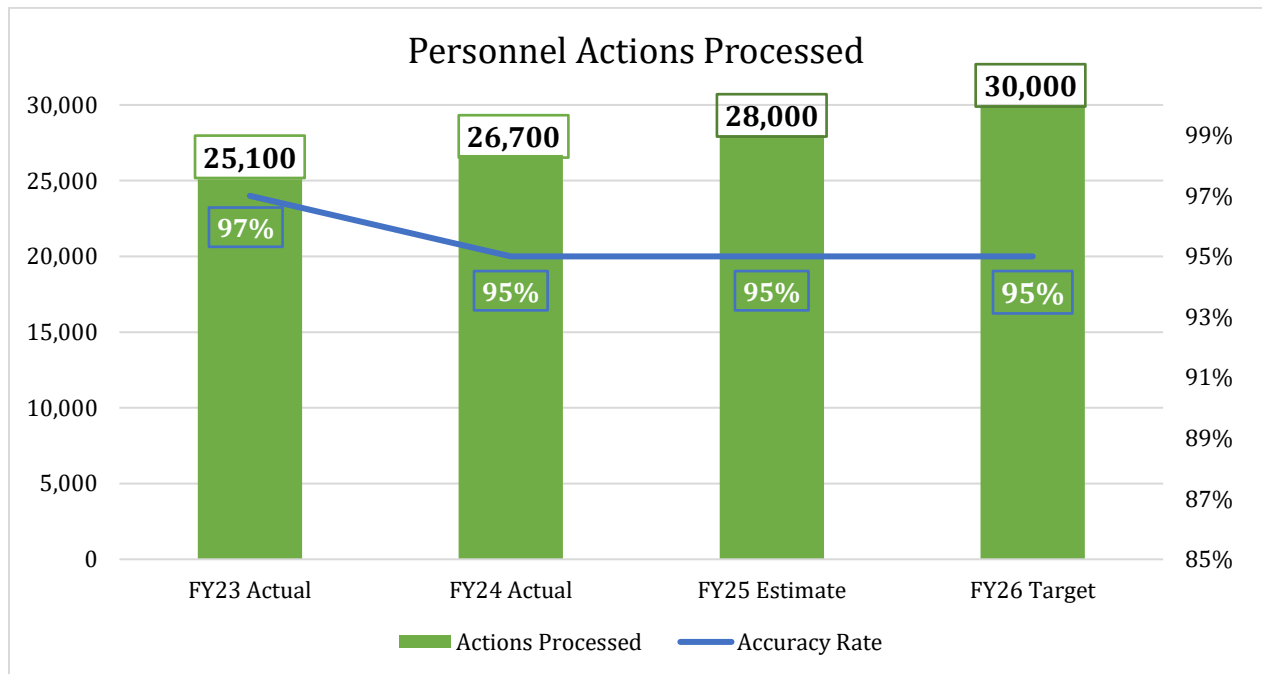


# Central Administrative Services

## Department of Human Resources and Management



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

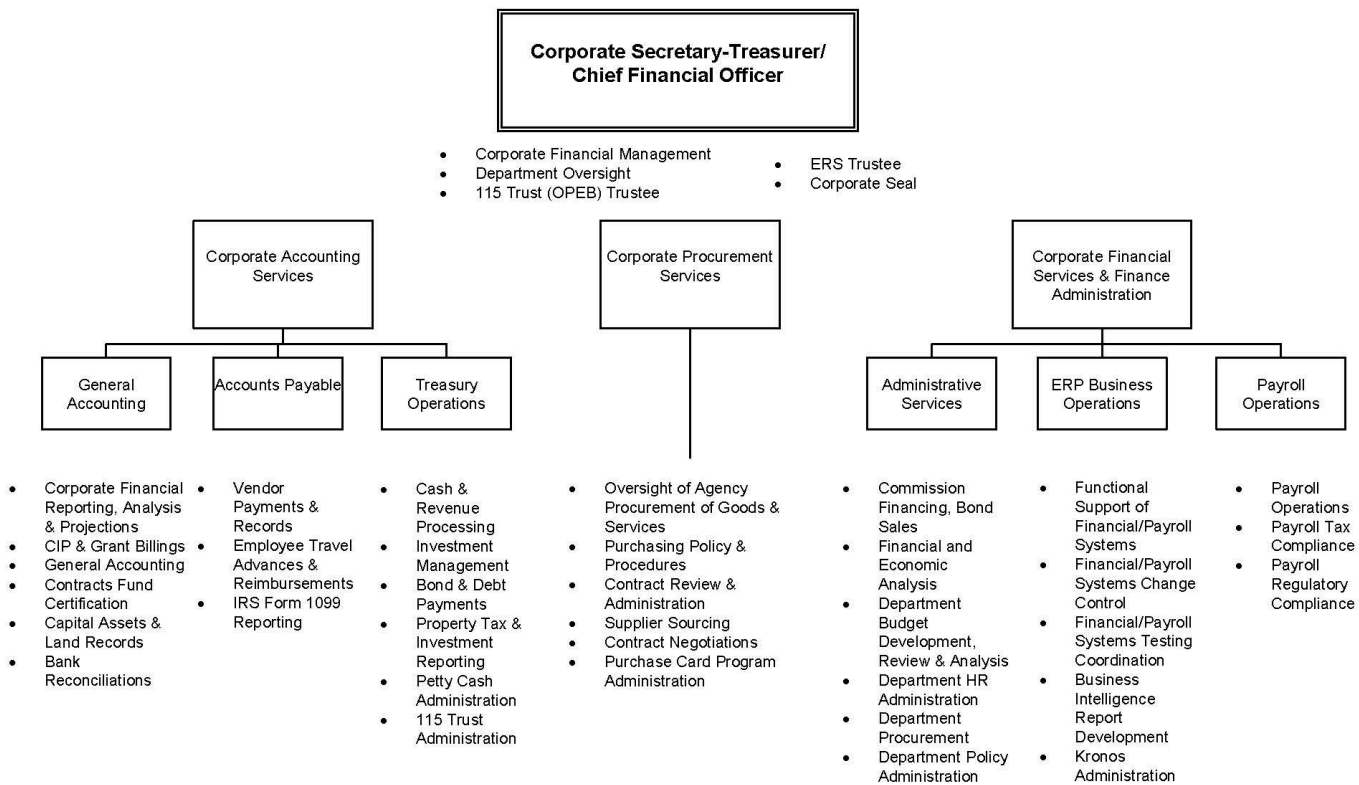


These actions include hiring, seasonal contract renewals, merit increases and terminations.



ORGANIZATIONAL STRUCTURE

# DEPARTMENT OF FINANCE





# Central Administrative Services

## Department of Finance

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### OVERVIEW

The **Department of Finance**, led by the Secretary-Treasurer and guided by the Commission, is responsible for aligning agency-wide duties and responsibilities with the strategic priorities set by the Commission and the approved annual budget. Staff assignments often involve collaboration across divisions, departments, and agencies. The Department is structured into three service divisions:

1. **Corporate Financial Services & Finance Administration**
2. **Corporate Accounting Services**
3. **Corporate Procurement Services**

The Department administers the organization's financial systems to maintain fiscal stability, ensure public accountability, and uphold the integrity of fiscal activities. It delivers comprehensive financial services, including analysis, debt management, payroll, accounting, procurement, investments, treasury operations, internal controls, and the administration of corporate financial system platforms. Departmental objectives are guided by the priorities of the Commission and the Secretary-Treasurer. Additionally, the Department provides financial expertise and support to M-NCPPC operating departments and serves as a technical resource to Montgomery and Prince George's County governments and other external entities, ensuring the organization's financial soundness.

### MISSION

The mission of the **Department of Finance** is to uphold a financially sound organization by implementing robust financial planning and controls to support Commission programs, ensure fiscal accountability, and deliver comprehensive financial services to Commission management. Central to this mission is maintaining strong internal controls and leveraging advanced technologies to implement and administer corporate financial systems effectively.

### PROGRAMS AND SERVICES PROVIDED

The **Secretary-Treasurer**, appointed to serve at the pleasure of the Commission, serves as the Commission's fiscal advisor and leads the Department of Finance. This role encompasses overseeing departmental duties and responsibilities to ensure alignment with programs and initiatives approved in the annual budget. The Secretary-Treasurer coordinates financial activities, services, and reports for various internal and external stakeholders, including the Commission, Planning Boards, Executive Director, M-NCPPC departments, County Councils, County Executive offices, state and federal agencies, and external auditors. They are responsible for safeguarding public assets through the establishment and maintenance of robust internal controls.

In addition, the Secretary-Treasurer develops, implements, and monitors compliance with financial policies and programs, ensuring adherence to authoritative standards such as those established by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA), as well as applicable state and federal laws. This position oversees the monitoring of revenues and expenditures to ensure compliance with Division II of the Land Use Article of the Annotated Code of Maryland and formally adopted budgets. Furthermore, the Secretary-Treasurer serves as Ex-Officio on both the Retirement Plan Board of Trustees and the



## Central Administrative Services Department of Finance

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115 Other Post-Employment Benefits (OPEB) Trust Fund, ensuring comprehensive oversight and fiscal accountability.

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

**Finance Administration** oversees the Department's administration and management, providing corporate financial oversight and directing the overall operations of the Finance Department. Responsibilities include budget development and monitoring, managing the debt program to finance capital equipment and the Commission's capital improvement projects, coordinating departmental procurement and human resources, reviewing departmental policies and procedures, and managing property tax assessments.

**Payroll Operations** processes payroll in strict adherence to Merit System Rules and Regulations, collective bargaining agreements, and applicable federal, state, and local laws. The team ensures compliance with IRS regulations, including the reconciliation and submission of payroll taxes and required regulatory reporting. Payroll Operations manages one bi-weekly payroll for all agency employees, generates payroll-related reports, and maintains full compliance with payroll tax requirements.

**ERP Business Operations Management** is tasked with overseeing and managing business intelligence reporting and coordinating financial system projects and change control in collaboration with the Project Management Office (PMO). The team provides operational support for critical systems, including payroll, timekeeping, general ledger, and procurement. Additionally, it offers financial analysis and reporting expertise to other Commission departments, empowering them to make informed decisions and strategic financial plans.

**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.



## Central Administrative Services Department of Finance

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**Treasury Operations** is responsible for managing banking operations; managing cash and investments in accordance with Commission investment policies, which emphasize the protection of investment principal, sufficient liquidity to meet all cash flow requirements, and maximum return on investments subject to the first two objectives; Post-Retirement Insurance Benefits Program (115 Trust) Administration; Petty Cash Administration; Escheat Property Program management; processing and submission of tax filings; processing and recording property tax and 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; ensuring the equitable treatment of all regarding the procurement of goods and services; and reviewing all contracts for availability of funds, compliance with bidding procedures, and financial acceptability of vendors.

### FY24 ACCOMPLISHMENTS

- A competitive Request for Proposal (RFP) was issued with a contract awarded for Bond Counsel Services to McGuireWoods LLP.
- General Obligation Bond Sale: Montgomery Co. \$8 million Corporate Accounting Services
- 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 51st consecutive year of receiving this distinction, the longest in the Special District Category.
- Updates were made to the 115 Trust Purchasing Policy and the Investment Policy.
- For fiscal year 2023 the audit performance resulted in a "Clean" Opinion.
- GASB 96 was implemented for accounting and reporting Subscription Based Information Technology Arrangements (SBITA).
- The ACH Conversion Project saw an 222% increase in ACH signups from the prior year:
- The Employee ACH Project converted all employee reimbursements payments to ACH.
- The Vendor ACH Project converted established vendors and new vendors directed to select ACH payments.
- Modernized the Commission's Waiver Form and process.
- Two new training programs: Procurement 101 and Purchase Card Training, were implemented.
- Corporate Payroll issued 6,196 W-2s. Paychecks issued in FY24 totaled 130,344 of which: 9,198 were printed checks (26% less than in FY23).
- 28,705 receipts processed totaling \$655,547,222.
- Receipts processed by ACH/Wire totaled 78%.
- Offered 58 Infor Enterprise Financial Management (EFM) Training courses for 611 attendees.



# Central Administrative Services

## Department of Finance

- Corporate Accounts Payable had 571 ACH signups.
- Eighty-two percent (82%) of invoices processed in 30 days or less.
- Invoice payments totaling \$441,972,083 were processed.
- Of the total 16,646 payments processed, 45% were by ACH/Wire transfer.
- Processed \$16,999,512 in 34,010 purchase cards transactions.
- A total of 507 NEW vendors were registered and onboard.
- Sixty-four (64) solicitations processed across seven Commission departments
- A total of 801 contracts were routed to include 10,856 total active vendors.
- A total of 6,413 Purchase Orders issued with \$3.5 million in documented cost savings.

### BUDGET AT A GLANCE

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b>Montgomery County Budget</b>				
Expenditures	\$3,184,086	\$3,358,251	5.5%	44.3%
<b>Staffing</b>				
Funded Career Positions	20.59	21.00	2.0%	42.9%
Funded Workyears	20.59	21.00	2.0%	42.9%
<b>Prince George's County Budget</b>				
Expenditures	\$4,017,706	\$4,229,939	5.3%	55.7%
<b>Staffing</b>				
Funded Career Positions	27.41	28.00	2.2%	57.1%
Funded Workyears	27.41	28.00	2.2%	57.1%
<b>Combined Department Total Budget</b>				
Expenditures	\$7,201,792	\$7,588,190	5.4%	100.0%
<b>Staffing</b>				
Funded Career Positions	48.00	49.00	2.1%	100.0%
Funded Workyears	48.00	49.00	2.1%	100.0%

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

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

The proposed budget for FY26 is \$7,588,190, representing a 5.4% increase, equivalent to \$386,398 from the FY25 adopted budget. This increase includes two main components:

- A 3.5% increase, amounting to \$252,818, over the previous year's baseline budget. This increase is allocated for annualizing merits and Cost of Living Adjustments (COLAs) and for covering increased benefit costs.
- A 1.9% increase, equivalent to \$133,580 in compensation and benefits, to fund a new position: Corporate Purchase Card Administrator. The goal is for program revenues to support the ongoing administration and enhancement of the Purchase Card program.

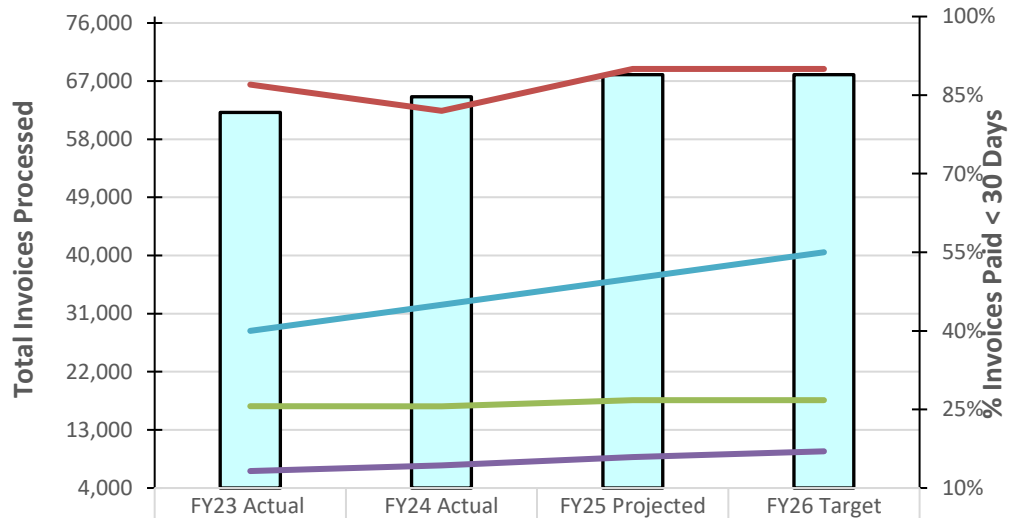
In summary, the budget increase is primarily driven by adjustments for employee compensation and benefits, as well as the addition of a new position.



# Central Administrative Services Department of Finance

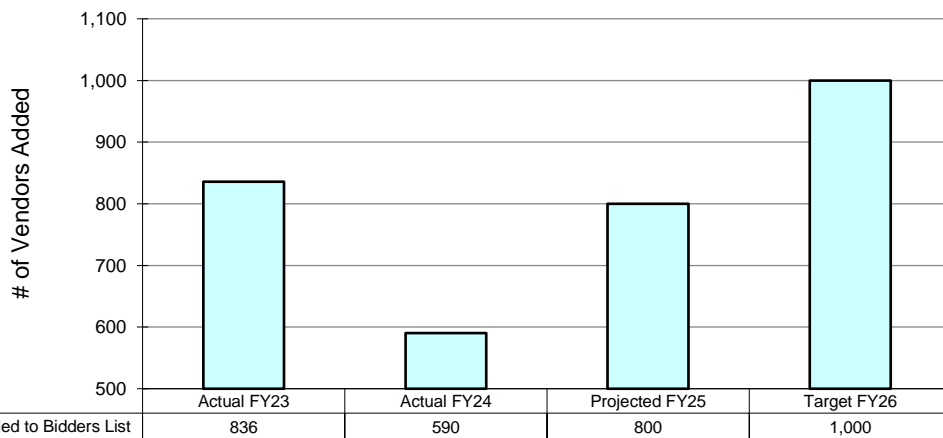
## GOALS AND PERFORMANCE MEASURES

### Accounts Payable



Invoices processed	62,153	64,557	68,000	68,000
Total AP Payments issued	16,664	16,646	17,600	17,600
Total ACH/Wire Payments Issued	6,624	7,502	8,800	9,680
% Paid 30 Days OR Less	87%	82%	90%	90%
% of Payments by ACH/Wire	40%	45%	50%	55%

### Procurement



Vendors Added to Bidders List	836	590	800	1,000
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**Central Administrative Services  
Department of Finance**

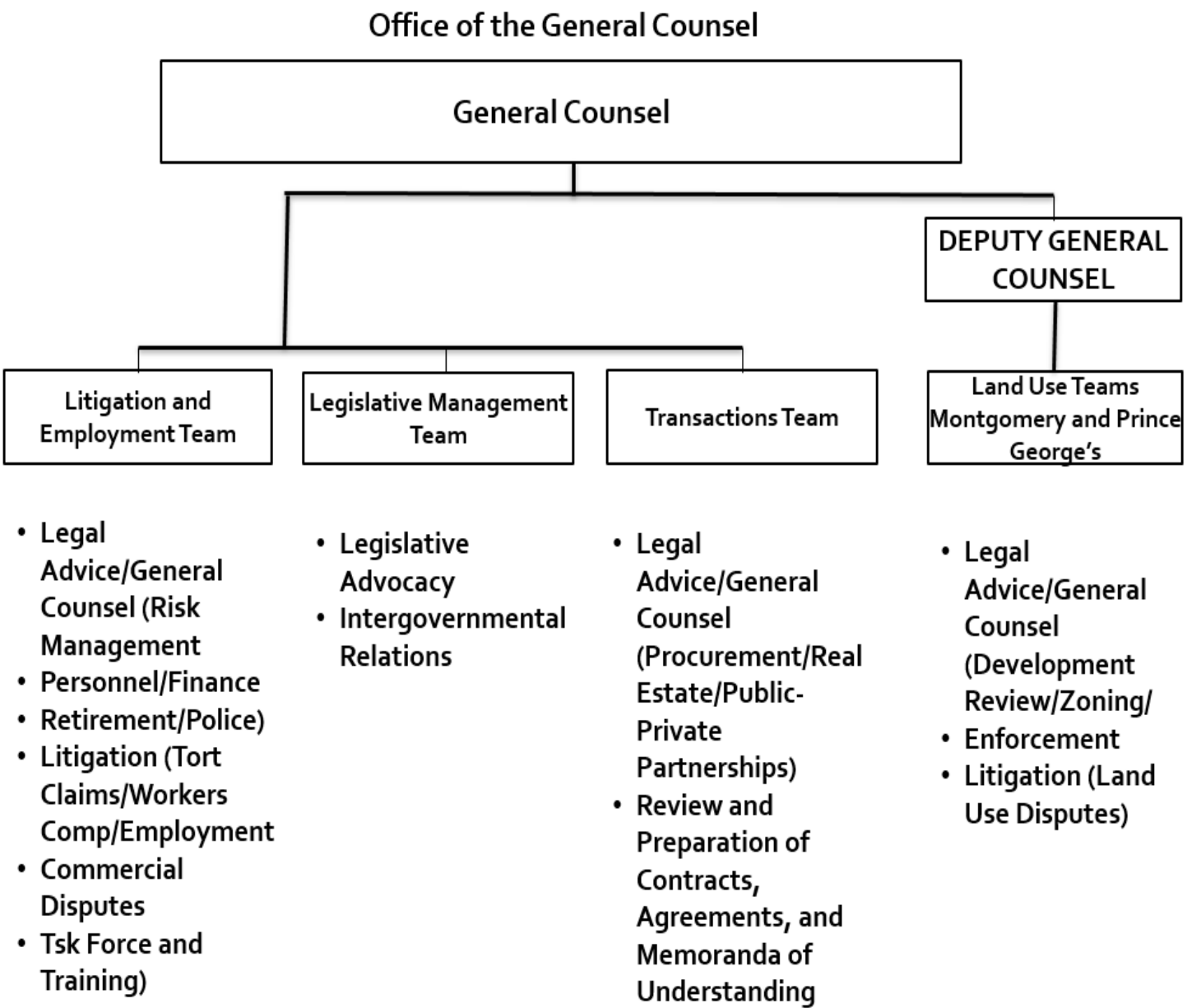
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**Commission Bond Ratings**

<b>Rating Agency Information</b>	<b>FY23 Actual</b>	<b>FY24 Actual</b>	<b>FY25 Projected</b>	<b>FY26 Target</b>
<b>Commission Montgomery County Bonds:</b>				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's Rating Services	AAA	AAA	AAA	AAA
<b>Commission Prince George's County Bonds:</b>				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE



# Central Administrative Services

## Legal Department

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### 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, 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 established the following strategic goals and objectives for FY26:

#### **Strategic Goal 1 – Enhancing client service level experiences**

Objective A – Continue to build a library of 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.

Objective B – Continue to build 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.

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

Objective D – Build a library of legal guidance memos and opinions for use by all Commission departments to ensure that they are of aware of, and have access to, legal guidance on matters of high importance and/or issues that are regularly raised by staff

#### **Strategic Goal 2 – Implementation of Special Projects**

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

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

#### **Strategic Goal 3 – Taking a Budget Saving Approach**

Objective A – Reduce permanency awards, including worsening but excluding settlements, by 3.5%.





# Central Administrative Services Legal Department

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Objective B – Limit OGC’s expenditure on outside counsel to 85% of budget or less.

## Strategic Goal 4 – Implementation of Legal Technology

Objective A – Initiate transition from current legal case management platform to a new legal case management platform by the end of FY25

Objective B – Improve the lobbyist registration portal capabilities.

## 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 FY 2024, the OGC registered 29 new litigation cases and closed 32 cases – ending the year with 19 cases pending in state and federal courts. The cases closed during the year covered a variety of disputes, including five (5) tort claims, four (4) employment claims, seven (7) workers’ compensation appeals, two (2) contract disputes, seven (7) judicial reviews, two (2) debt collection matters, and five (5) miscellaneous matters. The Litigation Team also defended 12 Merit Board appeals. The Litigation Team consistently delivered successful results for our clients and handled several complex matters, including construction disputes, employment discrimination claims (including novel issues relating to the COVID-19 vaccination policy), and unique workers’ compensation and liability matters. In addition, the Litigation Team provides useful trainings and legal updates to clients, taking a proactive and preventative approach that benefits the Commission as a whole.

**Proactive Legal Support for Commission Policy Makers:** Highlights of the Prince George’s County Land Use Legal Team for the fiscal year included continued efforts to rewrite significant substantive portions of the County’s new Zoning Ordinance with a focus on clarifying the transitional provisions and ensuring the goals of Plan 2035 are furthered by the new law. The Team obtained successful results at the Circuit and Appellate Court level and developed new templates for staff reports and resolutions to better organize and articulate their findings. The office



## Central Administrative Services Legal Department

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welcomed a new attorney, Laura Talerico, and assisted with the transition to a new Planning Director and Deputy Planning Director. The Team also continued to work closely with counsel to the District Council and the County's Office of Law. The move to the new Largo offices also occurred during the fiscal year resulting in improved facilities that further assist the Team in providing high-quality legal services. Members of the Team were also involved with outside legal groups and bar associations including providing presentations to nationwide audiences.

The Land Use Legal Team in Montgomery County has worked closely with Planning Department staff, in collaboration with the Montgomery County Council and County Executive staffs, to chart a new path for review and recommendations on solar facilities needing approval from the Maryland Public Service Commission. As the State has recently pre-empted local zoning authority on these projects, new procedures for providing comments and recommendations were needed. Our attorneys also advised Staff and the Board on Attainable Housing Strategies, the Growth and Infrastructure Policy, and the implications of the U.S. Supreme Court's recent rulings related to Fifth Amendment regulatory takings and race-based policies under the Equal Protection Clause. The Team hosted an intern from the University of Maryland School of Law who conducted research, assisted with meetings, and supported the attorneys' work.

The Legal Team also provided technical and legal support to Staff as part of the General Assembly-mandated Development Review Workgroup, issuing notes, attending meetings, and providing draft legislation as needed. To help streamline the development process, Legal instituted electronic signatures on Board resolutions and continues to standardize and simplify processing of regulatory documents and agreements. The Legal Team also reviewed and prepared recommendations for changes to the Board's Rules of Procedure and began review of the Administrative Procedures for Development Review. The Legal team provided training and assisted Staff with increasing accessibility of documents and web materials, including the creation, and updating of numerous templates. In addition, the Team successfully defended the Board's decisions in Clarksburg (the MD Supreme Court denying certiorari) and in Wheaton.

**Building Quality of Life – One Transaction at a Time:** Commission attorneys represented staff and the Planning Boards in the negotiation and development of various complex agreements, memoranda of understanding (MOU), and policies related to the Commission's Park and Recreation functions. Examples of important projects initiated or completed during FY 2024 include: Various job, training, and internship program MOUs with Montgomery County, Montgomery County Public School, and area non-profit organizations to prepare local youth for entry into the work force; a Loan Funding Cooperation Agreement with Montgomery County and Maryland Water Infrastructure Financing Administration to secure funding for the Commission's MS4 Permit Water Quality Projects (Round 1) in the amount of \$4.8 mil for the construction of stormwater retrofits, outfalls and streams restorations, and riparian reforestation on approximately 81 acres of parkland; acquisition of "Girl Scouts" 537 acre parcel to create the new Charles Branch Steam Valley Park; provided legal support for adoption of an updated Ethics Code for the Commission; provided legal support for the adoption of an updated policy on Individual and Commemorative Naming Rights, and a new Advertising Rights and Sponsorship Benefits Policy; launched the Software Agreement Risk Profile Project to streamline the review of software agreements Commission-wide; negotiated a contract with a chainsaw artist to carve the Linden Oak stump (seeded circa 1718) into a bench for display; finalized negotiations on the ground lease with Prince George's County to



## Central Administrative Services Legal Department

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construct the Public Safety Building at National Harbor; and provided legal support for numerous Project Charges from the Department of Parks and Recreation.

**Legislative Support:** The legislative team worked extensively on highly important issues such as: affordable housing, stream restoration, implementation of the Montgomery County Development Review Workgroup legislation, municipal zoning authority, a local peoples' counsel position, and local land use authority. During the 90-day MGA legislative session, the team tracked legislative bills daily, flags relevant legislation for various departments within the Commission, and worked with the departments to ensure the Commission's legislative priorities were implemented and bond bills and capital initiatives were supported and included within the state's FY 2025 budget.

In this second year of Governor Wes Moore's administration, the top priority was tackling the affordable housing crisis in Maryland. The Governor proposed a package of affordable housing bills, along with scores of affordable housing bills sponsored by members of each legislative chamber. As a regional planning agency, the Commission had both a huge stake in the outcome of these bills and was uniquely placed to review and provide comments and proposed draft revisions to this far-reaching legislative initiative. Addressing housing affordability was the most heavily discussed topic of legislation introduced in this session and gained widespread media coverage.

The Montgomery Delegation introduced twenty-three bi-county and local bills. The Prince George's County Delegation introduced thirty bi-county and local bills. The Commission submitted written and oral testimony and provided drafting assistance to both County delegations relating to several bills potentially impacting the Commission and its operations.

### **BUDGET AT A GLANCE**

The Office of the General Counsel (OGC) is proposing a maintenance budget in FY26 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 \$268,942 resulting in personnel services allocated to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$1,996,565 (1.4% decrease)
- Prince George's County Administration Fund: \$1,857,174 (3.6% decrease)

These figures reflect the updated labor allocation formula between Montgomery Count (51.3%) and Prince George's Counties (48.7%) respectively, as well as any changes in non- departmental charges passed through for capital equipment, the CIO allocation, CWIT charges, etc. Please refer to those non-departmental CAS budget estimates for specific details and amounts.



# Central Administrative Services Legal Department

## Summary of Legal Department Budget

	<b>FY25 Adjusted Adopted</b>	<b>FY26 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>				
Expenditures	\$2,025,168	\$1,996,565	-1.4%	51.8%
<b>Staffing</b>				
Funded Career Positions	14.20	14.36	1.1%	51.3%
Funded Workyears	14.20	14.36	1.1%	51.3%
<b>Prince George's County Budget</b>				
Expenditures	\$1,926,027	\$1,857,174	-3.6%	48.2%
<b>Staffing</b>				
Funded Career Positions	13.80	13.64	-1.2%	48.7%
Funded Workyears	13.80	13.64	-1.2%	48.7%
<b>Combined Department Total Budget</b>				
Expenditures	\$3,951,195	\$3,853,739	-2.5%	100.0%
<b>Staffing</b>				
Funded Career Positions	28.00	28.00	0.0%	100.0%
Funded Workyears	28.00	28.00	0.0%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

The OGC's total proposed budget of \$3.85 million includes \$97,456 (2.5%) in decreased funding requests compared to FY25.



# Central Administrative Services

## Office of the Inspector General

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### OVERVIEW

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

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

### MISSION

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

### ACCOMPLISHMENTS

Throughout FY24, 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 13 performance audits in FY24. 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 2 management advisories (i.e., consulting service) in FY24. The completion of these types of investigations and reviews increase fiduciary responsibility and awareness throughout the Commission.
- The OIG completed 18 follow-up reviews in FY24. The 18 reviews included assessment and testing of 39 high and medium risk audit recommendations. The OIG concluded management resolved 38 of the 39 (97%) recommendations.

The OIG facilitated a Commission-wide risk assessment in May 2024. The assessment identified auditable units, inherent risks, and mitigating controls. The results of the assessment provided the basis for the FY25 Work Plan, which was subsequently approved by the AC.



# Central Administrative Services Office of the Inspector General

## BUDGET AT A GLANCE

### Summary of Office of the Inspector General Budget

	FY25 Adjusted Adopted	FY26 Proposed	% Change	% Allocated *
<b>Montgomery County Budget</b>				
Expenditures	\$577,513	\$668,119	15.7%	42.6%
<b>Staffing</b>				
Funded Career Positions	2.46	3.00	22.0%	37.5%
Funded Workyears	2.66	3.20	20.3%	37.6%
<b>Prince George's County Budget</b>				
Expenditures	\$835,225	\$899,467	7.7%	57.4%
<b>Staffing</b>				
Funded Career Positions	4.54	5.00	10.1%	62.5%
Funded Workyears	4.84	5.30	9.5%	62.4%
<b>Combined Department Total Budget</b>				
Expenditures	\$1,412,738	\$1,567,586	11.0%	100.0%
<b>Staffing</b>				
Funded Career Positions	7.00	8.00	14.3%	100.0%
Funded Workyears	7.50	8.50	13.3%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

The OIG provides Commission-wide professional auditing, investigation, and advisory services. The FY26 proposed operating budget is split between Montgomery County and Prince George's County 42.6%/57.4% respectively.

OIG's total proposed budget of \$1.57M includes \$154,848 (11%) in increased funding requests when compared to FY25 adjusted adopted budget. The majority (90%) of OIG's FY26 budget covers personnel costs of \$1.41M, with the remaining 10.1% allocated to operating costs and professional services.

The proposed increase in funding is primarily attributed to a new Senior Auditor position, at a total cost (i.e., salary and benefits) of \$153,404. The new position will allow the OIG to meet the increased need for fraud, waste, and abuse investigations while maintaining the number of planned performance audits completed. The cost of the new position is shared between the two counties. Prince George's County Department of Parks and Recreation covers the salary and benefit costs for one position within the OIG through charge backs.



# Central Administrative Services Office of the Inspector General

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## GOALS AND PERFORMANCE MEASURES

### Goals:

- The Inspector General shall coordinate with the Audit Committee to develop a written annual Work 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.

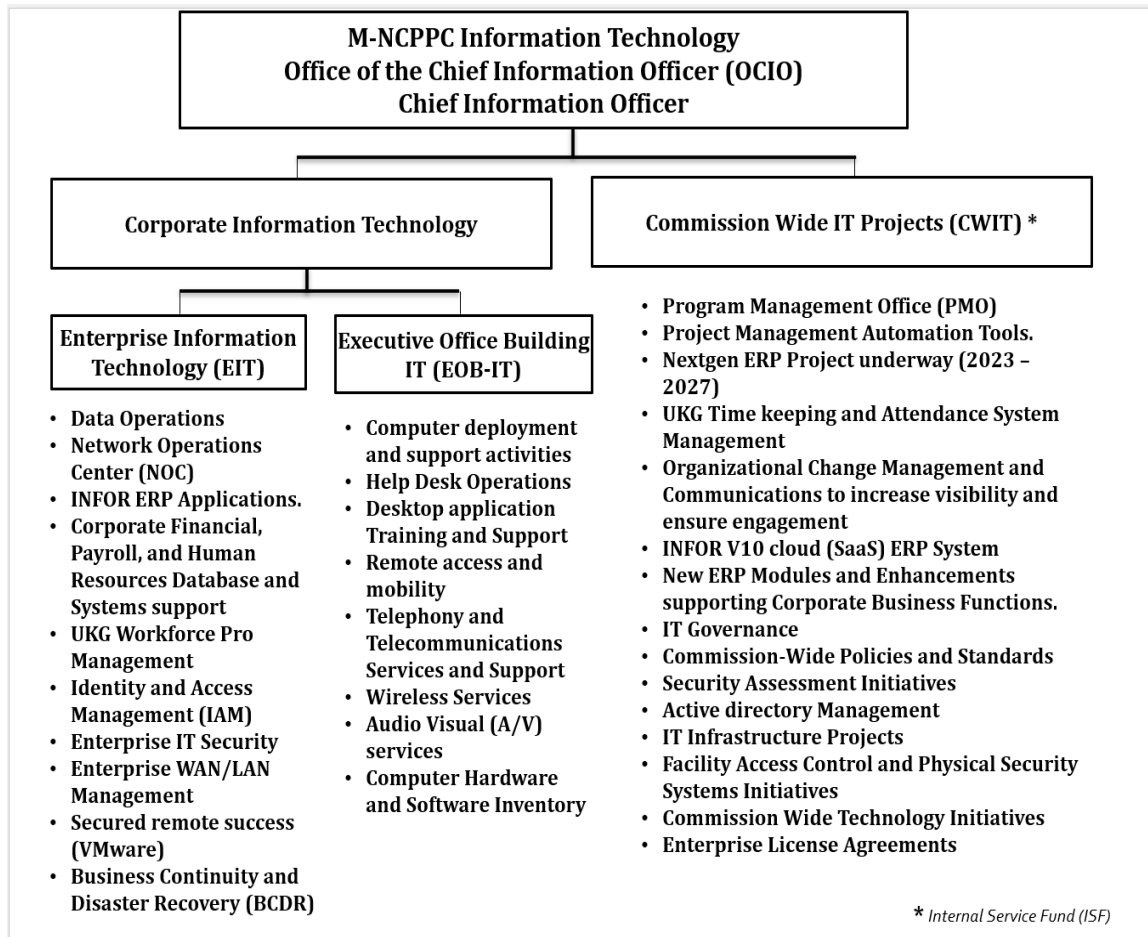
### Performance Measures:

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



# Central Administrative Services Corporate IT

## ORGANIZATIONAL STRUCTURE





# Central Administrative Services Corporate IT

## OVERVIEW

Corporate IT provides Commission-wide Information Technology 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:

<b>AGENCY-WIDE SYSTEMS</b>	
UKG Time Keeping System	Commission Internet Websites
EnergyCap Utility Management	NEOGOV Recruitment and Onboarding
Sympro Investment and Debt Management	Learning Management System (LMS)
Lawson Budgeting and Planning	Accounts Payable Online Processing
Microsoft 365	SharePoint Intranet (INSITE)

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



## Central Administrative Services Corporate IT

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

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

### FY24-25 ACCOMPLISHMENTS

**Time Keeping System setup:** We have implemented a secure Active Directory Single Sign-On (SSO) for the new UKG Workforce Pro timekeeping system. This enables access from any location through our Active Directory environment to the UKG cloud system. Furthermore, an archival database has been established at the EIT data center to retain historical records from the retired system, ensuring they remain accessible for the HR team.

**Technology Change Management:** A change management process was established on the IT help desk system (ONPOINT) to provide a transparent method for assessing how changes impact existing systems. A systematic testing process was implemented to identify and address potential issues before deploying new services or upgrades. Additionally, it ensures that all upgrades and new applications comply with performance and security standards.

**Expansion of the help desk system:** EOB IT has boosted efficiency, communication, and customer satisfaction by expanding the help desk to include Finance and DHRM. This upgrade improves task tracking, request prioritization, process integration, and reporting.

**Enhanced Security:** We upgraded user equipment in the CAS Departments, providing laptops with advanced security tools, monitors, and peripherals. This ensured top-tier performance and robust protection.

**Cybersecurity Enhancements:** EIT has implemented advanced cybersecurity measures to protect the agency's infrastructure and networks. We've improved security with a dynamic endpoint security solution and established comprehensive cybersecurity policies and procedures, ensuring a secure digital environment.

**Microsoft 365 Enhancements:** The agency has enhanced the security of Microsoft 365, a cloud platform for document sharing and business workflows. We have introduced advanced email encryption to protect communications and implemented various security measures to boost system



# Central Administrative Services

## Corporate IT

resilience. Comprehensive policies now safeguard files and data on OneDrive, SharePoint, and Teams, promoting best practices for data usage and sharing.

**Enhanced employee security awareness:** We are constantly working to protect our agency's information systems by educating employees through the Security Awareness Training program. As a result, this program has successfully raised awareness of security threats, significantly reducing IT security risks. We will continue collaborating with departments to keep our data secure.

### BUDGET AT A GLANCE

#### Summary of Corporate IT Budget

	<b>FY25 Adjusted Adopted</b>	<b>FY26 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>				
Expenditures	\$2,074,678	\$2,290,062	10.4%	56.6%
<b>Staffing</b>				
Funded Career Positions	10.00	10.00	0.0%	50.0%
Funded Workyears	10.00	10.00	0.0%	50.0%
<b>Prince George's County Budget</b>				
Expenditures	\$1,632,580	\$1,759,097	7.7%	43.4%
<b>Staffing</b>				
Funded Career Positions	10.00	10.00	0.0%	50.0%
Funded Workyears	10.00	10.00	0.0%	50.0%
<b>Combined Department Total Budget</b>				
Expenditures	\$3,707,258	\$4,049,159	9.2%	100.0%
<b>Staffing</b>				
Funded Career Positions	20.00	20.00	0.0%	100.0%
Funded Workyears	20.00	20.00	0.0%	100.0%

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



# Central Administrative Services Corporate IT

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## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

The proposed FY26 budget is \$4,049,159, representing a \$341,901 (or 9.2%) increase from FY25 adopted levels. Changes in the budget categories are as follows

**Personnel Services** – A decrease in compensation and benefits of \$64,252 (1.8%).

**Supplies and Materials** – This budget includes restoring FY25 reductions in IT equipment for CAS employees and technology operations in the Executive Office Building. These expenses are proposed to increase by \$133,900 to cover the equipment needs for staff, to replace dated equipment, and to restore this budget after FY25 budget reductions.

**Other Services and Charges** – This budget includes certain software licenses, hardware maintenance, and training for our IT professionals to make the shift to updated technology services. The proposed \$335,406 increase includes contractual escalation in annual renewals and restoration of professional services after FY25 budget reductions.

**Chargebacks** – FY26 Chargebacks increased by \$63,153 due to salary and benefits adjustments in the mix of labor included in the calculation.

## STRATEGIC GOALS

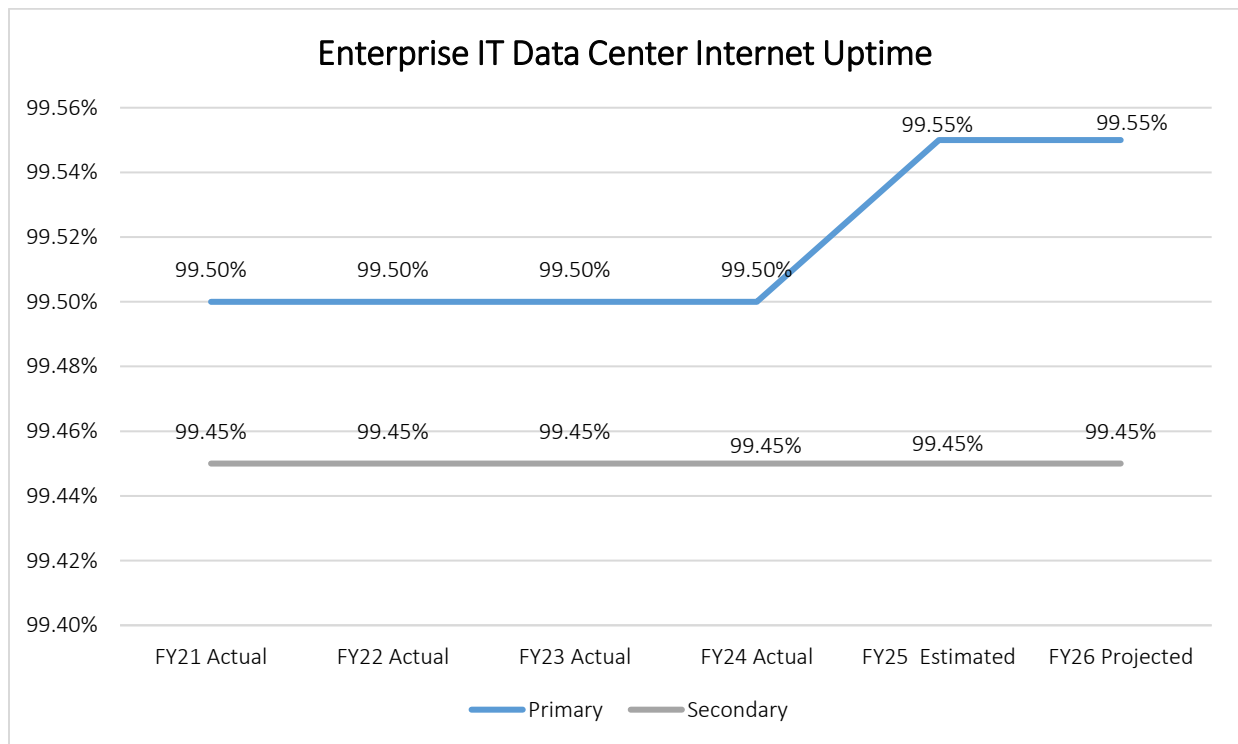
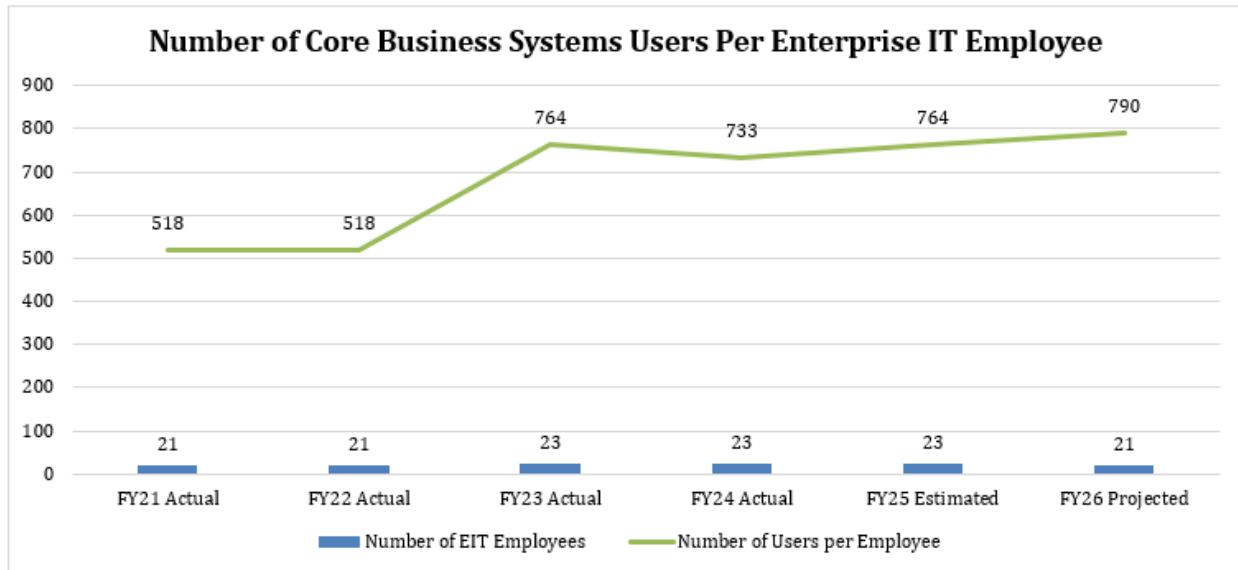
**NextGen ERP** – Corporate IT will be gearing up to support the entire Commission as we begin implementation of our new Enterprise Resource Program in late FY26. The EIT group will develop workflows that facilitate better decision-making and enable real-time data reporting and analytics.

**Digital ADA Compliance** – Corporate IT is creating an ADA Compliance Training Program to ensure our digital documents meet ADA requirements. Key components for success will include training, developing teaching materials, appointing Department Gatekeepers, and regular auditing to maintain compliance.

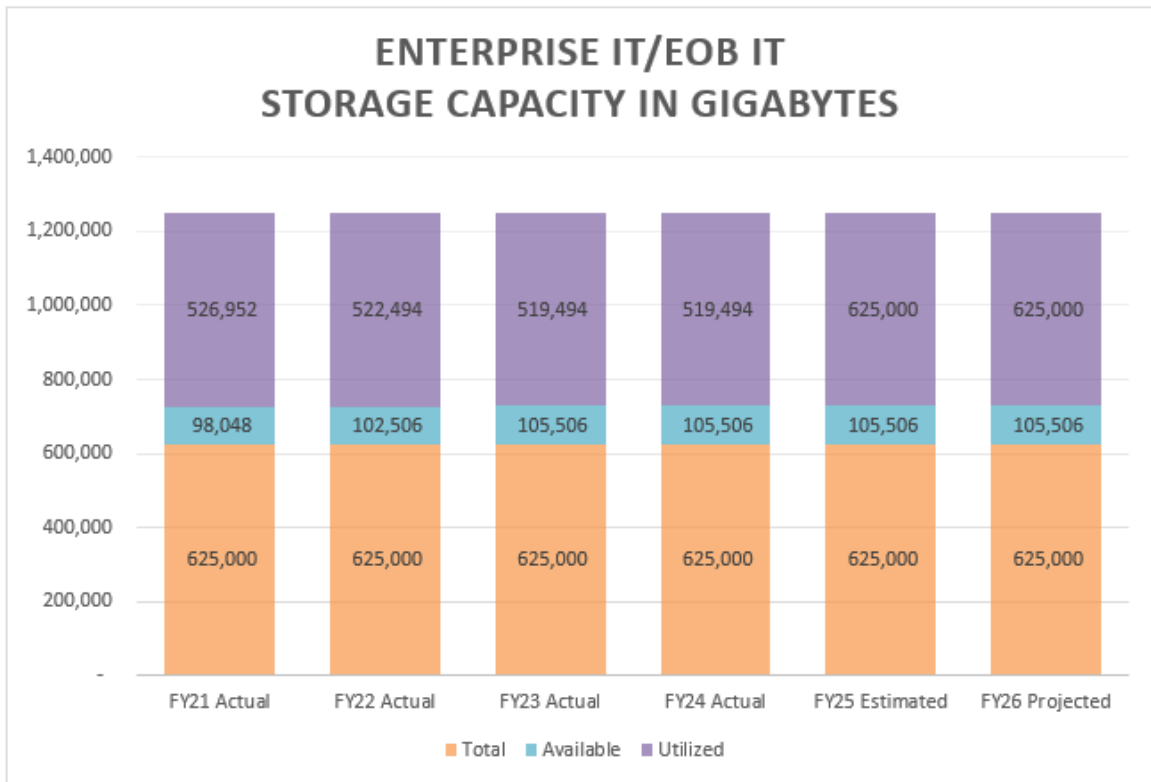


# Central Administrative Services Corporate IT

## GOALS AND PERFORMANCE MEASURES



**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.

## FY24 ACCOMPLISHMENTS

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

## FY26 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

	FY25 Adjusted Adopted	FY26 Proposed	% Change	% Allocated *
<b>Montgomery County Budget</b>				
Expenditures	\$744,485	\$770,988	3.6%	45.2%
<b>Prince George's County Budget</b>				
Expenditures	\$902,225	\$933,003	3.4%	54.8%
<b>Combined Department Total Budget</b>				
Expenditures	\$1,646,710	\$1,703,991	3.5%	100.0%

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



## Central Administrative Services CAS Support Services

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### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

The total FY26 proposed budget is \$1,703,991, which is an increase of 3.5% (\$57,281) over the FY25 adopted budget.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission approved FY26 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 FY25. 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 and increased 6.7% over FY25.

**Other Services and Charges:** This category covers telecommunications, utilities, postage, document production, occupancy, and insurance and is showing an increase of 3.6% for FY26. This can change for a variety of factors, for FY26 it is due to:

**Lease Changes** - The main cost driver of the budget (74% or \$1,261,331) is occupancy, which increased 2.4% due to shifts in office space moving the cost to CAS from the OCIO budget.

**Internal Charges** - The CAS portion of Workers' Compensation and General Liability funding is projected to increase 15.4% in FY26 from \$100,200 to \$115,600.





# Central Administrative Services Merit System Board

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## MISSION AND OVERVIEW

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

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

## PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

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

## FY24 ACCOMPLISHMENTS

The Merit System Board closed 14 cases including 6 carried over from FY23, received 13 new appeals, carried over 5 appeals to FY25, and reviewed and approved 32 classifications series and individual position classification reviews submitted by the Department of Human Resources and Management.

## FY25-FY26 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

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
<b>Montgomery County Budget</b>				
Expenditures	\$91,801	\$88,937	-3.1%	50.0%
<b>Staffing</b>				
Funded Career Positions	2.00	2.00	0.0%	50.0%
Funded Workyears	1.75	1.75	0.0%	50.0%
<b>Prince George's County Budget</b>				
Expenditures	\$91,801	\$88,937	-3.1%	50.0%
<b>Staffing</b>				
Funded Career Positions	2.00	2.00	0.0%	50.0%
Funded Workyears	1.75	1.75	0.0%	50.0%
<b>Combined Department Total Budget</b>				
Expenditures	\$183,602	\$177,874	-3.1%	100.0%
<b>Staffing</b>				
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 FY26 PROPOSED BUDGET

The Merit System Board Budget is proposed at \$177,874, which reflects a decrease of 3.1% (\$5,728) from FY25. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY26. 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 FY26 proposed personnel budget is projected to decrease by \$128.

**Supplies and Materials:** This category supports the operations of the Board and has been reduced to \$1,500, a decrease of \$500 from FY25

**Other Services and Charges:** This category is for outside legal counsel and transcription services and is projected to decrease by \$5,100 compared to FY25.



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	%
					Change
<b>Department of Human Resources and Management</b>					
<b>Montgomery County</b>					
Personnel Services	2,857,293	3,976,410	3,938,527	4,216,826	6.0%
Supplies and Materials	21,754	29,260	29,260	33,004	12.8%
Other Services and Charges	574,409	561,272	561,272	537,506	-4.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(304,025)	(318,850)	(318,850)	(325,395)	2.1%
<b>Total</b>	<u>3,149,431</u>	<u>4,248,092</u>	<u>4,210,209</u>	<u>4,461,941</u>	<u>5.0%</u>
<b>Prince George's County</b>					
Personnel Services	4,176,907	5,615,526	5,615,526	5,559,083	-1.0%
Supplies and Materials	31,694	40,240	40,240	42,347	5.2%
Other Services and Charges	778,793	742,476	742,476	689,676	-7.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(762,367)	(791,892)	(791,892)	(866,734)	9.5%
<b>Total</b>	<u>4,225,027</u>	<u>5,606,350</u>	<u>5,606,350</u>	<u>5,424,372</u>	<u>-3.2%</u>
<b>Combined Total</b>					
Personnel Services	7,034,200	9,591,936	9,554,053	9,775,909	1.9%
Supplies and Materials	53,448	69,500	69,500	75,351	8.4%
Other Services and Charges	1,353,202	1,303,748	1,303,748	1,227,182	-5.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,066,392)	(1,110,742)	(1,110,742)	(1,192,129)	7.3%
<b>Total</b>	<u>7,374,458</u>	<u>9,854,442</u>	<u>9,816,559</u>	<u>9,886,313</u>	<u>0.3%</u>
<b>Department of Finance</b>					
<b>Montgomery County</b>					
Personnel Services	2,867,963	3,498,659	3,498,659	3,629,448	3.7%
Supplies and Materials	25,241	30,244	30,244	28,429	-6.0%
Other Services and Charges	457,108	244,283	244,283	247,774	1.4%
Capital Outlay	6,350	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(508,488)	(589,100)	(589,100)	(547,400)	-7.1%
<b>Total</b>	<u>2,848,174</u>	<u>3,184,086</u>	<u>3,184,086</u>	<u>3,358,251</u>	<u>5.5%</u>
<b>Prince George's County</b>					
Personnel Services	3,844,655	4,660,944	4,660,944	4,853,809	4.1%
Supplies and Materials	33,734	40,255	40,255	37,992	-5.6%
Other Services and Charges	572,217	300,307	300,307	304,138	1.3%
Capital Outlay	8,485	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(910,254)	(983,800)	(983,800)	(966,000)	-1.8%
<b>Total</b>	<u>3,548,837</u>	<u>4,017,706</u>	<u>4,017,706</u>	<u>4,229,939</u>	<u>5.3%</u>
<b>Combined Total</b>					
Personnel Services	6,712,618	8,159,603	8,159,603	8,483,257	4.0%
Supplies and Materials	58,975	70,499	70,499	66,421	-5.8%
Other Services and Charges	1,029,325	544,590	544,590	551,912	1.3%
Capital Outlay	14,835	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,418,742)	(1,572,900)	(1,572,900)	(1,513,400)	-3.8%
<b>Total</b>	<u>6,397,011</u>	<u>7,201,792</u>	<u>7,201,792</u>	<u>7,588,190</u>	<u>5.4%</u>



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	%
					Change
<b>Legal Department</b>					
<b>Montgomery County</b>					
Personnel Services	2,360,930	2,767,252	2,767,252	2,834,409	2.4%
Supplies and Materials	5,024	28,392	28,392	8,279	-70.8%
Other Services and Charges	180,706	292,022	292,022	299,899	2.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(986,174)	(1,062,498)	(1,062,498)	(1,146,022)	7.9%
<b>Total</b>	<b>1,560,486</b>	<b>2,025,168</b>	<b>2,025,168</b>	<b>1,996,565</b>	<b>-1.4%</b>
<b>Prince George's County</b>					
Personnel Services	2,399,009	2,690,609	2,690,609	2,690,386	0.0%
Supplies and Materials	4,945	27,608	27,608	8,721	-68.4%
Other Services and Charges	176,066	281,255	281,255	315,910	12.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(996,307)	(1,073,445)	(1,073,445)	(1,157,843)	7.9%
<b>Total</b>	<b>1,583,713</b>	<b>1,926,027</b>	<b>1,926,027</b>	<b>1,857,174</b>	<b>-3.6%</b>
<b>Combined Total</b>					
Personnel Services	4,759,939	5,457,861	5,457,861	5,524,795	1.2%
Supplies and Materials	9,969	56,000	56,000	17,000	-69.6%
Other Services and Charges	356,772	573,277	573,277	615,809	7.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,982,481)	(2,135,943)	(2,135,943)	(2,303,865)	7.9%
<b>Total</b>	<b>3,144,199</b>	<b>3,951,195</b>	<b>3,951,195</b>	<b>3,853,739</b>	<b>-2.5%</b>
<b>Merit System Board</b>					
<b>Montgomery County</b>					
Personnel Services	65,368	74,251	74,251	74,187	-0.1%
Supplies and Materials	-	1,000	1,000	750	-25.0%
Other Services and Charges	65	16,550	16,550	14,000	-15.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>65,433</b>	<b>91,801</b>	<b>91,801</b>	<b>88,937</b>	<b>-3.1%</b>
<b>Prince George's County</b>					
Personnel Services	65,368	74,251	74,251	74,187	-0.1%
Supplies and Materials	-	1,000	1,000	750	-25.0%
Other Services and Charges	65	16,550	16,550	14,000	-15.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>65,433</b>	<b>91,801</b>	<b>91,801</b>	<b>88,937</b>	<b>-3.1%</b>
<b>Combined Total</b>					
Personnel Services	130,736	148,502	148,502	148,374	-0.1%
Supplies and Materials	-	2,000	2,000	1,500	-25.0%
Other Services and Charges	130	33,100	33,100	28,000	-15.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>130,866</b>	<b>183,602</b>	<b>183,602</b>	<b>177,874</b>	<b>-3.1%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Office of Inspector General</b>					
<b>Montgomery County</b>					
Personnel Services	458,720	511,585	511,585	599,530	17.2%
Supplies and Materials	452	2,596	2,596	2,406	-7.3%
Other Services and Charges	57,311	63,332	63,332	66,183	4.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>516,483</b>	<b>577,513</b>	<b>577,513</b>	<b>668,119</b>	<b>15.7%</b>
<b>Prince George's County</b>					
Personnel Services	761,436	869,849	869,849	941,565	8.2%
Supplies and Materials	654	3,753	3,753	3,243	-13.6%
Other Services and Charges	76,675	88,127	88,127	86,602	-1.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(155,679)	(126,504)	(126,504)	(131,943)	4.3%
<b>Total</b>	<b>683,086</b>	<b>835,225</b>	<b>835,225</b>	<b>899,467</b>	<b>7.7%</b>
<b>Combined Total</b>					
Personnel Services	1,220,156	1,381,434	1,381,434	1,541,095	11.6%
Supplies and Materials	1,106	6,349	6,349	5,649	-11.0%
Other Services and Charges	133,986	151,459	151,459	152,785	0.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(155,679)	(126,504)	(126,504)	(131,943)	4.3%
<b>Total</b>	<b>1,199,569</b>	<b>1,412,738</b>	<b>1,412,738</b>	<b>1,567,586</b>	<b>11.0%</b>
<b>Corporate IT</b>					
<b>Montgomery County</b>					
Personnel Services	1,305,286	1,819,704	1,819,704	1,787,578	-1.8%
Supplies and Materials	155,774	5,800	5,800	72,750	1154.3%
Other Services and Charges	1,000,598	866,116	866,116	1,040,043	20.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(641,433)	(616,942)	(616,942)	(610,309)	-1.1%
<b>Total</b>	<b>1,820,225</b>	<b>2,074,678</b>	<b>2,074,678</b>	<b>2,290,062</b>	<b>10.4%</b>
<b>Prince George's County</b>					
Personnel Services	1,318,013	1,819,704	1,819,704	1,787,578	-1.8%
Supplies and Materials	155,774	5,800	5,800	72,750	1154.3%
Other Services and Charges	1,000,035	861,819	861,819	1,023,298	18.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,125,805)	(1,054,743)	(1,054,743)	(1,124,529)	6.6%
<b>Total</b>	<b>1,348,017</b>	<b>1,632,580</b>	<b>1,632,580</b>	<b>1,759,097</b>	<b>7.7%</b>
<b>Combined Total</b>					
Personnel Services	2,623,299	3,639,408	3,639,408	3,575,156	-1.8%
Supplies and Materials	311,548	11,600	11,600	145,500	1154.3%
Other Services and Charges	2,000,633	1,727,935	1,727,935	2,063,341	19.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,767,238)	(1,671,685)	(1,671,685)	(1,734,838)	3.8%
<b>Total</b>	<b>3,168,242</b>	<b>3,707,258</b>	<b>3,707,258</b>	<b>4,049,159</b>	<b>9.2%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

**CENTRAL ADMINISTRATIVE SERVICES**  
**Expenditures by Department by Type**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	%
					Change
<b>CAS Support Services</b>					
<b>Montgomery County</b>					
Personnel Services	1,320	6,174	6,174	5,051	-18.2%
Supplies and Materials	12,033	17,152	17,152	18,297	6.7%
Other Services and Charges	632,755	721,159	721,159	747,640	3.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>646,108</b>	<b>744,485</b>	<b>744,485</b>	<b>770,988</b>	<b>3.6%</b>
<b>Prince George's County</b>					
Personnel Services	1,680	7,576	7,576	6,199	-18.2%
Supplies and Materials	15,315	21,048	21,048	22,453	6.7%
Other Services and Charges	805,324	873,601	873,601	904,351	3.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>822,319</b>	<b>902,225</b>	<b>902,225</b>	<b>933,003</b>	<b>3.4%</b>
<b>Combined Total</b>					
Personnel Services	3,000	13,750	13,750	11,250	-18.2%
Supplies and Materials	27,348	38,200	38,200	40,750	6.7%
Other Services and Charges	1,438,079	1,594,760	1,594,760	1,651,991	3.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,468,427</b>	<b>1,646,710</b>	<b>1,646,710</b>	<b>1,703,991</b>	<b>3.5%</b>
<b>COMBINED SUMMARY FOR CAS DEPARTMENTS</b>					
<b>Montgomery County</b>					
Personnel Services	9,916,880	12,654,035	12,616,152	13,147,029	3.9%
Supplies and Materials	220,278	114,444	114,444	163,915	43.2%
Other Services and Charges	2,902,952	2,764,734	2,764,734	2,953,045	6.8%
Capital Outlay	6,350	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,440,120)	(2,587,390)	(2,587,390)	(2,629,126)	1.6%
<b>Total</b>	<b>10,606,340</b>	<b>12,945,823</b>	<b>12,907,940</b>	<b>13,634,863</b>	<b>5.3%</b>
<b>Prince George's County</b>					
Personnel Services	12,567,068	15,738,459	15,738,459	15,912,807	1.1%
Supplies and Materials	242,116	139,704	139,704	188,256	34.8%
Other Services and Charges	3,409,175	3,164,135	3,164,135	3,337,975	5.5%
Capital Outlay	8,485	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,950,412)	(4,030,384)	(4,030,384)	(4,247,049)	5.4%
<b>Total</b>	<b>12,276,432</b>	<b>15,011,914</b>	<b>15,011,914</b>	<b>15,191,989</b>	<b>1.2%</b>
<b>Combined Total</b>					
Personnel Services	22,483,948	28,392,494	28,354,611	29,059,836	2.4%
Supplies and Materials	462,394	254,148	254,148	352,171	38.6%
Other Services and Charges	6,312,127	5,928,869	5,928,869	6,291,020	6.1%
Capital Outlay	14,835	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(6,390,532)	(6,617,774)	(6,617,774)	(6,876,175)	3.9%
<b>Total</b>	<b>22,882,772</b>	<b>27,957,737</b>	<b>27,919,854</b>	<b>28,826,852</b>	<b>3.1%</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 24		FY 25		FY 26	
	Budget POS	Budget WYS	Adopted POS	Adopted WYS	Proposed POS	Proposed WYS
<b>DEPARTMENT OF HMN. RES. &amp; MGMT.</b>						
<i>Montgomery County</i>						
Full-Time Career	20.35	20.35	21.47	21.47	22.34	22.34
Part-Time Career	0.41	0.33	0.42	0.34	0.44	0.35
<b>Career Total</b>	<b>20.76</b>	<b>20.68</b>	<b>21.89</b>	<b>21.81</b>	<b>22.78</b>	<b>22.69</b>
Term Contract	0.81	0.77	0.84	0.79	0.88	0.82
Seasonal/Intermittent		-		-		-
Less Lapse		(1.95)		(0.55)		(0.17)
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>21.57</b>	<b>19.50</b>	<b>22.73</b>	<b>22.05</b>	<b>23.66</b>	<b>23.34</b>
<i>Prince George's County</i>						
Full-Time Career	29.65	29.65	30.53	30.53	29.66	29.66
Part-Time Career	0.59	0.47	0.58	0.46	0.56	0.45
<b>Career Total</b>	<b>30.24</b>	<b>30.12</b>	<b>31.11</b>	<b>30.99</b>	<b>30.22</b>	<b>30.11</b>
Term Contract	1.19	1.11	1.16	1.09	1.12	1.05
Seasonal/Intermittent		-		-		-
Less Lapse		(2.38)		(0.69)		(0.17)
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>31.43</b>	<b>28.85</b>	<b>32.27</b>	<b>31.39</b>	<b>31.34</b>	<b>30.99</b>
<b>TOTAL</b>						
Full-Time Career	50.00	50.00	52.00	52.00	52.00	52.00
Part-Time Career	1.00	0.80	1.00	0.80	1.00	0.80
<b>Career Total</b>	<b>51.00</b>	<b>50.80</b>	<b>53.00</b>	<b>52.80</b>	<b>53.00</b>	<b>52.80</b>
Term Contract	2.00	1.88	2.00	1.88	2.00	1.87
Seasonal/Intermittent		-		-		-
Less Lapse		(4.33)		(1.24)		(0.34)
<b>Total Dept of Hmn. Res. &amp; Mgmt.</b>	<b>53.00</b>	<b>48.35</b>	<b>55.00</b>	<b>53.44</b>	<b>55.00</b>	<b>54.33</b>
<b>DEPARTMENT OF FINANCE</b>						
<i>Montgomery County</i>						
Full-Time Career	20.54	20.54	20.59	20.59	21.00	21.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>20.54</b>	<b>20.54</b>	<b>20.59</b>	<b>20.59</b>	<b>21.00</b>	<b>21.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(0.85)		-		-
<b>Subtotal Department of Finance</b>	<b>20.54</b>	<b>19.69</b>	<b>20.59</b>	<b>20.59</b>	<b>21.00</b>	<b>21.00</b>
<i>Prince George's County</i>						
Full-Time Career	27.46	27.46	27.41	27.41	28.00	28.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>27.46</b>	<b>27.46</b>	<b>27.41</b>	<b>27.41</b>	<b>28.00</b>	<b>28.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.04)		-		-
<b>Subtotal Department of Finance</b>	<b>27.46</b>	<b>26.42</b>	<b>27.41</b>	<b>27.41</b>	<b>28.00</b>	<b>28.00</b>
<b>TOTAL</b>						
Full-Time Career	48.00	48.00	48.00	48.00	49.00	49.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>48.00</b>	<b>48.00</b>	<b>48.00</b>	<b>48.00</b>	<b>49.00</b>	<b>49.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.89)		-		-
<b>Total Department of Finance</b>	<b>48.00</b>	<b>46.11</b>	<b>48.00</b>	<b>48.00</b>	<b>49.00</b>	<b>49.00</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 24		FY 25		FY 26	
	POS	WYS	POS	WYS	POS	WYS
<b>LEGAL DEPARTMENT</b>						
<i>Montgomery County</i>						
Full-Time Career	13.89	13.89	14.20	14.20	14.36	14.36
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>13.89</b>	<b>13.89</b>	<b>14.20</b>	<b>14.20</b>	<b>14.36</b>	<b>14.36</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(0.29)	-	-	-	-
<b>Subtotal Legal Department</b>	<b>13.89</b>	<b>13.60</b>	<b>14.20</b>	<b>14.20</b>	<b>14.36</b>	<b>14.36</b>
<i>Prince George's County</i>						
Full-Time Career	14.11	14.11	13.80	13.80	13.64	13.64
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>14.11</b>	<b>14.11</b>	<b>13.80</b>	<b>13.80</b>	<b>13.64</b>	<b>13.64</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(0.29)	-	-	-	-
<b>Subtotal Legal Department</b>	<b>14.11</b>	<b>13.82</b>	<b>13.80</b>	<b>13.80</b>	<b>13.64</b>	<b>13.64</b>
<b>TOTAL</b>						
Full-Time Career	28.00	28.00	28.00	28.00	28.00	28.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(0.58)	-	-	-	-
<b>Total Legal Department</b>	<b>28.00</b>	<b>27.42</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>
<b>MERIT SYSTEM BOARD</b>						
<i>Montgomery County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.75	2.00	1.75	2.00	1.75
<b>Career Total</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>
<i>Prince George's County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.75	2.00	1.75	2.00	1.75
<b>Career Total</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>
<b>TOTAL</b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	4.00	3.50	4.00	3.50	4.00	3.50
<b>Career Total</b>	<b>4.00</b>	<b>3.50</b>	<b>4.00</b>	<b>3.50</b>	<b>4.00</b>	<b>3.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Total Merit System Board</b>	<b>4.00</b>	<b>3.50</b>	<b>4.00</b>	<b>3.50</b>	<b>4.00</b>	<b>3.50</b>





# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 24		FY 25		FY 26	
	POS	WYS	POS	WYS	POS	WYS
<b>OFFICE OF INSPECTOR GENERAL</b>						
<i>Montgomery County</i>						
Full-Time Career	2.57	2.57	2.46	2.46	3.00	3.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>2.57</b>	<b>2.57</b>	<b>2.46</b>	<b>2.46</b>	<b>3.00</b>	<b>3.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.20	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
<b>Subtotal Inspector General</b>	<b>2.57</b>	<b>2.77</b>	<b>2.46</b>	<b>2.66</b>	<b>3.00</b>	<b>3.20</b>
<i>Prince George's County</i>						
Full-Time Career	4.43	4.43	4.54	4.54	5.00	5.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.43</b>	<b>4.43</b>	<b>4.54</b>	<b>4.54</b>	<b>5.00</b>	<b>5.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.30	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
<b>Subtotal Inspector General</b>	<b>4.43</b>	<b>4.73</b>	<b>4.54</b>	<b>4.84</b>	<b>5.00</b>	<b>5.30</b>
<b>TOTAL</b>						
Full-Time Career	7.00	7.00	7.00	7.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
<b>Total Inspector General</b>	<b>7.00</b>	<b>7.50</b>	<b>7.00</b>	<b>7.50</b>	<b>8.00</b>	<b>8.50</b>
<b>CORPORATE IT</b>						
<i>Montgomery County</i>						
Full-Time Career	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(0.54)	-	-	-	-
<b>Subtotal Corporate IT</b>	<b>10.00</b>	<b>9.46</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<i>Prince George's County</i>						
Full-Time Career	10.00	10.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(0.54)	-	-	-	-
<b>Subtotal Corporate IT</b>	<b>10.00</b>	<b>9.46</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>TOTAL</b>						
Full-Time Career	20.00	20.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(1.08)	-	-	-	-
<b>Total Corporate IT</b>	<b>20.00</b>	<b>18.92</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>TOTAL CENTRAL ADMINSTRATIVE SERVICES</b>						
<i>Montgomery County</i>						
Full-Time Career	67.35	67.35	68.72	68.72	70.70	70.70
Part-Time Career	2.41	2.08	2.42	2.09	2.44	2.10
<b>Career Total</b>	<b>69.76</b>	<b>69.43</b>	<b>71.14</b>	<b>70.81</b>	<b>73.14</b>	<b>72.80</b>
Term Contract	0.81	0.77	0.84	0.79	0.88	0.82
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(3.63)		(0.55)		(0.17)
<b>Subtotal CAS</b>	<b>70.57</b>	<b>66.77</b>	<b>71.98</b>	<b>71.25</b>	<b>74.02</b>	<b>73.65</b>
<i>Prince George's County</i>						
Full-Time Career	85.65	85.65	86.28	86.28	86.30	86.30
Part-Time Career	2.59	2.22	2.58	2.21	2.56	2.20
<b>Career Total</b>	<b>88.24</b>	<b>87.87</b>	<b>88.86</b>	<b>88.49</b>	<b>88.86</b>	<b>88.50</b>
Term Contract	1.19	1.11	1.16	1.09	1.12	1.05
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(4.25)		(0.69)		(0.17)
<b>Subtotal CAS</b>	<b>89.43</b>	<b>85.03</b>	<b>90.02</b>	<b>89.19</b>	<b>89.98</b>	<b>89.68</b>
<b>TOTAL</b>						
Full-Time Career	153.00	153.00	155.00	155.00	157.00	157.00
Part-Time Career	5.00	4.30	5.00	4.30	5.00	4.30
<b>Career Total</b>	<b>158.00</b>	<b>157.30</b>	<b>160.00</b>	<b>159.30</b>	<b>162.00</b>	<b>161.30</b>
Term Contract	2.00	1.88	2.00	1.88	2.00	1.87
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(7.88)		(1.24)		(0.34)
<b>Total CAS</b>	<b>160.00</b>	<b>151.80</b>	<b>162.00</b>	<b>160.44</b>	<b>164.00</b>	<b>163.33</b>



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

## 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

	<b>FY25 Adjusted Adopted</b>	<b>FY26 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
OPEB Prefunding	\$ 763,980	\$ 613,765	-19.7%
OPEB PayGo	1,248,528	1,280,529	2.6%
Marker for Changes to Employee Comp.	386,284	1,579,430	308.9%
Marker for Possible Reclassifications	31,697	655,310	1967.4%
Bank Fees	1,300	1,300	0.0%
Transfer to Special Revenue Fund	950,000	1,500,000	57.9%
Transfer to Park Fund	100,000	-	-100.0%
Operating Expenditure Reserve @ 3%	1,300,600	1,422,800	9.4%
<b>Total Expenditures</b>	<b>\$ 4,782,389</b>	<b>\$ 7,053,134</b>	<b>47.5%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo decreased by \$118,214 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$2,234,740 is included for:
  - 1) A compensation marker. We are in full contract negotiations with FOP and a wage re-opener with MCGEO;
  - 2) Funding for possible reclassification adjustments based on the study that is currently being completed,



**MONTGOMERY COUNTY PLANNING DEPARTMENT**

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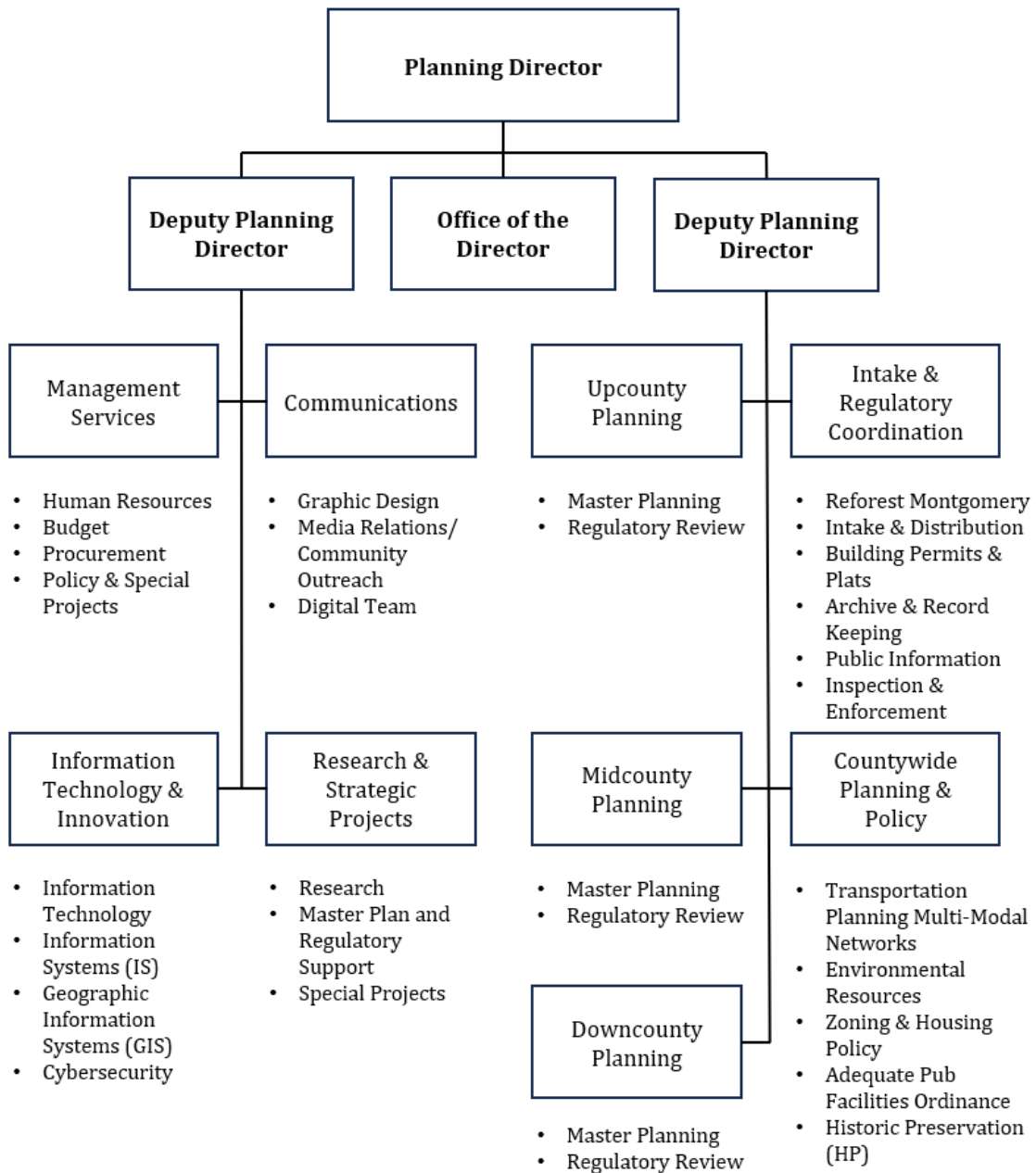
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# Montgomery County Planning Department

## ORGANIZATIONAL STRUCTURE

### MONTGOMERY COUNTY PLANNING DEPARTMENT



## OVERVIEW

The Montgomery Planning Department is responsible for shaping the built and natural environment for our shared community. We want to be intentional about every aspect of our work, including how we prioritize and execute it, and how we invest in our own employees. Grounded in *Thrive Montgomery 2050*—including its overarching commitments to strengthening our county’s economic competitiveness, sustaining our environment, and supporting our commitment to equity—Montgomery Planning’s new strategic plan (2025 – 2030) is a call to action for how the Department will move our work forward to have the greatest positive impact on county residents. Developed in close consultation with staff, representatives from the County Council, and private-sector stakeholders in the development community, it sets our shared vision, reaffirms our commitment to our core values, defines our unique mission, and outlines the strategies that will guide our work while also providing a workplace that nurtures employees and inspires growth.

The Strategic Plan is a roadmap for the next five years. It is a living document that will be continuously reviewed and will evolve as we welcome new ideas. Progress will be regularly tracked, and key performance metrics will be updated as part of our budget request.

### Strategic Plan Elements

- The plan highlights five **values** or guiding principles important to the Planning Department. These are shared beliefs about how we will execute our work:
  - Transparency + integrity
  - Diversity + inclusion
  - People + the environment
  - Objective, data-driven decision making
  - Equitable outcomes
- Department **Mission**: We collaboratively plan for equitable, sustainable, and economically healthy communities.
- Department **Vision**: Thriving, resilient communities for everyone, today and in the future.
- The plan identifies five **priority areas** aligned with our values that will help us advance our mission and achieve our vision. These are:
  1. **Employees**: Increasing our impact starts with investing in the development and advancement of our current and future teams
  2. **Communities and Partners**: Collaborating with intention, transparency, and integrity to increase our impact and overcome historic inequities.
  3. **Efficiency**: Improving process to deliver clear and consistent planning and development operations
  4. **Innovation**: Support for staff to envision and develop strategies and tools to advance planning.
  5. **Leadership**: Advancing departmental excellence
- Within each priority area are specific strategies and key actions with measurable outcomes. For example, when implemented with fidelity, this work will lead to:
  - Accessible options for housing, employment, recreation, transportation, and services
  - Engaged residents with a shared sense of belonging and purpose



## Montgomery County Planning Department

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- o A healthy economy benefiting businesses and individuals
- o Environmental health and resilience enhanced through land use, development, and improved infrastructure



# Montgomery County Planning Department



Damascus Placemaking Festival



Community Engagement at  
Damascus Placemaking Festival

## Montgomery Planning

### MISSION

*We collaboratively plan for equitable, sustainable and economically healthy communities.*

### VISION

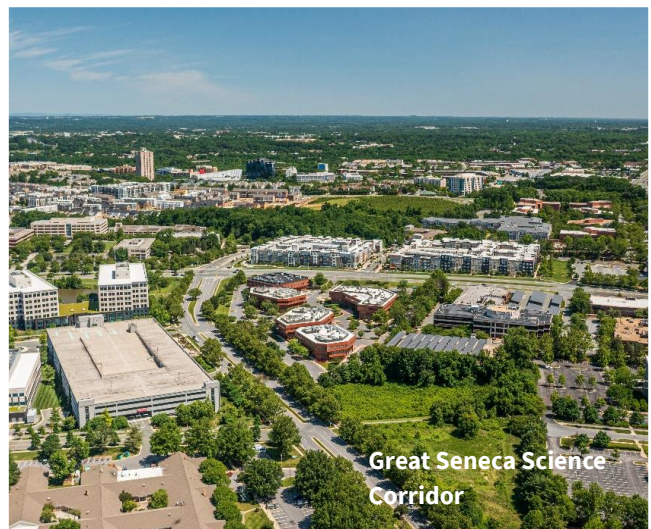
*Thriving, resilient communities for everyone, today and in the future.*



Friendship Heights



Reforest Montgomery and MCPS  
Tree Planting Program



Great Seneca Science  
Corridor





# Montgomery County Planning Department

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## 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.

Countywide 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.

Three additional division provide foundational support and tools for the work program. 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.

## MASTER PLANNING

The Master Planning Program covers all aspects of land use planning: *Thrive Montgomery 2050* (the County's 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.



# Montgomery County Planning Department

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## ACCOMPLISHMENTS FOR FY24 (FROM JULY 2023 THROUGH JUNE 2024)

### Plans Approved by the Council (Sectional Map Amendment Complete)

1. Edward U. Taylor Master Plan (Countywide Planning and Policy)
2. Pedestrian Master Plan (Countywide Planning & Policy)
3. Fairland and Briggs Chaney Master Plan (Upcounty Planning)

### Plans Underway in FY24

1. Master Plan of Highways and Transitways Technical Update (Countywide Planning and Policy)
2. Timberlawn Master Plan for Historic Preservation Amendment (Countywide Planning and Policy)
3. Friendship Heights Sector Plan (Downcounty Planning)
4. Takoma Park Minor Master Plan Amendment (Downcounty Planning)
5. Eastern Silver Spring Communities Plan (Downcounty Planning)
6. Bethesda Downtown Minor Master Plan Amendment (Downcounty Planning)
7. Great Seneca: Connecting Life and Science (Midcounty Planning)
8. University Boulevard Corridor Plan (Midcounty Planning)
9. Clarksburg Gateway Sector Plan (Upcounty Planning)

### Studies/Initiatives/Guidelines Completed in FY24

1. Annual Schools Test and Utilization Report (Countywide Planning and Policy)
2. Access Management Study (Countywide Planning and Policy)
3. Bethesda Downtown Plan Annual Monitoring Report #5 (Downcounty Planning)
4. Urban Loading and Delivery Management Study (Downcounty Planning)
5. Friendship Heights Urban Design Study (Downcounty Planning)
6. Wheaton Streetscape Standards (Midcounty Planning)
7. Biennial Monitoring Report (North Bethesda) White Flint Sector Plan (Midcounty Planning)

### Studies/Initiatives Worked on in FY24

1. Update Incentive Density Implementation Guidelines-CR & Employment Zones (Dir Office)
2. *Thrive Montgomery 2050* Implementation Metrics (Directors Office)
3. Attainable Housing Strategies (AHS) (Countywide Planning and Policy)
4. Growth and Infrastructure Policy (GIP) (Countywide Planning and Policy)
5. Local Housing Targets (Countywide Planning and Policy)
6. Burial Sites Context Study (Countywide Planning and Policy)
7. Countywide Transportation Data Asset Mgmt Strategy (Countywide Planning & Policy)
8. Community Trends Analysis (Research & Strategic Projects)
9. Hospitality Market Study (Research & Strategic Projects)
10. Master Plan Reality Check Potomac (Research & Strategic Projects)
11. Placemaking Regulatory Guidebook (Midcounty Planning)
12. Glenmont Corridors Opportunity Study (Midcounty Planning)
13. Germantown Employment Area Study (Upcounty Planning)

### Placemaking Initiatives

1. Long Branch Days Festival (Downcounty Planning)
2. Wheaton Placemaking Initiative (Midcounty Planning)
3. Damascus Placemaking Festival (Upcounty Planning)



# Montgomery County Planning Department

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## **Mandatory Referrals Completed in FY24**

### **Countywide Planning and Policy**

1. MR2023006 Life Science Center Loop Trail
2. MR2023016 Bowie Mill Road Bikeway
3. MR2024002 Replacement of Brink Road Bridge No. M-0064 Over Great Seneca Creek
4. MR2024003 Redland Road Bridge #M-0056 Replacement
5. MR2024013 Flower Avenue Separated Bike Lanes

### **Downcounty Planning**

1. MR2024007 JoAnn Leleck Elementary School
2. MR2024009 Strip 15 River Road Utility Work [Administrative]

### **Midcounty Planning**

1. MR2024012 Mo Co Equip Maint/Transit Operation Center (EMTOC) Microgrid Project
2. MR2023017 Woodward High School Reopening-Phase 2
3. MR2023015 Wheaton Arts and Cultural Center

### **Upcounty Planning**

1. MR2024006 Rockville RNG Injection Site
2. MR2024001 Greencastle Elementary School Addition (MCPS)
3. MR2024004 Dufief Elementary School Vestibule [Administrative]



# Montgomery County Planning Department

## GOALS AND PERFORMANCE MEASURES – MASTER PLANNING

<b>Goal</b> Promote the orderly development of livable, safe, inclusive, accessible, and economically viable communities and employment centers by fostering public participation in the preparation, approval and implementation of master plans, sector plans, functional plans, special studies, and public projects.				
<b>Objective</b>				
Deliver master/sector plans/special studies/functional plans (Plans) consistent with countywide goals and the approved work program in coordination with local, state, and regional planning agencies and adjoining jurisdictions (where applicable).				
<b>Program Indicators</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>	
# of Master Plans approved by Council (Commission Adoption/ SMA Completed)	3	3	5	
Downcounty Planning	-	1	-	
Midcounty Planning	-	1	1	
Upcounty Planning	1	-	2	
Countywide Planning & Policy	2	1	2	
# of Master Plans Underway	9	8	5	
Downcounty Planning	4	3	2	
Midcounty Planning	2	1	2	
Upcounty Planning	1	2	1	
Countywide Planning	2	2	-	
# of Studies/Initiatives/Guidelines Completed	7	9	5	
Midcounty Planning	2	1	-	
Upcounty Planning	3	1	-	
Countywide Planning	2	4	5	
Research & Strategic Projects	-	1	-	
Director's Office	-	2	-	
# of Studies/Initiatives/Guidelines Underway	13	5	4	
Midcounty Planning	2	-	-	
Upcounty Planning	1	-	-	
Countywide Planning	5	4	2	
Research & Strategic Projects	3	0	1	
Director's Office	2	1	1	
<b>Objective</b>				
Review and comment on mandatory referrals submitted to ensure timely provision of infrastructure and achievement of master plan recommendations including mandatory referrals for on-the-ground Federal, State, and local projects.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
Mandatory referrals completed within the 60-day review period				
% Completed	100%	59%	90%	90%
# Received		22	25	25
# Completed		13*	22	22
*FY24 Actuals – Some of the referrals completed were received in the prior year.				



# Montgomery County Planning Department

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## 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 FY24 (FROM JULY 2023 THROUGH JUNE 2024)

- Implemented new signage and notice process to increase awareness of development review projects.
- Revamped the regulatory intake process to achieve more efficiency, including applicant checklists, internal review process.
- Completed the Development Review Workgroup with County agencies, State agencies, and residents to streamline the regulatory and permitting process.
- Completed digitization of all regulatory cases on microfiche and began the process of uploading documents into DAIC to be easily accessible by the public.
- Created the Development Review Dashboard to show real time updates to the public of reviews for projects and timelines broken down by plan type, time period, and location in the county.
- Created the Development Review newsletter to notify interested members of the public about upcoming development review cases.



# Montgomery County Planning Department

## GOALS AND PERFORMANCE MEASURES – REGULATORY PLANNING

<b>Goal</b> 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.			
<b>Objective</b>			
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.			
<b>Program Indicators</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
# 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)	566	596	550
Regulatory cases decided within 4-6 months after they are accepted	124	126	125
# Special Exceptions/Conditional Uses Applications Received and Processed in FY (they may or may not be approved)	18	17	15
# of local map amendments and development plans/ amendments received and processed	1	6	3

<b>Objective</b>				
Complete permit reviews required by Section 24A (HP Ordinance).				
<b>Program Indicator</b>	<b>Target</b>	<b>FY24 Actual</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
Percent of reviews completed within the required review period Total number of reviews completed in FY24: - Historic Area Work Permit (HAWP): <b>238</b> - Locational Atlas/No Material Effect Determinations: <b>48</b> - Tree Removal Waivers: <b>101</b> - Section 106 Reviews: <b>64</b> - Historic Tax Credit Reviews: <b>144</b>  - Tax Credit Applications: <b>137</b>	100%	100%	100%	100%



# Montgomery County Planning Department

## 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 FY24 (FROM JULY 2023 THROUGH JUNE 2024)

- Completed series of detailed profiles on specific demographic groups, including Hispanics, African Americans, and Women in Montgomery County.
- Provided presentations on demographic trends to outside groups, including the Village of Friendship Heights and the Hispanic Chamber of Commerce.
- Presented work on equity analysis tools to various groups, including the Washington DC Office of the Attorney General – Equitable Land Use section, American Planning Association National Capital Area Conference, and the Bethesda Chamber of Commerce.
- 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 population change and income shifts.

## GOALS AND PERFORMANCE MEASURES - INFORMATION RESOURCES

<b>Goal</b>				
To support the development of data-driven master plans by providing data and analysis on existing demographic, economic, and housing conditions and market potential.				
<b>Objective</b>				
Provide socioeconomic analyses and market research for master plans and departmentwide				
<b>Program Indicator</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
Master plans and departmentwide studies for which the R&SP Division provides demographic, commercial, or housing analysis.	Varies per Council directive	8	8	9



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<b>Goal</b> 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.				
<b>Objective</b>				
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.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
Number of division-initiated research publications, trend sheets, blogposts, and/or policy briefs published.	12	12	12	12

<b>Goal</b> To serve as a technical expert on data and economic analysis for Department of Parks, County Council, other government agencies, MCEDC and the public.				
<b>Objective</b>				
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.				
<b>Program Indicator</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
Information request responses.	Varies per Council directive	30	50	50

<b>Goal</b> To provide a robust, secure, and reliable IT infrastructure to support mission-critical applications, telecommunications, mobile computing, and desktop support.				
<b>Objective</b>				
Maintain uninterrupted network services 24/7.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
% of network uptime	99.9%	99.9%	99.9%	99.9%
<b>Objective</b>				
To respond to IT help desk calls as quickly as possible to reduce end-user downtime.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
% of trouble tickets resolved on the first call	97.9%	96.4%	97.3%	97.9%
<b>Objective</b>				
Maintain uninterrupted access to enterprise email.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
% of email uptime	99.8%	99.9%	99.9%	99.9%





# Montgomery County Planning Department

## 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 FY24 (FROM JULY 2023 THROUGH JUNE 2024)

- 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 Clarksburg Gateway Sector Plan, Friendship Heights Sector Plan, Eastern Silver Spring Communities Plan, Bethesda Downtown Plan Minor Master Plan Amendment, University Corridor Boulevard Plan, Germantown Employment Area Study, and the Glenmont Corridors Opportunity Study.
- 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.
- Participated in creating a more sustainable work environment by working with the M-NCPPC Sustainability Committee to sponsor Park Clean-up events for Earth Month, making the plastic film recycling pilot program a permanent service at the Wheaton Headquarters, engaging staff in sustainability activities and initiatives (e.g., Bike To Work Day, Good Neighbor Day, Car Free Day, and Walktober), and providing support and activities for the Montgomery Green Fest in the City.
- Contributed to an accessible workplace with training sessions focused on creating accessible documents in Microsoft Word and remediation of PDF documents.
- Contributed to the safety of staff by providing educational articles throughout the year, participating in update of the Montgomery County Hazard Mitigation Plan, and providing an all-staff safety training.

### GOALS AND PERFORMANCE MEASURES – MANAGEMENT AND ADMINISTRATION

<b>Goal To implement processes in recruitment and onboarding to positively impact employee morale, turnover rate, and diversification of our staff.</b>				
<b>Objective</b>				
To increase awareness of our recruitment process and to improve the new hire’s onboarding experience.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
% of hiring managers receive training on the recruitment process	100%	100%	100%	100%
<b>Comprehensive Onboarding for New Hires</b>				
Comprehensive Onboarding for New Hires				
% of new hires onboarded on the first day	100%	100%	100%	100%
% New hires rating onboarding as meets or exceeds expectations	100%	100%	100%	100%



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<b>Goal To use the website as an accessible communication tool to reach the stakeholders of the Planning Department.</b>				
<b>Objective</b>				
To continually provide transparency in our work and produce interesting, consistent, and engaging content by promoting planning updates, videos, photos, and montgomeryplanning.org.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
Total annual number of page views for the Planning Department websites (including MCAAtlas)	805,000	925,533	960,000	1,000,000
Total annual number of page views for the Planning Board websites	205,000	171,578	161,000	200,000
Open rate of eletters*	21%	49%	25%	30%
Click rate of eletters*	8%	5%	8%	10%
Number of views per video per year**	19,000	75,236	50,000	60,000
* Industry open rate is 13%, click-rate is 5% for government agencies.				
** Total # views of videos posted on Facebook, Twitter, YouTube, Instagram.				

<b>Goal To expand the trainings offered by Planning University to provide comprehensive training and employee development programs to Planning staff.</b>				
<b>Objective</b>				
To increase staff efficiency and effectiveness by increasing their knowledge base by offering a well-rounded, comprehensive training program.				
<b>Program Indicators</b>	<b>Target</b>	<b>FY24 Actuals</b>	<b>FY25 Estimated</b>	<b>FY26 Proposed</b>
Provide Comprehensive Training Program - Total Trainings Offered in FY24 = 49				
% Career Development <sup>1</sup> Trainings Offered # of Trainings in FY24 = 14	40%	29%	40%	40%
% Leadership/Managerial <sup>2</sup> Trainings Offered # of trainings in FY24= 11	30%	22%	30%	30%
% Technical <sup>3</sup> Trainings Offered # of trainings in FY24 = 13	15%	27%	15%	15%
% Health and Wellness <sup>4</sup> Programs Offered # of trainings in FY24 = 11	15%	22%	15%	15%
% of Participants Rating Training as good or excellent based on survey results	100%	0%*	25%*	85%
<sup>1</sup> Career Development Training - includes presentations, communication, negotiation, writing, etc. <sup>2</sup> Leadership/Managerial Training - includes supervisory skills, managing diverse populations, etc. <sup>3</sup> Technical Training – includes Microsoft products, Adobe products, ADA document training, etc. <sup>4</sup> Health and Wellness Training – includes stress management, financial management, etc. *A new learning management system was launched in FY24. The survey component was not configured until the middle of FY25.				



# Montgomery County Planning Department

## SUMMARY OF DEPARTMENT BUDGET

	FY25 Adjusted Adopted	FY26 Proposed Budget	% Change
<b>Planning Department</b>			
Office of The Planning Director	\$ 2,134,589	\$ 2,680,070	25.6%
Management Services	1,416,682	1,545,769	9.1%
Communications Division	2,091,181	2,101,916	0.5%
Information Technology & Innovation	4,619,151	4,864,256	5.3%
Research & Strategic Projects	1,271,257	1,359,085	6.9%
Downcounty Planning	1,873,021	1,902,996	1.6%
Midcounty Planning	2,639,842	2,579,687	-2.3%
Upcounty Planning	2,693,948	2,620,759	-2.7%
Intake & Regulatory Coordination	1,116,504	1,169,241	4.7%
Countywide Planning & Policy	3,934,713	4,323,328	9.9%
Support Services	2,774,897	2,935,840	5.8%
Grants	150,000	150,000	0.0%
<b>Total Planning Department Operating</b>	<b>\$ 26,715,785</b>	<b>\$ 28,232,947</b>	<b>5.7%</b>
Transfer to Development Review Special Revenue Fund (DRSRF)	950,000	1,500,000	57.9%
<b>Total Planning Departments Budget including base transfer to DRSRF</b>	<b>\$ 27,665,785</b>	<b>\$ 29,732,947</b>	<b>7.5%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

### ESSENTIAL NEEDS/NEW INITIATIVES

#### NEW PLANS TO BEGIN IN FY26

The Planning Department is proposing one new sector plan amendment and one minor master plan amendment to begin in FY26. They are:

#### **1. Kensington Sector Plan Amendment**

At the crossroads of two growth corridors and served by MARC Rail, the Town of Kensington is a small center with a combination of commercial services and amenities, as well as historic resources. This Sector Plan Amendment seeks to refine the vision and recommendations of the 2012 Sector Plan in alignment with Thrive and other recent policies, such as the Vision Zero Action Plan. This Sector Plan Amendment will evaluate opportunities for increased housing diversity through compact, corridor focused growth within the Town Center and near the MARC Rail Station; explore options to improve longstanding stormwater management issues and further environmental resilience, evaluate multimodal connectivity and safety; and explore the opportunities and limitations of compact growth in proximity to Kensington's historic resources.

This Sector Plan Amendment will integrate recent policy guidance, as well as ongoing initiatives including the Montgomery County Department of Transportation's Summit Avenue Extended Project, and the Town of Kensington's interests in pursuing additional amenities and services, including improved connections across the CSX Rail tracks, publicly accessible open space, and



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opportunities for consolidated or shared parking. This Amendment will also explore land uses and develop right-of-way recommendations for University Boulevard from Kensington to the 2012 Wheaton Central Business and Vicinity Sector Plan.

The Kensington Sector Plan Amendment aligns with the department's strategic plan, specifically **Strategy 2.3** *Prioritize corridor-focused planning efforts.*

## 2. **Burtonsville Employment Area Minor Master Plan Amendment**

The Burtonsville Employment Area, within the *1997 Fairland Master Plan*, has not materialized as envisioned. The Burtonsville Employment Area Minor Master Plan Amendment will assess the state of the plan area relative to the recommendations of the 1997 Master Plan and other policies, particularly regarding the ability to provide additional housing and to attract new employment, planned roadway improvements, urban design, planned transit service changes, and achievement of public benefits under the Optional Method of Development. The Plan Amendment will include community outreach and engagement, an employment and economic analysis, and scenario modeling of potential alternative futures for this important activity center along US 29. Revised recommendations will seek to address what, if any, interventions may be needed to support the Plan in the years to come.

Plan Amendments and future development will implement several objectives in *Thrive*, will better implement the vision, and allow for more modern and relevant employment generating uses in the state and the region, will allow for mobility improvements through development by delivering on recommendations of the Vision Zero Action Plan and Bicycle Master Plan.

This plan amendment will better allow for more employment and residential uses within the US 29 corridor area in east county, and redevelopment will provide much needed multi-modal mobility improvements in the area.

The Burtonsville Employment Area Minor Master Plan Amendment aligns with the department's strategic plan, specifically **Strategy 2.4** *Focus on historically underinvested regions and vulnerable communities* with special attention to the east county area as identified in *Thrive Montgomery 2050*.

## **ON-GOING NEW INITIATIVE**

For FY26, the Planning Department's new ongoing initiative request is for consultant funding for master plans. Along with other ongoing master planning efforts, the FY26 proposed budget will support equitable engagement efforts and technical analyses for the one new sector plan amendment and one new minor master plan amendment proposed in FY26.

### 1. **Master Plan Support - Director's Office - \$300,000 - on-going**

#### **Description**

The Planning Department is requesting a new process for how funds are allocated for ongoing master plan work beginning with the FY26 budget request to reflect a more efficient, flexible, and equitable approach that also recognizes master planning as a core function of the department.

Montgomery Planning is committed to advancing its Equity Agenda for Planning in master planning (and all areas of our work program). For equitable engagement and appropriate



technical analyses to occur during the master planning process, there must be a deep understanding of an area's existing conditions and stakeholder demographics. Historically, the request to fund master plans occurs a year or more ahead of staff work. Oftentimes, staff realize that more or different types of engagement and analyses are needed once staff begins working on existing conditions and communications strategies. An audience-centric approach, data analysis, and a commitment to equity must be combined with best practices for a lasting impact.

We have embraced an engagement approach to reach our community members where they are, so they feel welcomed and heard in the planning process. This includes interpretation and translation of presentations; meetings held at locations accessible by public transportation and at convenient times for the community; culturally responsive facilitation; opportunities for written and oral input; hybrid participation; and much more.

To meet timelines to deliver master plans to the County Council, consultants for engagement, translation, transportation modeling, retail and economic studies often are contracted.

Instead of a yearly request for basic work program items for master plan support to fund engagement and outreach, translation, transportation modeling and economic analysis, the change in approach would include an ongoing \$300,000 fund to support master plan activities for the fiscal year. This would allow flexibility for the department to adjust engagement and special studies needed for each master plan as determined through the master plan process.

### **What Objectives/Metrics/Equity Goals Will Be Achieved?**

An ongoing fund for master planning efforts would allow the department to have deeper and more meaningful engagement with residents and audiences. The flexibility in the fund would allow staff to try new outreach methods and ideas while at the same time building trust with the community. This new funding approach would also allow the department to be nimbler to allocate funds across the department if bids came in lower or higher than anticipated.

### **Project Resources**

For FY26, the \$300,000 would be used for the new plans for Kensington and Burtonsville, as well as other needs that may arise for plans carrying forward from FY25, including Georgia Avenue, Friendship Heights, and Eastern Silver Spring. For Kensington, consultant funding is anticipated to be needed for an historic survey and analyses of historical resources, parking planning expertise to evaluate the feasibility of parking structure(s) for a "park once community," engineering expertise for storm water management issues, and community engagement. For Burtonsville, consultant funding will be needed for community outreach and engagement, an employment and economic analysis, and scenario modeling of potential alternative futures for Burtonsville activity centers along US 29.

Without this new funding approach, the master plans might not have the exact support that is needed for audience-centric engagement and for the studies and modeling work. It is a main strategy of the department's strategic plan to "increase transparency with residents through the planning process" and this new approach to funding master plans will allow the department to further this strategy.

### **What Measure of Success will be Achieved?**

Using guidance from *Thrive* and the department's new strategic plan, the success of this new approach will be measured by the department being nimble in using a variety of master plan related activities, including engagement, transportation studies, historical analyses, engineering



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expertise, etc., to be more efficient, flexible, equitable, and responsive to the needs of each individual master plan area in a strategic and forward-thinking manner.

## **ON-GOING NEW PERSONNEL**

Additional staff are needed to focus on ways to reimagine and reinvigorate our master planning activities, to address an increased workload and staffing deficiencies, and to be in alignment with the department's strategic plan.

### **2. New Position, Workyear and Funding – Climate Initiatives Planner – Planner IV - Countywide Planning & Policy - 1.0 wys – \$156,645 – on-going**

#### **Description**

Climate change is an existential threat to the planet but efforts to address and adapt 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 climate specialist position would ensure climate-related initiatives and recommendations are integrated throughout the department's work program, including the development of climate policies and master plans. It 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* 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. Specific work products and responsibilities would include:

- Conducting the climate assessments as required under Section 2-81D of County Code for all zoning text amendments and master plans.
- Leading a climate and resilience study review.
- Preparing a Resilience Functional Master Plan.
- Conducting an Area Climate Change Vulnerability Study.
- Coordinating with county agencies on Climate Action Plan efforts.

#### **What Objectives/Metrics/Equity Goals Will Be Achieved?**

This position will lead the department's climate initiatives, including the development of climate policies and studies, implementing the department's climate assessment responsibilities under county code to ensure they are completed in a consistent and thorough manner, and ensuring climate recommendations are integrated throughout each master plan.

Climate change affects everyone, but disproportionately affects people of color, vulnerable populations, and low-income households. This position will have a focus on delivering climate policies and programs that achieve equitable outcomes.



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## **What Measure of Success will be Achieved?**

The success of the planning process will be measured by climate discussions being consistently integrated throughout master planning efforts, and community resilience will be a central focus of the department's planning efforts.

This position request is in alignment with the Planning Department's strategic plan, specifically, the **strategy 5.4** *Advance the recommendations of the county's Climate Action Plan and environmental recommendations in Thrive*. Also, this request aligns with **Strategy 5.2** *Serve as an independent advisor on land use decisions and policies to implement Thrive Montgomery 2050*. One of the main outcomes of *Thrive* is environmental resilience. By dedicating one position to lead the department's coordination on climate initiatives and policy efforts, we will be advancing the department's work to reach the climate goals of the county.

### **3. New Position, Workyear and Funding – Organizational Development Administrative Specialist - administrative Specialist III – Management Services Division - Grade 26 - 1.0wy - \$126,499 – on-going**

#### **Description**

Through employee engagement conducted in drafting the department's strategic plan, staff identified five categories as the top priorities to move the department forward. "Employees" was the first category on the list. The feedback from the strategic plan committee and the staff regarding "Employees" include things that impact all the other categories. The priorities and strategies for the Employees category include:

- Foster a sense of belonging and joy in the workplace.
- Increase staff capacity through training.
- Create and promote pathways for professional growth and career advancement.
- Build a diverse workforce at all levels of the Department.
- Promote pride in public service.

Four work areas have been targeted to fulfill the priorities and strategies of the Employees category: 1) Training, 2) Mentoring, 3) Succession Planning, and 4) Employee Resource Groups. In 2023-2024, the Planning Department held a Leadership Institute for current and rising leaders. Participants also identified mentoring, succession planning, and employee resource groups as priorities. They researched how to successfully implement such programs and recommended dedicating a staff person to coordinate them. Additionally, over the past 10 years or so, the department has rolled out successful pilot programs in each of these areas, but without a dedicated staff to focus on them, they have not realized their full and lasting potential.

This Organizational Development Specialist position would build on the successful groundwork that has been laid and will grow the programs to benefit the depart through continuous development, improved efficiency, better communication, enhanced collaboration, improved employee morale and organizational culture, and better adaption to change.

#### **Training**

As the department's work program expands with limited resources, it is critical to cross train staff increase work capacity. In 2023, the Commission launched a robust learning management system that, in addition to allowing staff to register and track trainings attended, it can be used to create curriculums and individual development plans (IDPs) and assign training to guide staff in their professional growth. In addition, it will allow the department to evaluate the return on investment regarding which trainings to offer to be more strategic, cost effective and



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to meet staff needs. This robust new system requires a dedicated staff to effectively maximize the functionality of the system and to use it as designed. Currently, the department is only using the system to register and track training attendance as we do not have the capacity to expand our training program.

## **Mentoring**

The data from various studies prove that mentoring programs benefit the employee and employer and has a positive impact on employee morale. Mentoring can create a culture of learning and growth, which can improve retention, foster inclusion, develop leadership, and lead to increased productivity, improved performance, higher job satisfaction, and the creation of a stronger workplace culture. Using the information from the pilot program and research gathered by the Leadership Institute, this Organizational Development Specialist would develop an ongoing mentoring program to foster a sense of belonging in the workplace.

## **Succession Planning**

Succession Planning is critical for 1) the department as employees nearing retirement and 2) for employees looking for a clear career path. Currently, twenty to twenty-five percent of the Planning Department's staff are eligible for retirement. Succession planning helps ensure a smooth transition from one leader to the next, so that qualified leaders are ready to take over when current leaders leave, thereby minimizing disruptions and risks. For employees looking for a clear career path, as mentioned above in the Training section, cross training/succession planning is critical not only to increase work capacity but also to reduce the risk of key person dependency, which occurs when one staff member is solely responsible for an essential skill. Succession planning can help the department to anticipate future needs by identifying the most qualified rising leaders and preparing them for future roles. This Organizational Development Specialist would create Succession Planning programs both for employees nearing retirement and for employees looking for a clear career path which would meet the strategic plan criteria to create and promote pathways for professional growth and career advancement.

## **Employee Resource Groups (ERGs)**

Employee Resources Groups (ERGs) are voluntary groups of employees who share a common interest, background, or characteristic and are led by employees. ERGs can help create a more inclusive and diverse workplace and can benefit both employees and the department.

- Research from the Center for Talent Innovation shows that employees who are part of ERGs are 50% more likely to be engaged and 80% more likely to stay with their organizations.
- A report by Glassdoor found that 67% of job seekers consider workplace diversity an important factor in their decision to apply for a job. Companies with strong ERGs are often viewed more favorably in this regard.
- Data from the SHRM Foundation highlights that companies with ERGs experience improved community relations and employee connections, leading to a stronger organizational culture.
- According to McKinsey's research, companies in the top quartile for gender diversity on executive teams are 25% more likely to have above-average profitability.

ERGs play a crucial role in promoting diverse talent within organizations. Objectives Achieved ERGs contribute to higher engagement, retention, diversity, innovation, and overall company performance. They are essential for creating a more inclusive and supportive workplace environment. This Organizational Development Specialist would work with employees to develop and maintain effective ERGs.





**What Objectives/Metrics/Equity Goals Will Be Achieved?**

This Organizational Development Specialist will create, develop, and implement the four work areas that have been targeted to fulfill the priorities and strategies of the “Employees” category of the Strategic Plan. These priorities and strategies were brought forth by the Planning Department staff during the creation of the strategic plan. These priorities and strategies are key components to the success of the department.

This request directly aligns with the Department’s first priority, Employees. Specifically, this request would meet the following strategies and actions in this priority:

***Strategy 1.1 Foster a sense of belonging and joy in the workplace***

***Action 1.1.1 Create employee resource groups to provide similarly situated employees with a natural support structure***

***Action 1.1.2 Organize team, division, and department teambuilding activities***

***Action 1.1.3 Recognize and celebrate individual and team accomplishments***

***Strategy: 1.2 Increase staff capacity through training***

***Action 1.2.1 Hire one FTE HR professional to manage training and learning***

***Action 1.2.2 Complete a comprehensive audit and assessment of all ongoing training***

***Action 1.2.3 Revamp core competency video series***

***Action 1.2.4 Develop annual calendar of trainings that includes internal and external trainings and conferences***

***Strategy: 1.3 Create and promote pathways for professional growth, career advancement, and succession planning***

***Action 1.3.1 Stay connected to former interns and employees to support recruitment efforts as a source of referrals and returning employees***

***Action 1.3.3 Identify pathways for career advancement***

***Action 1.3.4 Transfer institutional knowledge by documenting key processes and creating redundancies through job sharing***

***Action 1.3.5 Revamp and launch mentoring program that engages staff at all levels***

***Action 1.3.6 Create a staff exchange program to cross train staff in different planning functions***

**What Measure of Success will be Achieved?**

This Organizational Development Specialist will play a crucial role in enhancing the overall effectiveness and efficiency of the Planning Department by improving processes, managing change, developing leaders, and fostering a positive organizational culture. This position will help ensure that the department can achieve its goals and adapt effectively to evolving challenges and opportunities. The success of the programs will be measured via employee satisfaction surveys, measuring retention rates, increased diversity in higher level positions, measuring mentoring goals achievement, measuring increased ERG participation and activities, tracking promotion of mentees and ERG members, and evaluating how often the succession plans are utilized during actual transitions.

Our department must intentionally and thoughtfully create a welcoming environment for staff to learn, grow, and develop their talents. We recognize that when we create a healthy and inclusive workplace environment, we will attract and retain a more diverse workforce. Through a focus on employee experience, we will create a stronger Planning Department more reflective and with increased understanding of the communities we serve.



4. **Workyear and Funding – Visual Media and Imaging Specialist I – Grade H18– Communications Division - \$0 – conversion from 0.8wy to 1.0wy – on-going**

**Description**

The Planning Department’s Communications Division oversees the broadcast and audiovisual (A/V) operation for all official meetings and special events taking place in the Wheaton Headquarters (WHQ) for Montgomery County Parks and Planning and M-NCPPC. Regularly scheduled meetings include the Planning Board, Historic Preservation Committee (HPC), Development Review Committee (DRC) and M-NCPPC Full Commission meetings. The M-NCPPC WHQ auditorium is also available for other agencies and the public to rent for meetings and special events. Often Planning Board meetings exceed eight hours and operate into the evening. HPC meetings operate exclusively outside of regular office hours and most rentals occur outside of regular business hours.

The Planning Department currently has a part-time (0.8 WY) Visual Media and Imaging Specialist I position dedicated to being present whenever A/V use is requested in the auditorium to avoid A/V disruptions in meetings or damage to the room’s equipment. Since FY23, this part-time position has performed the critical task of running the live broadcast video stream at Commission-related meetings which is mandated by Maryland state law and has provided audio-visual support for special event rental reservations of the auditorium. This position also assists in furthering the department’s commitment to equitable engagement including assisting with Americans with Disabilities Act (ADA) considerations, producing video content, covering community storytelling and event coverage.

The Planning Department is requesting to convert this position to full-time as the need for this support has often exceeded the part-time work hours. The work years for this position in FY25 budget was 0.8 wys while the funding was budgeted for a higher-grade position. As a result, this request is to increase the workyears by 0.2 wys and the funding by \$5,725 to bring the position to the full-time work years and funding.

**What Objectives/Metrics/Equity Goals Will Be Achieved?**

Due to the Maryland Open Meetings Act, there is a mandate to live stream all public meetings from WHQ. This means that we must follow the law and deliver a reliable and consistent production for every public meeting. The conversion of the part-time to full-time position would help to ensure that there is coverage and no interruption in the high-quality service community members and stakeholders have come to expect from our video productions.

This position request is aligned with **Strategy 2.1** of the Strategic Plan: *Increase transparency with residents throughout the planning process.*

**What Measures of Success will be Achieved?**

This position would ensure that the M-NCPPC meetings and events, along with outside rental events have continuity and deliver high-quality live streamed videos that our stakeholders expect from our agency. This request is in alignment with the department’s strategic plan, specifically the strategy focused on engagement: “Increase transparency with residents throughout the planning process.” By making this position full-time, the department can continue to deliver high quality video productions to invite as many people into the planning process as possible.



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## 5. New Position, Workyear and Funding – Placemaking Coordinator – Planner III – Grade 28 – Director’s Office - \$133,957 – 1.0wy – on-going

### Description

Placemaking puts planning in action, engaging residents and business owners in the planning process and enabling them to directly shape their communities. The Planning Department continues to receive more requests for Placemaking activities than can be undertaken with our current staffing and budget resources. Additionally, the department recently adopted a Placemaking Strategic Plan which calls for further embedding placemaking as a core function into our master planning and regulatory review efforts. A dedicated position within the Director’s Office is therefore needed to perform the following tasks:

- **Expand Placemaking’s Reach:** Keep up with ever-increasing requests from community groups to undertake placemaking activities within their neighborhoods, with a focus on underserved communities.
- **Build Capacity for Placemaking:** Train and support division staff doing placemaking and collaborate with county agencies to deliver joint placemaking projects. Support community stakeholders undertaking placemaking, build local placemaking champions and celebrate neighborhoods beyond the traditional master planning engagement efforts.
- **Support Master Plan Implementation:** Use placemaking initiatives as a bridge between master plan recommendations and permanent capital investments. Use demonstration projects to highlight the value and build support for delivering infrastructure facilities and amenities identified by the community during the planning process.
- **Maximize Impact of Placemaking Investments:** Pursue additional funding through grants, competitions etc. and build partnerships with nonprofits and mission-based organizations to counter rising costs and tailor the scope of placemaking projects to meet community needs.

### What Objectives/Metrics/Equity Goals Will Be Achieved?

The position will advance several key recommendations from *Thrive Montgomery 2050*. Expanding placemaking opportunities across the county will enable more communities to benefit from short- and long-term improvements to their neighborhoods. Expanding placemaking within disadvantaged Community Equity Index areas will ensure we celebrate the county's diversity, improve the quality of life of our most vulnerable residents and support small businesses. Placemaking projects will also serve as platforms for encouraging physical activity and social interaction, fostering a shared sense of purpose, and belonging for our residents.

This position will also enable the Department to achieve several Strategic Plan actions including **Action 2.2.1** *Support and strengthen resident participation in planning efforts*, and **Action 2.2.5** *Advancing and funding the Department’s Placemaking Strategic Plan*, both of which support **Strategy 2.2** *Intentionally engaging residents in all planning efforts, with a focus on people who are underrepresented*.

The position will be directly tasked with **Action 5.7.5** *Pursue funding necessary to advance placemaking efforts across the county* and **Action 5.7.6** *Create guidelines and standards to encourage placemaking within public rights-of-way*.



# Montgomery County Planning Department

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Through engagement and partnership building, the position will implement **Action 1.4.5** *Develop partnerships with local middle and high schools to educate students about the planning field*, **Action 2.1.6** *Leverage and maintain Planning staff relationships built through masterplan efforts*, **Action 2.5.3** *Build relationships with nonprofits to better engage them in Planning efforts*, **Action 2.5.5** *Increase awareness about how the Department collaborates with partners* and **Action 2.6.2** *Crowdsource ideas/conduct competitions for community members to submit ideas*.

## **What Measure of Success will be Achieved?**

A greater number of placemaking projects are undertaken annually by the Planning Department. Placemaking is more strongly embedded into our master planning and regulatory review functions. More county agencies, residents and mission-based organizations are doing placemaking projects across the county.

## **ONE-TIME NEW INITIATIVES**

There are several new proposed one-time initiatives which focus on ways to address significant planning issues and concerns that face Montgomery County.

### 6. **Housing Needs Assessment and Preferences (HNAP): \$200,000 – one-time**

#### **Description**

Montgomery County is experiencing a serious housing shortage. The county has over one million residents and is expected to add 200,000 more people over the next 25 years, but we are not building enough housing fast enough to keep up with this growth. Housing prices and rents have skyrocketed in recent years, forcing current residents and prospective residents to look elsewhere to live. This trend puts the county at an economic disadvantage in the Washington, DC region due to losses in tax revenue and prospective workforce talent.

Over the past few years, the county has taken meaningful steps to address the housing crisis, including:

- Changes to the zoning code to permit Accessory Dwelling Units as a limited use.
- Creation of the Housing Production Fund.
- Updates to the Moderately Priced Dwelling Units (MPDU) program.
- Removal of parking minimums near transit.
- Permitting institutional properties to build affordable housing through conditional uses.

Ongoing efforts including the Attainable Housing Initiative, the Local Housing Targets effort, and the quadrennial update of the Growth and Infrastructure Policy have the potential to increase options for property owners to build more housing types in the county. With a number of initiatives advancing, it is time to take stock of the progress that has been made to date and to lay out a path to achieve *Thrive's* "Housing for All: More of Everything" vision.

In FY26, the Planning Department proposes to conduct two assessments to evaluate the housing market and to lay the groundwork for preparing the county's first Housing Functional Plan.

**Housing Preference Survey:** This effort will identify housing preferences and current and future housing needs in the County. The survey will produce statistically valid results for population groups including low-income households, people of color, persons with disabilities, and seniors.



**Housing Needs Assessment:** This effort will incorporate the results from the housing needs survey, the most recent American Community Survey data, other data sources such as CoStar and SDAT, data from existing County studies and plans, and other sources to provide an overview of existing conditions and observable trends and analysis of housing need for distinct segments of the population. It will identify the demographics of residents of the county and develop distinct profiles for housing needs. As a Housing Needs Assessment was completed in 2020 using 2018 ACS data in support of *Thrive*, to the extent possible, the updated Housing Needs Assessment revisits many of the pertinent findings from the 2020 HNA and capture many of the housing trends post-COVID. The HNA will also focus on highlighting gaps in housing related to various price points and types.

Upon completion of these assessments, Planning staff will consider whether to recommend adding a Housing Functional Plan to the department's work program. This plan would provide measurable housing goals and strategies for different market segments in Montgomery County as well as an analysis of affordability gaps and impediments to the housing supply.

### **What Objectives/Metrics/Equity Goals Will Be Achieved?**

Using the policies and practices identified in *Thrive* as a guide for the scope of the Housing Needs Assessment and Preferences, this project can help provide data and metrics to support changes to housing policy.

The Housing Needs Assessment and Preference Survey would communicate housing needs, gaps, and preferences that help create a sound foundation to inform future housing policy work, including a future Housing Functional Plan and implementing the vision of *Thrive's* "Housing for All" chapter.

Special attention will be given to findings and preferences related to low-income households, persons of color, persons with disabilities, and seniors. The preferences survey will use mixed modes of data collection to reach and engage with populations that have been historically hard to reach.

The Housing Needs Assessment is in alignment with the department's new strategic plan, specifically, the strategic plan's **Strategy 5.5** *advance the housing recommendations in Thrive* which includes the Housing for All chapter in the approved and adopted plan. The following are the actions under this strategy which aligns with this budget request:

**Action 5.5.1** *Enable options for more diverse, attainable housing types in the county's single-family zones and along growth corridors*

**Action 5.5.2** *Prepare an updated Housing Needs Assessment*

**Action 5.5.3** *Conduct a housing preferences survey*

### **Project Resources**

The consultant funding will provide analysis and production of demographic, real estate, forecasting, and other relevant housing data for the Housing Needs Assessment. The consultant will also develop and administer the Housing Preference Survey. Planning staff will manage the contract and review the methodology to evaluate the findings. This project cannot be completed without consultant assistance.



## **What Measure of Success will be Achieved?**

A successful Housing Needs Assessment and Preference Survey will provide a solid foundation that informs future housing policy work of the Planning Department, the Executive Branch, the Planning Board, and the County Council. The foundation would also support future work program items, including a Housing Functional Plan and other *Thrive* implementation actions.

## **7. Shaping Corridor-Focused Growth: \$250,000 – one-time**

### **Description**

*Thrive* places great emphasis on corridor planning so that future growth can be primarily concentrated along our Growth Corridors within a built form that creates Complete Communities and provides a high quality of life. Planning staff's initial research suggest that few jurisdictions have sought to introduce infill development and redevelopment along corridors largely built in the decades following World War II, characterized by irregular block patterns, detached residential and small commercial properties with fragmented ownership, and a lack of existing street hierarchy. This project aims to create ground-breaking planning tools and introduce new practices into the planning lexicon for corridors.

While this policy directive will be incrementally implemented through various corridor plans in the coming years, its successful realization requires that we first develop a strategic approach and identify/create tools needed to plan for and implement corridor focused growth.

This project will develop two key deliverables.

- a. A strategic plan that identifies and begins to implement the actions needed for achieving corridor focused growth. Potential topics include: 1) changes to processes, policies, regulations and standards needed to support corridor-focused growth, 2) new tools to facilitate corridor plan implementation and stakeholder engagement, 3) new metrics and forms of analysis that respond to corridor issues and priorities, 4) the degree of public sector intervention, and associated actions needed to achieve corridor-focused growth, and 5) incentives to encourage property assembly and delivery of infrastructure improvements.
- b. The creation of form base zones that can be applied along the various Growth Corridors through comprehensive long-range plans. This effort will build upon the work done thus far on initiatives like the Centers and Corridor Segment Typologies and incorporate lessons learned from projects like the Veirs Mill Corridor Master Plan, the Fairland and Briggs Chaney Master Plan, and the University Boulevard Corridor Plan. Staff and the consultant will build upon ongoing efforts to do a deep dive analysis of our existing zones and development standards and identify barriers to achieving corridor focused growth through flexible, form-based zoning. A robust community engagement process will be undertaken to engage stakeholders along the various growth corridors in a dialogue around the desired form for this new growth, based on lessons learned from engagement through recent and ongoing corridor plans.

Finally, the zoning code and other parts of the county code will be amended to include these new form-based zones and development standards as tools for future corridor planning efforts. Having robust and flexible form-based zones will serve as a bridge between the vision outlined in *Thrive* and on the ground implementation through master plans and regulatory review.



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The work for both deliverables will be undertaken simultaneously by staff in partnership with consultants. We anticipate a two-to-three-year timeline for developing these two deliverables. Staff anticipate more successive efforts in the following years to implement additional recommendations of the strategic plan.

## **What Objectives/Metrics/Equity Goals Will Be Achieved?**

Form based zoning will provide flexibility for homeowners, small businesses, and developers to build new housing and commercial uses. A focus on form will ensure that the same quality of built environment is achieved in our Equity Focus Areas as other parts of the county.

*Thrive* specifically recommends the creation of form-based zones to accommodate future growth along our corridors. One of the key strategies in the Department's strategic plan, **Strategy 2.3, Prioritize corridor focused planning efforts**, would be achieved with this budget request. The following are actions that correspond to this strategy and are aligned with this budget request:

**Action 2.3.1** *Develop and promote internal and external messaging about prioritizing corridor planning efforts*

**Action 2.3.2** *Finalize an approach to corridor planning that identifies the role of a corridor, the relationships between neighborhoods along or adjacent to it, appropriate engagement tools, zoning considerations, etc.*

**Action 2.3.3** *Develop form-based zones for corridor planning*

**Action 2.3.4** *Identify next corridors to be master-planned and create plan teams accordingly*

This budget request also aligns with **Strategy 5.5 Advance the housing recommendations in Thrive**, and the **Action 5.5.1 Enable options for more diverse, attainable housing types in the county's single-family zones and along growth corridors**.

A focus on the built form and walkability will entice more people to walk, roll, and take transit, lowering greenhouse gas emissions from the county's transportation network, a key recommendation of the Climate Action Plan, which corresponds to **Strategy 5.4, Advance the recommendations of the county's Climate Action Plan and environmental recommendations in Thrive**.

## **Project Resources**

Planning Staff will perform the following tasks:

- Collaborate with consultant to develop the contents of the strategic plan.
- Prepare an inventory of existing conditions along the Growth Corridors.
- Conduct community outreach among various neighborhoods along the Growth Corridors, raising awareness about the need for new form-based zoning standards and soliciting community input regarding important considerations.
- Refine the form-based zones drafted by the consultant.
- Convene working groups with partner agencies and private/public sector stakeholders, and resident representatives to help the consultant draft recommendations.
- Produce the final package of the recommended zones.
- Present recommendations alongside the consultant to elected officials and the public.
- Draft legislation required to update various sections of the county code.

Consultant funding will be used for the following tasks:

- Collaborate with Planning Staff to develop the contents of the strategic plan.



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- Conduct an analysis to highlight the strengths and weaknesses of existing zones along growth corridors covering the built form, zoning, parking, transportation, environmental, infill development standards, building code, fire and rescue requirements, impact tax regulations and financial incentives.
- Prepare cases studies highlighting national jurisdictions with successful form-based zones for infill development in residential and commercial areas, sharing key recommendations that the county could consider.
- Participate in community engagement efforts, facilitating discussions and attending workshops, etc.
- Provide drafts of form-based zones and development standards and present recommendations alongside Planning Staff to elected officials and the public.
- Prepare renderings and illustrations showing the application of the recommended form-based zones along the various growth corridors.

This is expected to be a multiyear intensive project that will greatly influence all future corridor plans. The lack of consultant support will likely add 1- to-2-years to the project timeline, delaying the Planning Department's ability to incorporate form-based zoning in upcoming corridor plans. In addition, without consultant assistance, the project's recommendations will not benefit from a peer jurisdiction review and the incorporation of national best practices. Certain practical challenges in implementing development under the new zones may be overlooked, limiting the positive impact of the recommendations, and the project will not benefit from an objective, outside professional expert, potentially minimizing the credibility of planning staff's recommendations.

Based on initial staff research, few jurisdictions have sought to introduce infill development and redevelopment along corridors developed in the decades following World War II and characterized by irregular block patterns, detached residential properties with fragmented ownership, and a lack of existing street hierarchy. Consultant assistance is required to get this right and support the Planning Department's staff efforts to develop innovative tools and practices to achieve the vision of *Thrive*.

### **What Measure of Success will be Achieved?**

The success of the Shaping Corridor Focused Growth initiative will be measured by successive Corridor Plans adopting form-based zones that deliver mixed use and mixed income Complete Communities along our growth corridors. Corridor focused growth creates economically competitive, equitable and sustainable communities across the county.

This request is in alignment with the department's new strategic plan, specifically, the strategy, "prioritize corridor focused planning efforts."

## **8. Retail Marketing and Strategy update: \$90,000 – one-time**

### **Description**

In 2017, the Planning Department commissioned a consultant to conduct a detailed retail market study and strategy. The purpose of the study was to assess the strengths, challenges, and competitive position of retail in the County to develop strategies that will foster successful retail centers and keep them poised for the future. The results of the study have informed recommendations in master plans and development review to help ensure that we encourage the right kind of retail in the right places. Additionally, the recommendations led to follow up





studies on retail in diverse communities, which has provided more detailed guidance on how to help support small, diverse businesses in communities like Wheaton and Silver Spring.

So, why now request an update to this study? The pandemic created seismic shifts in how consumers shop and dine out, dramatically increasing the use of online shopping and food service deliveries. While those trends have abated a bit, the impacts are still long-lasting. Retailers have transformed larger parts of their stores into return centers. Dining rooms are shrinking as more restaurants rely on quick service and takeout. Yet stores and restaurants remain important anchors for the complete communities envisioned in *Thrive*, providing an amenity, service, and gathering place. Additionally, they provide an important sources of entry level employment and opportunities for entrepreneurs to start businesses. As we advance the implementation of *Thrive*, now is the time to take another look at the retail market in the county to assess its health and develop strategies for affirming its continued growth.

### **What Objectives/Metrics/Equity Goals Will Be Achieved?**

This study will enable the Planning Department to assess the state of the retail industry in Montgomery County to understand how different kinds of retailers are faring, what their challenges are, and what opportunities exist for Montgomery Planning to better support the sector. It will help us look more specifically at the shifts in the industry since the pandemic and how retail spaces are being used, including the need for delivery storage facilities and services. The study will help the Planning Department develop better recommendations for retail in complete communities and along corridors, including identifying gaps in retail amenities in areas with disadvantaged populations as defined in the Community Equity Index.

This request is in alignment with the department's strategic plan, specifically **Strategy 2.5 Strengthen collaboration with partner agencies**. Additionally, under **Strategy 5.2 Serve as an independent advisor on land use decisions and policies to implement Thrive Montgomery 2050** is the following action which this budget request reflects: **Action 5.2.5 Conduct a post-COVID Retail Market Strategy update**

### **Project Resources**

Consultant funding will be used to conduct all research for the study. Planning staff will manage the contract, provide data available from the department, and coordinate with other stakeholders. As with the previous study, the expertise and feedback from stakeholders, such as Montgomery County Business Center, will be leveraged to ensure the study results in information and recommendations that are valuable to multiple organizations. The Planning Department staff does not have the expertise or the capacity to conduct this study in-house. Without consultant funding, this study will not be done.

### **What Measure of Success will be Achieved?**

This work will measure the health of the retail market and identify opportunities for improvement. Having a better understanding of the state of this sector will help us advance the economic goals under *Thrive*. This study will provide a pulse on the current state of the retail market and new policy ideas for ensuring its continued success and adaptation to economic change.



## 9. Green Streets Guidelines: \$80,000 – one-time

### Description

Montgomery County’s Complete Streets Design Guide is the culmination of extensive collaboration between the Planning Department, Montgomery County Department of Transportation (MCDOT), Department of Permitting Services (DPS) and Department of Environmental Protection (DEP) to create nation-leading street design guidance. Since its original approval in 2021, the guide has served as an evolving framework for advancing street design principles in Montgomery County with subsequent enhancements including shared street guidelines and upcoming enhancements to include curbside management.

The Green Streets Guidelines, to be jointly led with MCDOT, would overhaul the green streets chapter of the guide, building on recent success in developing the Silver Spring Streetscape Guidelines, which includes a substantial green streets component.

This initiative will develop guidelines for green street design, helping to mitigate the impacts of climate change. It will establish clear expectations for capital projects and private development efforts, reducing review time and leading to greener streetscape design countywide. Importantly, it will maintain the collaborative partnership with MCDOT that was initiated in 2018 with the original Complete Streets Design Guide contract. This partnership has opened new channels of communication between the departments and benefitted other areas of the department’s work program.

### What Objectives/Metrics/Equity Goals Will Be Achieved?

Completing this effort will provide advanced guidance on how to design new streets and retrofit existing streets to support goals in the Climate Action Plan, including A-7 (Green Spaces) and S-2 (Tree Canopy). Green Streets Guidelines will develop design parameters that county agencies can use to achieve equitable street design.

This request aligns with the Department’s Strategic Plan, **Strategy 3.3 Work with the development community, government agency partners, and other stakeholders to implement clear, efficient, and consistent processes for planning and Action 3.3.1 Update Green Streets Guidelines to advance corridor planning and climate action goals.**

### Project Resources

As green streets design is an emerging field, the Planning Department will benefit from experienced consultants to create recommendations that are appropriate for Montgomery County. The consultant will facilitate conversations between the Planning Department, MCDOT, DPS, DEP, and other stakeholders to develop consensus for enhancing the Green Streets chapter of the Complete Streets Design Guide. In addition, the consultant will prepare the Green Streets chapter, including all text and graphics. Planning Staff will manage the project collaboratively with MCDOT. The project would not occur without consultant funding.

### What Measure of Success will be Achieved?

Successful implementation of this project will result in high-quality green streets design applied to development and capital projects. It will continue the collaborative partnership with MCDOT that has existed since 2018. This request is in alignment with the department’s strategic plan, specifically the strategy “continue to work with partners to implement clear, efficient, and consistent processes for planning.”



**10. Locational Atlas Update: No Funding Requested**

**Description**

The Locational Atlas and Index of Historic Sites was adopted by the Planning Board in 1976, almost 50 years ago. Properties listed in the Atlas are protected from demolition and substantial alterations until they can be evaluated for inclusion on the Master Plan for Historic Preservation (MPHP). The Historic Preservation Office's work program is charged with regularly evaluating properties on the Locational Atlas as part of area master plan amendments and as part of stand-alone MPHP amendments for the County Council to determine whether a property qualifies for listing or whether it should be removed from the Locational Atlas entirely. There remain 130 individual properties and 16 districts on the Locational Atlas. This is a significant burden for properties owners. Since they do not have a final determination on their properties, they are required to go through regulatory building permit review with the Historic Preservation Office, but do not qualify for the tax credit benefits that properties listed in the MPHP enjoy. These property owners have been waiting since 1976 for a determination on the status of their properties. The Planning Board and Historic Preservation Commission members and Chairs concurred at their Joint Meeting in 2023 that completing these surveys and determinations of the Locational Atlas properties should be a priority for the Historic Preservation Office's work program.

**What Objectives/Metrics/Equity Goals Will Be Achieved?**

It meets one of the core programmatic goals for the Historic Preservation Office as stated in the Master Plan for Historic Preservation and recently affirmed by the HPC and Planning Board.

Completing the review of the remaining Locational Atlas individual properties and districts will bring certainty to these property owners as to the final determination on their properties. Many of these properties are associated with African American history and agricultural history. Completing this research will allow for new MPHP amendments that will highlight these histories and allow for funding via tax credits and other programs for these property owners to assist in the preservation of their historic resources. It will also relieve the burden of regulatory review for property owners and the staff for all the properties that will be removed from the Locational Atlas at the conclusion of the project.

This request aligns with the Department's Strategic Plan **Action 5.2.8** *Resurvey sites and districts identified on the Locational Atlas and prepare updates to the Master Plan for Historic Preservation.*

**Project Resources**

The project will utilize internal staff resources and will seek outside funding through grants as available.

**What Measure of Success will be Achieved?**

Locational Atlas sites and districts will all be surveyed and evaluated by the HPC, Planning Board, and County Council for inclusion in the MPHP. Then the Locational Atlas will only exist as a truly temporary listing for properties recommended for listing by the Planning Board as they await final consideration by the County Council as part of future master plan amendments.



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## YEAR OVER YEAR BUDGET SUMMARY

The Planning Department's FY26 Proposed Budget is \$28,082,947 which is an 5.7% increase from the FY25 Adopted Adjusted Budget and includes grant funding and only the current \$950,000 transfer to Development Review Special Revenue Fund (DRSRF). It does not include the new request to increase the transfer to the DRSRF by \$550,000 which brings the total request for transfer to DRSRF to \$1,500,000 in FY26.

<b>MONTGOMERY COUNTY PLANNING DEPARTMENT PRELIMINARY FY26 OPERATING BUDGET REQUEST</b>			
<b>FY25 ADOPTED ADJUSTED BUDGET *</b>		<b>\$ 26,565,785</b>	
<b>FY26 BASE BUDGET CHANGES</b>			
	Salaries and Benefits **	\$88,873	
	CPI Increase for Contracts and Supplies	98,600	
Adjustment – Risk Management, Long Term Disability, Unemployment, and Legal Chargeback		6,573	
	Major Known Commitments	320,000	
Adjustments in Departmental Chargebacks to CIO and Commission Wide IT		86,385	
	<b>Subtotal – Base Budget Changes</b>	<b>\$ 600,431</b>	<b>+2.3%</b>
<b>ONGOING INITIATIVES – NEW</b>			
<b>FY26 Ongoing Master Plan Support</b>		<b>300,000</b>	
<b>FY26 Ongoing New Positions</b>		<b>415,431</b>	
	Full-time Position – Climate Initiatives – Planner IV	\$156,237	
	Full-time Position – Organizational Development – Admin Specialist III	\$125,237	
	Full-time Position – Placemaking Coordinator - Planner III	\$133,957	
Convert Part-Time Position to Full-Time Position – Visual Media and Imaging Specialist I		\$0	
	<b>Subtotal – New Ongoing Initiatives</b>	<b>\$ 715,431</b>	<b>+2.7%</b>
<b>ONE-TIME WORK PROGRAM INITIATIVES – NET CHANGE</b>			
<b>Less: FY25 One-Time Work Program Initiatives</b>		<b>(418,700)</b>	
<b>FY26 One-Time Work Program Initiatives/New Funding Requests</b>		<b>620,000</b>	
	Housing Needs Assessment and Preferences (HNAP)	200,000	
	Shaping Corridor Focused Growth	250,000	
	Retail Market Analysis and Strategy Update	90,000	
	Green Streets Guidelines	80,000	
	<b>Subtotal – One-Time Work Program Initiatives</b>	<b>\$ 201,300</b>	<b>+0.8%</b>
<b>NET CHANGE FROM FY25 ADOPTED TO FY26 PROPOSED BUDGET</b>		<b>\$ 1,517,162</b>	<b>+5.7%</b>
<b>FY26 PROPOSED BUDGET</b>		<b>\$ 28,082,947</b>	
<b>TRANSFER INCREASE FROM ADMINISTRATION FUND TO DR-SRA***</b>		<b>\$ 550,000</b>	
<b>Notes:</b>			
* The FY25 Adopted Adjusted Budget does not include \$150,000 in Grants as they are accounted for separately.			
** Salary and Benefits total does not include compensation marker or OPEB. They are budgeted in the Administration Fund's non-departmental account.			
*** Increase transfer from Admin Fund to DR-SRA of \$550,000 for base budget increase bringing the total transfer request to \$1.5M.			



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## LAPSE AND STAFFING

For FY26, the Department plans to maintain an approximate 5.5% lapse rate based on the FY25 adopted budgeted staffing level of 153 positions (152.80 workyears) which includes 144.4 funded workyears and 8.4 lapsed workyears.

For the FY26 new on-going request, the Planning Department is requesting:

- 1 position, 1.0 wy and funding for a Climate Initiatives position
- 1 position, 1.0 wy and funding for an Organizational Development position
- 1 position, 1.0 wy and funding for a Placemaking Coordinator position
- 0.2 wy for the conversion of a Visual Media and Imaging Specialist I part-time position to a full-time position (from 0.8 wy to 1.0 wy)

This would bring the position count to 156 positions and 123.9 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 \$276,200 in the Administration Fund from service charges and other program fees in FY26.

The Department receives an appropriation in revenue from the Water Quality Protection Fund (WQPF) to offset costs that will be incurred in FY26 to provide specific activities consistent with the intent of the WQPF such as compliance with National Pollutant Discharge Elimination System (NPDES) permit requirements. For FY26, the Department is requesting an increase of \$24,049 (a 5.5% increase) for an overall appropriation of \$505,019 to cover the FY25 compensation increases. An increase for FY25 compensation was not included in the FY25 budget request due to the uncertainty of the compensation request being approved.

## SPECIAL REVENUE FUNDS

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

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 \$2,467,542. The proposed FY26 budget reflects revenues of \$3,180,800, expenditures of \$4,953,703, and an ending balance of \$2,194,639. This includes a \$1,500,000 transfer in FY26 from the Administration Fund to the Development Review Special Revenue Fund (DR-SRF).

The largest, or most notable, special revenue fund is the Development Review Special Revenue Fund, 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. A certain portion of the costs associated with the review of



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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, financial staff, and a certain portion of other support services, such as technology support and GIS. Revenues are defined as the fees received for record plats, preliminary plans of subdivisions, administrative subdivisions, sketch plans, project plans, and site plans and amendments to those plans.

The total chargebacks to the DR-SRF for FY26 are \$4,190,653. Of this, the chargeback for Planning staff is \$3,880,284 for 23.7 work years. The Planning Department is not proposing an increase in chargebacks in FY26. Central Administrative Services chargebacks from the Legal Department, the Finance Department, and Corporate IT for their services to the DR-SRF are proposed to increase by \$25,415 for FY26.

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, FY21 and FY24, which depleted some of the gains from previous years. The transfer from the Administration Fund to the DR-SRF fund in FY22, FY23 and FY24 was \$500,000 per year. For FY25, the transfer from the Administration Fund to the DR-SRF was increased to a total of \$950,000 cover increases in the FY25 chargebacks and for part of the workyears for three new Planning staff added in FY25. In FY24, the revenues collected were \$225,432 less than budgeted. Without an increase in the transfer, the fund balance at the end of FY26 would drop to \$500,000 below the approved reserve amount of \$1.2M. The department proposes increasing the transfer by \$550K to a total of \$1.5M to maintain the minimum fund reserve balance.



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## PROFESSIONAL SERVICES

The Department proposes \$1,136,000 for the professional services outlined in the table below for FY26.

PROFESSIONAL SERVICES				
Division	Program Element	Description	FY25 Adopted Budget	FY26 Proposed Budget
<b>Director's Office</b>				
	Special Projects	Funding for Special Council Request	\$30,000	\$30,000
	Master Plan Support	Consultant funding (e.g. consultants for engagement, translation, transportation modeling, retail and economic studies, etc.) for all master plans.		\$300,000
	Shaping Corridor Focused Growth	Develop a strategic approach and identify/create tools needed to plan for and implement corridor focused growth.		\$250,000
	Planning Academy	Funding to provide education on community participation during the planning process. \$16,000 is on-going	\$199,700	\$16,000
<b>Downcounty Planning</b>				
	Friendship Heights Sector Plan	Consulting funding for enhanced engagement event support, design guideline graphic support to produce professional quality 3D renderings, additional engagement strategy and support for other events.	\$50,000	
<b>Midcounty Planning</b>				
	Georgia Ave 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	
<b>Support Services</b>				
	Georgia Ave Corridor Plan	Translation Services	\$30,000	
<b>Research and Special Projects</b>				
	Real Estate and Financial Analysis	Consultant funding for real estate and financial analysis to support department plans and initiatives.	\$65,000	\$65,000
	Retail Marketing and Strategy Update	Consultant funding to measure the health of the retail market and identify opportunities for improvement.		\$90,000
<b>Countywide Planning and Policy</b>				
	Parking Lot Design Study	Consultant with required expertise to lead all aspects of the project. The department received a \$95,000 grant to augment the \$30,000 budget.	\$30,000	
	Master Plan Staging/Monitoring	Tools and analyses for annual transportation monitoring efforts including collecting traffic counts that are needed to satisfy requirements in the Bethesda Downtown Plan and the White Flint Sector Plan. Major known commitment.	\$15,000	\$30,000
	Travel Demand Model	Maintenance for travel demand model used to conduct transportation adequacy analyses for each master plan. Major known commitment.	\$10,000	\$35,000
	Historic Preservation Functional Master Plan – Updates/Implementation	Master plan support for historic preservation designations. Major known commitment.	\$20,000	\$40,000
	Housing Needs Assessment and Preference Survey (HNAP)	Consultant funding to conduct assessment and survey to inform future housing policy work and to support future work program items, including a Housing Functional Plan.		\$200,000
	Green Streets Guidelines	Consultant funding to assist developing guidelines for green street design, helping to mitigate the impacts of climate change.		\$80,000
<b>Planning Department Total</b>			<b>\$574,700</b>	<b>\$1,136,000</b>



# Montgomery County Planning Department

## WORK PROGRAM OVERVIEW

### FY26 Proposed Master Plan and Major Projects Schedule

Master Plan & Major Projects	2024	2025					2026					2027																							
		FY25					FY26					FY27																							
	J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D	J				
Great Seneca Plan: Connecting Life and Science																																			
Growth and Infrastructure Policy / Local Area Transportation Review Guidelines	F	H																																	
Master Plan of Highways and Transitways Technical Update (in-house only) (T&E)			F	H																															
Bethesda Downtown Minor Master Plan Amendment					F	H																													
Master Plan for Historic Preservation Amendment - Timberlawn							F	H																											
University Boulevard Corridor Plan							F	H																											
Clarksburg Gateway Sector Plan									F	H																									
Master Plan for Historic Preservation Amendment - 18583 Brooke Road											F	H																							
Friendship Heights Sector Plan												F	H																						
Eastern Silver Spring Communities Plan																								F	H										
Georgia Avenue Corridor Plan																									F	H									
Burtonsville Employment Area Minor Master Plan Amendment																										F	H								
Kensington Sector Plan Amendment																																			
Innovative Housing Tool Kit																																			
Germantown Employment Corridor Check In																																			
Coordinated Transportation Data Management Strategy																																			
Attainable Housing Strategies Initiative																																			
Update Incentive Density Implementation Guidelines - CR & Employment Zones (incl ZTA)																																			
Thrive Montgomery 2050 Plan Implementation Metrics																																			
Glenmont Corridors Opportunity Study																																			
Regional Travel Demand Model Update & Validation																																			
Climate Assessment Quantitative Tool Update																																			
Parking Lot Design Study																																			
Burial Sites Context Study																																			
Mapping Segregation Phase 2																																			
Curbside Management																																			
Germantown Sector Plan Amendment																																			
Housing Needs Assessment and Preferences (HNAP)																																			
Shaping Corridor Focused Growth																																			
Retail Market Analysis and Strategy Update																																			
Green Streets Guidelines																																			
Locational Atlas Update																																			

<span style="background-color: yellow;">■</span> Staff	<span style="background-color: #90EE90;">■</span> Planning Board Draft	<span style="background-color: #ADD8E6;">■</span> Council Review
<span style="background-color: #FFD700;">■</span> Planning Board	<span style="background-color: #90EE90;">■</span> CE Review/Council Noticing Period	<span style="background-color: #ADD8E6;">■</span> Commission Adoption, SMA
	<span style="background-color: #FF0000;">■</span> Hearing	<span style="background-color: #D3D3D3;">■</span> Montgomery County Elections



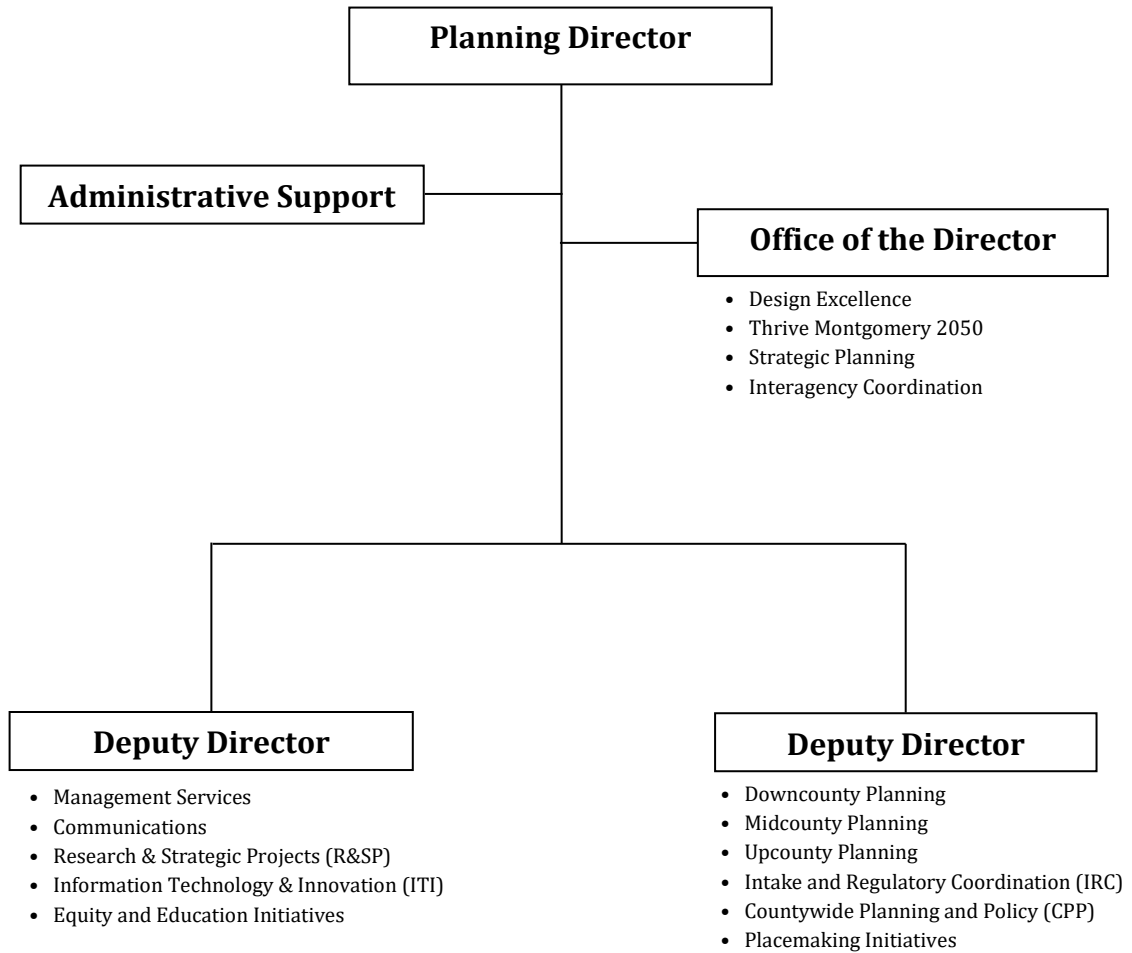


**Montgomery County  
Planning Department – Office of The Planning Director**

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**ORGANIZATIONAL STRUCTURE**

**OFFICE OF THE PLANNING DIRECTOR**



# Montgomery County

## Planning Department – Office of The Planning Director

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### OVERVIEW

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

### PROGRAMS AND SERVICES PROVIDED

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

### ACCOMPLISHMENTS FOR FY24 (FROM JULY 2023 THROUGH JUNE 2024)

#### *Innovative Planning*

- 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.
- Began internal educational forum series on *Thrive Montgomery 2050* to better embed the General Plan in our work and identify implementation tactics. Continued incorporating *Thrive* concepts in all master, sector, and functional plans, as well as regulatory plans, as applicable.
- Continued implementation of the department-wide Equity Agenda for Planning. 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. Rolled out the Community Equity Index tool and began integrating it in the Department’s work efforts. Coordinated with the county’s Office of Legislative Oversight as it conducts reviews of the racial equity and social justice impacts of new zoning text amendments.
- In October 2023, completed our participation 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 developed twenty-two recommendations, three of which were under state purview. Testified in support of the state bills at the Maryland House of Delegates and began implementing the recommendations related to agency process improvements.
- Delivered the Bethesda Downtown Sector Plan Annual Monitoring Report.
- Delivered the Solar Report to the County Council for number of solar array applications submitted in the Agricultural Reserve.
- 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.



# Montgomery County

## Planning Department – Office of The Planning Director

- Provided quarterly updates on the Planning Department’s action items in the Climate Action Plan (CAP) FY24 Work Plan and participated in several inter-agency CAP implementation projects.
- Continued to offer both in-person and virtual community engagement opportunities as standard practice for all master plans.
- Held the Design Excellence Awards in October 2023 at the M-NCPPC Wheaton headquarters, in partnership with the American Institute of Architects (AIA) Potomac Valley Chapter, with 200 attendees.

### *Placemaking & Design*

- Partnered with state and county agencies to initiate a “mainstreet” placemaking activity in downtown Damascus. The kickoff to the event was held in June 2024 at Damascus High School and will be followed by a placemaking festival in October 2024. The Planning Department and its partners will transform outdoor space, hosted retail vendors, provide park activities and features and provide a welcoming space for nearby residents.
- Completed a Placemaking Strategic Plan to guide the department’s initiatives and engage community members in various projects and placemaking activities.

### *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 under the Speed to Market initiative.

## **BUDGET AT A GLANCE**

### **Summary of Division Budget**

		<b>FY25</b>	<b>FY26</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$2,134,589	\$2,680,070	25.6%
<b>Staffing</b>				
	Funded Career Positions	7.00	8.00	14.3%
	Funded Term Positions	0.00	0.00	0.00
	Funded Workyears	7.00	8.00	14.3%



# Montgomery County

## Planning Department – Office of The Planning Director

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### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

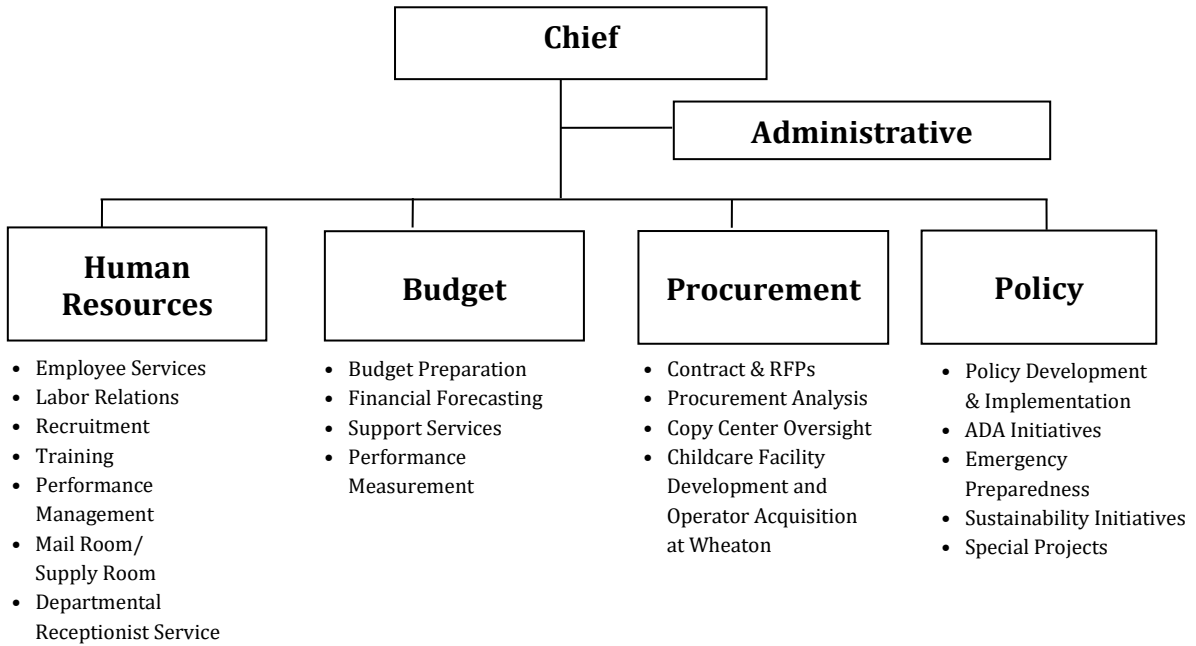
- Includes a new funding request of \$300,000 for Master Plan Support.
- Includes a new funding request of \$250,000 for Shaping Corridor-Focused Growth.
- Includes one (1) full-time funded career position, 1 workyear and \$133,957 in Personnel funding for a Placemaking Coordinator.
- Redistributes personnel 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

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## OVERVIEW

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

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

**Budget Administration** uses a coordinated financial management system that handles more than \$25 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, oversight of the copy center, and acquisition of childcare vendor 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 Development and Operator Acquisition
- Budget Development and Fiscal Oversight
- Financial Management
- Procurement
- Sustainability Initiatives
- ADA Initiatives
- Emergency Preparedness



# Montgomery County Planning Department – Management Services

## ACCOMPLISHMENTS FOR FY24 (FROM JULY 2023 THROUGH JUNE 2024)

- Completed an 18-month Leadership Institute cohort program to grow the next generation of leaders in the Commission. Participants developed projects focusing on mentoring, employee resource groups, and succession planning within the agency.
- Offered a successful summer intern program with six interns and three volunteers. The interns represented five different colleges and two interns completed capstone projects.
- Rolled out a new learning management system (Learning Central) which provides a level of marketing, registration protocol, and tracking that did not exist before. Provided training on Learning Central to all employees in the department.
- Participated in the development of the automated performance evaluation process. Trained the entire department on the new process. The new automated process saves paper, improves routing time and eliminates the manual process of calculating salaries.
- Rolled out Circaworks to assist with diversifying our recruitment resources.

## BUDGET AT A GLANCE

### Summary of Division Budget

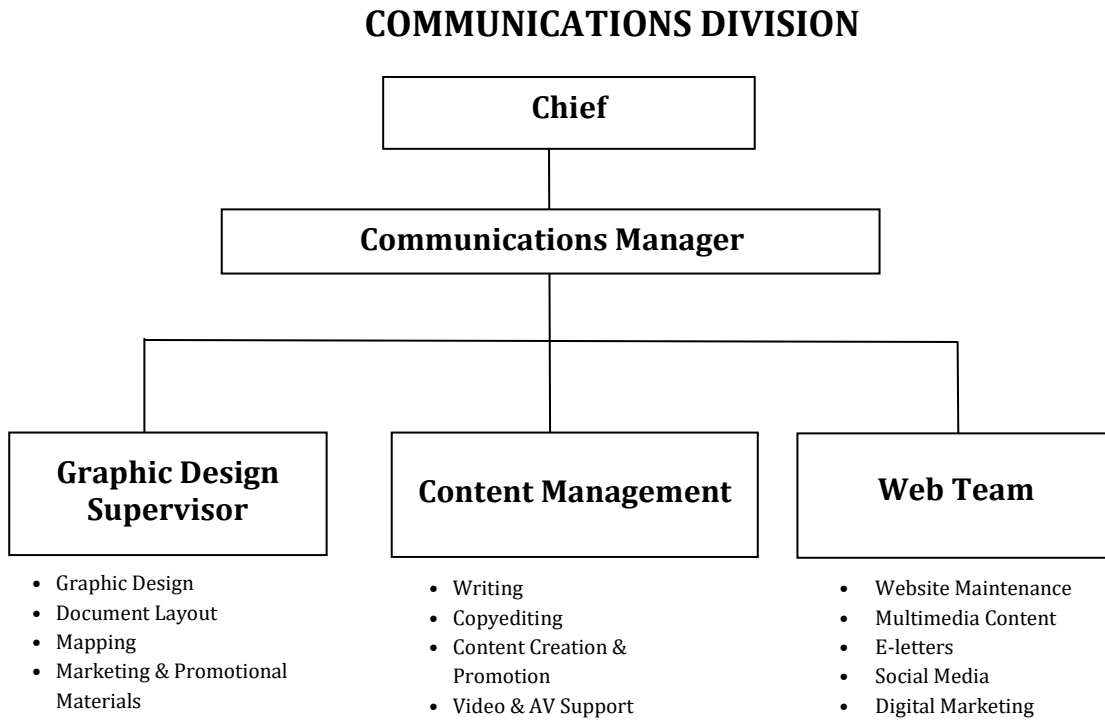
		FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
	Expenditures	\$1,416,682	\$1,545,769	9.1%
<b>Staffing</b>				
	Funded Career Positions	8.00	9.00	12.5%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	8.00	9.00	12.5%

## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Includes one (1) full-time funded career position, 1 workyear and \$125,237 in Personnel funding for an Organizational Development Specialist.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



**ORGANIZATIONAL STRUCTURE**





# Montgomery County Planning Department – Communications

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## OVERVIEW

The Communications Division is a resource for the department, empowering leadership, planners, and staff to effectively engage all members of the community and to gain public and private understanding, approval, and consensus on planning work. The division plans, develops and facilitates communication and promotion of Montgomery Planning’s identity, purpose, priorities, projects, and research. The division crafts strategic communication approaches and campaigns by working with planners first to understand Montgomery Planning’s diverse audiences, then to design and activate audience-focused outreach, 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 FY24 (FROM JULY 2023 THROUGH JUNE 2024)

- Redesigned MontgomeryPlanning.org and MontgomeryPlanningBoard.org to improve user experience and accessibility.
- Successfully implementing media strategies to raise awareness for Planning Department efforts, such as Attainable Housing Strategies, Growth and Infrastructure Policy, and others. Coverage appeared in WJLA, WUSA, WTOP, WMAL, The Washington Post, MyMCMedia, WDVM, Bethesda Magazine, Moco360, the MocoShow, Source of the Spring, Washington Business Journal and Greater Greater Washington.
- Provided support for master plans including the Takoma Park MMPA, Eastern Silver Spring Communities Plan, Pedestrian Master Plan, the Great Seneca Plan, the University Boulevard Corridor Plan, the Fairland and Briggs Chaney Master Plan, the Clarksburg Gateway Sector Plan and more.
- 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.
- 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 the Commission Branding Video (Growing Together: M-NCPPC's Legacy), a video on the value of Planning’s work by the numbers, a series explaining the Complete Streets Design Guide and more.



# Montgomery County

## Planning Department – Communications

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- Continued to support the streaming and AV of Planning Board meetings, Historic Preservation Commission meetings, Development Review Committee Meetings and other Commission meetings and rentals.
- Updated the M-NCPPC Wheaton Headquarters Auditorium AV equipment.
- Updated the Development Review Signage template to increase transparency for development projects in Montgomery County.

### BUDGET AT A GLANCE

#### Summary of Division Budget

		FY25	FY26	%
		<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
		<u>Adopted</u>		
<b>Budget</b>				
	Expenditures	\$2,091,181	\$2,101,916	0.5%
<b>Staffing</b>				
	Funded Career Positions	11.00	11.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	10.80	11.00	1.9%

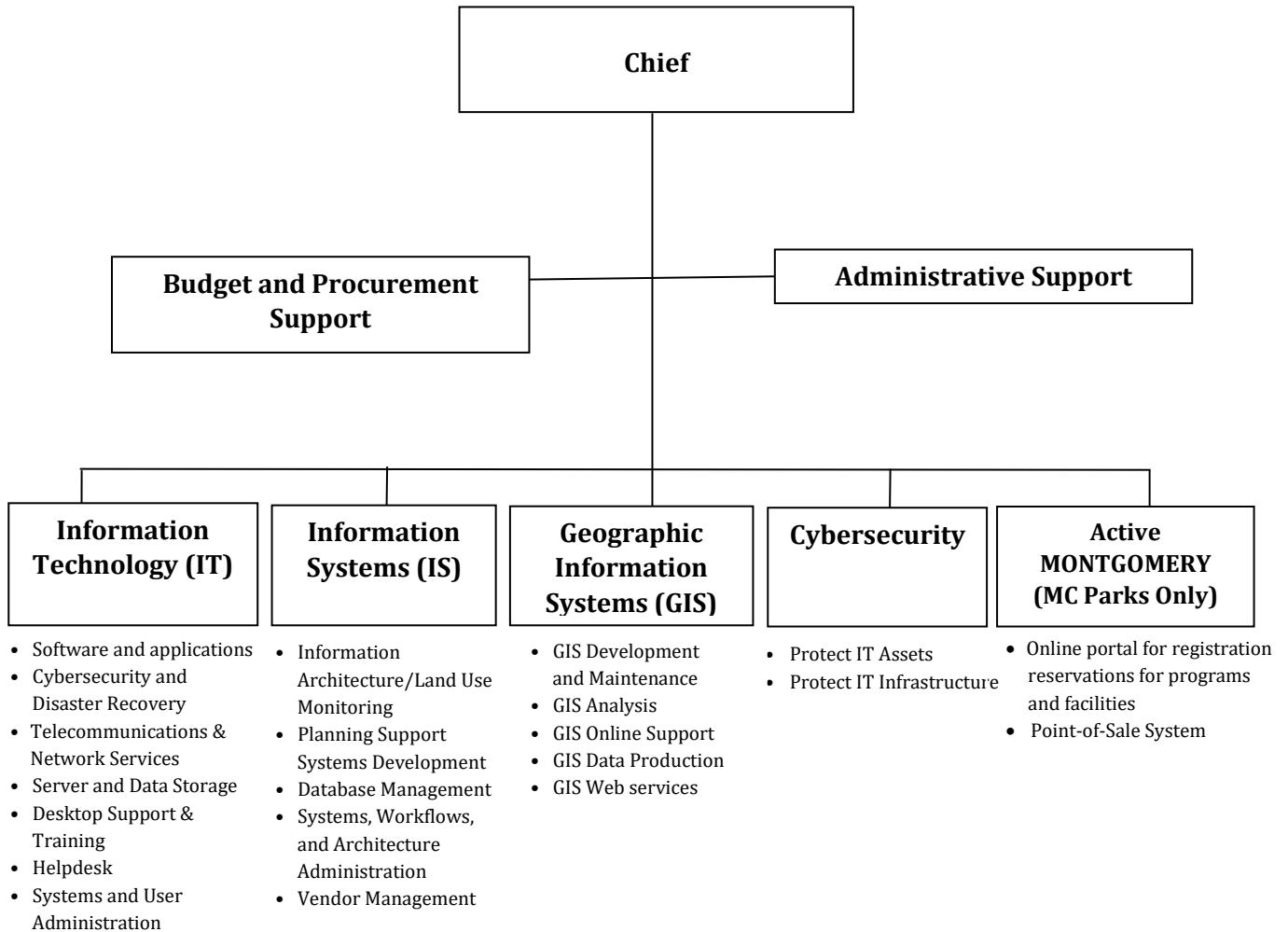
### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

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



**ORGANIZATIONAL STRUCTURE**

**INFORMATION TECHNOLOGY AND INNOVATION**



# Montgomery County

## Planning Department – Information Technology and Innovation

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### OVERVIEW

The Information Technology and Innovation (ITI) Division serves both the Planning Department and the Department of Parks. The ITI Division for Planning consists of four units:

1. **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.
2. **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).
3. **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.
4. **Cybersecurity:** A dedicated Cybersecurity Team is focused on protecting the Planning and Parks IT infrastructure and assets.

### MISSION

To provide business-enabling value through integrated technology solutions.

### 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
- Design, implement, and maintain the information system architecture
- Coordinate interagency data transfers between County and State agencies
- Provide an annual report to County Council on regulatory review metrics
- Provide an annual report to State Department of Planning on County jurisdictional planning activity
- Provide GIS desktop and server software and Cloud platform access to end-users



# Montgomery County

## Planning Department – Information Technology and Innovation

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### ACCOMPLISHMENTS FOR FY24 (FROM JULY 2023 THROUGH JUNE 2024)

- Completed ‘Planimetric Update’ contract, executed every three years, which enabled the Planning Department to publish the Countywide Impervious data, Light Detection and Ranging (LiDAR) 3D data, and Tree Canopy update. This important data is used for the County’s Department of Environmental Protection (DEP) water quality protection charge, various masterplan staging analyses, and forms the basis for basemap data made available to the development community.
- Executed multi-department funded ESRI (Geographic Information System (GIS)) enterprise agreement. Legacy GIS servers were replaced by the upgraded and enlarged on-premise GIS portal architecture. All Planning staff were onboarded into the new GIS system. This results in faster, more reliable, and more organized data management, and allows ITI to employ better security postures by retiring legacy servers.
- Initiated new ePlans Forest Conservation plan workflow and plan type architecture. The legacy system tracking these items was decentralized and difficult to regulate. Forest Conservation plans are an integral part of every regulatory development application. This standalone plan type with its own ePlans workflow system facilitates greater efficiency.
- Enacted zoning sectional map amendments (SMAs) as a result of three Master Plans. The SMA is one of the main results of the Master Plan process. ITI maintains the zoning GIS system and must complete an SMA for each Master Plan.
- Brought legacy regulatory plan documents on microfiche into the ePlans Development Activity Information Center (DAIC) public viewing system and into GIS. The development community and public will no longer need to view microfiche in person at Planning’s Information Counter. This improves workflows and transparency for the public.
- Linked the Montgomery County Park and Planning GIS system with the County’s Technology and Enterprise Business Solutions (TEBS) GIS system which integrates GIS efforts made by Montgomery Parks and Planning directly into all other county agencies.
- Continuing to maintain the Montgomery County GIS Property Base in concert with Maryland State Department of Assessments and Taxation (SDAT).
- Upgraded civic and homeowner association GIS notification system to automatically derive required notice lists based on regulatory plan numbers.
- Upgraded backend network, virtual, and storage infrastructure to provide a more robust and resilient environment, benefiting both staff and the public.
- Replaced end of life servers and PCs with modern hardware to help the Planning Department stay efficient, secure, and aligned with business goals.
- Enhanced cybersecurity by implementing a combination of technical measures, best practices, and user awareness. Cybersecurity is an ongoing process that requires continuous vigilance and adaptation to address evolving threats.



# Montgomery County Planning Department – Information Technology and Innovation

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## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY25</b>	<b>FY26</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$4,619,151	\$4,864,256	5.3%
<b>Staffing</b>				
	Funded Career Positions	18.00	18.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	16.66	16.63	-0.2%

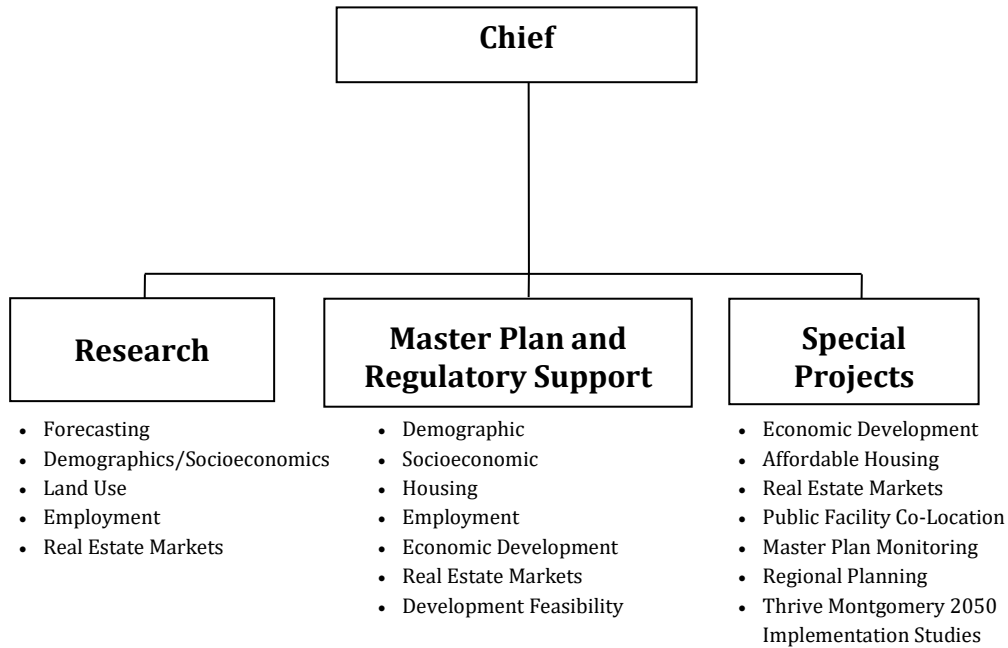
## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Includes \$150,000 for Countywide GIS Base Map update. This is a one-time major known commitment that occurs every three years.
- Includes \$130,000 for the migration of the Planning Department's ProjectDox regulatory system into the vendor's cloud. This is an on-going major known commitment.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



**ORGANIZATIONAL STRUCTURE**

**RESEARCH AND STRATEGIC PROJECTS**



# Montgomery County

## Planning Department – Research and Strategic Projects

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### OVERVIEW

The Research and Strategic Projects 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 FY24 (FROM JULY 2023 THROUGH JUNE 2024)

- Provided demographic, economic, housing, real estate, and land use subject-matter expertise to support master plans and special planning studies, including the Great Seneca: Connecting Life and Science Master Plan, Clarksburg Gateway Sector Plan, Eastern Silver Spring Communities Plan, Takoma Park Minor Master Plan Amendment, Downtown Bethesda Minor Master Plan Amendment, Glenmont Corridor Opportunity Study, Germantown Employment Study, Friendship Heights Urban Design Study, and Incentive Density Study.
- Procured and managed real estate consulting services to support the Clarksburg and Downtown Bethesda plans.





# Montgomery County

## Planning Department – Research and Strategic Projects

- Produced comprehensive master plan reality check study of the 2002 Potomac Subregion master plan.
- Completed major update and data refresh to Montgomery Pop Stats website, an interactive mapping platform that lets users select Census data for custom geographies and provides data reliability information. Provided briefing to the Planning Board and staff.
- Provided demographic, forecast, and real estate analysis to support the quadrennial Growth and Infrastructure Policy (GIP) update.
- Provided guidance to planning staff and outside partners about how to use the Community Equity Index.
- Completed a series of short topical demographic reports on population subgroups including Hispanics, African Americans, Asian and Pacific Islanders, women, and the disabled community.
- Wrote a research brief and three related blogs on income shifts and implications for planning.
- Initiated major demographic study of 41 communities in Montgomery County, collecting data and analyzing changes to population, housing, and place since 2010.
- Initiated study of the hospitality industry in Montgomery County.
- Provided presentations on office and retail real estate market trends to the County Council.
- Conducted detailed analysis of development pipeline to identify projects that have not advanced.
- Convened meeting of Colocation Directors Oversight Committee.
- Responded to data requests from the Planning Board, county agencies, MCEDC, County Council, and other organizations.

### BUDGET AT A GLANCE

#### Summary of Division Budget

		<b>FY25</b>	<b>FY26</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$1,271,257	\$1,359,085	6.9%
<b>Staffing</b>				
	Funded Career Positions	7.00	7.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	7.00	7.00	0.0%

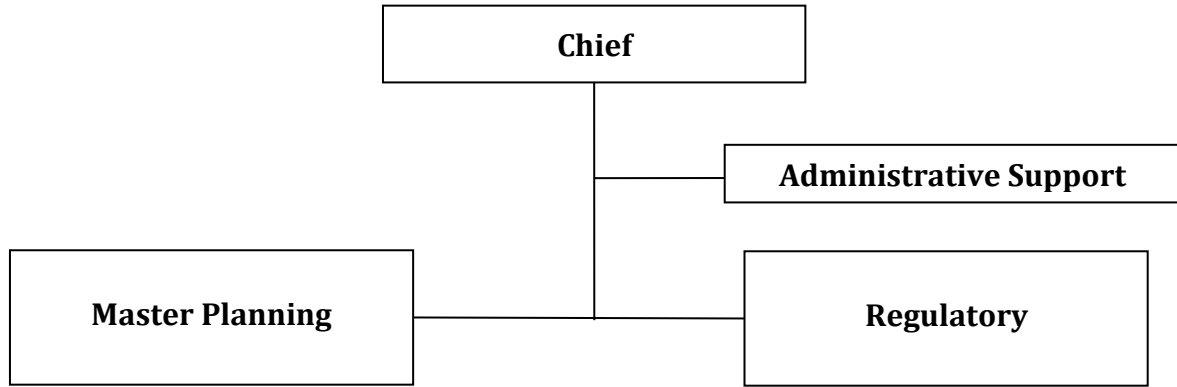
### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Includes \$90,000 for a Retail Market Analysis Strategy and Update.
- 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

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### OVERVIEW

The Downcounty Planning division covers the geographical portion of the county south of I-495 including the Silver Spring, Bethesda, and Friendship Heights 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 all of the future Purple Line transit stops, including 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

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## 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 FY24 (FROM JULY 2023 THROUGH JUNE 2024)

### *Quality Development:*

- As part of a Public-Private Partnership with Montgomery County, a Sketch Plan was approved for County Parking Lot 25 Redevelopment for a new multifamily building (up to 230,000 square feet/235 units) with a parkland dedication for the Eastern Greenway in downtown Bethesda.
- 7126 Wisconsin Avenue was approved for Sketch Plan, Preliminary Plan, and Site Plan for a new multifamily residential building (330 units) with ground retail (11,487 square feet) in downtown Bethesda.
- 4861 Battery Lane was approved for Sketch Plan to allow a new multifamily building (up to 480,000 square feet) in downtown Bethesda.
- 4702 Chevy Chase Avenue Site Plan was approved for a multifamily building for up to 49 units in downtown Bethesda.
- 7025 Strathmore Street was approved for Sketch Plan for a new multifamily building (up to 170,000 square feet) in downtown Bethesda.
- 7749 Old Georgetown Road Sketch Plan was approved to allow a new multifamily building with up to 240,000 square feet of residential uses and up to 6,000 square feet of ground floor retail in downtown Bethesda.
- Corso Chevy Chase Preliminary Plan and Site Plan were approved for a senior living community containing 287 independent dwelling units, 190 assisted living beds, 30 memory care beds, and 5,000 square feet of commercial/retail uses along Connecticut Avenue in the Town of Chevy Chase.



## Montgomery County Planning Department – Downcounty Planning

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- Chevy Chase Lake Block A Preliminary Plan was approved for a mixed-use building with up to 220 multifamily dwelling units and up to 19,000 square feet of ground floor retail in Chevy Chase Lake.
- The Springvale Terrace “Speed to Market” Project for Sketch, Preliminary and Site Plan was approved for a new senior living facility (up to 237 units) in downtown Silver Spring.
- Ellsworth Place was approved for Sketch Plan for a new residential tower (up to 425,593 square feet) atop the existing City Place shopping mall in downtown Silver Spring.
- A Mandatory Referral for an expanded replacement of Joann Leleck Elementary School in Silver Spring off New Hampshire Avenue was recommended for approval to the Montgomery County Public Schools.

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

- Takoma Park Minor Master Plan Amendment:
  - Translation of Materials related to the Public Hearing Draft completed in September 2023.
  - Planning Board Tours with City of Takoma Park Staff were held in September 2023, including a virtual tour available on the plan website.
  - Planning Board Public Hearing held in City of Takoma Park and at Montgomery Planning in September 2023.
  - Planning Board Worksessions concluded with approval of Planning Board Draft in November 2023.
  - Planning Board Draft transmitted to County Council in December 2023.
  - Full Council Briefing and County Council Public Hearing in January 2024.
  - County Council Tour, including City of Takoma Park Councilmembers and Staff in January 2024.
  - County Council PHP Worksessions concluded in March 2024 with affirmative recommendation.
  - County Council Worksessions concluded with approval in April 2024.
  - Full Commission Adoption of Approved Plan in May 2024.
- Urban Loading and Delivery Management Study
  - Presented the findings of the Study to the Bethesda Implementation Advisory Committee and the Planning Board and transmitted the Study to the County Council in February 2024.
- Friendship Heights Urban Design Study:
  - Engagement for the Study commenced in fall 2023 with open house events, an online survey, and meetings with community organizations and local jurisdictions, reaching over 200 people who shared thoughts with us about their experience of the public realm in Friendship Heights today.
  - Staff briefed the Planning Board on the completed Study in March 2024. The study was published on the Planning website and sent to the County Council for information.
- Silver Spring Streetscape Standards Update
  - Led interagency collaborative effort from July 2023 – March 2024 to develop updated Standards for downtown Silver Spring with regard to paving, street trees, and furnishings in the right-of-way.



# Montgomery County

## Planning Department – Downcounty Planning

- Conducted community engagement in fall 2023 to spread the word about the project and to discuss accessibility concerns of the existing streetscape with stakeholders.
- Staff briefed the Planning Board with a progress update in April 2024.
- Eastern Silver Spring Communities Plan:
  - Conducted community engagement before the Scope of Work, to inform the Plan Boundary. We reached approximately 2,600 people and received direct feedback from more than 590 people through a variety of methods, including: meetings with community groups; “pop-ups” at community events, food distributions and multifamily properties; door-knocking at multifamily properties; our online questionnaire; and interactive map.
  - Presented the Existing Conditions of the Study Area and Scope of Work to the Planning Board in May 2024, along with public testimony. Planning Board approved the Scope of Work.
- Bethesda Downtown Minor Master Plan Amendment:
  - In-person community meetings in May and June 2024 to introduce the Minor Master Plan Amendment and invite participation.
  - Planning Board approved the Scope of Work in June 2024

### BUDGET AT GLANCE

#### Summary of Division Budget

		FY25 <u>Adjusted</u> <u>Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
	Expenditures	\$1,873,021	\$1,902,996	1.6%
<b>Staffing</b>				
	Funded Career Positions	16.00	16.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	10.88	10.86	-0.2%

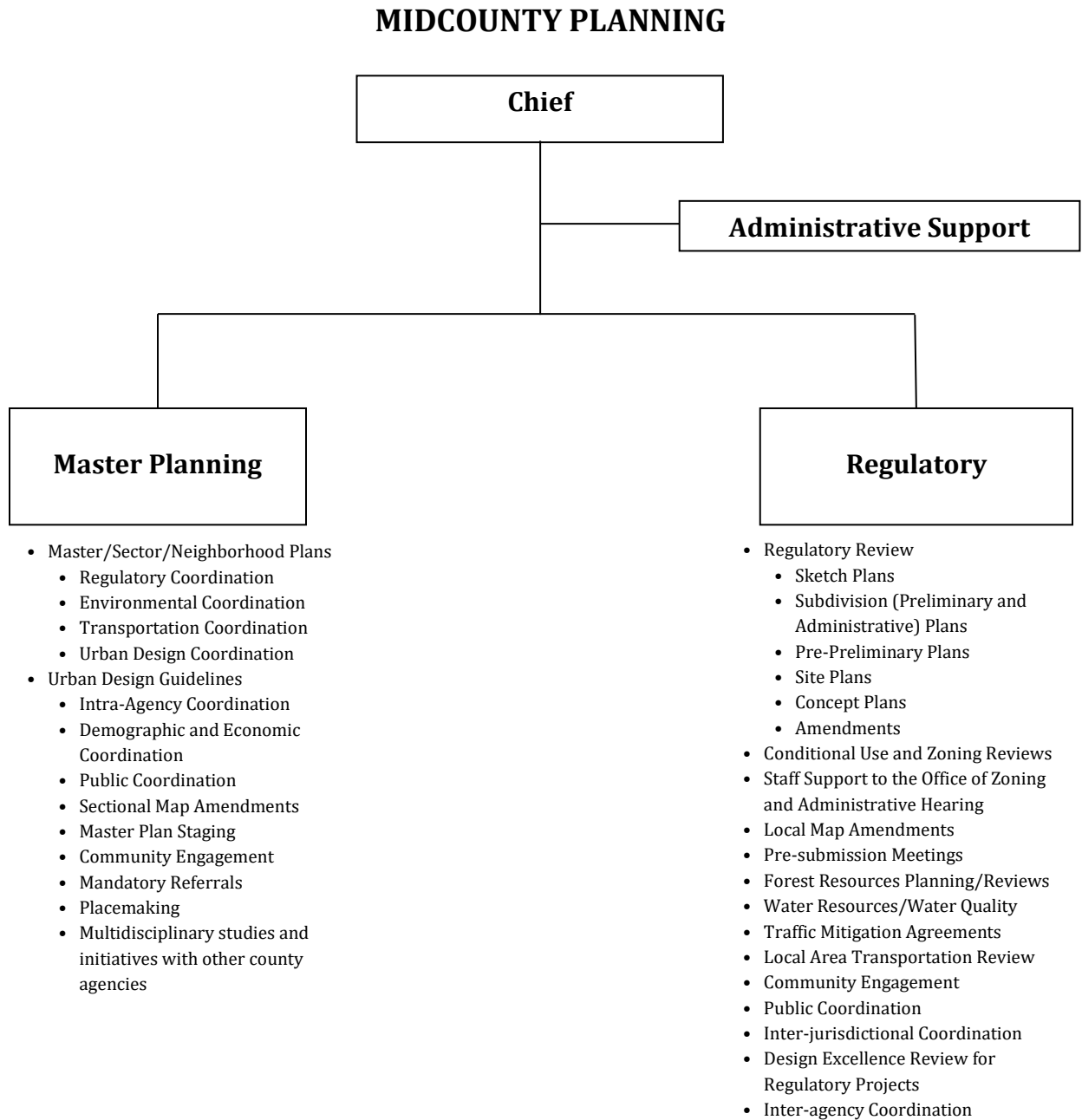
### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- 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

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## 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
- Monitor and Report on Master Plan Implementation and Strategy
- Local Area Transportation Review
- Conditional Use and Zoning Reviews
- Interagency Coordination
- Community Outreach
- Inter-jurisdictional coordination
- Coordination with Enforcement Agencies
- Regulatory Reviews—Sketch Plans, Preliminary Plans, Site Plans,





# Montgomery County

## Planning Department – Midcounty Planning

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- Sectional Map Amendments
- Local Map Amendments
- Development Plan Amendments
- Technical Staff Support to the Board of Appeals and Hearing Examiner
- Mandatory Referrals
- Capital Improvements Program Review
- Coordination with Park Planning
- Water Resources/Water Quality
- Forest Resources Planning/Reviews
- Transportation Management and Transportation Mitigation Agreements
- Public/Private Coordination

### ACCOMPLISHMENTS FOR FY24 (FROM JULY 2023 THROUGH JUNE 2024)

- Completed regulatory review and received Planning Board approval for development applications representing approximately 494,067 square feet of commercial uses, 5,301 dwelling units, and 849 MPDU's.
  - Approval of the Federal Plaza West Sketch Plan and Preliminary Plan applications in the White Flint 2 Sector Plan area, for a total of up to 500 dwelling units for with 75 Moderately Priced Dwelling Unit (MPDUs), or Department of Housing and Community Affairs (DHCA) approved equivalent, and up to 108,965 square feet of religious assembly uses.
  - Approval of the 2115 East Jefferson Preliminary Plan and Site Plan applications in the 2018 White Flint 2 Sector Plan area, for a total of up to 86 attached dwelling units with 13 MPDUs (15%).
  - Approval of the 12500 Ardennes Sketch Plan and Site Plan applications in the 2009 Twinbrook Sector Plan area, for a total of up to 213 dwelling units, including 54 MPDUs (15%).
  - Approval of 9801 Georgia Avenue Preliminary Plan and Site Plan applications in the 2020 Forest Glen/ Montgomery Hills Sector Plan, for a total of up to 390 dwelling units, including 59 MPDUs (15%) and up to 5,000 square feet of commercial uses.
  - Approval of the Glenmont Forest Local Map Amendment application in the 2012 Glenmont Sector Plan, for a total of up to 2,275 dwelling units, including 342 MPDUs (15%) and up to 5,000 square feet of commercial uses.
  - Approval of the Democracy Center Sketch Plan application in the 2017 Rock Spring Sector Plan, for a total of up to 393 dwelling units, including 59 MPDUs (15%).
- 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. The Streetscape Standards build on the recommendations in the 2012 Wheaton CBD and Vicinity Sector Plan, as well as the Wheaton Downtown Study.
- Prepared the 2023 Biennial Monitoring Report for the North Bethesda (White Flint) Sector Plan area and transmitted the report to the Montgomery County Council and County Executive for review. The report provides a comprehensive update on development, infrastructure, and staging requirements, and provides recommendations on mobility, infrastructure, public facilities and amenities necessary to further implementation of sector plan recommendations.
- 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 development of preliminary recommendations and Draft Plan, public hearings with the Planning Board and County Council, and work sessions with the Planning Board and County Council's Planning, Housing and Parks Committee.



# Montgomery County

## Planning Department – Midcounty Planning

- Supported the Research and Strategic Projects Division in the development of the Life Sciences Real Estate and Land Use Compatibility Study.
- Prepared a proposed Zoning Text Amendment for the Great Seneca Life Sciences Overlay Zone to implement recommendations of the Great Seneca Plan. Transmitted the ZTA to the District Council for review.
- Continued work on 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. Work included robust outreach and engagement, analysis of existing conditions and feedback received to date, and development of emerging ideas on land use, urban design, transportation, and environmental sustainability.
- Initiated work on the Glenmont Corridors Opportunity Study. Work included the development and presentation of a scope of work to the Planning Board, research, analysis, and community outreach.
- Initiated background research and scoping for the Wheaton Placemaking Initiative, an effort that seeks to advance implementation of the 2012 Wheaton CBD and Vicinity Sector Plan, as well as the Wheaton Downtown Study.
- Continued to support the Great Seneca Science Corridor Implementation Advisory Committee, White Flint / North Bethesda Implementation Advisory Committee, and Shady Grove Sector Plan Implementation Advisory Committee, including participation in the community engagement and land use planning initiative underway by the Department of General Services to explore opportunities for the redevelopment of Jeremiah Park.
- Collaborated with other planning divisions to establish a shared vision for corridor-focused growth. Work included developing corridor segment typologies and associated illustrations to communicate intensity of development, building mass, scale, and placement, and transportation and sustainability elements associated with each typology.

### BUDGET AT A GLANCE

#### Summary of Division Budget

		<b>FY25</b>	<b>FY26</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$2,639,842	\$2,579,687	-2.3%
<b>Staffing</b>				
	Funded Career Positions	20.00	20.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	14.58	14.55	-0.2%

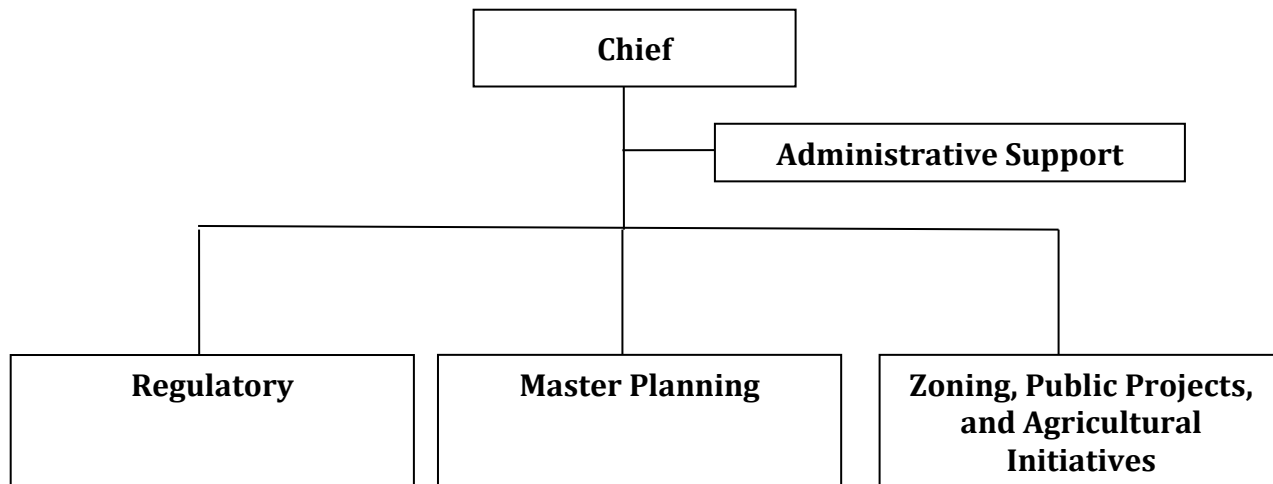
### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.
- Includes new Kensington Sector Plan Amendment.



**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
- TDR and BLT Programs
- Agritourism Initiatives
- Water and Sewer Categories



# Montgomery County

## Planning Department – Upcounty Planning

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### OVERVIEW

Upcounty covers approximately 75% of Montgomery County, including the Agricultural Reserve, Special Protection Areas, most of the county’s rural areas, and various 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.
- Conducts Placemaking Events and Initiatives.
- 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 implementing the Transfer of Development Rights and Building Lot Termination Programs.
- Serves as liaison with the Office of Agriculture and the agricultural community.
- Provides assistance to various community advisory committees, such as the Rustic Roads Advisory Committee, Olney Town Center Advisory Committee, Ashton Village Center Advisory Committee, Fairland and Briggs Chaney Advisory Committee, Agricultural Preservation Advisory Board, Agricultural Advisory Committee, and the Dickerson Area Facilities Implementation Group.

### 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

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## 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 FY24 (FROM JULY 2023 THROUGH JUNE 2024)

### *Quality Development:*

- Approval of 1,169,449 square feet of commercial uses and 823 dwelling units (221 Moderately Priced Dwelling Units (MPDUs); 26.9% average)
- Approval of 211 beds of senior living/assisted living
- 82 Natural Resource Inventory/Forest Stand Delineations (NRI/FSD) & Exemptions Completed
- 9 Concept Plans Completed
- 11 Conditional Use Plans Completed
- 78 Development Applications, including Planning Board approval of:

#### **Clarksburg Town Center**

Project Plan Amendment, Preliminary Plan Amendment, Site Plan Amendment, FCP

- Amendment to reduce the approved commercial density from 129,545 SF to 99,200 SF
- Replace commercial density with 190 multi-family housing units and 12.5% MPDUs
- Reconfigure retail buildings and parking areas, update amenities

#### **Century**

Sketch Plan Amendment, Preliminary Plan Amendment, Site Plan Amendment, FCP

- Phased, mixed-use development on 51.7 acres, 2,414,100 SF of total development
  - 1,415,770 SF of residential
  - 998,330 SF of commercial
- 23.4% MPDUs
- 18.4 BLTs
- Phases I-A & I-B, built



# Montgomery County Planning Department – Upcounty Planning

- Phase I-C, replace two previously approved office buildings and one previously approved hotel building with:
  - Two, eight-story R&D/Office buildings
  - Two, eight-story -floor hotel buildings
  - Two, six-story multi-family residential buildings

## **Century Thermo-Fisher Building**

### Preliminary Plan Amendment

- 1 lot for the existing Thermo-Fisher Building to remain (49,220 SF)
- 1 lot for new 7-story R & D building (189,633 SF)
- Includes 10% public open space
- BLT’s TBD at future site plan

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

- Completed the *Rustic Roads Functional Master Plan* update.
- Completed the Fairland and Briggs Chaney Master Plan update and Sectional Map Amendment.
- Continued the Clarksburg Gateway Sector Plan:
  - Produced Scope of Work and Boundary.
  - Several in-person and virtual community listening and visioning sessions.
  - Produced Existing Conditions Report.
- Continued the Germantown Employment Corridor Study:
  - Produced Scope of Work and Boundary.
  - Several in-person community outreach events.
- Commenced work on the Damascus Placemaking Festival to be held in October 2024.
- Produced the December 2023 Solar in the AR Zone Impact Report.
- Contributed to the TDR and BLT portions of the Incentive Zoning Update.
- Provided technical support for ZTA 24-02 Agricultural and Rural Zones Campground.

## **BUDGET AT A GLANCE**

### **Summary of Division Budget**

		<b>FY25</b>	<b>FY26</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$2,693,948	\$2,620,759	-2.7%
<b>Staffing</b>				
	Funded Career Positions	23.00	23.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	16.22	16.19	-0.2%

## **HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET**

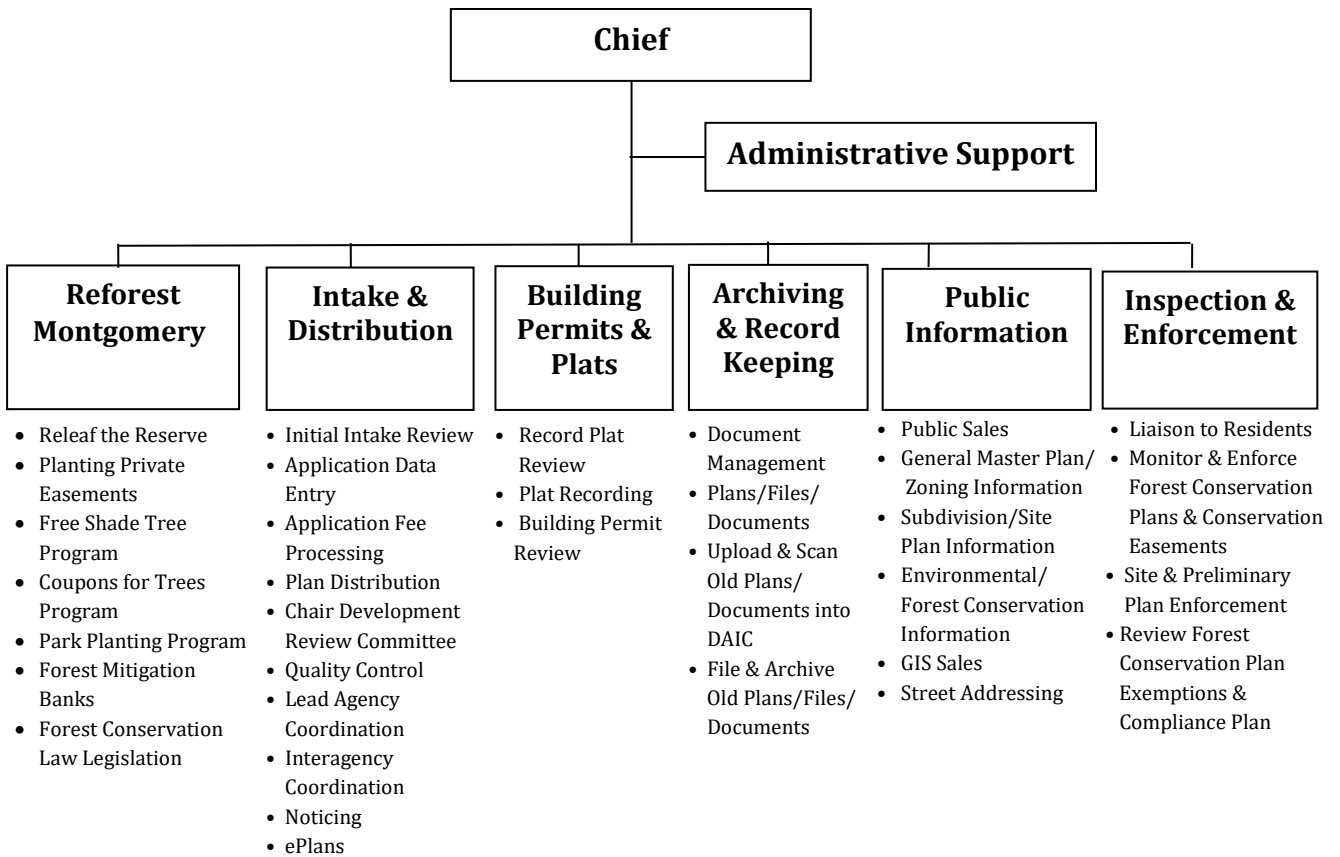
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.
- Includes new Burtonsville Minor Master Plan Amendment.



# Montgomery County Planning Department – Intake and Regulatory Coordination

## ORGANIZATIONAL STRUCTURE

### INTAKE AND REGULATORY COORDINATION (IRC)



# Montgomery County

## Planning Department – Intake and Regulatory Coordination

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### OVERVIEW

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

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

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

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

### 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
- Manage the Department’s Information Counter
- Draft and manage Forest Conservation and Subdivision legislation.
- 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
- Chair the Development Review Committee
- Review Amendments to Preliminary Plans Submitted in Response to Violations
- Approve Road Profiles
- Approve Street Names and Addresses
- 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 FY24 (FROM JULY 2023 THROUGH JUNE 2024)

- Instituted a new development plan type, the Mixed Income Housing Community Plan, including new application forms, fee, webpage, upload guide, and eplans workflow.
- Rolled out new intake procedures and checklist to streamline the intake process including training the development community.
- Converted scanned microfiche into digital records easily available to the public via the Development Applications Information Center (DAIC).





# Montgomery County

## Planning Department – Intake and Regulatory Coordination

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- Created new development review processes coming out of the Development Review Workgroup including new application signs showing more accessible information, the creation of a development review newsletter and increased notices for HOA’s and civic associations.
- Launched a new tree planting initiative on school property through the Reforest Montgomery program including educational signage for teachers to use the trees as an outdoor classroom.
- Completed the easement educational flyer campaign reaching every easement holder in the county to inform them about their easement, restrictions, and who they can contact with questions.

### BUDGET AT A GLANCE

#### Summary of Division Budget

		<b>FY25</b>	<b>FY26</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$1,116,504	\$1,169,241	4.7%
<b>Staffing</b>				
	Funded Career Positions	20.00	20.00	0.0%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	8.41	8.39	-0.2%

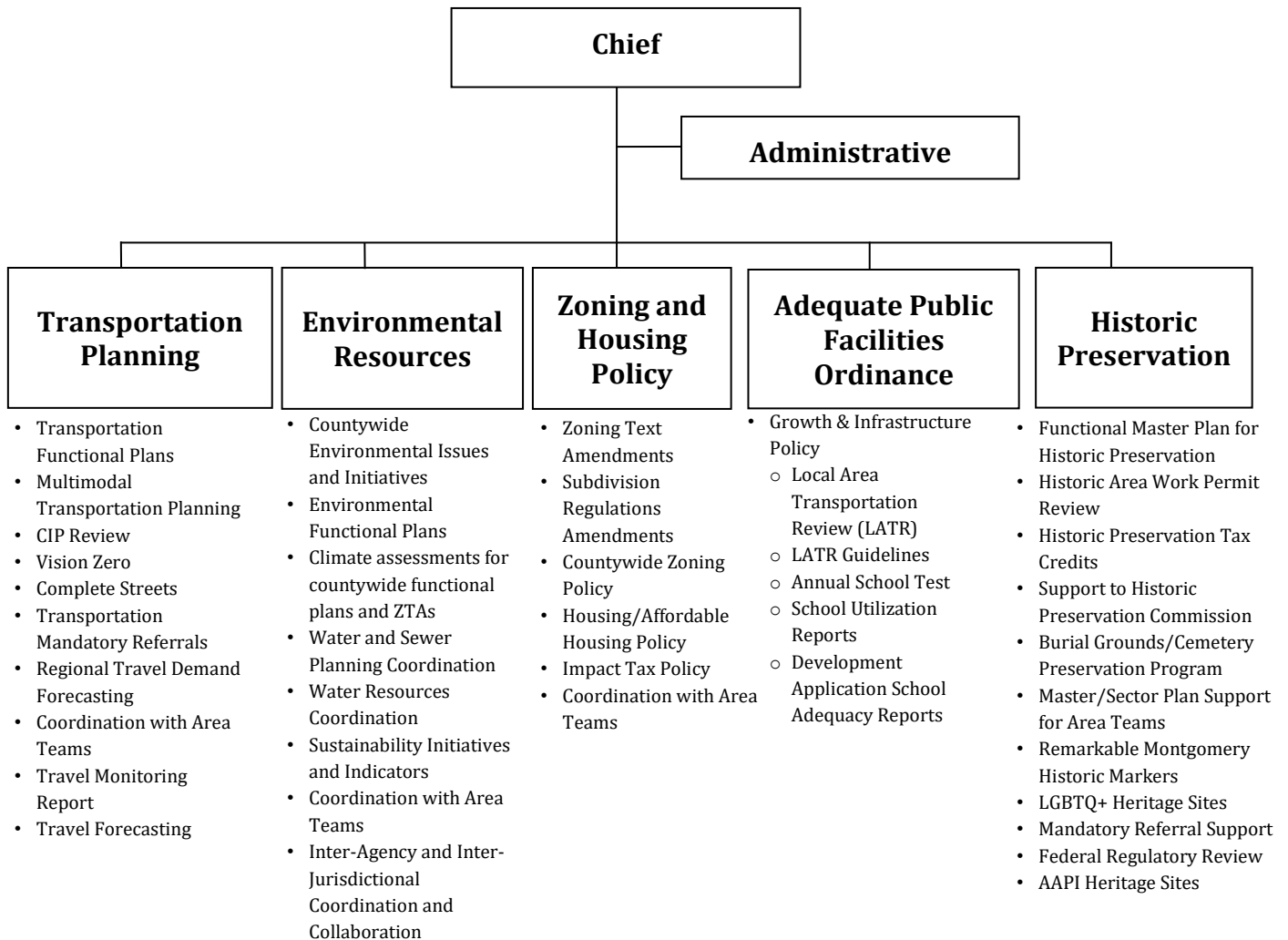
### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- 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

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### OVERVIEW

The Countywide Planning and Policy (CPP) Division serves as the comprehensive planning and countywide policy arm of the Department, addressing issues and plans that affect more than one area of the county, such as the transportation network, zoning, housing, historic and environmental resources. 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 and to provide intra- and inter-agency coordination and collaboration on countywide issues and initiatives.

### 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 environmental, historic, housing and transportation functional plans associated with countywide
- Provide intra- and inter-agency coordination and collaboration on countywide issues and initiatives
- Provide updates on Climate Action Plan implementation
- Countywide environmental issues and initiatives coordination and collaboration
- Growth and Infrastructure Policy
- Prepare Annual School Test and School Utilization Report
- Work with Montgomery County Public Schools to analyze school adequacy and potential capacity solutions for master/sector plans
- Prepare staff recommendations on Zoning Text Amendments and Subdivision Regulation Amendments
- Review and provide guidance on housing policy
- Update the county's MPDU requirements
- Maintain and monitor the Transfer of Development Rights (TDR) Program
- Prepare biennial Travel Monitoring Report, including the Bicycle Master Plan and Pedestrian Master Plan reports
- Provide transportation policy guidance on Vision Zero and Complete Streets
- Review the transportation Capital Improvements Program and Consolidated Transportation Program
- Review of alternative analyses and mandatory referrals for transportation projects
- Provide travel demand forecasting for area master plans
- Review Historic Area Work Permits
- Identify, research, and designate historic resources, maintain Certified Local Government status (CLG), and Provide Section 106/ National Environmental Policy Act (NEPA) review
- Provide regulatory review and tax credit information for construction involving historic properties



# Montgomery County

## Planning Department – Countywide Planning and Policy

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### ACCOMPLISHMENTS FOR FY24 (FROM JULY 2023 THROUGH JUNE 2024)

#### General

- 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.

#### Housing, Infrastructure and Zoning

- Continued to lead a multi-divisional effort to identify ways to allow more diverse types of housing in the county's single-family zones.
- Completed the Attainable Housing Strategies report.
- 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.
- Led the Local Housing Targets project, which creates both market-rate and affordable housing targets for local planning areas in the county.
- Completed an annual report on housing production, housing affordability, and preservation in the county for the Housing Association of Nonprofit Developers (HAND).
- Provided housing policy and analysis support for councilmembers and council staff related to ongoing and potential legislation.
- Conducted Planning Board work sessions on the 2024-2028 update of the Growth and Infrastructure Policy.
- Reviewed and presented comments to the Planning Board on nine Zoning Text Amendments and one Subdivision Regulation Amendment introduced by the District Council.
- Completed climate assessments for five Zoning Text Amendments.
- Drafted two Zoning Text Amendments for introduction by the Montgomery County Council.
- Prepared a draft update of the Growth Tiers Map.
- Prepared the Annual School Test and received Planning Board certification of the test results.
- 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).

#### Historic Preservation

- Completed the Master Plan for Historic Preservation Amendment process for three (3) new Historic Sites that exemplify African American history, Women's History, and outstanding architecture as part of the larger Takoma Park Minor Master Plan Amendment.
- Reviewed and evaluated nearly 300 Historic Area Work Permit applications and more than 140 Historic Tax Credit applications.
- Engaged the community with over two dozen public speaking events on the Phase 1 of the Mapping Segregation Project including a presentation at regional and national conferences of the American Planning Association.
- Provided outreach, engagement, and public lectures on the LGBTQ+ Heritage Initiative. This included two MCPS lectures that were attended by over 500 middle and high school students and over 100 social studies educators. Provided free copies of Planting the Rainbow Flag to every county secondary school library.



## Montgomery County Planning Department – Countywide Planning and Policy

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- Successfully obtained a grant to support publishing 250 copies of Planting the Rainbow Flag for distribution in FY25.
- Provided review and comments on 48 Section 106 undertakings in coordination with Federal and State agencies as the Certified Local Government for Montgomery County.
- Relaunched the Planning Board/HPC Joint Dinner reception and training.
- Prepared and received Planning Board approval for updates to the countywide burial sites inventory.
- Advanced the Scotland AME Zion Church rehabilitation project helping the Church obtain state and federal funding for the new construction.
- Completed the installation of new historic markers commemorating Remarkable Montgomery History honoring Romeo and Elsie Horad (Wheaton Veteran’s Park), and the Beltway March of 1966 (Forest Glen Metro Station). Held a ribbon-cutting and press even associated with the marker unveiling.

### Transportation

- Completed the *Pedestrian Master Plan*.
- Supported County Council in the development of the Safe Streets Act.
- Won a Safe Streets for All grant to prepare parking lot design guidelines.
- Completed the Working Draft of the Master Plan of Highways and Transitways Technical Update.
- Updated the Complete Streets Design Guide, Version 1.2 with MCDOT.
- Completed the Shared Streets Guidelines with MCDOT.
- Completed the Local Area Transportation Review Guidelines Cost Estimation tool.
- Evaluated, prioritized, and provided comments to the County Council on Capital Improvements Program projects.
- Held interagency training on federal Public Right of Way Accessibility Guidelines.
- Prepared and released the biennial Bicycle Master Plan Monitoring Report, the biennial Travel Monitoring Report and the School Utilization Report.
- Completed mandatory referral review and coordination for five transportation projects presented to the Planning Board for comments. Also reviewed and presented to the Planning Board four planning/alternative studies for future transportation projects.
- Prepared the master plan transportation adequacy assessment for the University Boulevard Corridor Plan.
- Initiated phase 2 of the Bikeway Branding Project.
- In collaboration with the Montgomery County Department of Transportation, developed context-sensitive street lighting design guidelines.
- Awarded a MWCOG TLC Grant to evaluate the applicability of Vehicle Miles Traveled (VMT) as a metric for Montgomery County.



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY25</b>	<b>FY26</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$3,934,713	\$4,323,328	9.9%
<b>Staffing</b>				
	Funded Career Positions	23.00	24.00	4.3%
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	21.32	22.28	4.5%

**HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET**

- Includes new FY26 one-time consulting funding of:
  - \$200,000 for Housing Needs Assessment and Preferences (HNAP).
  - \$80,000 for Green Streets Guidelines.
- Includes new FY26 on-going Major Known Commitment consulting funding of:
  - \$15,000 for on-going Master Plan Transportation Monitoring.
  - \$25,000 for on-going on-call Travel Demand Model Maintenance.
- Includes one (1) full-time funded career, one (1.0) workyear and \$146,645 in Personnel funding for a Climate Initiatives position.
- Redistributes personnel lapse funding and commensurate workyears to reflect current staffing complement.



# Montgomery County Planning Department – Support Services

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## 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

		<b>FY25</b>	<b>FY26</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
	Expenditures	\$2,774,897	\$2,935,840	5.8%
<b>Staffing</b>				
	Funded Career Positions	0.00	0.00	-
	Funded Term Positions	0.00	0.00	-
	Funded Workyears	0.00	0.00	-

## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Includes an increase of \$86,385 in departmental chargebacks to the Office of the Chief Information Officer (OCIO) and the Commission Wide IT.
- Includes an increase of \$9,361 in chargebacks to the Legal Department.
- Consolidated office supplies budget from the divisions into Support Service to provide better accountability for all office supplies.



# Montgomery County Planning Department – Summary of Division Budgets

## MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Office of The Planning Director</b>					
Personnel Services	1,485,618	1,770,889	1,770,889	1,893,070	6.9%
Supplies and Materials	10,444	7,500	7,500	5,900	-21.3%
Other Services and Charges	200,548	356,200	356,200	781,100	119.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,696,610</b>	<b>2,134,589</b>	<b>2,134,589</b>	<b>2,680,070</b>	<b>25.6%</b>
<b>Management Services</b>					
Personnel Services	1,267,011	1,403,232	1,403,232	1,535,879	9.5%
Supplies and Materials	1,393	2,500	2,500	1,590	-36.4%
Other Services and Charges	(1,577)	10,950	10,950	8,300	-24.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,266,827</b>	<b>1,416,682</b>	<b>1,416,682</b>	<b>1,545,769</b>	<b>9.1%</b>
<b>Communications Division</b>					
Personnel Services	1,370,261	1,677,521	1,677,521	1,652,666	-1.5%
Supplies and Materials	14,941	16,500	16,500	11,860	-28.1%
Other Services and Charges	530,656	397,160	397,160	437,390	10.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,915,858</b>	<b>2,091,181</b>	<b>2,091,181</b>	<b>2,101,916</b>	<b>0.5%</b>
<b>Information Technology and Innovation</b>					
Personnel Services	2,536,887	2,965,561	2,965,561	2,990,528	0.8%
Supplies and Materials	102,039	321,090	321,090	217,628	-32.2%
Other Services and Charges	1,730,071	1,257,500	1,257,500	1,581,100	25.7%
Capital Outlay	24,128	75,000	75,000	75,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>4,393,125</b>	<b>4,619,151</b>	<b>4,619,151</b>	<b>4,864,256</b>	<b>5.3%</b>
<b>Research and Strategic Projects</b>					
Personnel Services	925,566	1,144,590	1,144,590	1,140,735	-0.3%
Supplies and Materials	367	773	773	1,500	94.0%
Other Services and Charges	141,809	125,894	125,894	216,850	72.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,067,742</b>	<b>1,271,257</b>	<b>1,271,257</b>	<b>1,359,085</b>	<b>6.9%</b>
<b>Downcounty Planning</b>					
Personnel Services	2,332,190	2,470,220	2,470,220	2,551,185	3.3%
Supplies and Materials	2,028	5,000	5,000	2,510	-49.8%
Other Services and Charges	105,714	66,100	66,100	17,600	-73.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(624,578)	(668,299)	(668,299)	(668,299)	0.0%
<b>Total</b>	<b>1,815,354</b>	<b>1,873,021</b>	<b>1,873,021</b>	<b>1,902,996</b>	<b>1.6%</b>





# Montgomery County Planning Department - Summary of Division Budgets

## MONTGOMERY COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Midcounty Planning</b>					
Personnel Services	2,976,427	3,163,141	3,163,141	3,222,516	1.9%
Supplies and Materials	712	1,800	1,800	2,870	59.4%
Other Services and Charges	129,809	143,200	143,200	22,600	-84.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(624,578)	(668,299)	(668,299)	(668,299)	0.0%
<b>Total</b>	<b>2,482,370</b>	<b>2,639,842</b>	<b>2,639,842</b>	<b>2,579,687</b>	<b>-2.3%</b>
<b>Upcounty Planning</b>					
Personnel Services	2,817,818	3,530,767	3,530,767	3,450,138	-2.3%
Supplies and Materials	679	2,500	2,500	3,240	29.6%
Other Services and Charges	57,736	17,100	17,100	23,800	39.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(702,650)	(856,419)	(856,419)	(856,419)	0.0%
<b>Total</b>	<b>2,173,583</b>	<b>2,693,948</b>	<b>2,693,948</b>	<b>2,620,759</b>	<b>-2.7%</b>
<b>Intake and Regulatory Coordination</b>					
Personnel Services	2,476,263	2,773,366	2,759,285	2,823,028	1.8%
Supplies and Materials	6,018	9,505	9,505	4,770	-49.8%
Other Services and Charges	13,115	20,900	20,900	28,710	37.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,483,374)	(1,687,267)	(1,687,267)	(1,687,267)	0.0%
<b>Total</b>	<b>1,012,022</b>	<b>1,116,504</b>	<b>1,102,423</b>	<b>1,169,241</b>	<b>4.7%</b>
<b>Countywide Planning and Policy</b>					
Personnel Services	3,123,170	3,754,463	3,754,463	3,833,488	2.1%
Supplies and Materials	3,440	3,950	3,950	4,340	9.9%
Other Services and Charges	222,961	176,300	176,300	485,500	175.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>3,349,571</b>	<b>3,934,713</b>	<b>3,934,713</b>	<b>4,323,328</b>	<b>9.9%</b>
<b>Support Services</b>					
Personnel Services	209,302	215,229	215,229	279,662	29.9%
Supplies and Materials	82,630	128,100	128,100	149,200	16.5%
Other Services and Charges	2,100,002	2,314,564	2,314,564	2,380,613	2.9%
Capital Outlay	146,072	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	108,337	117,004	117,004	126,365	8.0%
<b>Total</b>	<b>2,646,343</b>	<b>2,774,897</b>	<b>2,774,897</b>	<b>2,935,840</b>	<b>5.8%</b>
<b>Grants</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	3,046	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>3,046</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>
<b>Total Planning Department</b>					
Personnel Services	21,520,513	24,868,979	24,854,898	25,372,895	2.0%
Supplies and Materials	224,691	499,218	499,218	405,408	-18.8%
Other Services and Charges	5,233,890	5,035,868	5,035,868	6,133,563	21.8%
Capital Outlay	170,200	75,000	75,000	75,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	(3,326,843)	(3,763,280)	(3,763,280)	(3,753,919)	-0.2%
<b>Total</b>	<b>23,822,451</b>	<b>26,715,785</b>	<b>26,701,704</b>	<b>28,232,947</b>	<b>5.7%</b>



# Montgomery County Planning Department – Summary of Positions and Workyears

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

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>PLANNING DEPARTMENT</u></b>						
<b><u>DIRECTOR'S OFFICE</u></b>						
Full-Time Career	7.00	7.00	7.00	7.00	8.00	8.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.56)	-	-	-	-
<b>Subtotal Director's Office</b>	<b>7.00</b>	<b>6.44</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>
<b><u>MANAGEMENT SERVICES</u></b>						
Full-Time Career	8.00	8.00	8.00	8.00	9.00	9.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.75	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.46)	-	-	-	-
<b>Subtotal Management Services</b>	<b>8.00</b>	<b>7.54</b>	<b>8.00</b>	<b>8.75</b>	<b>9.00</b>	<b>9.00</b>
<b><u>COMMUNICATIONS DIVISION</u></b>						
Full-Time Career	10.00	10.00	10.00	10.00	11.00	11.00
Part-Time Career	1.00	0.80	1.00	0.80	-	-
<b>Career Total</b>	<b>11.00</b>	<b>10.80</b>	<b>11.00</b>	<b>10.80</b>	<b>11.00</b>	<b>11.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.54)	-	-	-	-
<b>Subtotal Communications Division</b>	<b>11.00</b>	<b>10.26</b>	<b>11.00</b>	<b>10.80</b>	<b>11.00</b>	<b>11.00</b>
<b><u>INFORMATION TECHNOLOGY AND INNOVATION</u></b>						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(1.03)	-	(1.34)	-	(1.37)
<b>Subtotal Information Technology &amp; Innovation</b>	<b>18.00</b>	<b>16.97</b>	<b>18.00</b>	<b>16.66</b>	<b>18.00</b>	<b>16.63</b>
<b><u>RESEARCH AND STRATEGIC PROJECTS</u></b>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	(0.37)	-	-	-	-
<b>Subtotal Research &amp; Strategic Projects</b>	<b>7.00</b>	<b>6.63</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b><u>DOWNCOUNTY PLANNING</u></b>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	(4.00)	-	(4.00)	-	(4.00)
Less Lapse	-	(0.85)	-	(1.12)	-	(1.14)
<b>Subtotal Downcounty Planning</b>	<b>16.00</b>	<b>11.15</b>	<b>16.00</b>	<b>10.88</b>	<b>16.00</b>	<b>10.86</b>



# Montgomery County Planning Department – Summary of Positions and Workyears

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

	FY 24 Budget		FY 25 Adopted		FY 26 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	-	-	-	-	-	-
<b>Career Total</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.00)		(4.00)		(4.00)
Less Lapse		(1.08)		(1.42)		(1.45)
<b>Subtotal Midcounty Planning</b>	<b>20.00</b>	<b>14.92</b>	<b>20.00</b>	<b>14.58</b>	<b>20.00</b>	<b>14.55</b>
<u>UPCOUNTY PLANNING</u>						
Full-Time Career	21.00	21.00	23.00	23.00	23.00	23.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>	<b>23.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(4.50)		(5.30)		(5.30)
Less Lapse		(1.12)		(1.48)		(1.51)
<b>Subtotal Upcounty Planning</b>	<b>21.00</b>	<b>15.38</b>	<b>23.00</b>	<b>16.22</b>	<b>23.00</b>	<b>16.19</b>
<u>INTAKE AND REGULATORY COORDINATION</u>						
Full-Time Career	19.00	19.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>19.00</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(9.50)		(10.40)		(10.40)
Less Lapse		(0.92)		(1.19)		(1.21)
<b>Subtotal Intake &amp; Regulatory Coordination</b>	<b>19.00</b>	<b>8.58</b>	<b>20.00</b>	<b>8.41</b>	<b>20.00</b>	<b>8.39</b>
<u>COUNTYWIDE PLANNING AND POLICY</u>						
Full-Time Career	22.00	22.00	23.00	23.00	24.00	24.00
Part-Time Career	1.00	0.80	-	-	-	-
<b>Career Total</b>	<b>23.00</b>	<b>22.80</b>	<b>23.00</b>	<b>23.00</b>	<b>24.00</b>	<b>24.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		-		-		-
Less Lapse		(1.30)		(1.68)		(1.72)
<b>Subtotal Countywide Planning and Policy</b>	<b>23.00</b>	<b>21.50</b>	<b>23.00</b>	<b>21.32</b>	<b>24.00</b>	<b>22.28</b>
<u>TOTAL PLANNING</u>						
Full-Time Career	148.00	148.00	152.00	152.00	156.00	156.00
Unfunded Career	1.00	-	-	-	-	-
Part-Time Career	2.00	1.60	1.00	0.80	-	-
<b>Career Total</b>	<b>151.00</b>	<b>149.60</b>	<b>153.00</b>	<b>152.80</b>	<b>156.00</b>	<b>156.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks		(22.00)		(23.70)		(23.70)
Less Lapse		(8.23)		(8.23)		(8.40)
<b>Grand Total Planning Department</b>	<b>151.00</b>	<b>119.37</b>	<b>153.00</b>	<b>120.87</b>	<b>156.00</b>	<b>123.90</b>



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# Montgomery County Department of Parks



**ACCESSIBLE MOUNTAIN BIKING**



**HERITAGE DAYS AT OAKLEY CABIN**

## **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.**



**ROSE GARDEN AT BROOKSIDE**



**YURT CAMPING AT LITTLE BENNETT CAMPGROUND**



**TRAIL AMBASSADORS**



# Montgomery County Department of Parks



## Green Tree Report

Public Information and Customer Service: 301-495-2595 | [www.MontgomeryParks.org](http://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

Montgomery Parks System Acreage: ≈37,262 Ac.

Linear Miles of Streams: 600.24 miles

Total Park Boundary: 893.71 miles

### TYPES OF PARKS

Conservation: 21

Local: 155

Misc. Recreation/Non-Recreation Facilities: 3

Neighborhood: 97

Neighborhood Conservation Areas: 41

Recreational: 11

Regional: 5

Special: 24

Stream Valley: 36

Urban: 26

### PARK FACILITIES

Archery: 2

Athletic fields: 272

Basketball courts: 226

Bike Parks: 3

Boating Facility – Rentals: 2

Boating Landing Ramps: 3

Campgrounds – Full Service: 1

Campgrounds – Primitive: 2

Campsites: 102

Carousel: 1

Community Gardens: 14

Cricket Fields: 8

Dog Parks: 10

Driving Range (Stand Alone): 1

Equestrian Centers: 6

Event Centers: 3

Exercise Stations: 53

Formal Botanical Gardens: 2

Futsal Courts: 10

Golf Courses: 4

Gymnasiums: 1

Historic Sites: 43

Historic Structures: 114

Ice Rinks: 2

Large Group Picnic Areas: 2

Miniature Golf: 1

Miniature Trains: 2

Nature Centers/Classrooms: 5

Outdoor Rope Courses: 1

Overlay Football/Soccer fields: 42

Park Activity Buildings: 29

Pickleball Courts: 55

Picnic Shelters – Non-Permitted: 48

Picnic Shelters – Permitted: 88

Playgrounds: 273

Skate Parks: 3

Splash Playground: 1

Tai Chi Courts: 1

Tennis Centers – Indoor: 3 (20 courts)

Tennis Courts – Outdoor: 287

Trails – Canoe: 5.4 miles

Trails – Natural Surface: 217 miles

Trails – Paved: 78 miles

Volleyball: 20

### PARK BUDGET

Adopted Operating Budget FY2025

Capital Improvements Program FY2025-2030

Capital Improvements Program FY2025-2030

\$158 million

\$56.1 million for acquisition

\$257 million for development

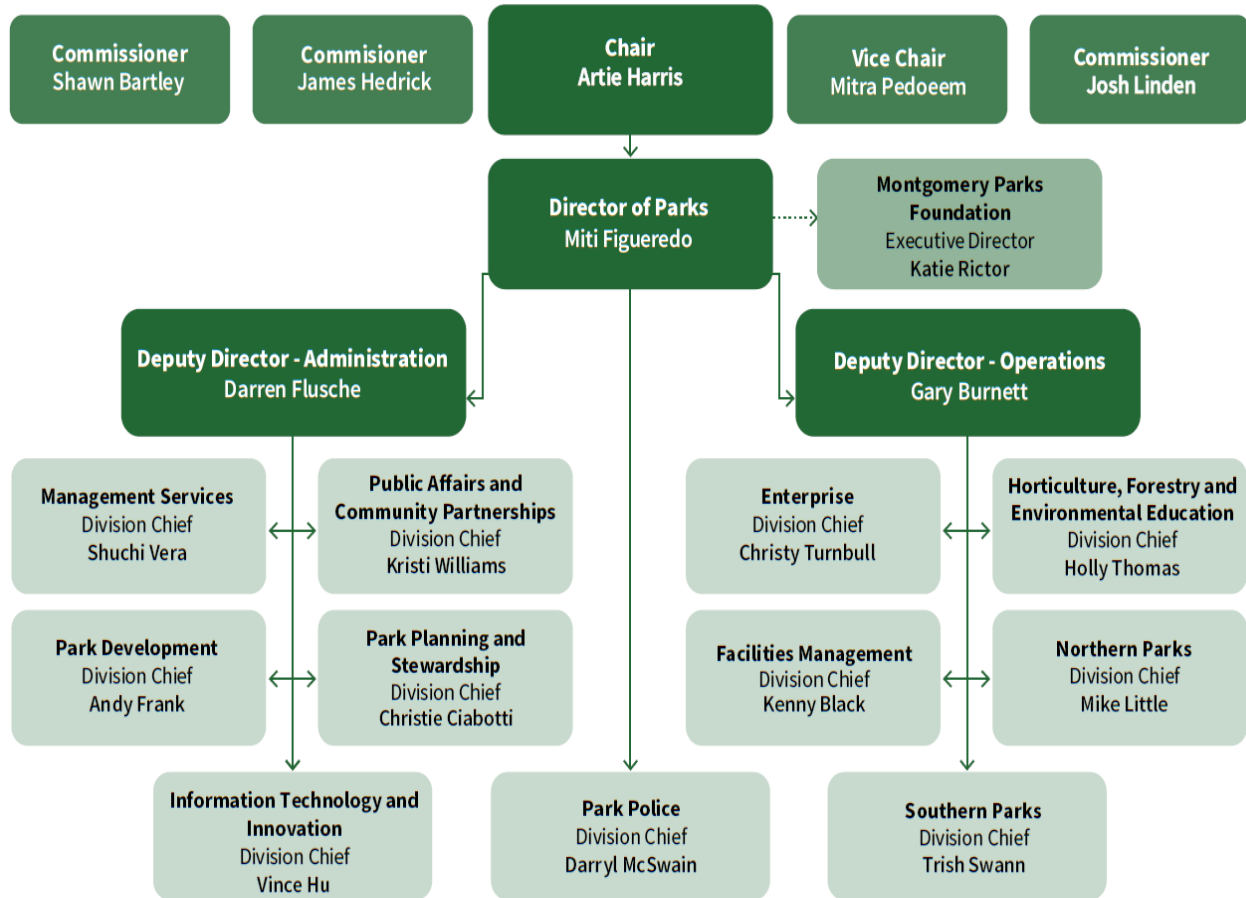
AUG 2024 | Source: EAM, GIS, and the Parks Acquisition Ledger



# Montgomery County Department of Parks

## ORGANIZATIONAL STRUCTURE

### Organizational & Leadership Structure Maryland-National Capital Park and Planning Commission – Montgomery Parks



Revised: Oct -07-2024



# Montgomery County Department of Parks

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## 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's 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. Their importance has not subsided even as the pandemic impacts have eased. Many residents discovered their neighborhood park and other county parks for the first time during the COVID-19 pandemic and they continue to be avid users of our parks and facilities.

Delivering high-quality service in parks is an important focus for Montgomery Parks, as demand and usage continue to grow. Montgomery Parks provides quality recreational and educational opportunities through the operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of County residents. The 2022 Parks, Recreation and Open Space (PROS) Master Plan, updated every five years, guides future development and management of the park system. This plan establishes 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 managed 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 FY26 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.





## Montgomery County Department of Parks

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In addition, the FY26 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 resource stewardship, improving customer service, utilizing data analytics, enhancing community outreach and 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 FY26 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

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## 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.



# Montgomery County Department of Parks

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9. Adapt management, programming, and operations to optimize performance of urban parks.
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:

- A Museums Program request a Cultural Resources Program Manager. This funding supports recommendations 1, 2, 5, 6, and 7.
- Request for a Parks Clean Up Program Assistant position. This funding request supports recommendations 5 and 9.
- Requests for a GIS Specialist position and a Strategic Planner position. These funding requests support all PROS recommendations by allowing Parks staff to make data-informed decisions and stay responsive to current real-time needs and citizen requests within the park system.
- 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.
- Request for an Outreach Specialist 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 a Hard Surface Trails Construction Inspector position, funding for Park Facelifts, and two positions to support the Southern Parks' Rapid Response Team. These funding requests support recommendations 1, 2, 5, 6, 7, 8, 9, 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 of a recently acquired urban recreational park. This directly supports recommendations 1, 2, 5, 6, 7, and 9.
  - Funding to support increased amenities and improved landscaping for urban park. This directly supports recommendations 1, 2, 4, 5, 7, 8, and 9.
  - Funding to support a new community garden site. This directly supports recommendations 1, 2, 3, 5, 6, and 7.
  - Funding to maintain a large recently acquired conservation park. This directly supports recommendations 1, 2, 5, and 7.
- All Major Known Commitment requests support recommendation number 5.



# Montgomery County Department of Parks

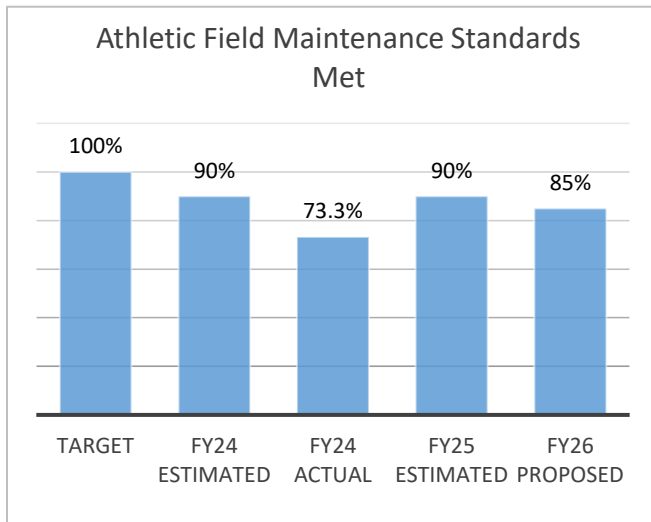
## GOALS AND PERFORMANCE MEASURES

### Athletic Fields

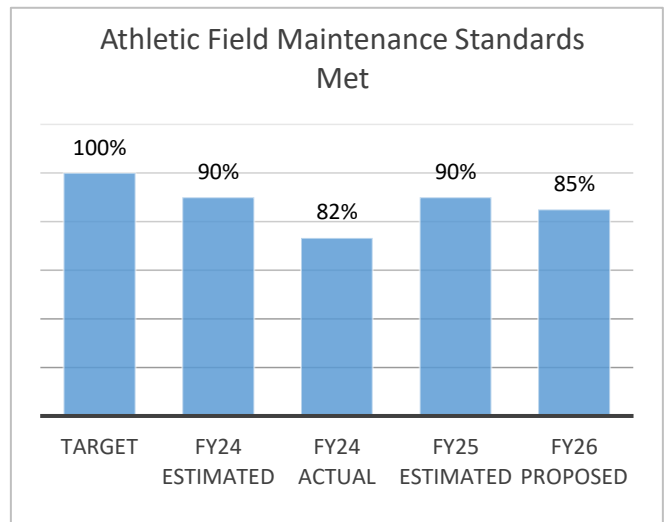
The Department's goal is to improve the quality of athletic fields through consistent nutrient management to improve ballfield conditions for all Montgomery Parks' Fields.

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

#### Southern Parks



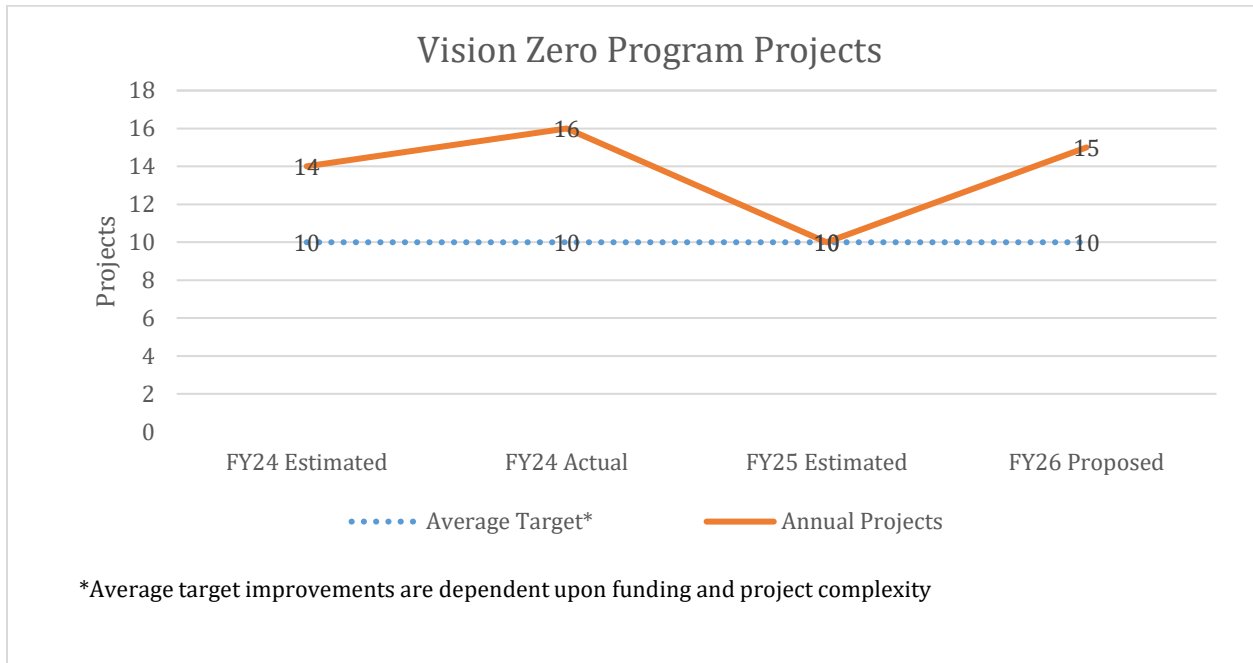
#### Northern Parks



# Montgomery County Department of Parks

## Trail Safety

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

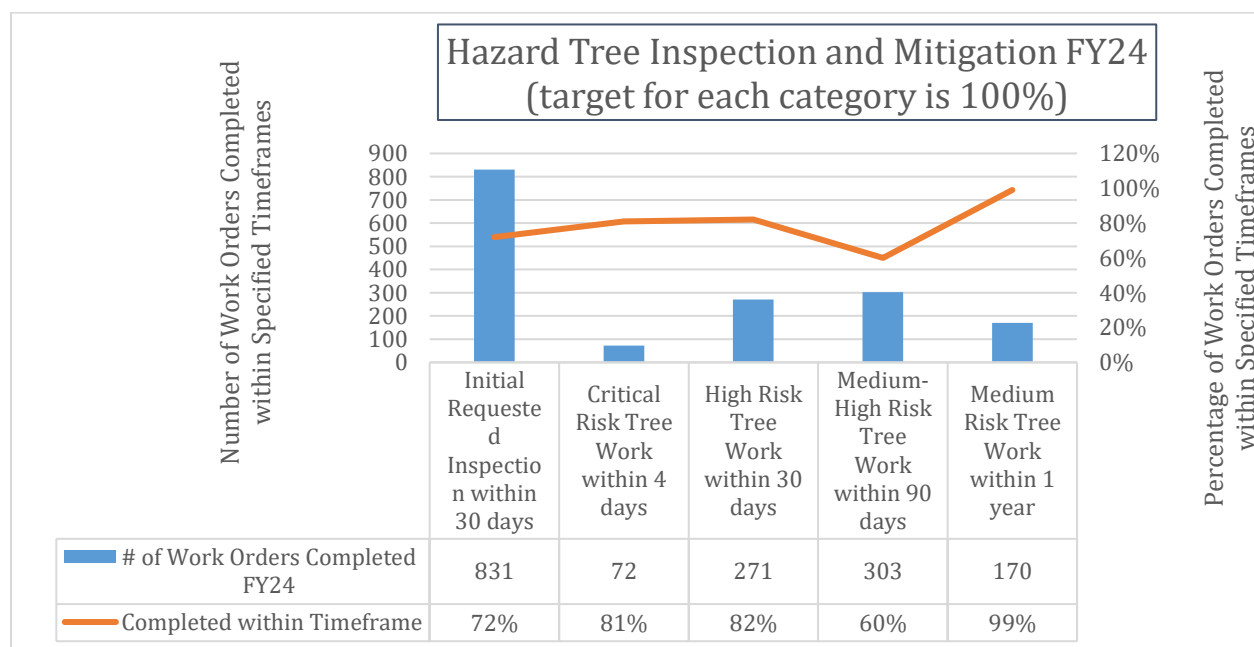
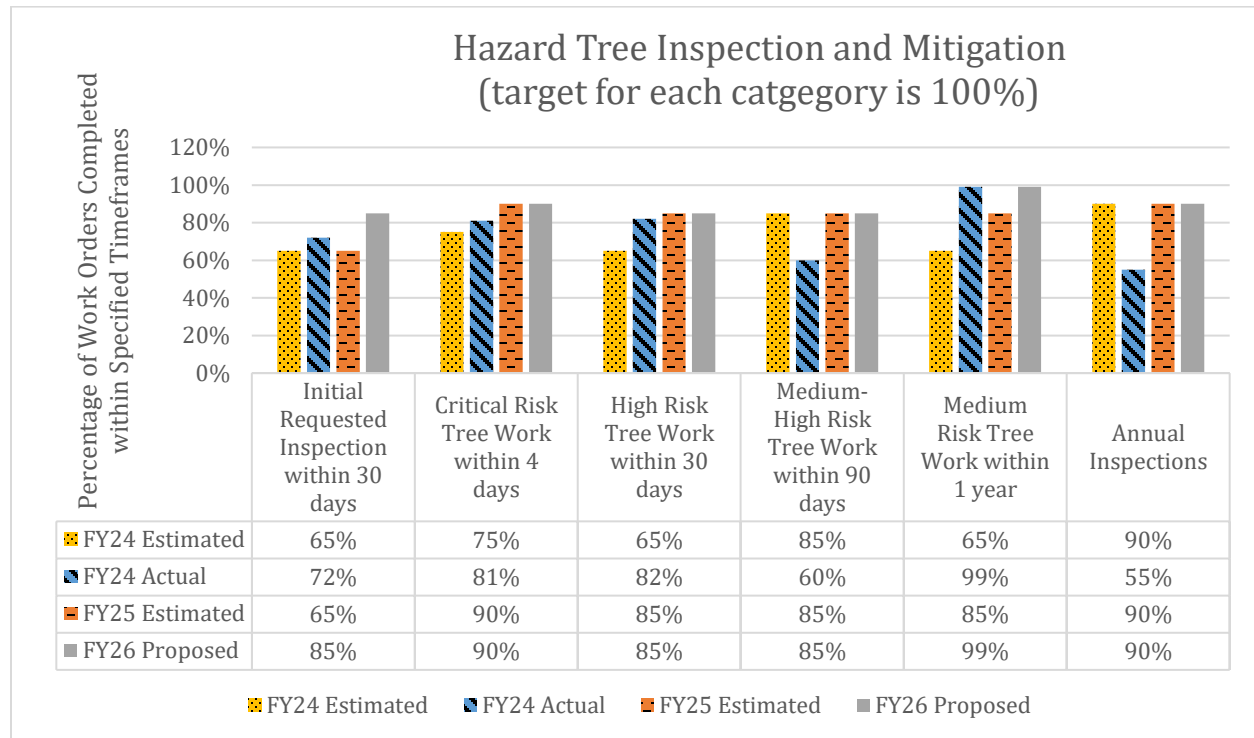


# Montgomery County Department of Parks

## Hazard Tree Inspection

The Department’s goal is to enhance the safety of park patrons and reduce the risk of property damage by implementing a hazard tree inspection and mitigation program.

The Department proposes to complete 100% of the assigned work orders for hazard tree removal and pruning within the timeframes associated with each assigned tree risk level.



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



## Montgomery County Department of Parks

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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.

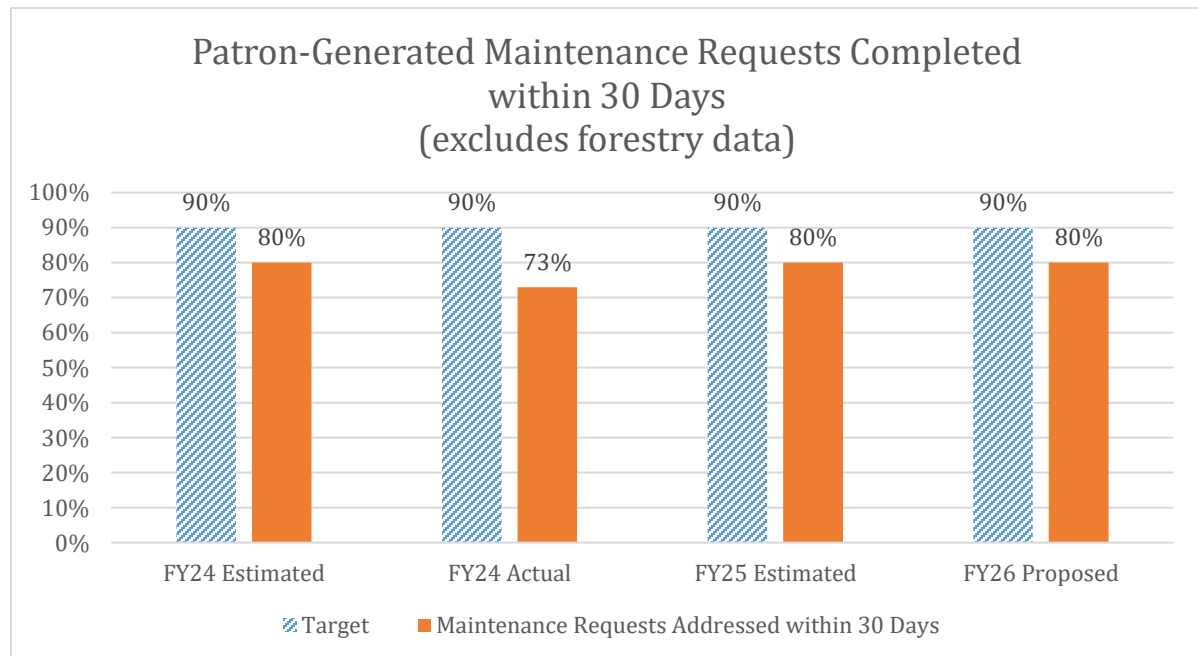
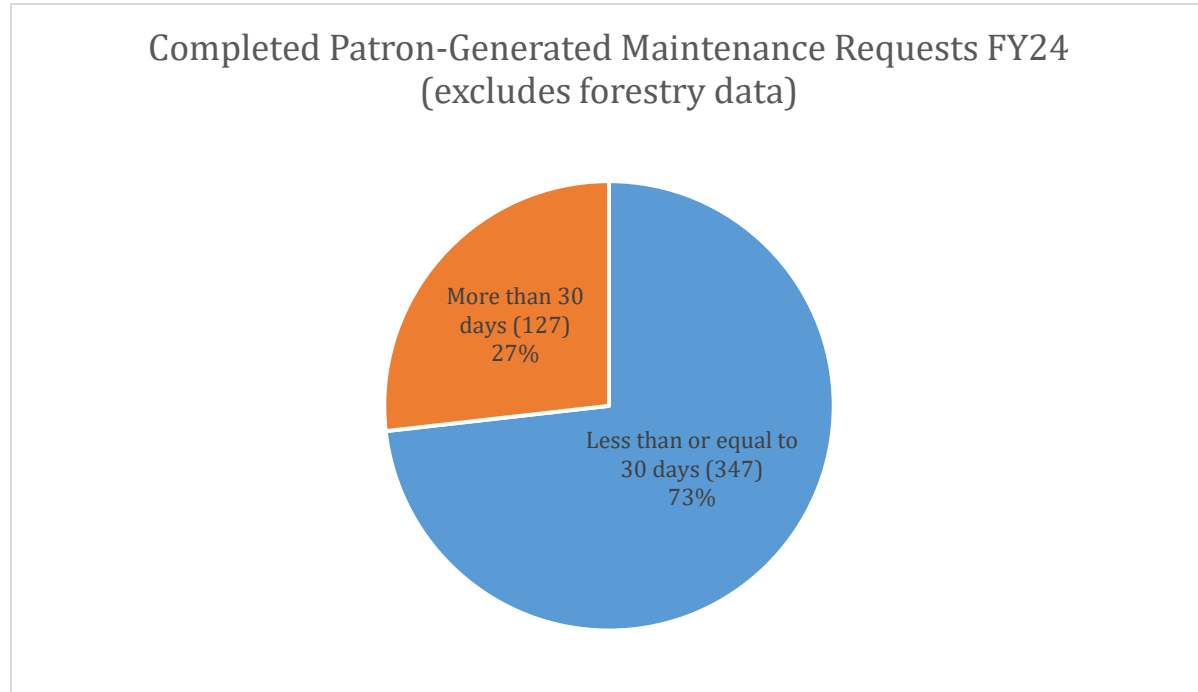
All Parks are routinely inspected either every 1 year, every 3 years, or every 5 years based on the tree condition/age and frequency of use for that park.



# Montgomery County Department of Parks

## 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.



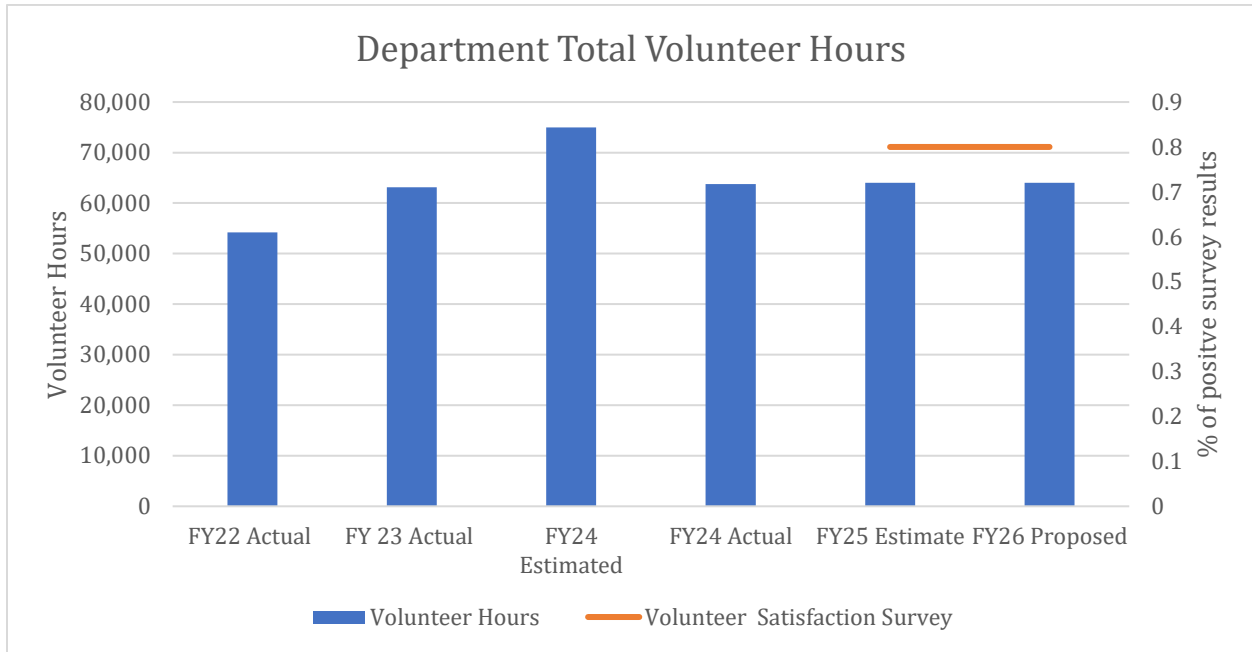


# Montgomery County Department of Parks

## Volunteer Support

The Department’s goal is to generate alternative, non-tax supported resources to support our work program by increasing volunteer support for Department facilities, programs, and events.

A new performance metric was added in FY25 to measure volunteer experience. The Volunteer Services Office aims to achieve at least 80% positive feedback through surveys regarding volunteer satisfaction.

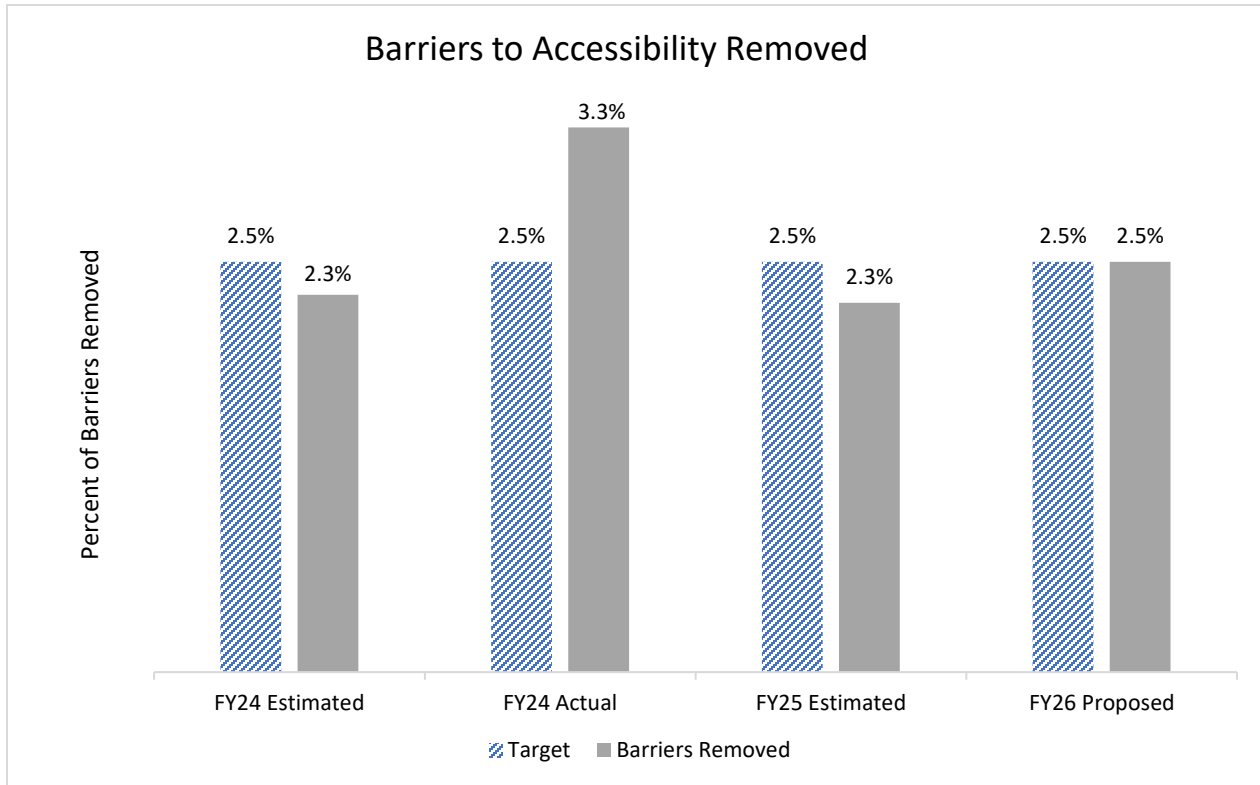


# Montgomery County Department of Parks

## ADA Accessibility

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

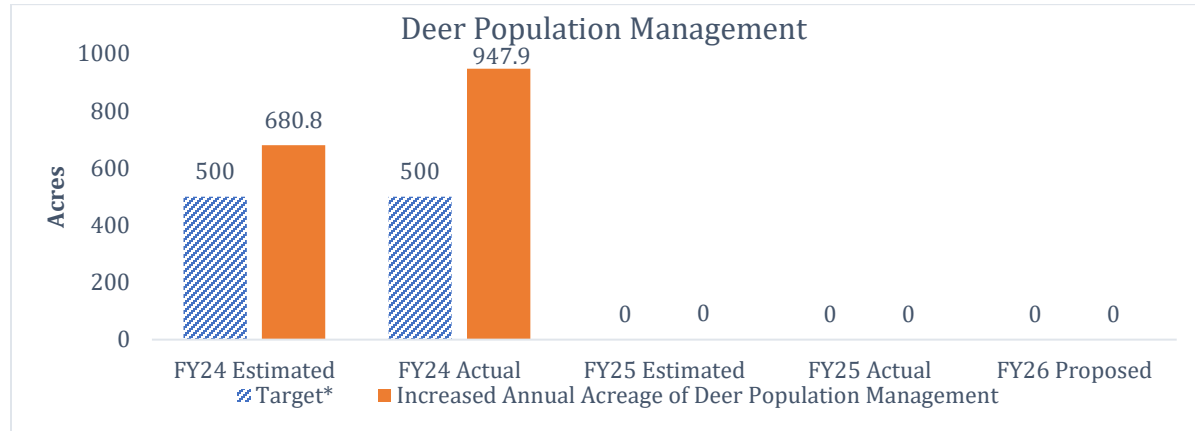
The Department's cumulative goal for completion to date is 20% (2.5%/year). Cumulative actual completed projects as of September 2024 is 23.7%.



# Montgomery County Department of Parks

## Deer Population Management

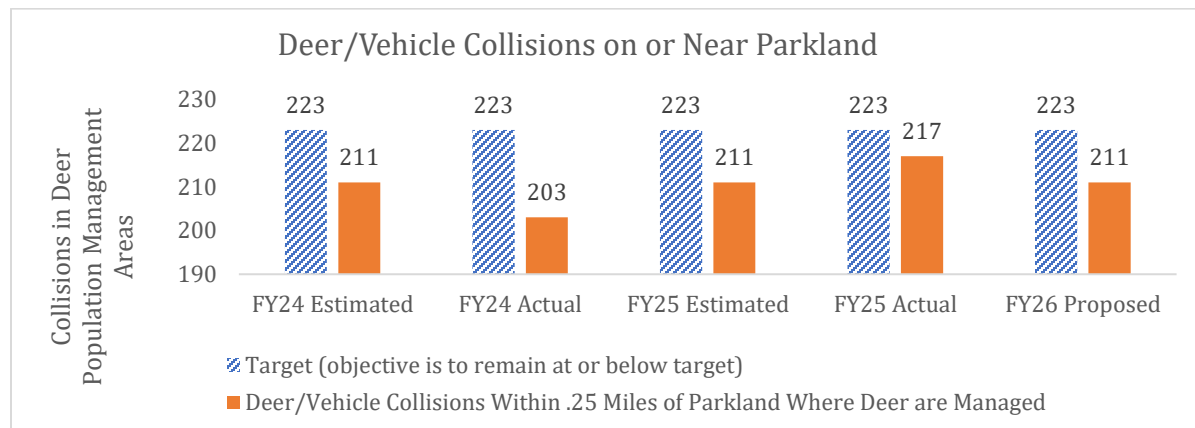
The Department's goal is to minimize attributable impacts of deer on, and adjacent to, parkland by adding 2,500 acres of new deer population management on parkland between fiscal years 2020 and 2024.



\*Target represents an annual average over a 5-year period. Some years exceeded the target, while others fell short. The Department has achieved the acreage target number for 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.



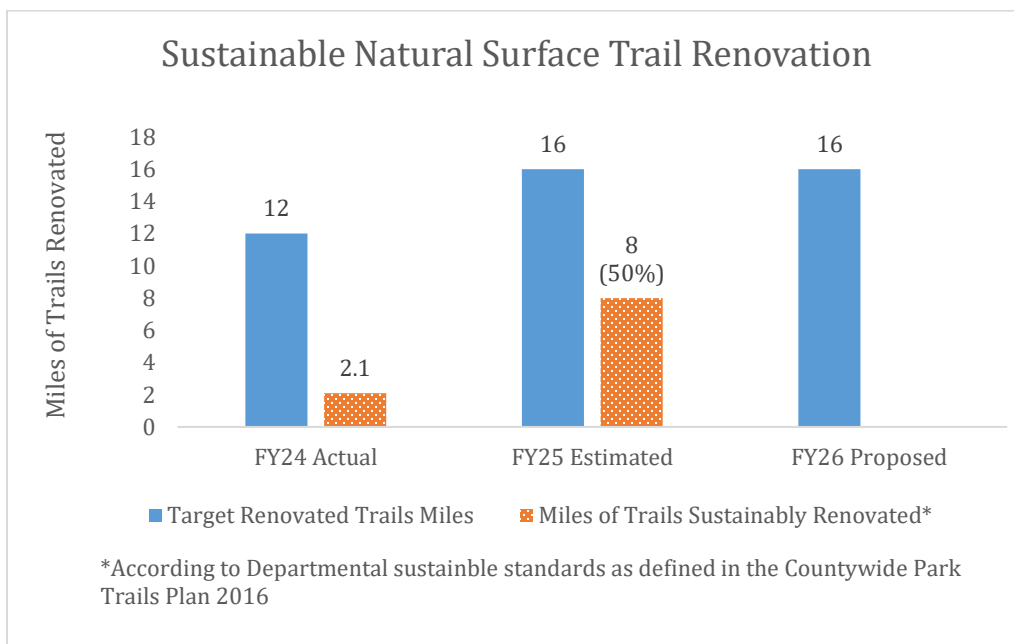
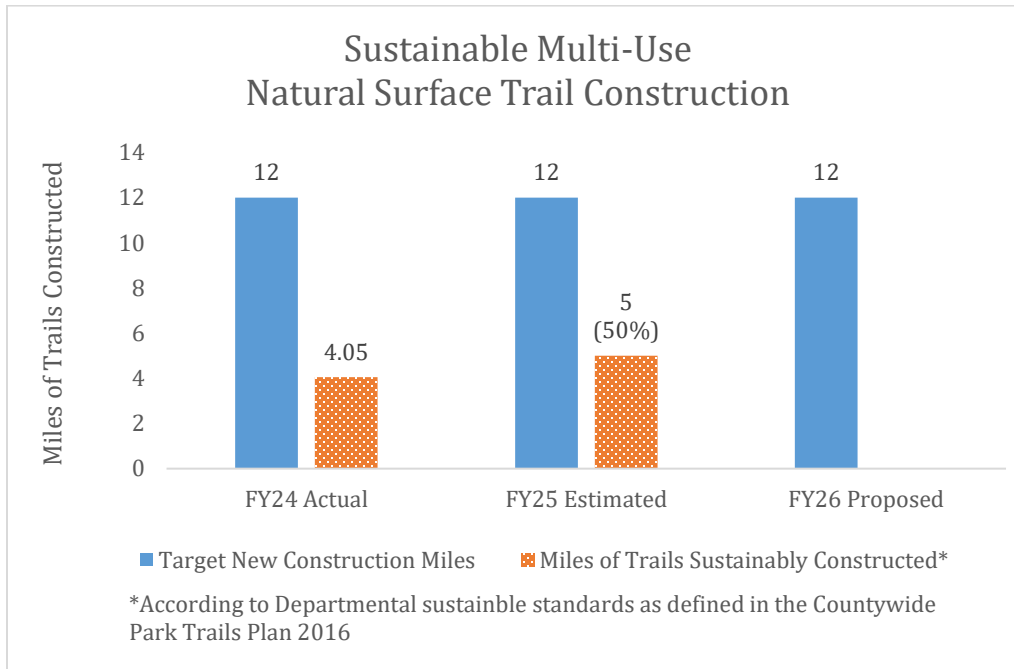
Research demonstrates deer population density, in the aggregate, correlates with deer/vehicle collision occurrence, and that an acceptable reduction of deer impacts, e.g., deer/vehicle collisions, browsing damage upon agriculture and forests, and citizen complaint for landscape damage and concern for safety is achieved at, or below, the 30 deer per square mile threshold.



# Montgomery County Department of Parks

## 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.



FY24 goals were unmet largely due to the installation of a new Gravity Mountain Bike Park in Wheaton Regional Park. Staff also installed 100 trees and shrubs along the closed portions of trails in Wheaton Regional Park. The trails crew also installed two aluminum bridges along Northwest Branch and Hoyles Mill trails. Additionally, staff created two new flow lines at the South Germantown Bike Park. Finally, staff responded to 220 plus tree maintenance requests along sanctioned natural surface trails.



# Montgomery County Department of Parks

## SUMMARY OF DEPARTMENT BUDGET

### MONTGOMERY COUNTY DEPARTMENT OF PARKS PROPOSED BUDGET FISCAL YEAR 2026

	FY 25 Adjusted Adopted	FY 26 Proposed	% Change
Expenditures by Division/Function:			
Office of the Director	\$ 1,801,847	\$ 1,713,033	-4.9%
Management Services	3,830,094	4,181,883	9.2%
Information Technology & Innovation	3,821,170	4,019,032	5.2%
Park Development	4,729,106	4,996,369	5.7%
Park Planning & Stewardship	9,407,602	9,992,410	6.2%
Public Affairs & Community Partnerships	4,090,418	4,419,937	8.1%
Park Police	21,173,395	21,498,889	1.5%
Horticulture, Forestry & Environmental Education	15,115,345	15,833,023	4.7%
Facilities Management	16,283,459	16,597,155	1.9%
Northern Parks	12,933,546	14,053,911	8.7%
Southern Parks	17,762,971	18,301,549	3.0%
Support Services	13,425,035	15,352,132	14.4%
Non-Departmental	7,835,631	11,192,972	42.8%
Grants	400,000	400,000	0.0%
Transfer to CIP	450,000	450,000	0.0%
Transfer to Debt Service Fund	7,861,690	7,936,057	0.9%
Total Expenditures - Park Fund	<u>\$ 140,921,309</u>	<u>\$ 150,938,352</u>	<u>7.1%</u>
Property Management	1,688,700	1,962,600	16.2%
Special Revenue Funds	4,090,093	4,501,519	10.1%
Enterprise Funds	11,283,610	13,848,355	22.7%
Total Department of Parks	<u>\$ 157,983,712</u>	<u>\$ 171,250,826</u>	<u>8.4%</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

The Department of Parks total FY26 proposed budget request is \$171,250,826 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 \$150,938,352 and includes grants, non-departmental, and debt service. This represents an increase of \$10,017,043 or 7.1% over the FY25 adopted budget. This increase is summarized as follows:

Compensation Adjustments (salary, benefits)	\$5,572,272
Known Operating Commitments	3,237,464
Program Enhancements	1,224,527
Water Quality Protection Fund	348,199
Debt Service on General Obligation Bonds	74,367
OPEB (PayGo and Pre-Funding)	<u>(439,786)</u>
<b>Total</b>	<b>\$10,017,043</b>



# Montgomery County Department of Parks

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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 FY26, Montgomery Parks is requesting \$827,213 in additional funding for OBI to implement CIP projects associated with new or expanded park infrastructure. This total includes \$115,817 for Water Quality Protection Fund projects. In addition, this OBI request includes six (6) new full-time career positions and 1.7 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 FY26, the Department is requesting an increase of \$348,199, bringing the total to \$4,637,840 for NPDES activities.

The funding includes \$27,081 for additional funding of contractual services to support work program needs. In addition, OBI cost of \$115,817, 1 career WY, and 0.6 seasonal WYs is included for bioretention and other stormwater amenities added at Fox Chapel Neighborhood Park, Damascus Recreational Park, Ovid Hazen Wells Recreational Park, Olney Family Neighborhood Park, McKnew Local Park, Northwest Branch Recreational Park, Fairland Recreational Park, South Germantown Recreational Park, Long Branch-Wayne Local Park, South Silver Spring Urban Recreational Park, Carroll Knolls Local Park, Glenfield Local Park, Little Falls Stream Valley Park, and Stonehedge Local Park. The NPDES request also includes \$86,474 for the impact of compensation increases approved in the FY25 budget as well as a new career Natural Resources Specialist position for the Environmental Review and Restoration Unit.

## 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 \$375,771 in contractual obligations for known increases based on the consumer price index (CPI) or other contract terms and \$617,936 for inflationary increases for supplies and materials, non-contracted services and capital outlay. Costs for utilities and telecommunications services are increasing by \$188,356. The debt service for the Capital Equipment Internal Service Fund (ISF) is increasing by \$575,300 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 decreasing by \$47,795 while the Park Fund transfer to the Risk Management Internal Service Fund is increasing by \$816,500.

## Program Enhancements Addressing Deficiencies and Emerging Trends

The FY26 Proposed Budget includes \$1,224,527 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 Senior Park Maintenance Worker position to support the Green Waste Recycling Program's Sawmill Operation. The cost of this position will be offset by reductions to seasonal funding making this a net zero cost impact to the budget.



## Montgomery County Department of Parks

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- Adding one (1) Parks Clean Up Program Assistant to assist organizing community members to learn about their watershed, environmental issues, and to engage in stewardship activities by cleaning up litter in their parks .
- Adding one (1) Cultural Resources Program Manager for the Museums Program. This new position will manage the daily operations for Oakley Cabin African American Museum & Park, Kingsley Schoolhouse, and the Thomas Harper Cabin/Homestead at Brookside Nature Center. The cost of this position will be offset by reductions to seasonal funding making this a net zero cost impact to the budget.
- Adding one (1) Administrative Specialist II position to interface with Park's ActiveMONTGOMERY locations and clients and deliver support documentation, training, and reporting. The cost for this position is split between the Park Fund and the Enterprise Fund.
- Adding one (1) GIS Specialist position to improve data analysis by expanding our mapping efforts across the department, meet the targets identified in the GIS Strategic Action Plan, and ensure accessibility of public-facing maps.
- Adding one (1) Principal Park Naturalist, one (1) seasonal staff member, 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. This position 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) full time Strategic Planner to support and manage research projects, studies, and data analysis related to PROS 2022 and help the department refine the strategy and prioritization to meet PROS recommendations.
- Adding one (1) full-time Hard Surface Trails Construction Inspector position to help manage the increased number of CIP construction projects. The cost of this position will be partially offset by chargebacks to the CIP.
- Adding capital outlay funding for Electric Zero Turn Mowers and Trailers to continue to transition toward meeting the County Council's 2035 Mandate.
- Adding supplies funding to support the Park Facelifts program. Funding will be used for multiple small projects throughout our park system to update amenities such as signage, kiosks, and other furniture and fixtures.
- Adding two (2) Park Maintenance Workers to support the Southern Parks Rapid Response Team. The addition of these two positions will support the department with special events and the parks activation team events, sign installation, vandalism response, and other urgent requests. The cost of these positions will be offset by reductions to seasonal funding making this a net zero cost impact to the budget.

### 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 FY25 budget cycle. The lapse percentage for the FY26 proposed budget is just under the 10% level for the Park Fund and equates to 85.8 positions.



# Montgomery County Department of Parks

## MAINTENANCE STANDARDS

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

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

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY23 Actual	FY24 Actual	FY25 Estimated	FY26 Proposed
<b>ATHLETIC FIELDS</b> All athletic fields shall be safe and maintained to support the level of play identified for public use, the amenities developed to support the activity, and the age of the users and/or the level of play.						
<b>Aerating</b> Using mechanical means, aerate athletic fields.	Regional / Recreational Parks	8x per year	2x per year	3x per year	3x per year	4x Per Year
	Local Parks	3x per year	1.5x per year	2x per year	2x per year	3x Per Year
<b>Over-seeding</b> Using mechanical means, over-seed athletic fields.	Regional / Recreational Parks	4x per year	1.5x per year	2x 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
<b>Nutrient Management</b> Application of nutrients for plant sustainability based on soil sample results.	Regional / Recreational Parks	5x per year	2x per year	2 per year	3x Per Year	4x Per Year
	Local Parks	4x per year	1.5x per year	2x per year	2x Per Year	3x Per Year
<b>Diamond Fields, Infield Maintenance</b> Dragging, leveling, and lining infield, maintenance of plates, bases and pitcher's mound where appropriate.	Regional / Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	Weekly	Weekly	Weekly	Weekly	Weekly
<b>Rectangle Fields</b> Lining of rectangle fields *When permitted play	Regional / Recreational Parks	Weekly	Weekly	Weekly	Weekly	Weekly
	Local Parks	Weekly	2x per month	2x per month	2x per month	2x per Month





# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY23 Actual	FY24 Actual	FY25 Estimated	FY26 Proposed
<b>TURF MAINTENANCE</b>						
Turf grass within the park system shall be mowed, trimmed, seeded, and/or replaced based upon the necessary level of maintenance for the turf type, park, and season of the year. All turf areas within the park system shall be aesthetically pleasing and appropriate for each park setting. The permitting season is 34 weeks long.						
<b>Mowing</b> Maintain turf in a horticulturally sound manner and recommended mowing height for the cultivar in place. Trim around fixed amenities, edge walkways and blow chipping.	Local Parks	34 cuts per season	22 cuts per season	28 Cuts per season	34 Cuts per season	34 Cuts per season
	Urban Parks	34 cuts per season	18 cuts per season	25 Cuts per season	34 Cuts per season	34 Cuts per season
	Local Park Athletic	34 cuts per season	33.5 cuts per season	30 Cuts per season	34 Cuts per season	34 Cuts per season
	Regional / Recreational Parks <i>Managed Turf</i>	34 cuts per season	27 cuts per season	32 Cuts per season	34 Cuts per season	34 Cuts per season
	Regional / Recreational Parks <i>Athletic Fields</i>	68 cuts per season	31 cuts per season	42 Cuts per season	58 cuts per season (Mar 15 - Nov 30)	58 cuts per season (Mar 15 - Nov 30)
<b>LANDSCAPE MAINTENANCE</b>						
Flower beds and park entrance areas which form landscaped areas will be kept attractive, weed-free, trash-free and insect-free, and aesthetically pleasing.						
<b>Landscape Maintenance</b> Pruning, mulching, replacement of plant material, seasonal rotation of plants, Integrated Pest Management (IPM), and tree planting.	Urban Parks	Weekly	Weekly	Weekly	Weekly	Weekly
	Park Office Buildings	4x per year	4x per year	3X Per Year	4X Per Year	4X Per Year
	Local Parks	2x per year	1x per year	1X Per Year	2X Per Year	2X Per Year
	Regional / Recreational Parks	3x per year	1x per year	3X Per Year	2X Per Year	2X Per Year



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY23 Actual	FY24 Actual	FY25 Estimated	FY26 Proposed
<b>PLAYGROUNDS</b>						
All playgrounds shall be inspected, maintained, repaired and/or replaced to be safe and comply with national safety guidelines. The frequency level of maintenance shall also support the level of public use of each playground within the park system.						
<b>Playground Inspections</b> Inspect playground facilities in compliance with Consumer Product Safety Council guidelines, to include inspection for head entrapment potential, checking of wood, protrusion of bolts or other sharp objects, proper depth of surfacing, and overall condition of equipment. Request repairs or replace as appropriate based on results of inspection.	All Park Categories	12x per year	12x per year	12x per year	12x per year	12x Per Year
<b>Playground Surfacing</b> Playgrounds with Wood Carpet Fiber Surfacing will be hand tilled to keep playground weed free without the use of pesticides. Active service season is March - November (9 months).	All Park Categories	18x per year	13x per year	12x per year	12x per year	12 X per year



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY23 Actual	FY24 Actual	FY25 Estimated	FY26 Proposed
<b>TRAILS</b>						
All hard and natural surface trails shall be routinely maintained to be safe to use, clear of debris, clearly marked and graded for public use, and easily accessible for a wide range of trail users within the park system.						
<b>Trails Inspections and Maintenance</b> Visually inspect trail surface and adjacent areas for hazards, excessive wear and tear, vandalism, washouts, etc. and repair as appropriate.	Hard Surface	Weekly	Monthly (or after storm event)	Monthly (or after storm event)	Monthly (or after storm event)	Monthly (or after storm event)
	Natural Surface	Monthly	Quarterly (or after storm event)	Quarterly (or after storm event)	Quarterly (or after storm event)	Quarterly (or after storm event)
<b>COURTS</b>						
To include tennis, basketball, volleyball, and multi-use courts						
<b>Courts Inspections</b> Inspect court surface for hazards, proper lining. Inspect hardware, including nets, standards, backboards, cranks, etc. for hazards, wear and tear, or vandalism. Inspect fencing for hazards, wear and tear, or vandalism. Request appropriate repairs or replacements as dictated by the result of the inspection.	All Park Categories	Monthly	Monthly	Monthly	Monthly	Monthly



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY23 Actual	FY24 Actual	FY25 Estimated	FY26 Proposed
<b>STORMWATER MANAGEMENT</b>						
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.						
<b>All Stormwater Facilities</b> Keep all stormwater management assets free of trash and debris.	All Park Categories	Monthly	10x per year	9X per year	Monthly	Monthly
<b>All Stormwater Facilities</b> Check for erosion, sediment accumulation, clogging, seeps, animal burrows.	All Park Categories	Monthly and after storm events	Seasonally and after storm events	Seasonally and after storm events	After storm events	After storm event
<b>Bioretention Site/Rain Garden Inspections and Maintenance</b> Remove weeds and other undesirable vegetation. Remove debris and trash.	All Park Categories	Monthly	9x per year	10X per year	Monthly	Monthly
<b>Sand Filter Inspections and Maintenance</b> Inspect for standing water, clogging of surface aggregate. Remove grass, algae, leaves, and sediment.	All Park Categories	6x per year	6x per year	6X per year	6x Per Year	6x Per Year
<b>Infiltration Practices-Gravel or Sod Surface</b> Inspect for clogging of surface aggregate. Remove weeds, and other undesirable vegetation. Mow sod surface to no lower than 4 inches. Remove trash.	All Park Categories	4x per year	4x per year	4X per year	4x Per Year	4x Per Year



# Montgomery County Department of Parks

<p><b>Wet and Dry Ponds</b> Mow grass and remove woody vegetation in the pond areas downstream slope of dams, top of dams, upstream slope of dams (dry ponds only), twenty-five feet around the control structures (dry ponds only), inlet channels, around headwalls, pipes within pond areas, and outlet channels.</p>	<p>All Park Categories</p>	<p>2x per year minim.</p>	<p>2x per year</p>	<p>2X per year</p>	<p>2X per year</p>	<p>2 X per year</p>
<p><b>Oil Grit Separators</b> Inspect once per year or after any known spills have occurred.</p>	<p>All Park Categories</p>	<p>1x per year minim.</p>	<p>1x per year</p>	<p>1X per year</p>	<p>1X per year</p>	<p>1 X per year</p>



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY23 Actual	FY24 Actual	FY25 Estimated	FY26 Proposed
<b>TREES</b> To provide healthy, sustainable trees in our parks.						
<b>Annual Tree Inspections:</b> Inspect all developed parks with amenities for tree hazards. Inspection cycles on 1, 3 or 5-year rotation	Approx. 150 Parks per year	100% of parks in inspection cycle	95% of parks	55% of parks	95% of parks	95% of parks
<b>Service Requests for Tree Crew:</b> Complete all service requests for tree work in the same fiscal year they were requested	All Park Areas	95% of requests	85% of requests	95% of requests	85% of requests	85% of requests
<b>Tree Emergency Requests:</b> Emergency requests responded to in 3 hours during off hours (often after the hazard is cleared, the remaining work that is lower priority becomes part of the backlog).	All Park Areas	100% of requests	100% of requests	100% of requests	100% of requests	100% of requests
<b>Green Waste Recycling</b> Complete three grindings of green waste material to produce mulch, compost and wood chips for tree planting and landscape projects	All Park Areas	3 grindings/year	3	3	3	3



# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY23 Actual	FY24 Actual	FY25 Estimated	FY26 Proposed
<b>TRASH AND RECYCLING REMOVAL</b>						
Provide The removal of trash and recycling within the park system shall support the need to keep all parks clean and trash free. The level of trash and recycling removal maintenance shall support the level of public use and accessibility assigned to each park type.						
<b>Trash Removal:</b> Empty all trash and recycling cans within park into trash or recycling packer and pick up ground litter within 10 feet of cans and as otherwise seen. *COVID-19 Impact *PAB Permit states pack in pack out	<b>In Season</b>					
	Regional/Recreational Parks	Daily	Daily	Daily	Daily	Daily
	Local Parks	4x per week	2x per week	2x Per week	2x per week	2x per week
	Urban Parks	Daily	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
	<b>Off Season</b>					
	Regional/Recreational Parks	3x per week	2x per week	2x Per week	2x per week	2x per week
	Local Parks	2x per week	1x per week	1x Per week	1x per week	1x per week
	Urban Parks	5x per week	3x per week	1x Per week	1x per week	2x per week
	PABs	As permitted	As permitted	As Permitted	2x per week (Pack in and Pack out)	2x per week (Pack in and Pack out)
	Shelters	As permitted	2x per week	2x Per week	2x per week	2x per week
	Parkways	2x per week	1x per week	1x Per week	1x per week	1x per week
<b>CUSTODIAL</b>						
All park activity buildings (PABs), regional/recreational restrooms and park office buildings shall be cleaned Weekly.						
<b>PABs:</b> Clean once per rental.  <b>Regional/Recreational Restrooms:</b> Clean seven days per week.	<b>In Season</b>					
	Park Activity Buildings	1x per rental	4x per week	1x per rental	Daily/ As permitted	Daily/ As permitted
	Regional Restrooms	Daily	4x per week	4x per Week	Daily	Daily
	Recreational Restrooms	Daily	4x per week	4x per Week	Daily	Daily



# Montgomery County Department of Parks

<b>Office &amp; Other Park Buildings:</b> Clean Daily	Office Buildings	Daily	2.5x per week	3x Per week	3x per week	3x per week
	<b>Off Season</b>					
	Park Activity Buildings	2x per rental	2x per week	2X Per Week	2x Per rental	2x Per rental
	Regional Restrooms	Closed	Closed	Closed	If open, Daily	If open, Daily
	Recreational Restrooms	Closed	Closed	Closed	If open, Daily	If open, Daily
	Office Buildings	Daily	2.5x per week	3x Per week	3x per week	3x per week





# Montgomery County Department of Parks

STATEMENT OF STANDARD/ Maintenance Activity	Park Type	Optimal Frequency Standard	FY23 Actual	FY24 Actual	FY25 Estimated	FY26 Proposed
<b>FLEET MAINTENANCE</b> To assure available, reliable, and safe equipment and vehicles for staff.						
<b>On-Road Vehicle Uptime</b> Repair vehicles in a timely manner to keep vehicles available to staff		94.7%	95%	97%	96%	95%
<b>Vehicle Preventive Maintenance</b> Performed annually or at 6,000 miles.		75% Done on time	60%	75%	80%	80%
<b>Service Requests</b> Completed projects costing under \$3,000. Avg. annual service work orders generated = 3,350.		85% of requests	3,200	3,500	3,200	3,500
<b>TRADES/CONSTRUCTION</b> To help provide a comprehensive, cost efficient and effective maintenance, construction, and repair services for park buildings and facilities.						
<b>*C.I.P. Projects:</b> Completed projects costing \$25,000 or more Average annual C.I.P. Projects requested =30.		90% of Projects	24 of 30 or 80%	28 of 30 or 93%	28 of 30 or 93%	28 of 30 or 93%
<b>Major Maintenance:</b> Completed projects costing \$3,000 or more Average annual major maintenance projects requested = 130.		90% of Projects	130/130 or 100%	118/130 or 91%	120/130 or 92%	120/130 or 92%
<b>Service Requests:</b> Completed services costing under \$3,000 Avg. annual services requested = **3,800.		85% of Requests	3319/3800 or 87%	2,981/3800 or 78%	3,100/3400 or 91%	3,100/3400 or 91%
<b>Preventive Maintenance:</b> Periodic service of assets intended to increase service life and decrease emergency repairs Avg. annual preventative maintenance requests = ***3,200.		100% of Requests	1,800/3200 or 56%	2,608/3200 or 81%	2,800/3200 or 87%	2,800/3,200 or 87%



# Montgomery County Department of Parks

## DETAIL BUDGET SCHEDULE: CONTRACTUAL SERVICES

The total for contractual services department wide in FY26 is \$7,094,681. The following chart is a listing of Contractual Services by fund.

Division	Section	Description	FY25 Adopted	FY26 Proposed
<b><i>Park Fund</i></b>				
Facilities Management	Trades Units	Emergency design and architectural/engineering services	4,747	4,747
Facilities Management	Trades Units	Major maintenance - Greenfarm precision HVAC, Fleet air monitoring, Exhibit Shop interpretive sign services, Grinder pump maintenance	56,365	57,007
Facilities Management	Trades Units	GPS Transponders	51,600	67,650
Facilities Management	Trades Units	Ballfield lighting services/replacement	77,000	79,000
Facilities Management/Horticulture, Forestry and Environmental Education/Park Planning & Stewardship	Building Management	Custodial/Janitorial Contract	344,230	353,761
Horticulture, Forestry and Environmental Education	Arboriculture	Tree Contracts	698,762	701,806
Horticulture, Forestry and Environmental Education	Arboriculture	Emergency tree removal	11,800	7,039
Horticulture, Forestry and Environmental Education	Arboriculture	Licensing agreements - Treekeeper and Arbordrone software	4,300	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	1,741
Horticulture, Forestry and Environmental Education / Northern Parks/ Park Police	Nature Centers / Agricultural History Farm Park/ Park Police Stables	Veterinary services/Animal Care	110,869	110,869
Information Technology & Innovation	Technology	Telephone Support/Maintenance contracts	20,000	20,000



# Montgomery County Department of Parks

<b>Information Technology &amp; Innovation</b>	Technology	WAN/LAN and CISCO Smartnet Emergencies	278,500	278,500
<b>Information Technology &amp; Innovation</b>	Technology	Help Desk Support	59,742	59,742
<b>Information Technology &amp; Innovation</b>	Technology	Hardware/Software Maintenance for Servers/Printers	145,000	145,000
<b>Information Technology &amp; Innovation</b>	Technology	ESRI Enterprise License	60,000	60,000
<b>Information Technology &amp; Innovation</b>	Technology	Software Maintenance for Fleet Management System (Faster)	70,704	70,704
<b>Information Technology &amp; Innovation</b>	Technology	Cybersecurity software (SIEM)	75,000	75,000
<b>Information Technology &amp; Innovation</b>	Technology	Adobe Cloud License	68,000	68,000
<b>Information Technology &amp; Innovation</b>	Technology	UPS Preventive Maint	11,200	11,200
<b>Information Technology &amp; Innovation</b>	Technology	Data backup and replication software license and technical support	21,386	21,386
<b>Information Technology &amp; Innovation</b>	Technology	Telecommunications support/contract review/pricing analysis	6,000	6,000
<b>Information Technology &amp; Innovation</b>	Technology	CRM and SharePoint Support	28,000	28,000
<b>Management Services</b>	Data Analytics	Enterprise Asset Management Maintenance and Webhosting	201,238	212,746
<b>Management Services</b>	Admin	Innovation Mgmt Software	21,450	0
<b>Northern Parks</b>	Little Bennett	Bermuda Turf Field Maintenance	23,386	23,480
<b>Northern Parks</b>	Stormwater Management	Stormwater management	167,000	172,845
<b>Park Planning &amp; Stewardship</b>	Cultural Resources	Architectural services for historic properties	37,000	51,000
<b>Park Planning &amp; Stewardship</b>	Cultural Resources	Interpretive program	41,063	34,663
<b>Park Planning &amp; Stewardship</b>	Natural Resources Stewardship	Deer population control/Professional Trapping Service	65,315	64,815
<b>Park Planning &amp; Stewardship</b>	Resource Analysis	Ground water/methane monitoring	50,356	62,356



# Montgomery County Department of Parks

<b>Park Planning &amp; Stewardship/Northern Parks</b>	Natural Resources Stewardship/Northern Parks/Southern Parks	Non-native plant control	277,450	245,053
<b>Park Police</b>	Admin	Maintenance/Licensing Agreements	280,693	299,355
<b>Park Police</b>	Admin	Leased Equipment (Tasers)	82,403	82,404
<b>Public Affairs &amp; Community Partnerships</b>	Public Information and Marketing	Graphic design and web maintenance services	131,522	118,522
<b>Public Affairs &amp; Community Partnerships</b>	Public Information and Marketing	Media management software	20,790	33,790
<b>Public Affairs &amp; Community Partnerships</b>	Volunteer Services	Continued development of the Web-based Training Initiative for Volunteers and background screening	42,500	42,500
<b>Public Affairs &amp; Community Partnerships</b>	Volunteer Services	Data base for volunteer services	22,101	22,101
<b>Southern Parks</b>	Administration	Miscellaneous consulting (turf, radon abatement, structural/ environmental engineer, legal investigation experts)	16,261	16,261
<b>Support Services</b>	Support Services	Consolidated registration support	125,794	127,973
<b>Support Services</b>	Support Services	Sign Language Interpretation and Translation Services	31,000	32,000
<b>Support Services</b>	Support Services	Maintenance for Audio-Visual System for Wheaton HQ Auditorium	12,500	12,500
<b>Support Services</b>	Support Services	Rental fees - portable toilets	379,380	446,492
<b>Director's Office/Park Police/Support Services</b>	Legal Services	Legal Services	105,000	99,000
		<b>Total - Park Fund</b>	<b>\$4,356,976</b>	<b>\$4,449,807</b>
<b><i>Property Management subfund</i></b>				
<b>Facilities Management</b>	Property Management	Legal Services	5,000	0
<b>Facilities Management</b>	Property Management	Custodial/Janitorial Contract	49,704	64,272
		<b>Total - Property Management subfund</b>	<b>\$54,704</b>	<b>\$64,272</b>
<b><i>Special Revenue Fund</i></b>				



**Montgomery County  
Department of Parks**

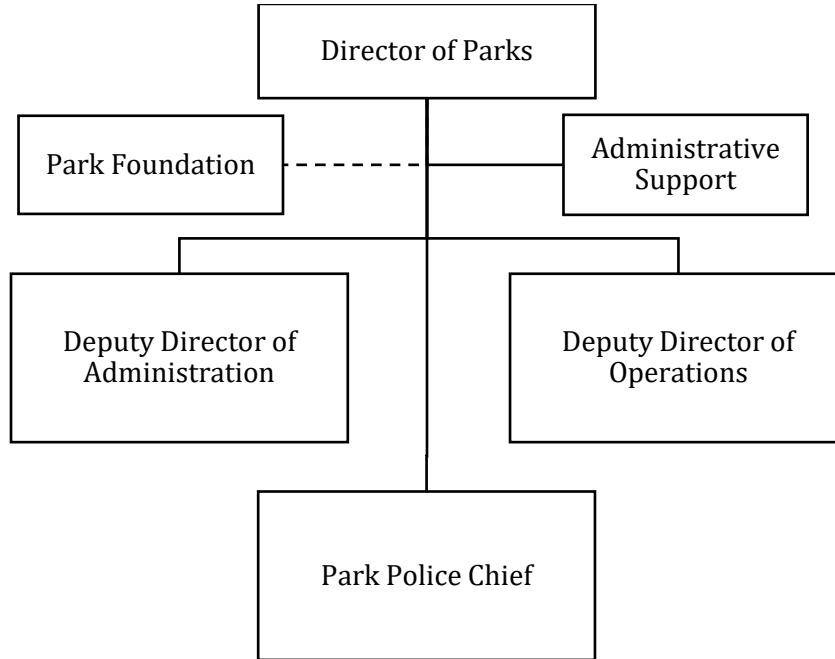
<b>Southern Region</b>	Athletic Fields	MCPS Ballfield maintenance for designated Elementary and Middle Schools	2,213,964	2,520,602
<b>Southern Region</b>	Athletic Fields	Ballfield Maintenance - MCRD - White Oak	50,000	60,000
		<b><u>Special Revenue Fund</u></b>	<b><u>\$2,263,964</u></b>	<b><u>\$2,580,602</u></b>
		<b><u>Total Contract Services - All Funds</u></b>	<b><u>\$6,675,643</u></b>	<b><u>\$7,094,681</u></b>



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Director of Parks

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### OVERVIEW

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

- granted over \$600,000 back to the Parks Department to support various park initiatives and programming.
- provided funding to construct an accessible pathway to the Japanese Tea House in the Gude Garden at Brookside Gardens.
- funded the launch of the TEENS program at Locust Grove Nature Center.
- funded the Trail Ambassador program for a third year.
- funded enhanced programming for the 55+ community.
- secured sponsorships to support All Explorer's Walk managed by the Program Access unit.
- provided 22 scholarships to children with financial need to attend summer camps.
- installed 35 benches throughout the park system.
- secured Corporate Sponsors to support various events throughout the parks.
- secured \$25,000 in funding to help renovate the Nature Nook at Meadowside Nature Center.
- provided funding to turn a fallen tree into a beautiful wood carving after the tree had been damaged.
- secured funding to install an accessible kayak launch at Black Hill Discovery Center.
- secured funding for ballistic vests and go-pros for the Park Police K-9 unit.



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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY25</b>	<b>FY26</b>	<b>%</b>
	<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>			
Expenditures	\$1,801,847	\$1,713,033	-4.9%
<b>Staffing</b>			
Funded Career Positions	5.00	5.00	0.0%
Funded Term Positions	5.00	4.00	0.0%
Funded Workyears	10.90	9.50	-12.8%

**HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET**

- Transfers term contract position from the Foundation to the Park Planning and Stewardship Division.
- Adds \$25,000 for Foundation contract, transferred from the Park Planning and Stewardship Division.

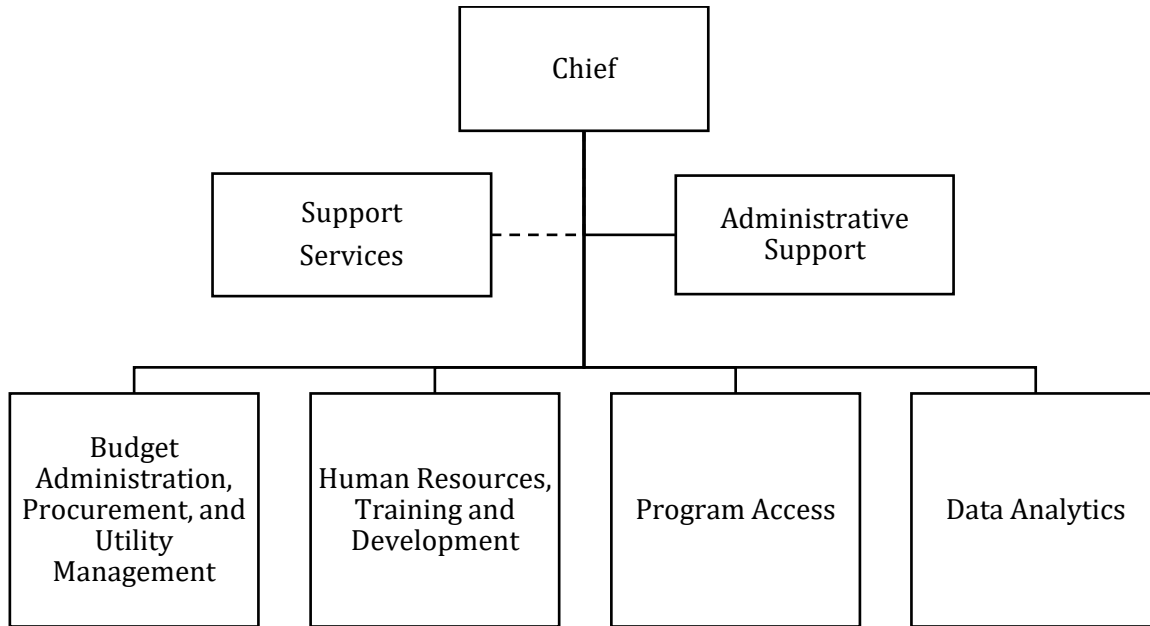




**Montgomery County  
Department of Parks - Management Services**

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Management Services

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### OVERVIEW

The Division's activities support the Department's mission, goals and objectives by providing financial, budgetary, procurement, personnel, data analytics and accessibility services. The Management Services Division provides direct support to Parks divisions enabling them to achieve their individual missions and remain responsive to the public; and assists the Director's Office with implementing internal policies and procedures. The Management Services Division consists of the following sections:

**Budget Administration, Procurement and Utility Management** uses a coordinated financial management system that handles a nearly \$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 and Employment Development** 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.

**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 reasonable modifications for program participants with disabilities. This unit fosters outreach and community engagement by participating in meetings and community fairs; and develops and implements inclusive and adaptive special events and adaptive sports. The Program Access office also offers programs for 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 inclusionary services and modifications for participants of park programs.



# Montgomery County

## Department of Parks – Management Services

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### PROGRAMS AND SERVICES PROVIDED

- Organizational Development
- Employee/Labor Relations
- Budget Preparation
- Financial Management
- Department-Wide Procurements
- Dashboard Creation, Mapping, and Visualizations
- Geographic Information System (GIS)
- Talent Acquisition
- Workforce Diversity
- Position Control and Tracking
- Policy Guidance
- Enterprise Asset Management
- Adaptive Sports
- 55+ Senior Programs
- Program Access/Inclusion Services

### ACCOMPLISHMENTS

- Web accessibility is crucial for inclusivity, ensuring people with disabilities can access services and programs. The Data Analytics GIS Team is working on this by testing three items: a StoryMap, the new Athletic Field Finder, and the upcoming Parks and Trails Atlas. Staff have resolved 66 issues and are collaborating with external companies to achieve top-level web accessibility for GIS.
- The Park Encroachment Team streamlined processes and visualized encroachments using GIS. GIS tracks potential, resolved, and pending cases, and serves as a repository for documents like cure letters and photographs. This tool facilitates communication among multiple divisions, including Park Development, Management Services, Southern Parks, Northern Parks, Facilities Management, and Park Police, with the goal of reducing and resolving encroachments. This new process will potentially increase the number of identified encroachments by at least 50 percent because of crowd sourcing technology that will allow people to identify problems quicker.
- The Data Analytics Section pulled in data from the EAM, GIS, and trail counter (eco-counter) software applications using a tool called Modern Data Stack developed in the Azure cloud. This setup enables the automatic extraction of large amounts of data from the information systems in near real-time, eliminating data siloes in the organization and the need for manual data extraction. The data will be utilized for analysis, allowing our organization to make data-informed decisions and save valuable time.
- The Park Visitation project led by the Data Analytics section and Park Planning and Stewardship’s Long-Range Park Planning section has made notable advancements. The sections leveraged data originating from “big data” on mobile devices crossing park boundaries to deliver insights on park visitation. The park boundaries were redrawn to meaningfully increase the accuracy of the trends observed in park visitation such as eliminating park areas adjacent to or including roads. The data’s analysis will be utilized to better inform park planning and management decisions, measure the impact of park projects, prioritize park asset renovations, and more.
- In August 2024, Program Access hosted Montgomery Parks' first Adaptive Mountain Biking (aMTB) event. Fifteen riders and over 30 volunteers participated in the inaugural event at the recently renovated trail at Wheaton Regional Park. The Inclusion and Adaptive Sports Specialist, now a certified adaptive mountain bike instructor, partnered with the Parks’ Trails and Park Activation team to create an inclusive experience for adaptive riders. Moving forward, Program Access will continue collaborating with the Trails team to provide adaptive bikes, including the newly acquired TerraTrike, during regularly scheduled Roots to Rocks rides, designed to introduce families to mountain biking.



## Montgomery County Department of Parks – Management Services

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- Program Access collaborated with Black Hill Discovery Center to secure a \$29,999 grant from the Christopher and Dana Reeve Foundation. This funding facilitated the installation of a new EZ Dock Launch, enhancing water access for individuals with disabilities. Additionally, the Inclusion and Adaptive Sports Specialist earned an ACA Level 2 certification, enabling monthly adaptive kayaking programs for individuals with disabilities and their families throughout the season.
- Program Access led initiatives to earn recognition for the department’s commitment to supporting individuals with disabilities through local and national professional presentations such as Maryland Recreation and Parks Association, Brookfield Zoo, and the Mid-Atlantic ADA Network.
- On Walk Maryland Day, Program Access celebrated with a walk and parking lot party, raising approximately \$2,500 in sponsorships and donations to support the event. Seventy people attended the event.
- The Program Access office remains dedicated to fostering inclusion through partnerships and innovative programming. Highlights include:
  - Collaborating with Black Hill Discovery Center to host an annual Inclusive Fishing Rodeo and Adaptive Fishing Programs.
  - Partnering with Locust Grove Nature Center to offer Adaptive Birding and Birdability events.
  - Working with Meadowside Nature Center to host Sense-Sational Summer Camp, a camp specifically designed for neurodiverse individuals.
- The Talent Acquisition Team, through increased advertising, marketing, and community outreach, has increased the number of applicants applying to our vacant positions by 75% in the last two years. Our Vacancy Rate has decreased 38.6% since FY23 to 12.1% and our continued Talent Acquisition efforts in support of our department will continue to see vacant positions decrease. A comprehensive Talent Acquisition Strategic Plan has been completed this year that includes a framework for Montgomery Parks to consistently attract, hire, and retain high-quality candidates with a focus on workforce diversity, representation, and retention. While filling vacancies, we are diversifying the demographics of our workforce. Our demographics analysis reveals that we have made progress toward our goal of our workforce representing the demographics of the Montgomery County population. The percentages of historically underrepresented racial/ethnic groups in the Parks workforce are now less than a 10% gap compared to the demographics reflected for Montgomery County residents.
- Our Workforce Diversity and Outreach Partner efforts include developing and implementing creative and effective talent acquisition and partnerships that serve to fill our recruitment and hiring pipelines with diverse candidates. 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. The department has five (5) Internship Programs that target various diverse groups of individuals, four of which are community-based partnerships at no cost to the Parks budget. This past internship season, the Parks hosted more than 35 interns from these programs. This has resulted in introducing new generations to careers in the Parks and developing diverse pipelines for recruitment in the future.
- Completed the customization and implementation of the new Commission Learning Management System (LMS) throughout the Department including customized learning pathways for position categories experiencing knowledge gaps and retention challenges. An



# Montgomery County

## Department of Parks – Management Services

integrated LMS with our existing learning content provider streamlines the scheduling and documenting of training, certifications, and licensures.

- Onboarded a new Deputy Department Human Resources Manager position who is instrumental to the research, development and implementation of innovative programs and processes that will enhance the effectiveness, efficiency, and technological proficiency of the entire Department HR Team. The position’s focus is on communication, teamwork, project management, and process efficacy throughout the Department HR Function. This vital member of the HR Team also leads our Succession Planning and Innovation programs. A comprehensive and consistent New Hire Onboarding program for the department and its divisions was completed. This program will ensure a good start for newly hired employees and positively affect the first year employment retention rate.
- The Budget Team worked with operations management staff to begin standardizing the Operating Budget Impact calculations for new and renovated amenities built through the Capital Budget. This standardization will help streamline a crucial budget process and ensure that operations staff receive the budget resources they need to maintain these improved amenities.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$3,830,094	\$4,181,883	9.2%
<b>Staffing</b>			
Funded Career Positions	23.00	24.00	4.3%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	24.40	25.80	5.7%

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

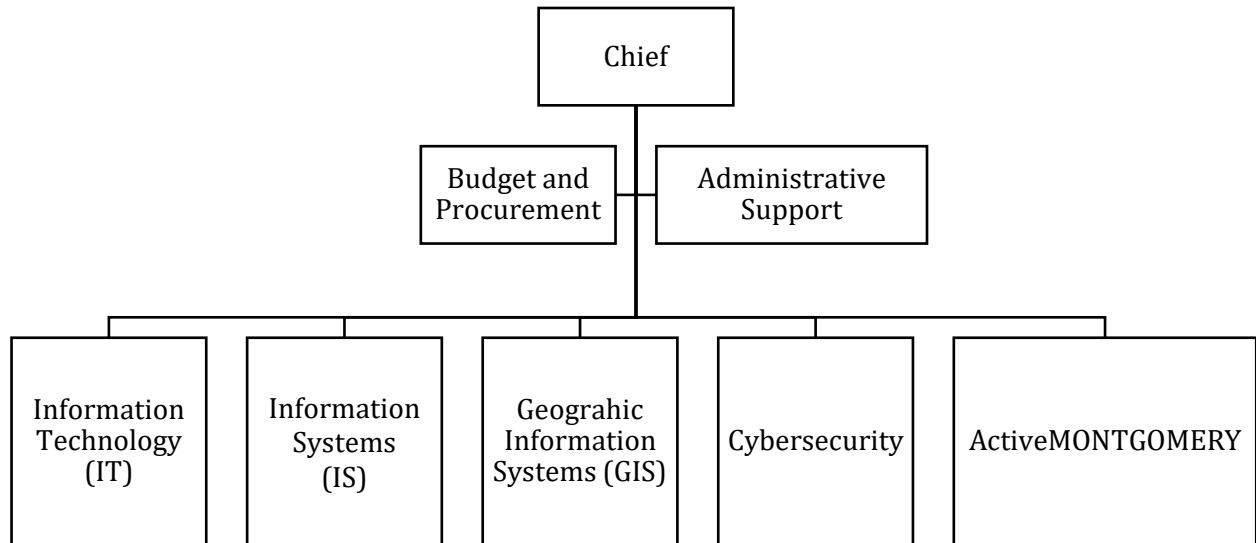
- Includes one (1) full-time career position for a GIS Specialist to perform analysis, create layers, develop tools, assist with mapping, troubleshoot issues, and provide GIS support to the department. The GIS Specialist will also assist with ongoing efforts with web accessibility and ensuring that the GIS Unit reduces the number of backlogged projects.
- Adds \$5,000 in Personnel funding for Seasonal support for the training team.
- Adds \$14,775 in Other Services & Charges funding to support data storage and consulting services, Program Access 55+ instructors and additional training for staff.



**Montgomery County  
Department of Parks – Information Technology and Innovation**

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Information Technology and Innovation

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### OVERVIEW

Unlike all other Divisions in the Department of Parks and Planning Department, the 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

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### MISSION

The mission of the Information Technology and Innovation Division is to provide business-enabling value through integrated technology solutions.

### PROGRAMS AND SERVICES PROVIDED

- Provide network infrastructure to handle data, voice, and wireless connectivity
- Provide robust infrastructure for video streaming for Planning Board Live, Historic Preservation Commission, and Development Review Committee (DRC) meetings
- Enable safe and reliable remote access and tools for teleworking
- Maintain secure and redundant data centers to support departmental applications for maximum resiliency
- Coordinate interagency data transfers between County and State agencies
- Stewardship of the County's land-use GIS dataset including the County's property, zoning, address, impervious, and elevation datasets, etc.
- Provide an annual report to County Council on regulatory review metrics
- Provide ePlans regulatory system, which guides the regulatory workflow of the Planning Department and makes all documents of record available to the public
- Design, implement, and maintain the information system architecture
- 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
- Provide best practices in cybersecurity

### ACCOMPLISHMENTS

- Extended free public Wi-Fi as part of the ConnectParks program to three additional parks: Sligo Dennis Local Park, Veirs Mill Local Park, and Glenmont Local Park.
- Updated ActiveMONTGOMERY's public facing 'WebTrac' registration and reservations system which enables residents to more easily find an ever-increasing number of classes for existing programs as well as new programs which meet their needs, such as classes for 'Over 55' and 'Adaptive' programming. Also expanded existing features to further pinpoint specific rental types for various locations. Parks programming increased by 263 classes in 2024.
- Completed our 'Planimetric Update' contract, executed every three years, which enabled us to publish our Countywide Impervious data, Light Detection and Ranging (LiDAR) 3D data, and Tree Canopy update. This important data is used for the County's Department of Environmental Protection (DEP) water quality protection charge, various masterplan staging analyses, and forms the basis for basemap data made available to the development community.
- Executed our new ESRI (Geographic Information System (GIS)) enterprise agreement which unlocked licensing for users and our server infrastructure. All Montgomery Parks and Planning staff have been onboarded into our GIS system. Legacy GIS servers have been replaced by our newly upgraded and enlarged on-premises GIS portal architecture. This results in faster, more reliable, and more organized data management, and allows ITI to employ better security postures by retiring legacy servers.
- Linked the Montgomery County Park and Planning GIS system with the County's Technology and Enterprise Business Solutions (TEBS) GIS system. This significant improvement integrates GIS efforts made by Montgomery Parks and Planning directly into all other county agencies.





# Montgomery County

## Department of Parks – Information Technology and Innovation

- Continue to maintain the Montgomery County GIS Property Base in concert with Maryland State Department of Assessments and Taxation (SDAT).
- Upgraded our backend network, virtual, and storage infrastructure. This upgrade provides a more robust and resilient environment, benefiting both staff and the public.
- Replaced end of life servers and PCs with modern hardware to help our organization stay efficient, secure, and aligned with business goals.
- 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.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$3,821,170	\$4,019,032	5.2%
<b>Staffing</b>			
Funded Career Positions	17.00	18.00	5.9%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	13.50	14.20	5.2%

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

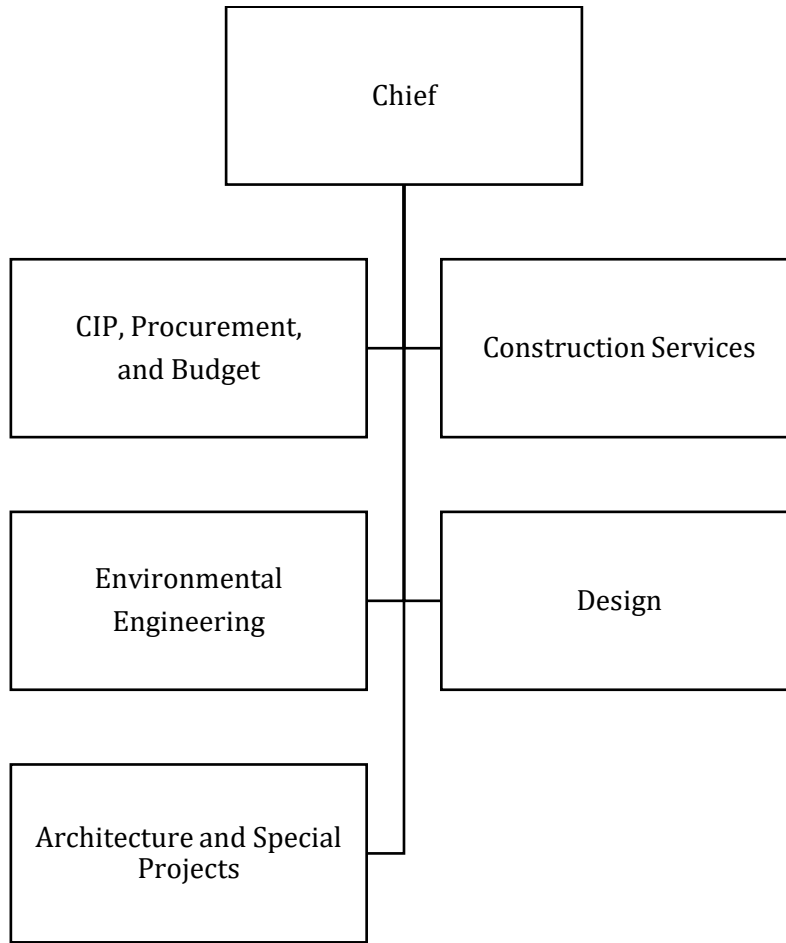
- Increases Personnel Budget to improve customer service for staff and the public using ActiveMONTGOMERY, the Montgomery Parks reservations/registration system with one (1) new career employee for which ITI and Enterprise Divisions will split the cost. ITI will contribute \$68,556 or 60%.
- Increases Supplies & Materials by \$52,500 to support end user communications and computer equipment needs and inflationary pricing increases.
- Increases Other Services & Charges by \$57,970 for contractual increases for various software licenses, ActiveMONTGOMERY consulting, and implementing Cisco ThousandEyes for faster troubleshooting of IT issues outside our network infrastructure.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Park Development

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### OVERVIEW

The Park Development Division is responsible for the implementation of the six-year Capital Improvements Program (CIP) which includes the following functions: 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 also manages the parkland encroachment process.

The Division consists of the following sections: Capital Improvement Program, Procurement, and Budget, Design, Environmental Engineering, Construction Services, and Architecture and Special Projects.

### MISSION

To 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
- Architectural Design Services
- Park Encroachment Program Support
- ADA Compliance and Barrier Removal
- Construction Management Services
- Inspection Services
- Landscape Architectural Design Services
- Engineering Design Services
- Park Construction Permit Process
- Procurement for CIP Projects
- Park Construction/Renovation
- Infrastructure Condition Assessments
- Water Resources and MS4 Permit Implementation

### ACCOMPLISHMENTS

- Completed Park Refresher construction projects at Caroline Freeland Urban Park, Columbia Local Park, and Strathmore Local Park. Began construction for the Ovid Hazen Wells Recreational Park Expansion.
- Completed construction of the Long Branch Bridge Replacement and Stream Restoration.
- Completed permitting for the new North Branch Trail near Lake Frank and for the Powerline Trail Phase 1 SWM Retrofit and Trailhead in Cabin John Regional Park.
- Completed the facility plan for a new park at Lyttonsville Neighborhood Green. Initiated design for Bethesda Market Park, Elm Street Urban Park, and Wheaton Regional Park Action Sports Park.
- Continued detailed design for Park Refreshers at Carroll Knolls Local Park, Long Branch-Wayne Local Park, Long Branch Local Park, Long Branch-Garland Neighborhood Park, Gunner’s Lake Local Park, Stonehedge Local Park, Fox Chapel Local Park, Greenwood Local Park, Jessup Blair Local Park, Wheaton Regional Park Rubini Area Complex, and Valley Mill Special Park group picnic area.



# Montgomery County

## Department of Parks – Park Development

- Completed design and began demolition work for a new park at South Silver Spring Urban Recreational Park. Continued design for mini-refresher projects for North End Courts at Fairland Rec Park, Ellsworth Dog Park Renovation, and the renovation of South Germantown Adventure Playground. Began design for a new Disc Golf Course at Northwest Branch Recreational Park.
- Began construction of building envelope improvements at the historic Waters House.
- Completed multiple ADA improvement projects that involved trails, parking lots, sidewalks, and numerous amenities.
- Completed multiple sports court renovations, constructed two new soccer courts, and completed multiple athletic field renovations. Created six dedicated pickleball courts at East Norbeck Local Park.
- Began construction on playgrounds at Olney Manor Recreational Park, Olney Mill Neighborhood Park, McKnew Local Park, and Valleywood Neighborhood Park. Completed a playground renovation at Centerway Local Park.
- Began construction on the Athletic Field Team Building at Laytonia Recreational Park. Completed locker room renovations at the Olney Manor Maintenance Yard.
- Completed the NCPC process for Vision Zero and Traffic Calming along northern portions of Little Falls Parkway.
- Completed restoration of streams and outfalls in various Stream Valley Parks.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$4,729,106	\$4,996,369	5.7%
<b>Staffing</b>			
Funded Career Positions	59.00	60.00	1.7%
Funded Term Positions	1.00	1.00	0.0%
Funded Workyears	26.60	26.70	0.4%

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

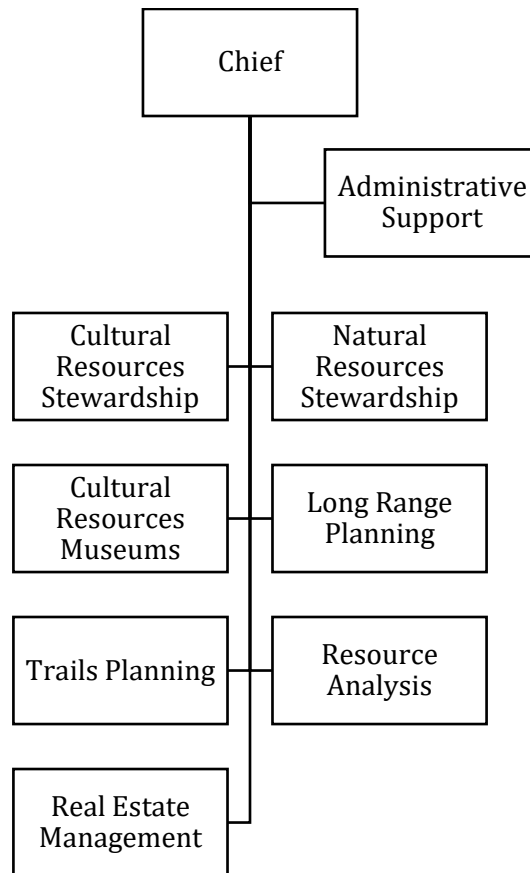
- Adds one (1) full-time Hard Surface Trails Construction Inspector career position. This position will allow delivery of higher-quality amenities and rehabilitation of aging infrastructure. This position will also allow us to implement additional trail projects, which will improve connectivity and accessibility of this important community service and improve the condition and quality of trail systems, providing a better user experience for staff and the public. The position cost will be partially offset by a 70% chargeback to CIP.
- Increases salary lapse from 6.9 WYs to 7.10 WYs.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Park Planning and Stewardship

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### OVERVIEW

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

### 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.

**Long Range Planning (LRP)** coordinates and manages park planning efforts with a focus on inventorying, mapping, and analyzing existing parkland and park facilities in order to determine future needs. Regular projects include, leading park related aspects of community master plans, developing park master plans, conducting suitability studies, providing athletic field coordination and planning, developing programs of requirements for park facility plans, developing preliminary site plans for new and re-developing parks, reviewing preliminary park concepts with the community, and managing Parks development review efforts. LRP staff also conducts research, studies and prepares reports including the Parks, Recreation, and Open Space (PROS) Plan on a five-year cycle.

**Trail Planning** leads park planning for both paved and natural surface trails and designs, permits, constructs, and rehabilitates natural surface trails and related amenities. Trails staff conducts trails mapping, reviews preliminary park concepts with the community, coordinates with volunteers, conducts trails programming, and manages trail-related communications, including the Rainout line.

**Cultural Resources Stewardship** coordinates the research, preservation, and interpretation of 106 historic structures, approximately 300 known archaeological sites, and 16 cemeteries on Montgomery Parks parkland. A new initiative for the section is the Untold Stories program, aimed at expanding historical and community interpretation of significant stories from the county’s past. CRSS staff conducts all forms of cultural resource inventories, interprets historical and archaeological sites, coordinates restoration and/or rehabilitation projects for historic structures and landscapes, develops interpretive signage, and prepares oral histories and a wide variety of reports.

**Cultural Resources Museums** develops and manages public, educational interpretative programming at Parks’ museums and historic sites. These sites include Bussard Farmstead at Agricultural History Farm Park; Josiah Henson Museum and Park; Kingsley Schoolhouse; Oakley Cabin African American Museum and Park; and Woodlawn Museum and the Underground Railroad Experience Trail at Woodlawn Manor Cultural Park. Programming includes exhibitions, guided tours hikes, workshops, classes, community events, and annual special events such as Maryland’s Emancipation Day. Parks museums and historic sites host several annual family reunions for descendant families: the Newmans, Bussards, Harpers, Palmers, and Hensons. This unit also coordinates museum projects with outside organizations on parkland.

**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.

**Resource Analysis** manages aquatic resources on Montgomery Parks parkland and works to identify, avoid, minimize, or mitigate the negative effects of land-use change on all natural resources in the Department’s inventory. Major program emphases are on the biological monitoring



# Montgomery County

## Department of Parks – Park Planning and Stewardship

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of aquatic resources, environmental review of various development projects affecting parkland, environmental stewardship training for operations staff, development and implementation of pollution prevention programs, interagency watershed restoration coordination, and prioritization of environmental restoration and stormwater retrofit projects. Resource Analysis staff also manage the Department's two NPDES stormwater programs, the NPDES MS-4 Phase II Permit and the NPDES Industrial Permit.

**Real Estate Management** implements land acquisition programs to provide new property for improved levels of recreational and natural resources on parkland; manages the Commission's existing real estate portfolio to preserve recreational and conservation resources while accommodating public infrastructure and approved private development; and oversees Public Private Partnerships that provide unique recreational opportunities to the public through agreements with private entities.

### PROGRAMS AND SERVICES PROVIDED

- Trails Planning – Natural Surface and Paved Trails
- Construction / Rehabilitation of Natural Surface Trails
- Non-native Invasive Plant Management
- Museum management and stewardship
- Environmental Review and Assessment
- National Pollutant Discharge Elimination System (NPDES) Permit Compliance Volunteer Management
- Long Range and Site Planning
- Development Review Coordination
- Wildlife Management
- Habitat Restoration
- Aquatic Resources Management
- Stewardship Training

### ACCOMPLISHMENTS

- Completed an update of the Athletic Field inventory and GIS layers including field condition ratings and permit data; and developed related mapping and data visualization tools.
- Supported the development, approval, and adoption of the Bethesda Downtown Plan Minor Master Plan Amendment.
- Completed the Long Branch Parks Initiative Plan, a comprehensive park improvement effort in the Long Branch community and began implementation of park renovations and natural surface trails.
- Planned natural surface trail effort and worked toward implementation of Phase one at the new Royce Hanson Conservation Park at Broad Run, which includes gates, signage, parking lot and 3-4 miles of natural surface trail.
- Secured grant funding for Magruder Branch Trail and continued project planning for the RAISE and SS4A grants.
- Launched the Untold Stories Program. This included the development of the Black Baseball initiative, Johnsons Local Park community outreach, and interpretive planning to celebrate formerly marginalized histories on Parkland.
- Unveiled Oakley Cabin Augmented Reality Experience. This pilot project creates an interactive way to integrate archaeology and history into public interpretation of cultural resources. This is a successful collaboration with Montgomery County Government and the University of Maryland.
- Updated the detailed inventory of Historic Buildings on Parkland and corresponding GIS layer. Thorough inventory of historic structures under the preservation purview of Cultural Resources Stewardship allows staff to advocate and maintain the structures for future generations and streamline regulatory review processes.



# Montgomery County

## Department of Parks – Park Planning and Stewardship

- Saw record attendance (1,950+ visitors) at the 30th annual Harvest Festival held at the Agricultural History Farm Park.
- Applied approximately \$175,000 and 3 work years towards non-native, invasive plant management and habitat restoration of high-value natural areas and supporting the Long Branch Parks Initiative area and Weed Warrior Volunteers contributed over 13,000 hours of effort to curb vines covering trees within riparian buffers and in Equity Focus Areas, freeing over 15,000 recorded trees.
- Expanded upon the county-wide meadow management program to increase use of prescribed burning, for quality control and maintenance, and completed installation of a 30-acre wildflower meadow in the newly acquired Royce Hanson Conservation Park at Broad Run, in Poolesville.
- Completed seven outfall stabilization 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 water quality improvement.
- Aquatic resources monitoring data were collected at 27 stream locations in nine 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. Three seasonal staff were hired, and 47 different staff volunteers were leveraged to complete the data collection.
- Added over 45 acres of land to the park system in FY24, including the Ednor Soapstone Quarry, a significant archaeological site to be turned into a park interpreting the indigenous peoples history in Montgomery County, and four important urban park acquisitions in Westbard, White Flint, and Bethesda.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$9,407,602	\$9,992,410	6.2%
<b>Staffing</b>			
Funded Career Positions	61.00	65.00	6.6%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	62.90	64.50	2.5%

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Includes one (1) full-time career Museums Program Manager to manage the daily operations for Oakley Cabin African American Museum & Park, Kingsley Schoolhouse, and the Thomas Harper Cabin/Homestead at Brookside Nature Center.
- Includes one (1) full-time career Strategic Planner position help the department refine the strategy and prioritization for creating public spaces that accommodate multiple needs,





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

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acquiring and developing parks in urban areas with good transportation options, and ensuring that parks are accessible and equitably distributed.

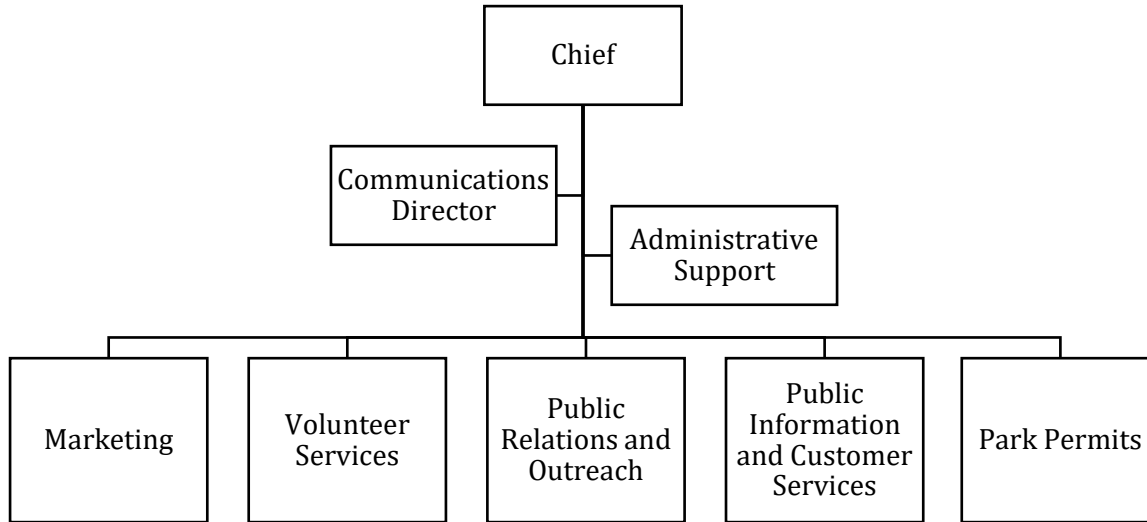
- Increases salary lapse from 5.6 WYs to 6.0 WYs.
- Adds one (1) term contract position transferred from Director’s Office and converts the term to a full-time career position. Adds funding for WQPF for one (1) career position.
- Adds \$37,870 of services funding for contractual and inflationary increases. Transfers \$25,000 to the Director’s Office for the cost of contracted services as part of the swap for the term contract position transfer.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Public Affairs and Community Partnerships

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### 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 content support, 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

- Special Event Management
- Park Facility
- Advocacy Coordination
- Public Outreach
- Marketing and Advertising
- Graphic Design and Publications
- Customer Service and Public Response
- Public and Media Relations
- Friends Group Development and Coordination

### ACCOMPLISHMENTS

- The Media Relations and Outreach Team continued to generate extensive media coverage for the Department in a variety of local, regional, national, and industry outlets.



# Montgomery County

## Department of Parks – Public Affairs and Community Partnerships

- The Marketing Team continues to manage 19 different social media channels across Facebook, X, Instagram, LinkedIn, NextDoor, and YouTube. During FY24, the team wrote or moderated more than 6,000 posts that reached over 4.4 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 launched a refresh of the department’s website. This initiative encompassed 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 culminated in FY24.
- The PICS office handled an average of 250 - 300 calls and dozens of emails per week from residents in FY24, with case volume especially high from March-October.
- The PICS office fielded resident inquiries about all significant Parks initiatives in FY24, including events and ongoing programs throughout the year.
- 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 over \$3.8 million of revenue between the Park Fund and the Special Revenue Fund through rentals of public facilities and Special Events. This total exceeded the budgeted revenue by 7%.
- The Volunteer Service Office continued to coordinate with our vibrant volunteer community. Organized over 300 successful volunteer events through programs like the Parks Clean Up Program. Worked with 5,693 volunteers totaling more than 11,000 hours. Removed 108,751lbs of trash and recycling from parks.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY25 <u>Adjusted</u> <u>Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$4,090,418	\$4,419,937	8.1%
<b>Staffing</b>			
Funded Career Positions	24.00	26.00	8.3%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	26.40	28.40	7.6%

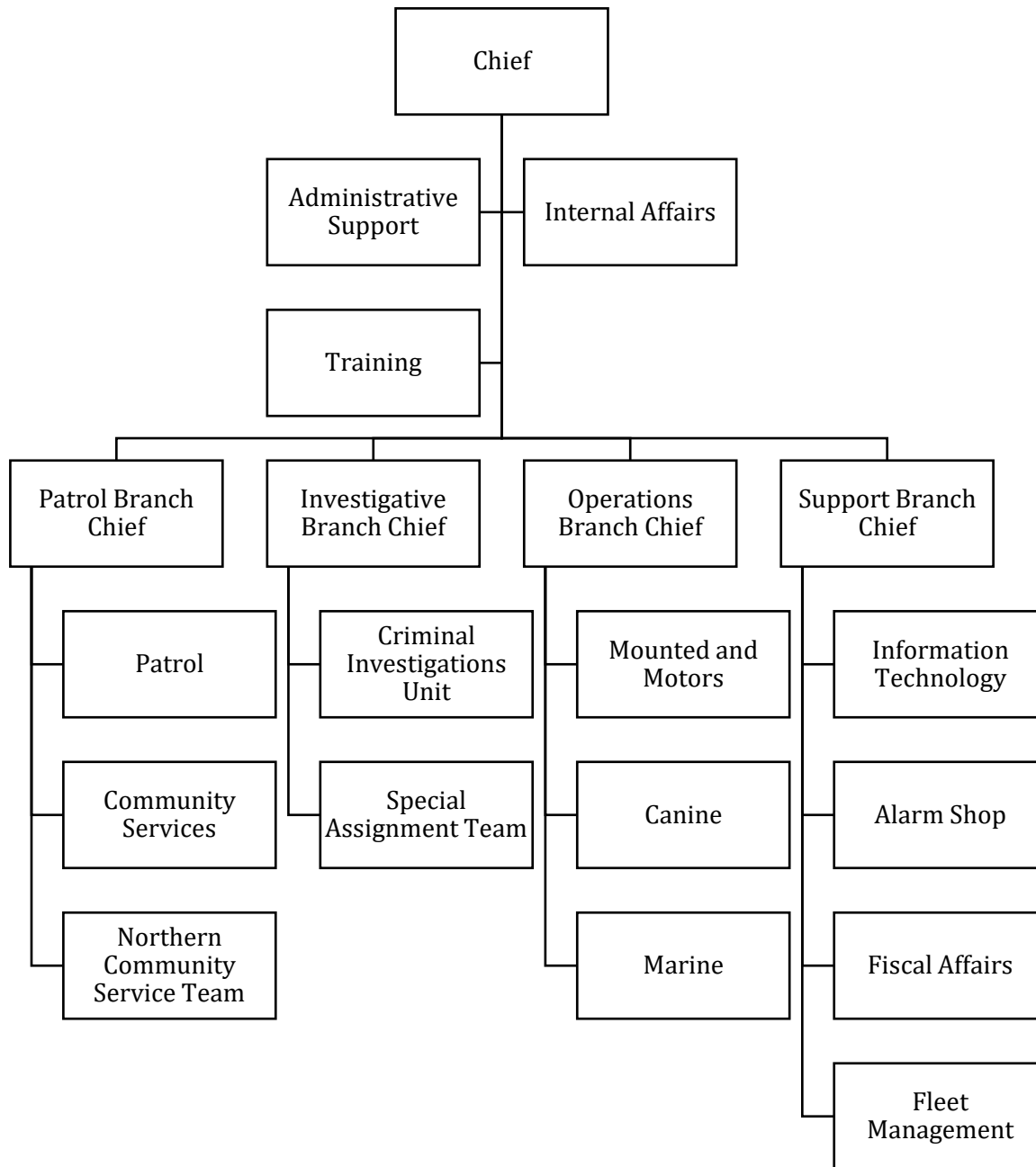
### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Adds one (1) full-time bilingual outreach specialist to improve community outreach, engagement, and promotion.
- Adds one (1) full-time volunteer service to support the Volunteer Parks Clean Up Program in continuing to assist organizing community members.



# Montgomery County Department of Parks - Park Police

## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Park Police

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### OVERVIEW

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

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

The Park Police division is divided into four operational branches and an Administrative Section. The operational components are the **Patrol Branch** comprised of Patrol Services and Community Services; the **Support Operations Branch** is comprised of Management and Technology, Communications, 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 37 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
- Wildlife Management
- Community Involvement
- Property and Evidence
- Radio System Management
- Media Relations
- Special Event Planning
- Background Investigations
- Alarm Shop
- Crime Scene Management
- Public Safety Education
- Fleet Management
- Mobile Data Network
- Computer Aided Dispatch
- Strategic Planning
- Recruitment
- Park Facility Assessments
- Crime Prevention Through Environmental Design

### ACCOMPLISHMENTS

- The Division hosted a multi-agency Mounted SERT training at the Montgomery County Fairgrounds. Mounted officers from USPP-DC, USPP-NY, OCPD and PG Park along with MCPD officers and volunteers trained in escalating sensory based scenarios is preparation for the 2025 Inauguration.
- Park Police have one new certified search manager, and another officer received a second certification. The advancement of staff will help to ensure that all areas of the county are covered.
- A Park Police officer has been assigned to the DEA’s Drug Enforcement Taskforce. The taskforce includes federal and local law enforcement partners to disrupt illicit drug tracking in DMV area.



# Montgomery County

## Department of Parks – Park Police

- Park Police officers began using an encroachment application that allows them to track and document their interactions with property owners who have been notified of encroachment violations on park property.
- The Park Police Community Services held two Park Police Community Days. The Community Days were at Hillandale and Ridge Road Parks. These two events were well attended by allied agencies, community groups and the public. Officers even volunteered to participate in the dunk tank.
- The Park Police Alarm shop has begun to upgrade the legacy camera system with a new windows-based video management system.
- Park Police secured a grant to install and update existing License Plate Readers in Wheaton Regional Park, South Germantown Recreational Park, Little Bennet Campground and Brookside Gardens.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$21,173,395	\$21,498,889	1.5%
<b>Staffing</b>			
Funded Career Positions	127.00	127.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	116.40	116.90	0.4%

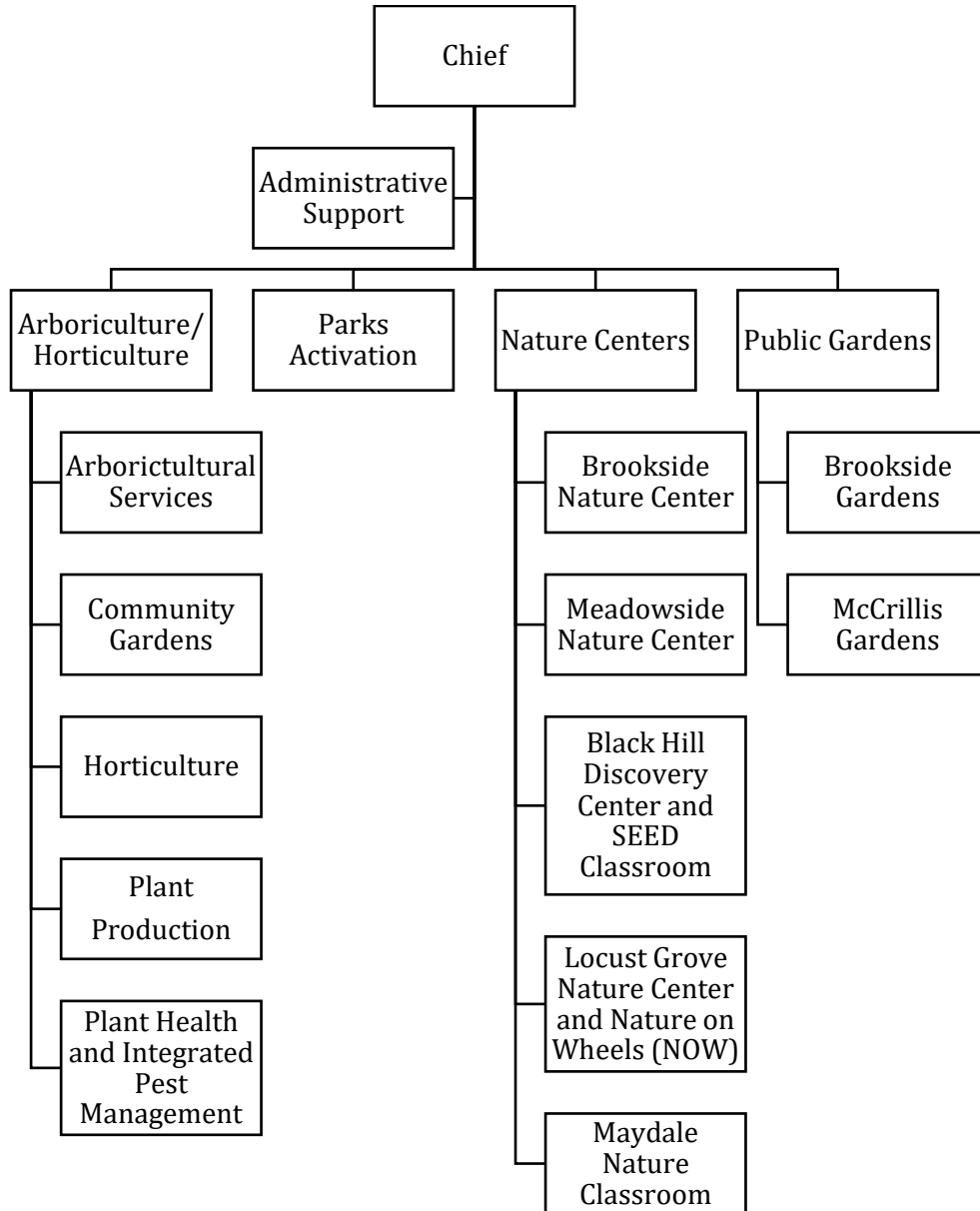
### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Increases Overtime funding by \$73,800. This increase was partially offset by a reduction of \$19,848 of shift differential cost based on trend.
- Increases Supplies & Materials by \$38,000 for increases in technology expenses. Transfers \$15,313 to services.
- Increases Other Services & Charges by \$92,092 for costs associated with mandated police reform law changes, increases for various maintenance and software licenses, contractual services, veterinary services and \$25,000 for security camera modernization. Also adds \$15,313 in funding for contractual services transferred from supplies.



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

**ORGANIZATIONAL STRUCTURE**





# Montgomery County

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

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### OVERVIEW

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

The Division is comprised of the following sections:

**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, Nature On Wheels (NOW) Meadowside Nature Center, Black Hill Discovery Center and SEED Classroom, 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; engages in partnerships with like-minded organizations; and produces 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 37,700 acres of parkland and 419 parks.



# Montgomery County

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

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

**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

- Activation of parks through signature events, festival, regional and community-based programming, and special events
- Nature and garden- based wellness programs
- Adult and children’s horticultural and conservation education programs and camps
- Plant health care and integrated pest management (IPM) program
- Wellness Programs
- Exhibits and self-guided experiences
- Tree inspection and maintenance
- Curriculum based school programs which support the states’ environmental literacy graduation requirements
- 24-hour Tree emergency response
- Natural, historic, cultural, and garden Interpretation
- High school and college internships and Community Engagement Fellowship program
- Comprehensive nursery and greenhouse plant propagation and production programs including a native plant program, container reforestation program and large tree moving program
- Operations, maintenance, and programming at two public gardens: Brookside Gardens in Wheaton and McCrillis Gardens in Bethesda
- Tree planting, aftercare, and maintenance programs with a focus on equity areas, urban heat remediation and diversity of species
- Visual and performing arts
- Operation, maintenance, and programming of five nature centers
- Park Academy Series provides fitness, wellness, and stem learning opportunities
- Facility rentals and Gift Shops
- Spanish and sign language nature programs
- Tree protection and conservation
- Horticulture and arboriculture consultation services for park development and renovation Projects
- Robust volunteer programs
- Community Gardens installation and program management
- Sustainable green business practices and green waste recycling /compost program
- Signature unique events such as the Butterfly Experience at Brookside Gardens, Foodie Fridays, Garden of Lights, Arbor Day, Children’s Day, Montgomery County EarthFest, native plant sales, GreenScapes Symposium, Urban Tree Summit, Sligo Creek Fest, The Parks Ale Trail, MudFest and Maple Sugaring

### ACCOMPLISHMENTS

- Teens Engaged and Empowered in Nature Stewardship (T.E.E.N.S) is an internship program developed for high school students in Montgomery County to explore green careers in nature



# Montgomery County

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

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and environmental science. Interns will learn about native plants and animals and work with park staff to have a positive impact on the natural areas in our community. Interns receive a stipend and hands-on training for future employment opportunities within the parks department. This program launched in January 2025 and is partially funded by a grant from the Montgomery Parks Foundation.

- Brookside Gardens’ Advancement Program secured a significant donation of \$100,000 for a new feature in the Gude Garden. The Japanese Tea House and the Gude Island are both popular destinations that are difficult to access by those with mobility challenges. The construction of an ADA accessible viewing platform will provide a comparable experience to the iconic Japanese Tea House with a deck cantilevered over the water. Intricate stonework and new gardens will connect it to the landscape.
- The Park Academy Series was launched this year by the Parks Activation program. The series provides fitness, wellness and learning opportunities for residents throughout the county. The series featured instruction including yoga, Nordic walking, balance and mobility, robotics and coding, and dance. Partnering with the Arboriculture section, the series also featured two “Canopy Connection” tree climbing classes geared towards teens and the 55+ community.
- The Community Garden Program celebrated its 15th year in operation with 544 plots over 14 sites. Community Garden plots donated 2,656 pounds of excess produce; Grown@Pope donated 1,810 pounds of culturally appropriate foods such as bitter melon and Pope Farm donated 8,826 pounds of cover crops in the form of edible pumpkins, gourds, and melons.
- The Arboriculture Section conducted 831 hazard tree inspections on parkland and completed 816 work orders to address hazard tree mitigation.
- Horticulture Services dug and planted 662 landscape trees in developed areas of parks. Trees installed in developed areas of parks occur on a rotational schedule based on management area and this year were largely planted in the Meadowbrook Management area.
- Horticulture Services cared for over 1,200 landscape trees through the program’s 2-year aftercare program which includes supplemental watering, weeding, pruning, mulching, and maintenance of deer protection fencing.
- The Arboriculture Section successfully received funding via a grant from the Montgomery Parks Foundation to produce a sculpture from a tree in Bradley Local Park.
- Brookside Gardens Youth Education served 3,700 students through free on-site school field trips programs, 75 students through fee-based garden and environmental education summer camps, and over 1,200 people in our free public outreach events like Children’s Day and Earth Day. Specific efforts for serving the teen audience include “Schools Out For Teens” programs on days that MCPS is closed and a Climate Action Summer Camp. Additionally, the BG Youth Education staff are collaborating with MCPS and the Lathrop E. Smith Environmental Education Center to co-sponsor the Youth Climate Institute Club in Montgomery County.
- Pope Farm Nursery celebrated its 50th year of operation this year. Pope Farm Nursery supplied 824 balled and burlapped trees for park project sites. The Nursery’s container production program provided 6,700 perennials and shrubs and 2,200 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 parkland.



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

- Parks Activation produced the Sligo Creek Fest on the Sligo Creek Parkway. The signature event highlighted the open parkway program, featuring multiple stages of entertainment, kid’s activities, food and drink vendors, and roving performers. Over 15 Montgomery Parks groups participated in the event highlighting their work and programs throughout the county.
- Horticulturists at Brookside Gardens redesigned the Rose Garden to be more ecologically friendly by replacing hybrid tea roses with species roses that have good pest resistance and thrive in this region. Incorporating perennials and grasses to increase plant diversity has attracted many pollinators, beneficial insects, and birds. Staff installed a new drip irrigation system for plant health and to reduce water consumption. The Rose Garden was featured in a tour for the American Society of Landscape Architects’ annual conference hosted in DC in October 2024.
- Parks Activation produced and planned 60 events including the Parks Playhouse Jr. series, Pride Comedy, Roller Disco, Sunday Serenades, Acoustics and Ales and the Parks Summer Concert Series. The Parks Playhouse Jr. series was expanded into additional equity focus area parks during the 2024 summer season. The series provided free access to performing arts for young children through theatre, puppetry, and musical performances.

**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY25</b>	<b>FY26</b>	<b>%</b>
	<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
	<b><u>Adopted</u></b>		
<b>Budget</b>			
Expenditures	\$15,115,345	\$15,833,023	4.7%
<b>Staffing</b>			
Funded Career Positions	101.00	105.00	4.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	111.50	116.60	4.6%

**HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET**

- Increases the chargeback by \$16,760 for shared position costs with the Enterprise Fund.
- Includes two (2) new career positions to support the Green Waste Recycling Program and nature and outdoor programming for the 55+ community.
- Includes two (2) career positions in the Arboriculture and Horticulture sections for the maintenance and care of trees and plantings at Carroll Knolls Local Park, Long Branch-Garland NP, Northwest Branch Regional Park, Ovid Hazen Wells Regional Park, South Germantown Regional Park, South Silver Spring Urban Regional Park and Stonehedge Local Park due to park refreshers, expansions and renovations.
- Conversion of one (1) part time position to full time for an administrative position at Locust Grove Nature Center. This \$8,000 position cost increase will be offset by increased program revenues.
- Includes an inflationary increase for overtime and cost of living increases for seasonal staff.



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

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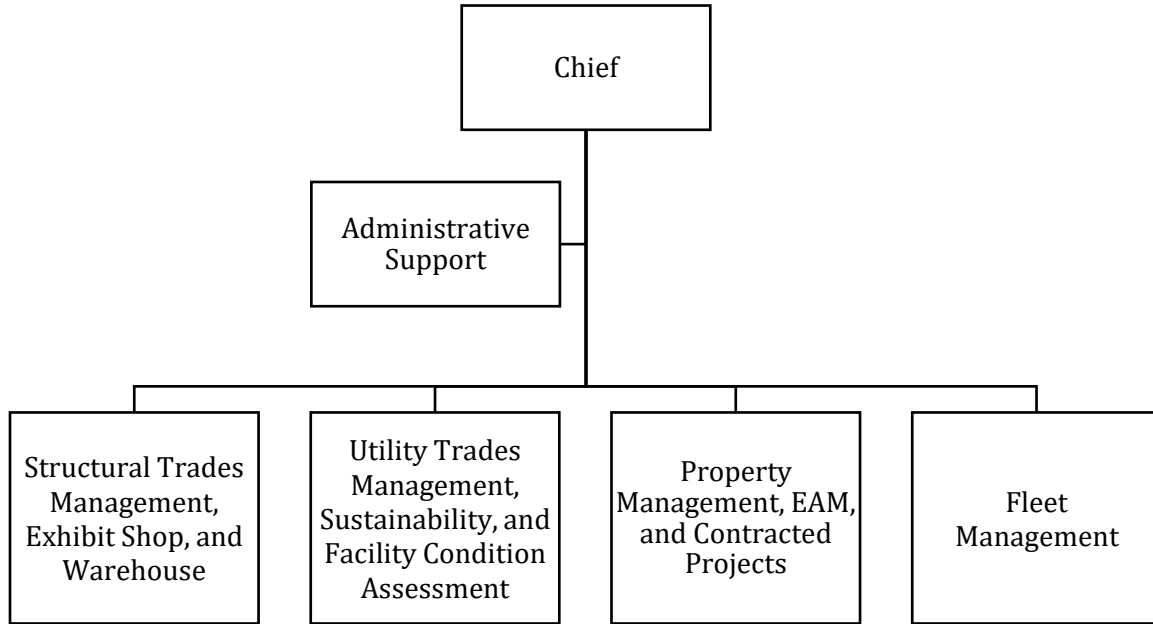
- Includes an increase of \$109,000 in seasonal staff salaries to support event growth in Urban Parks and staffing at events at Brookside Gardens; and administrative and program assistance to support five nature centers, the Nature on Wheels program, and the SEED classroom.
- Adds \$12,000 to establish a capital outlay budget for replacement vehicles and equipment to enhance ISF funding and respond to emergency dead lining of fleet.
- Adds \$59,323 for services for various contractual and inflationary increases.
- Adds \$7,629 for cell phone fees for new staff and to right size the existing budget.



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

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Facilities Management

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### OVERVIEW

The Facilities Management division (FM) provides for the care and maintenance of the Department's physical assets: facilities, pavement, fleet, playground construction and major building systems. Facilities Management maintains critical Park infrastructure in coordination with other divisions to accomplish the Department's mission. The division is responsible for facility condition assessments, major and minor maintenance programs, and serves as primary support to the Department's Capital Improvement Program (CIP) performing capital construction 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 FY25, 11 of the 25 projected CIP projects and 40 of the 120 MM projects are complete or near completion. Typically, some projects remain on a list pending schedule and funding availability. 1,332 of the 3,800 projected work requests (unplanned work under \$3,000) are complete. Fleet completed 1,879 work orders within the first five months of FY25.

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 1,104 RPM during the first four months. Fleet Management has completed 2,877 repairs, of which 877 are preventative maintenance, and are projected to complete 6,900 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

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**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 our large vehicle fleet and nearly 2,000 pieces of equipment. This unit manages vehicle acquisition, centralized maintenance and repair for all motorized equipment and oversees 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
- Develop, Renovate, Design, Construct
- Planned Lifetime Asset Replacement (PLAR)
- Fleet Acquisition and Maintenance
- Property Management Services
- Property Management Demolition
- Environmental Stewardship through Sustainability and Energy Management
- Departmental Warehouse for uniforms, sustainable products, and safety equipment

### ACCOMPLISHMENTS

- Completed ADA improvements at Pinecrest Local Park, South Germantown Recreational Park, and Shirley Povich Field.
- Replaced damaged picnic shelter posts at Clearspring Local Park.
- Installed a new entrance gate to the Green Farm Maintenance Yard.
- Completed window replacements at Argyle Local Park Activity Building.
- Installed new water fountains at Edgewood Neighborhood Park and McKnew Local Park.
- Completed window replacements at Argyle Local Park Activity Building
- Expanded the GoFleet GPS vehicle tracking system from 50 to 200 park vehicles.
- Provided primary operations support for special events: Burtonsville Day, Ale Trail, Friendship Day, Half Marathon in the Parks, MACO, Thanksgiving Day Parade, Park Activations, and the Garden of Lights Show.
- Completed HVAC upgrades at various locations to reduce Green House Gases including Meadowbrook Maintenance Yard, Tilden Woods, and Maplewood Alta Vista.
- Sourced new fuel and diesel vendors to secure substantial operational financial savings.





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

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY25</b>	<b>FY26</b>	<b>%</b>
	<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>			
Expenditures	\$16,283,459	\$16,597,155	1.9%
<b>Staffing</b>			
Funded Career Positions	118.00	118.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	99.70	99.80	0.1%

**HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET**

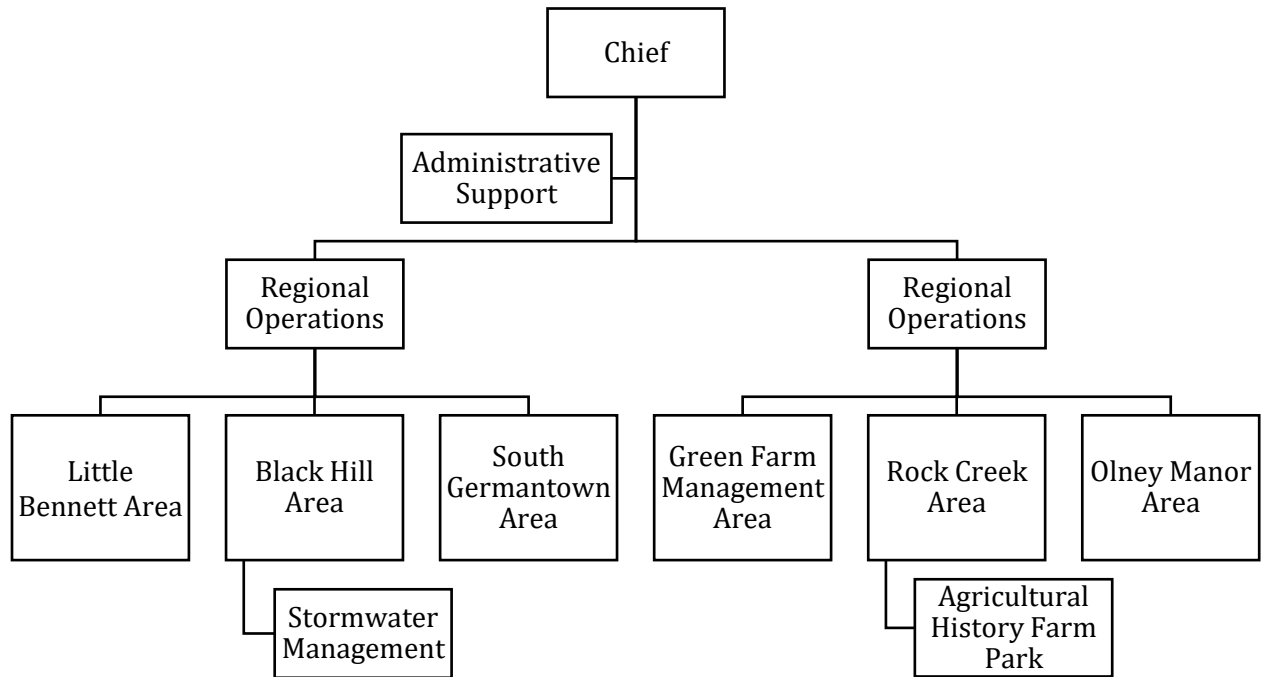
- Increases Supplies & Materials by \$7,000 for inflationary increases, and \$25,000 towards vehicle & and equipment parts based on trend and rising costs.
- Increases Other Services & Charges by \$68,898 for various contractual and inflationary increases, Adds \$25,000 for pavement repairs at Green Farm Maintenance Yard, and \$16,050 for licensing costs for expansion of vehicle GPS tracking systems from 200 to 250 vehicles.



**Montgomery County  
Department of Parks – Northern Parks**

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**ORGANIZATIONAL STRUCTURE**



# Montgomery County

## Department of Parks – Northern Parks

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### OVERVIEW

The Northern Parks Division encompasses the portion of Montgomery County north of Rockville and from the Potomac River to the Howard County line. The Division manages and maintains a large variety of parks, including regional and recreational parks, local parks, urban parks, conservation areas, stream valley and neighborhood parks. The Northern Parks Division also contains two large lakes with boating operations, one historical farm park, three equestrian centers, one full-service campground, a splash playground, a miniature golf operation, a driving range, and three 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

- Hiking, Biking and Equestrian Trail Maintenance
- Athletic Field and Court Maintenance
- Grounds Maintenance
- Trash/Litter Removal and Recycling
- Turf Management and Maintenance
- Landscape Maintenance
- Natural Resource Management
- Regional Park Attractions and Enterprise Support
- Snow Removal/Storm Response
- Special Event Management
- Playground Maintenance and Inspections
- Public Private Partnerships
- Storm Water Management and NPDES Compliance

### 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 Cultural Resource Section program locations, events such as Harvest Festival, trail inspections and routine maintenance.



## Montgomery County Department of Parks – Northern Parks

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- Provided support for the various departmental park activation programs such as Acoustics and Ales, Ale Trail, Sligo Creek Fest, MudFest, MoCo Epic 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 continue increasing pickleball opportunities in the Northern Parks area.
- Inspected and maintained over 453 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.
- Collaborated with Park Development Division (PDD) to make repairs for one riser at Lake Needwood to ensure safe operations.
- Used pesticide alternatives to control weeds in high use areas such as playgrounds, athletic fields, walkways, parking lots, and manicured landscapes.
- Added two additional Foam Stream units to continue increasing pesticide alternatives for weed control.
- Acquired battery powered equipment additional mowers, trailers and a UTV for Green Farm and Little Bennet Management areas and an additional mower for Olney Manor Management Area
- Supported the Athletic Fields Renovations Team to renovate and improve the infield drainage at Olney Manor #1.
- Worked with PDD to conduct traffic survey to help reduce traffic congestion after events at South Germantown Recreational Park.
- ADA Improvements were added to South Germantown Recreational Park by FM and PDD including fields at Miracle League, C, E, & F, and also for restrooms, basketball court and playground area to ensure accessibility.
- Working with PDD to replace the playground at Greenbriar Local Park due to arson.
- Laytonia Maintenance building is under construction with estimated completion in spring 2025.
- Working with PDD, PPSD, and HFEE to plan, design and open the new Royce Hanson Conservation Park at Broad Run.



# Montgomery County

## Department of Parks – Northern Parks

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$12,933,546	\$14,053,911	8.7%
<b>Staffing</b>			
Funded Career Positions	125.00	128.00	2.4%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	116.40	119.90	3.0%

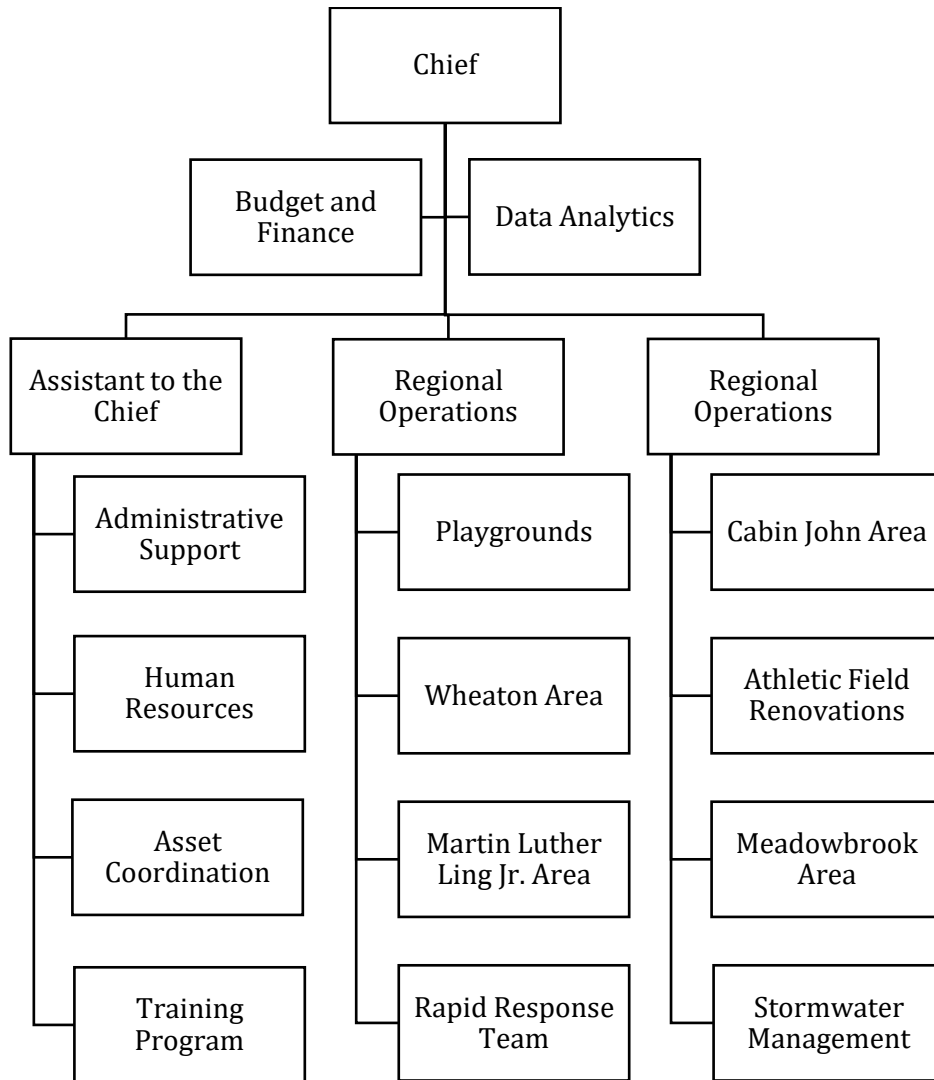
### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Includes two (2) full-time career positions and 2.0 (WYs), \$16,000 of seasonal cost and .5 seasonal WY, \$69,273 for Supplies & Material and \$2,800 for Other Services & Charges for OBI for Broad Run (Phase 2), Fairland Recreational Park, Fox Chapel Neighborhood Park, McKnew Local Park, Northwest Branch Recreational Park, Olney Family Neighborhood Park, Ovid Hazen Wells Recreational Park, and South Germantown Recreational Park.
- Includes one (1) full-time career position and 1.0 (WY), \$4,464 for Supplies & Materials for OBI for Damascus Recreational Park, Fairland Recreation Park, Fox Chapel Neighborhood Park, McKnew Local Park, Northwest Branch Recreational Park, Olney Family Neighborhood Park, Ovid Hazen Wells Recreational Park, South Germantown Recreational Park. This funding is requested using Water Quality Protection Funds.
- Increases Supplies & Materials by \$12,644 and Capital Outlay by \$9,151 to adjust for price inflation of goods and equipment.
- Increases Capital Outlay funding by \$150,000 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 \$100,000 to support park facelift projects including park benches, tables, grills, and sign replacements.
- Increases Other Services & Charges by \$50,000 in FY26 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.
- Includes \$27,431 in Other Services & Charges for permeable paving contracts.
- Includes \$7,545 in Other Services & Charges for inflationary increases associated with stormwater management. This funding is requested using Water Quality Protection Funds.
- Transfers \$11,076 from Southern Parks Division to Other Services & Charges for field irrigation services.



# Montgomery County Department of Parks – Southern Parks

## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Southern Parks

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### OVERVIEW

The Southern Parks Division’s leadership team oversees 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 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, Beach Drive, and Sligo Creek Parkways.

The Southern Parks Division also contains conservation areas, green spaces, trails, parkways, Stormwater 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
- Stormwater 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

- The Athletic Fields Renovations Team completed two major renovation projects during the summer of 2024: Martin Luther King Baseball Field #1 and Olney Baseball Field #1. The team marked key positions on the fields, removed outdated grass, and added approximately 120 tons of topsoil and 115 tons of infield mix. Laser grading ensured that the skinned areas, grassy



## Montgomery County Department of Parks – Southern Parks

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sections, pitching mounds, and home plates met all specifications. Additionally, three new bases were installed, and 72 rolls of sod, covering an area of 23,000 square feet, were laid down to create a safe playing surface.

- The Headquarters Team acquired Grammarly Business software for all division managers and staff at headquarters. Grammarly is an automated writing assistant that identifies grammatical errors, spelling mistakes, and typos and offers suggestions to enhance writing skills. Grammarly Business analytics indicate a time savings of 8.1 days annually per user. With 30 users, we will get back 243 days, or 1,822.5 hours (assuming 7.5 hours per day), that can be used to accomplish other tasks. If, however, we were to equate the hours saved with an average hourly rate for all Grammarly users, the savings would amount to \$125,024. The annual fee for the software is \$4,800, which has provided us with a considerable return on our investment.
- Southern Parks operations leaders spent more than 1 hour at the end of each day entering data for their team members into a very technical Enterprise Asset Management (EAM) system, which was inefficient and kept leaders from focusing on operations. Headquarters staff partnered with our Information Technology and Innovation division staff to design and build SOPData using Power Apps. SOPData guides users through collecting the data needed to upload labor activity in bulk into EAM. In just a few seconds, SOPData allows Southern Parks staff to work with a cleaner, more limited interface instead of entering data directly into EAM. It also ensures consistency when entering data, as selections are limited to the choices in the dropdown menu. All data collected by the app is uploaded into EAM bulk by Southern Parks' EAM staff. The transition to SOPData gives each of our 26 leaders 5 hours back per week to focus on operations rather than data entry, for 130 hours saved per week and 6,760 per year, resulting in a savings of more than 3 FTEs per year.
- Southern Parks recently restructured our administrative functions, allowing each administrative specialist to support multiple management areas. This move allowed us to provide additional administrative services to our staff while shifting one FTE to operations efforts.
- The Southern Parks Playgrounds Team is actively addressing an ongoing issue of gaps in the surfacing at Falls Road playground. To resolve this, we are installing rubber rainbow surfacing to fill in the gaps that can develop over time due to weather conditions. We will remove all exposed wires and damaged tiles from the current surfacing and install new surfacing when temperatures are consistently above 50 degrees. Gaps in the surfacing will continue to be an issue until the playground undergoes a complete renovation, where all surfacing will be removed and replaced.
- Additionally, the Playgrounds Team has repaired numerous poured-in-place playground surfaces. To eliminate trip hazards, the team is removing the old and damaged sections of surfacing and replacing them with new material at various parks and playgrounds, including Rays Meadow Local Park, Wheaton Regional Park, Calverton Galway Local Park, Kemp Mill Urban Park, and New Hampshire Estates Neighborhood Park.
- The Stormwater Management Team removed extensive weeds in forty (40) bioretention areas. These facilities were supplemented with approximately 5,800 native plants provided by Pope Farm. Adding native plants significantly reduces the need for mulching and helps provide ground coverage to discourage the regrowth of weeds.





# Montgomery County

## Department of Parks – Southern Parks

- This summer's intense heat necessitated regular watering for plant survival. We used a significant amount of water, including at least 2,000 gallons collected from rainwater harvested into a cistern installed at Cabin John Maintenance Yard.
- Five new bioretention facilities were installed to provide stormwater treatment for parkland impervious surfaces and help meet restoration requirements outlined in the NPDES permit. These stormwater facilities are designed to capture and remove pollutants from rainwater runoff before it reaches natural waterways. They were added to our inventory for routine monthly maintenance. Location: Strathmore Local Park (2), Colesville Local Park, and Caroline Freeland Urban Park (2).
- The Wheaton Management Area Team participated in a thorough clean-up and vegetation removal project at Harmony Hills Neighborhood Park, addressing a Crime Prevention Through Environmental Design (CPTED) concern. The park had become a site for illegal dumping, including litter, biohazard waste, and household furniture, which posed various safety hazards. In FY26, we will continue to monitor the area to ensure the park remains free of these dangers.

### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$17,762,971	\$18,301,549	3.0%
<b>Staffing</b>			
Funded Career Positions	163.00	166.00	1.8%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	165.30	164.30	-0.6%

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Increases salary lapse from (20.2) WYs to (21.0) WYs.
- Converts \$166,219 of seasonal funding for two (2) full-time career positions and 2.0 WYs for the Rapid Response Team.
- Includes one (1) full-time career position and 1.0 WY, \$8,000 of seasonal cost and 0.20 seasonal WY, \$82,159 for Supplies & Materials, \$3,121 for Other services and Charges for OBI for Cabin John Regional Park - Povich Field Irrigation, Cabin John Regional Park- Power Line Trailheads, Carroll Knolls Local Park, Little Falls Stream Valley Park, Long Branch - Garland Neighborhood Park, Long Branch – Wayne Local Park, South Silver Spring Urban Park, Springfield Neighborhood Park, and Stonehedge Local Park.
- Includes \$24,000 of seasonal cost and 0.60 seasonal WY, \$1,200 for Supplies & Materials for OBI for Carroll Knolls Local Park, Glenfield Local Park, Little Falls Stream Valley Park, Long Branch – Wayne Local Park, South Silver Spring Urban Park, and Stonehedge Local Park. This funding is requested using Water Quality Protection Funds.
- Includes \$19,332 to adjust for cost-of-living impact for Seasonal staff and \$22,591 based on trend.



## Montgomery County Department of Parks – Southern Parks

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- Increases Supplies & Materials by \$20,566, Other Services & Charges by \$8,479, and Capital Outlay by \$13,213 for inflationary increases.
- Increases Supplies and materials by \$100,000 for park facelift projects, including park benches, tables, grills, and sign replacements.
- Increases Other Services & Charges by \$6,536 to reflect inflationary increases in contracting maintenance services for stormwater assets. This funding is requested using Water Quality Protection Funds.
- Increases Capital Outlay funding by \$150,000 to support the ongoing conversion from gas-powered to electric minor equipment and zero-turn mowers to meet the County zero-emissions mandate.
- Transfers \$5,000 from Supplies & Materials and \$6,076 from Other Services & Charges to Northern Parks Division for field irrigation services.



# 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

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>			
Expenditures	\$13,425,035	\$15,352,132	14.4%
<b>Staffing</b>			
Funded Career Positions	0.00	0.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	9.40	9.40	0.0%

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Increases Personnel Services cost by \$34,661 for departmental payment of the employer’s share of insurance premiums for staff on long-term disability.
- Increases Supplies & Materials funding for gasoline for fleet vehicles and equipment by \$90,500 based on higher prices.
- Increases Other Services & Charges by \$123,320 to cover higher water and sewer rates and increased irrigation costs. This amount includes \$23,320 for OBI from various parks.
- Increases Other Services & Charges by \$54,000 to cover higher electricity costs.
- Increases Other Services & Charges by \$18,700 based on trend for solid waste charges and utility costs for Green Farm HQ transferred from the County.
- Increases Other Services & Charges by \$55,000 to cover higher contract costs for staff uniforms and safety shoes.
- Increases Supplies and Materials by \$83,000 to account for changing classification of credit card rebate to revenue based on GAAP recommendations.
- Increases Other Services & Charges by \$67,112 for portable toilet rentals. This includes \$17,112 for OBI for various parks.
- Increases Capital Equipment ISF Debt Service by \$575,300.
- Increases Risk Management charges by \$816,500.
- Increases departmental portion of internal service funds by \$51,651 for Commission-wide IT services and for the Office of the CIO.
- Increases Other Services & Charges funding by \$25,073 for various contracts and programs.
- Decreases chargebacks from the Finance, Legal Departments, IT and ERP support by \$75,586.



# Montgomery County

## Department of Parks – Property Management

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### OVERVIEW

The Property Management Fund is a self-sustaining program financed by the revenue derived from the rentals of park houses 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 FY26, Property Management projects an increase 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

- Demolished 14 structures, including 2 commercial sites and 12 residential houses.
- Oversaw fuel canopy installations at Olney Manor Yard, Black Hill Maintenance Yard, and Saddlebrook Maintenance Yard.
- Renovated the park house located at 25211 Frederick Road in Clarksburg, MD following tenant departure.
- Completed the roof replacement at Wheaton Sports Pavilion
- Replaced the roof at the Agricultural History Farm Park offices.
- Oversaw Cabin John Maintenance Facility repairs following significant tree damage.
- Provided department-wide preparation of legal agreements involving use of Park property at 15 leased properties.



# Montgomery County

## Department of Parks – Property Management

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### BUDGET AT A GLANCE

#### Summary of Division Budget

	FY25	FY26	%
	<u>Adjusted</u>	<u>Proposed</u>	<u>Change</u>
<b>Budget</b>	<b>Adopted</b>		
Expenditures	\$1,688,700	\$1,962,600	16.2%
<b>Staffing</b>			
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 FY26 PROPOSED BUDGET

- Increases revenue by \$120,900 due to the acquisition of a new commercial property.
- Personnel costs are projected to increase by \$53,632 based on current staffing costs and COLA and merit increases.
- Increased Supplies & Materials by \$4,244 based on inflationary increases.
- Increased Other Services & Charges by \$216,024, financed by fund balance reserves, will be utilized towards increased custodial contracted costs, utility rate cost increases, heightened service needs at tenant properties (pest control, asbestos inspections) and towards demolitions of older properties in poor condition.



# 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

	FY25 <u>Adjusted Adopted</u>	FY26 <u>Proposed</u>	% Change
<b>Budget</b>			
OPEB Prefunding	\$2,733,064	\$2,190,213	-19.9%
OPEB PayGo	4,466,485	4,569,550	2.3%
Marker for Changes to Employee Comp.	341,217	4,213,344	1134.8%
Marker for Possible Reclassifications	271,608	196,608	-27.6%
Marker for Benefits for Seasonal	19,957	19,957	0.0%
Bank Fees	3,300	3,300	0.0%
Transfer to Capital Projects Fund	450,000	450,000	0.0%
Transfer to Debt Service Fund	7,861,690	7,936,057	0.9%
Operating Expenditure Reserve @ 3%	<u>\$3,978,300</u>	<u>\$4,276,600</u>	7.5%
	\$20,125,621	\$23,855,629	18.5%

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Includes compensation funding for wage adjustments for Park Fund of \$4,213,344 (subject to negotiations). Also includes \$196,608 budgeted for cost impacts from on-going classification and compensation study, and \$19,957 budgeted for a benefits marker for seasonal employees.
- Reduces OPEB Pre-funding and OPEB PayGo by \$439,786 per the latest actuarial study.
- Increases the debt service transfer by \$74,367.



# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Office of the Director</b>					
Personnel Services	1,452,933	1,741,809	1,741,809	1,624,863	-6.7%
Supplies and Materials	5,410	3,438	3,438	4,218	22.7%
Other Services and Charges	73,913	56,600	56,600	83,952	48.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,532,256</b>	<b>1,801,847</b>	<b>1,801,847</b>	<b>1,713,033</b>	<b>-4.9%</b>
<b>Management Services</b>					
Personnel Services	3,049,512	3,453,378	3,453,378	3,808,292	10.3%
Supplies and Materials	29,780	30,793	30,793	29,518	-4.1%
Other Services and Charges	281,909	345,923	345,923	344,073	-0.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>3,361,201</b>	<b>3,830,094</b>	<b>3,830,094</b>	<b>4,181,883</b>	<b>9.2%</b>
<b>Information Technology &amp; Innovation</b>					
Personnel Services	1,806,375	2,299,039	2,299,039	2,478,277	7.8%
Supplies and Materials	499,919	348,529	348,529	401,029	15.1%
Other Services and Charges	1,631,328	1,415,508	1,415,508	1,473,478	4.1%
Capital Outlay	-	75,000	75,000	77,625	3.5%
Other Classifications	-	-	-	-	-
Chargebacks	(69,500)	(316,906)	(316,906)	(411,377)	29.8%
<b>Total</b>	<b>3,868,122</b>	<b>3,821,170</b>	<b>3,821,170</b>	<b>4,019,032</b>	<b>5.2%</b>
<b>Park Development</b>					
Personnel Services	6,729,819	8,150,366	8,150,366	8,503,725	4.3%
Supplies and Materials	18,380	30,387	30,387	30,387	0.0%
Other Services and Charges	75,092	91,301	91,301	91,301	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,937,982)	(3,542,948)	(3,542,948)	(3,629,044)	2.4%
<b>Total</b>	<b>3,885,309</b>	<b>4,729,106</b>	<b>4,729,106</b>	<b>4,996,369</b>	<b>5.7%</b>
<b>Park Planning &amp; Stewardship</b>					
Personnel Services	6,940,796	8,694,551	8,694,551	9,257,623	6.5%
Supplies and Materials	272,822	246,013	246,013	253,373	3.0%
Other Services and Charges	542,250	800,461	800,461	813,454	1.6%
Capital Outlay	119,199	39,500	39,500	40,883	3.5%
Other Classifications	-	-	-	-	-
Chargebacks	(407,988)	(372,923)	(372,923)	(372,923)	0.0%
<b>Total</b>	<b>7,467,079</b>	<b>9,407,602</b>	<b>9,407,602</b>	<b>9,992,410</b>	<b>6.2%</b>



# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Public Affairs &amp; Community Partnerships</b>					
Personnel Services	2,892,568	3,437,432	3,437,432	3,759,131	9.4%
Supplies and Materials	71,768	65,073	65,073	69,073	6.1%
Other Services and Charges	464,190	674,913	674,913	678,733	0.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(87,000)	(87,000)	(87,000)	(87,000)	0.0%
<b>Total</b>	<b>3,341,526</b>	<b>4,090,418</b>	<b>4,090,418</b>	<b>4,419,937</b>	<b>8.1%</b>
<b>Park Police</b>					
Personnel Services	17,917,950	19,743,646	19,743,646	19,956,648	1.1%
Supplies and Materials	936,702	898,750	898,750	921,437	2.5%
Other Services and Charges	731,770	758,899	758,899	866,304	14.2%
Capital Outlay	10,011	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(217,100)	(227,900)	(227,900)	(245,500)	7.7%
<b>Total</b>	<b>19,379,333</b>	<b>21,173,395</b>	<b>21,173,395</b>	<b>21,498,889</b>	<b>1.5%</b>
<b>Horticulture, Forestry &amp; Environmental Education</b>					
Personnel Services	11,373,533	12,979,757	12,979,757	13,575,136	4.6%
Supplies and Materials	755,395	838,511	838,511	859,210	2.5%
Other Services and Charges	1,444,068	1,404,239	1,404,239	1,477,079	5.2%
Capital Outlay	54,306	-	-	12,000	-
Other Classifications	-	-	-	-	-
Chargebacks	(146,940)	(107,162)	(107,162)	(90,402)	-15.6%
<b>Total</b>	<b>13,480,362</b>	<b>15,115,345</b>	<b>15,115,345</b>	<b>15,833,023</b>	<b>4.7%</b>
<b>Facilities Management</b>					
Personnel Services	12,035,379	13,464,473	13,464,473	13,625,426	1.2%
Supplies and Materials	2,254,525	2,133,158	2,133,158	2,172,733	1.9%
Other Services and Charges	1,511,210	1,687,028	1,687,028	1,802,976	6.9%
Capital Outlay	533,283	12,000	12,000	12,420	3.5%
Other Classifications	-	-	-	-	-
Chargebacks	(1,045,068)	(1,013,200)	(1,013,200)	(1,016,400)	0.3%
<b>Total</b>	<b>15,289,329</b>	<b>16,283,459</b>	<b>16,283,459</b>	<b>16,597,155</b>	<b>1.9%</b>
<b>Northern Parks</b>					
Personnel Services	9,840,252	10,876,725	10,876,725	11,536,252	6.1%
Supplies and Materials	903,501	1,137,006	1,137,006	1,321,004	16.2%
Other Services and Charges	599,301	693,152	693,152	810,841	17.0%
Capital Outlay	833,954	261,463	261,463	420,614	60.9%
Other Classifications	-	-	-	-	-
Chargebacks	(34,800)	(34,800)	(34,800)	(34,800)	0.0%
<b>Total</b>	<b>12,142,208</b>	<b>12,933,546</b>	<b>12,933,546</b>	<b>14,053,911</b>	<b>8.7%</b>
<b>Southern Parks</b>					
Personnel Services	13,636,710	14,740,436	14,740,436	14,906,416	1.1%
Supplies and Materials	1,677,244	1,880,702	1,880,702	2,079,627	10.6%
Other Services and Charges	840,403	803,232	803,232	815,292	1.5%
Capital Outlay	609,588	377,501	377,501	540,714	43.2%
Other Classifications	-	-	-	-	-
Chargebacks	(432,336)	(38,900)	(38,900)	(40,500)	4.1%
<b>Total</b>	<b>16,331,609</b>	<b>17,762,971</b>	<b>17,762,971</b>	<b>18,301,549</b>	<b>3.0%</b>





# Montgomery County

## Department of Parks – Summary of Division Budgets

### MONTGOMERY COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Support Services</b>					
Personnel Services	399,234	485,251	485,251	525,233	8.2%
Supplies and Materials	1,866,236	1,646,187	1,646,187	1,875,687	13.9%
Other Services and Charges	11,835,986	10,435,625	10,435,625	12,168,826	16.6%
Capital Outlay	22,500	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	578,645	857,972	857,972	782,386	-8.8%
<b>Total</b>	<b>14,702,601</b>	<b>13,425,035</b>	<b>13,425,035</b>	<b>15,352,132</b>	<b>14.4%</b>
<b>Non-Departmental</b>					
Personnel Services	6,539,113	7,832,331	7,832,331	11,189,672	42.9%
Salary Adjustment Marker	-	612,825	612,825	4,409,952	619.6%
Other Personnel Costs	-	19,957	19,957	19,957	0.0%
OPEB PreFunding	2,603,716	2,733,064	2,733,064	2,190,213	-19.9%
OPEB Paygo	3,935,397	4,466,485	4,466,485	4,569,550	2.3%
Supplies and Materials	(70,489)	-	-	-	-
Other Services and Charges	800,238	3,300	3,300	3,300	0.0%
Capital Outlay	(881)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>7,267,981</b>	<b>7,835,631</b>	<b>7,835,631</b>	<b>11,192,972</b>	<b>42.8%</b>
<b>Grants</b>					
Personnel Services	54,329	-	-	-	-
Supplies and Materials	84,883	-	-	-	-
Other Services and Charges	3,273	400,000	400,000	400,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>142,485</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>0.0%</b>
<b>Other Financing Uses/Transfers Out</b>					
Capital Projects Funds	450,000	450,000	450,000	450,000	0.0%
Debt Service Fund	6,934,404	7,861,690	7,861,690	7,936,057	0.9%
<b>Total</b>	<b>7,384,404</b>	<b>8,311,690</b>	<b>8,311,690</b>	<b>8,386,057</b>	<b>0.9%</b>
<b>Budgetary Reserve @ 3%</b>	<b>3,665,700</b>	<b>3,978,300</b>	<b>3,978,300</b>	<b>4,276,600</b>	<b>7.5%</b>
<b>Fund Total</b>	<b>133,241,505</b>	<b>144,899,609</b>	<b>144,899,609</b>	<b>155,214,952</b>	<b>7.1%</b>
<b>Total Park Fund</b>					
Personnel Services	94,668,503	107,899,194	107,899,194	114,746,694	6.3%
Supplies and Materials	9,306,076	9,258,547	9,258,547	10,017,296	8.2%
Other Services and Charges	20,834,931	19,570,181	19,570,181	21,829,609	11.5%
Capital Outlay	2,181,960	765,464	765,464	1,104,256	44.3%
Other Classifications	-	-	-	-	-
Chargebacks	(4,800,069)	(4,883,767)	(4,883,767)	(5,145,560)	5.4%
<b>Subtotal Park Fund</b>	<b>122,191,401</b>	<b>132,609,619</b>	<b>132,609,619</b>	<b>142,552,295</b>	<b>7.5%</b>
Transfers Out	7,384,404	8,311,690	8,311,690	8,386,057	0.9%
Budgetary Reserve	3,665,700	3,978,300	3,978,300	4,276,600	7.5%
<b>Total Park Fund</b>	<b>133,241,505</b>	<b>144,899,609</b>	<b>144,899,609</b>	<b>155,214,952</b>	<b>7.1%</b>



# Montgomery County

## Department of Parks – Summary of Positions and Workyears

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

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FUND</b>						
<u>DIRECTOR OF PARKS</u>						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
Term Contract	5.00	4.80	5.00	4.80	4.00	3.60
Seasonal/Intermittent		1.30		1.20	-	1.00
Chargebacks		-		-	-	-
Less Lapse		(0.30)		(0.10)	-	(0.10)
<b>Subtotal Director of Parks</b>	<b>10.00</b>	<b>10.80</b>	<b>10.00</b>	<b>10.90</b>	<b>9.00</b>	<b>9.50</b>
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	21.00	21.00	23.00	23.00	24.00	24.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>23.00</b>	<b>23.00</b>	<b>24.00</b>	<b>24.00</b>
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent		1.80		2.20	-	2.60
Chargebacks		-		-	-	-
Less Lapse		(0.60)		(0.80)	-	(0.80)
<b>Subtotal Management Services</b>	<b>22.00</b>	<b>23.20</b>	<b>23.00</b>	<b>24.40</b>	<b>24.00</b>	<b>25.80</b>
<u>INFORMATION TECHNOLOGY &amp; INNOVATION</u>						
Full-Time Career	16.00	16.00	17.00	17.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>16.00</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>	<b>18.00</b>	<b>18.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-	-	0.10
Chargebacks		(0.60)		(2.60)	-	(3.00)
Less Lapse		(0.70)		(0.90)	-	(0.90)
<b>Subtotal Information Technology &amp; Innovation</b>	<b>16.00</b>	<b>14.70</b>	<b>17.00</b>	<b>13.50</b>	<b>18.00</b>	<b>14.20</b>
<u>PARK DEVELOPMENT</u>						
Full-Time Career	52.00	52.00	59.00	59.00	60.00	60.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>52.00</b>	<b>52.00</b>	<b>59.00</b>	<b>59.00</b>	<b>60.00</b>	<b>60.00</b>
Term Contract	-	-	1.00	0.90	1.00	0.90
Seasonal/Intermittent		-		-	-	-
Chargebacks		(22.40)		(26.40)	-	(27.10)
Less Lapse		(6.10)		(6.90)	-	(7.10)
<b>Subtotal Park Development</b>	<b>52.00</b>	<b>23.50</b>	<b>60.00</b>	<b>26.60</b>	<b>61.00</b>	<b>26.70</b>
<u>PARK PLANNING &amp; STEWARDSHIP</u>						
Full-Time Career	56.00	56.00	61.00	61.00	65.00	65.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>56.00</b>	<b>56.00</b>	<b>61.00</b>	<b>61.00</b>	<b>65.00</b>	<b>65.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		11.00		11.50	-	9.50
Chargebacks		(4.00)		(4.00)	-	(4.00)
Less Lapse		(5.00)		(5.60)	-	(6.00)
<b>Subtotal Planning &amp; Stewardship</b>	<b>56.00</b>	<b>58.00</b>	<b>61.00</b>	<b>62.90</b>	<b>65.00</b>	<b>64.50</b>



# Montgomery County

## Department of Parks – Summary of Positions and Workyears

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

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PUBLIC AFFAIRS &amp; COMMUNITY PARTNERSHIPS</u>						
Full-Time Career	22.00	22.00	24.00	24.00	26.00	26.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>22.00</b>	<b>22.00</b>	<b>24.00</b>	<b>24.00</b>	<b>26.00</b>	<b>26.00</b>
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent	-	3.00	-	3.70	-	3.70
Chargebacks	-	(0.80)	-	(0.70)	-	(0.70)
Less Lapse	-	(1.80)	-	(0.60)	-	(0.60)
<b>Subtotal Public Affairs &amp; Comm. Partner.</b>	<b>23.00</b>	<b>23.40</b>	<b>24.00</b>	<b>26.40</b>	<b>26.00</b>	<b>28.40</b>
<u>PARK POLICE</u>						
Full-Time Career	126.00	126.00	127.00	127.00	127.00	127.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>126.00</b>	<b>126.00</b>	<b>127.00</b>	<b>127.00</b>	<b>127.00</b>	<b>127.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.10	-	1.10	-	1.10
Chargebacks	-	(2.00)	-	(2.00)	-	(2.00)
Less Lapse	-	(9.30)	-	(9.70)	-	(9.20)
<b>Subtotal Park Police</b>	<b>126.00</b>	<b>116.80</b>	<b>127.00</b>	<b>116.40</b>	<b>127.00</b>	<b>116.90</b>
<u>HORTICULTURE, FORESTRY &amp; ENVIRONMENTAL ED</u>						
Full-Time Career	98.00	98.00	99.00	99.00	105.00	105.00
Part-Time Career	2.00	1.30	2.00	1.30	-	-
<b>Career Total</b>	<b>100.00</b>	<b>99.30</b>	<b>101.00</b>	<b>100.30</b>	<b>105.00</b>	<b>105.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	17.70	-	20.70	-	21.00
Chargebacks	-	(1.30)	-	(1.00)	-	(0.90)
Less Lapse	-	(8.20)	-	(8.50)	-	(8.50)
<b>Subtotal Hort., Forestry &amp; Enviro. Ed.</b>	<b>100.00</b>	<b>107.50</b>	<b>101.00</b>	<b>111.50</b>	<b>105.00</b>	<b>116.60</b>
<u>FACILITIES MANAGEMENT</u>						
Full-Time Career	118.00	118.00	118.00	118.00	118.00	118.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>	<b>118.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	6.00	-	5.30	-	5.40
Chargebacks	-	(10.00)	-	(9.60)	-	(9.60)
Less Lapse	-	(14.70)	-	(14.00)	-	(14.00)
<b>Subtotal Facilities Management</b>	<b>118.00</b>	<b>99.30</b>	<b>118.00</b>	<b>99.70</b>	<b>118.00</b>	<b>99.80</b>
<u>NORTHERN PARKS</u>						
Full-Time Career	125.00	125.00	125.00	125.00	128.00	128.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>125.00</b>	<b>125.00</b>	<b>125.00</b>	<b>125.00</b>	<b>128.00</b>	<b>128.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	10.00	-	9.40	-	9.90
Chargebacks	-	(0.40)	-	(0.40)	-	(0.40)
Less Lapse	-	(15.80)	-	(17.60)	-	(17.60)
<b>Subtotal Northern Parks</b>	<b>125.00</b>	<b>118.80</b>	<b>125.00</b>	<b>116.40</b>	<b>128.00</b>	<b>119.90</b>



# Montgomery County

## Department of Parks – Summary of Positions and Workyears

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

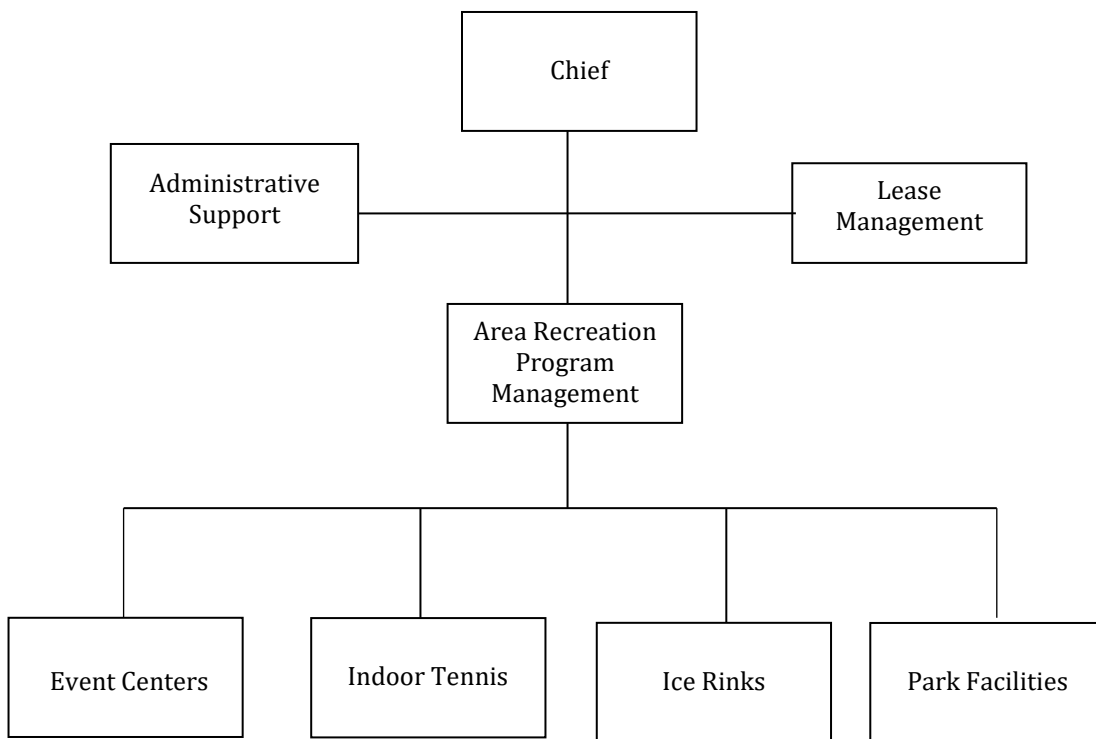
	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>SOUTHERN PARKS</b>						
Full-Time Career	172.00	172.00	163.00	163.00	166.00	166.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>172.00</b>	<b>172.00</b>	<b>163.00</b>	<b>163.00</b>	<b>166.00</b>	<b>166.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	27.00	-	23.00	-	19.80
Chargebacks	-	(8.30)	-	(0.50)	-	(0.50)
Less Lapse	-	(20.80)	-	(20.20)	-	(21.00)
<b>Subtotal Southern Parks</b>	<b>172.00</b>	<b>169.90</b>	<b>163.00</b>	<b>165.30</b>	<b>166.00</b>	<b>164.30</b>
<b>SUPPORT SERVICES</b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.40	-	2.40	-	2.40
Chargebacks	-	4.00	-	7.00	-	7.00
Less Lapse	-	-	-	-	-	-
<b>Subtotal Support Services</b>	<b>-</b>	<b>6.40</b>	<b>-</b>	<b>9.40</b>	<b>-</b>	<b>9.40</b>
<b>TOTAL PARK FUND POSITIONS/WORKYEARS</b>						
Full-Time Career	811.00	811.00	821.00	821.00	842.00	842.00
Part-Time Career	2.00	1.30	2.00	1.30	-	-
<b>Career Total</b>	<b>813.00</b>	<b>812.30</b>	<b>823.00</b>	<b>822.30</b>	<b>842.00</b>	<b>842.00</b>
Term Contract	7.00	6.80	6.00	5.70	5.00	4.50
Seasonal/Intermittent	-	82.30	-	80.50	-	76.50
Chargebacks	-	(45.80)	-	(40.20)	-	(41.20)
Less Lapse	-	(83.30)	-	(84.90)	-	(85.80)
<b>Grand Total Park Fund</b>	<b>820.00</b>	<b>772.30</b>	<b>829.00</b>	<b>783.40</b>	<b>847.00</b>	<b>796.00</b>
<b>TOTAL ENTERPRISE FUND POSITIONS/WORKYEARS</b>						
Full-Time Career	35.00	35.00	37.00	37.00	38.00	38.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>35.00</b>	<b>35.00</b>	<b>37.00</b>	<b>37.00</b>	<b>38.00</b>	<b>38.00</b>
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	82.90	-	72.10	-	72.00
Chargebacks	-	2.80	-	5.70	-	5.40
Less Lapse	-	-	-	-	-	-
<b>Grand Total Enterprise Fund</b>	<b>36.00</b>	<b>121.70</b>	<b>38.00</b>	<b>115.80</b>	<b>38.00</b>	<b>115.40</b>
<b>PROPERTY MANAGEMENT FUND</b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargeback	-	1.80	-	1.80	-	1.80
Less Lapse	-	-	-	-	-	-
<b>Total Property Management Fund</b>	<b>4.00</b>	<b>5.80</b>	<b>4.00</b>	<b>5.80</b>	<b>4.00</b>	<b>5.80</b>
<b>SPECIAL REVENUE FUND</b>						
Seasonal/Intermittent (Parks)	-	21.40	-	17.40	-	18.60
<b>TOTAL PARKS DEPARTMENT</b>						
Full-Time Career	850.00	850.00	862.00	862.00	884.00	884.00
Part-Time Career	2.00	1.30	2.00	1.30	-	-
<b>Career Total</b>	<b>852.00</b>	<b>851.30</b>	<b>864.00</b>	<b>863.30</b>	<b>884.00</b>	<b>884.00</b>
Term Contract	8.00	7.80	7.00	6.70	5.00	4.50
Seasonal/Intermittent	-	186.60	-	170.00	-	167.10
Chargebacks	-	(41.20)	-	(32.70)	-	(34.00)
Less Lapse	-	(83.30)	-	(84.90)	-	(85.80)
<b>TOTAL PARKS DEPARTMENT POSITIONS/WORKYEARS</b>	<b>860.00</b>	<b>921.20</b>	<b>871.00</b>	<b>922.40</b>	<b>889.00</b>	<b>935.80</b>



# Montgomery County Department of Parks – Enterprise Operations Summary

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## ORGANIZATIONAL STRUCTURE



# Montgomery County

## Department of Parks – Enterprise Operations Summary

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### OVERVIEW

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

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

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

### MISSION

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

### ACCOMPLISHMENTS

- In FY24, gross revenues reached \$14,476,551 with reduced expenses providing a net profit excluding CIP transfers of \$3,123,665.



# Montgomery County

## Department of Parks – Enterprise Operations Summary

### SUMMARY OF ENTEPRISE OPERATIONS BUDGETS

**MONTGOMERY COUNTY ENTERPRISE FUND - SUMMARY BY PROGRAMS**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues and Transfers In:</b>					
Golf Courses	\$ 468,833	\$ 270,000	\$ 581,532	\$ 300,000	11.1%
Ice Rinks	5,518,842	5,267,745	5,369,512	5,502,325	4.5%
Indoor Tennis	2,744,398	2,040,263	2,340,771	2,363,525	15.8%
Event Centers	495,896	616,500	500,250	561,255	-9.0%
Park Facilities	5,248,582	4,724,402	5,189,028	5,519,479	16.8%
Administration	-	-	-	-	-
Total Revenues	<u>14,476,551</u>	<u>12,918,910</u>	<u>13,981,093</u>	<u>14,246,584</u>	<u>10.3%</u>
<b>Expenses and Transfers Out:</b>					
Golf Courses	54,677	-	-	-	-
Ice Rinks	4,718,315	4,664,578	4,848,315	5,051,752	8.3%
Indoor Tennis	1,684,762	1,790,218	1,858,233	2,438,016	36.2%
Event Centers	742,207	719,190	728,764	744,003	3.5%
Park Facilities	3,951,757	4,109,624	4,510,494	5,514,584	34.2%
Administration	201,168	-	-	100,000	-
Total Expenses	<u>\$ 11,352,886</u>	<u>\$ 11,283,610</u>	<u>\$ 11,945,806</u>	<u>\$ 13,848,355</u>	<u>22.7%</u>
Change in Net Position	\$ 3,123,665	\$ 1,635,300	\$ 2,035,287	\$ 398,229	-75.6%
Total Net Position - Beginning	<u>31,394,446</u>	<u>33,585,869</u>	<u>34,518,111</u>	<u>36,553,398</u>	<u>8.8%</u>
Total Net Position - Ending	<u>\$ 34,518,111</u>	<u>\$ 35,221,169</u>	<u>\$ 36,553,398</u>	<u>\$ 36,951,627</u>	<u>4.9%</u>

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 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 FY26 proposed fund balance will be above the reserve requirement.



# Montgomery County

## Department of Parks – Enterprise Operations – Golf Courses

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### OVERVIEW

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

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

According to the terms of the contract, the MCRA pays a percentage of revenue received in excess of \$5,100,000 for Little Bennett, Northwest and Needwood golf courses. These courses reached that minimum threshold and exceeded it for the twelfth time in sixteen years and paid \$581,532 to the Enterprise Fund in FY25. 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
- Tournaments
- Lessons
- Special Events

### ACCOMPLISHMENTS

- Received \$581,532 from MCRA in FY25, 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 FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY ENTERPRISE FUND - GOLF COURSES**  
**Summary of Revenues and Expenses**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	468,833	270,000	581,532	300,000	11.1%
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>468,833</b>	<b>270,000</b>	<b>581,532</b>	<b>300,000</b>	<b>11.1%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	-	-	-	-	-
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Depreciation & Amortization Expense	54,677	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>54,677</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain (Loss)</b>	<b>\$ 414,156</b>	<b>\$ 270,000</b>	<b>\$ 581,532</b>	<b>\$ 300,000</b>	<b>11.1%</b>

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

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>GOLF COURSES</b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Golf Courses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Increases revenue based on historical trend.



# Montgomery County

## Department of Parks – Enterprise Operations – Ice Rinks

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### OVERVIEW

The Department operates two indoor ice rink facilities seven days a week, year-round. At Cabin John, there is one 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 the general public.

### PROGRAMS AND SERVICES PROVIDED

- Recreational Skating (Public Sessions)
- Camps (Winter, Spring, Summer)
- Special Events
- Snack Bar
- Dance/Off-ice Conditioning Room
- Birthday Parties/Meetings
- Instructional Figure Skating and Hockey Classes
- Leased Ice
- Skating Shows/Exhibitions
- Tournaments
- Pro shop
- Leagues
- Competitions

### ACCOMPLISHMENTS

- Enrolled 8,574 participants in a multi-week group lesson series, and 1,308 children in summer camps.
- Spring Break camps at Cabin John Ice Rink had 85 youth and adult skaters in attendance. Wheaton Ice held Skate and STEM days over Spring Break with 57 skaters participating.
- A weekend skating clinic was held at the Cabin John Ice Rink with 2022 US Olympian Mariah Bell and 2013 US Figure Skating Champion Max Aaron with 29 adults and 34 youth skaters participating in on and off ice sessions as well as a one-hour Q & A session.
- Purchased an electric Zamboni for the Cabin John Ice Rink.
- Created new party room spaces at both Cabin John Ice Rink and Wheaton Ice Arena to help with the high demand of event space.



# Montgomery County

## Department of Parks – Enterprise Operations – Ice Rinks

### SUMMARY OF FY26 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	258,887	365,000	362,000	365,000	0.0%
Charges for Services	3,120,547	3,080,700	2,875,577	2,981,500	-3.2%
Rentals and Concessions	2,123,547	1,822,045	2,123,925	2,147,825	17.9%
Miscellaneous	-	-	-	-	-
Interest	15,861	-	8,010	8,000	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>5,518,842</b>	<b>5,267,745</b>	<b>5,369,512</b>	<b>5,502,325</b>	<b>4.5%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	2,086,375	2,258,998	2,118,337	2,370,950	5.0%
Goods for Resale	176,032	157,500	180,500	174,200	10.6%
Supplies and Materials	146,585	121,100	164,635	105,850	-12.6%
Other Services and Charges	1,283,893	1,190,081	1,468,246	1,396,422	17.3%
Depreciation & Amortization Expense	205,641	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	819,789	936,899	916,597	1,004,330	7.2%
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>4,718,315</b>	<b>4,664,578</b>	<b>4,848,315</b>	<b>5,051,752</b>	<b>8.3%</b>
<b>Gain (Loss)</b>	<b>\$ 800,527</b>	<b>\$ 603,167</b>	<b>\$ 521,197</b>	<b>\$ 450,573</b>	<b>-25.3%</b>

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

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ICE RINKS</b>						
Full-Time Career	11.00	11.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>11.00</b>	<b>11.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	30.30	-	27.70	-	25.60
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Ice Rinks</b>	<b>11.00</b>	<b>41.30</b>	<b>10.00</b>	<b>37.70</b>	<b>10.00</b>	<b>35.60</b>



# Montgomery County

## Department of Parks – Enterprise Operations – Ice Rinks

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### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Increases Revenue by \$234,580 due to an increase in ice rink admissions and leased ice bookings.
- Increases Personnel costs by \$111,952 for the compensation marker and increased benefits costs.
- Increases the Goods for Resale by \$16,700 due to increase in merchandise sales.
- Decreases Supplies & Materials cost by \$15,250 for one-time costs of furniture for the party rooms and snack bar.
- Increases Other Services & Charges by \$206,341 due to higher rates in the renewal of the Departments' electric power contract along with other utility fee increases.
- Increases Chargebacks by \$67,431 for the ice rinks share of the divisional allocation.
- Wheaton Ice Refrigeration capital improvement project will be completed in FY26 with the refrigeration system being upgraded to an Ammonia plant.



# Montgomery County

## Department of Parks – Enterprise Operations – Indoor Tennis

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### OVERVIEW

The Department operates two indoor tennis facilities, one in Cabin John Regional Park and the other in Wheaton Regional Park. The Pauline Betz Addie Tennis Center 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 129,502 for group lessons, spot time, and seasonal contracted court time.
- Pauline Betz Addie and Wheaton Indoor Tennis held 878 classes over six multi-week group lesson series.
- Facility improvements completed at Pauline Betz Addie include a new coach’s room and upgraded lobby furniture. Wheaton Indoor Tennis had new LED lights installed over the courts and upgraded the lobby furniture.
- In the summer of FY24, held 21 spring break and summer camps with 711 participants in attendance.



# Montgomery County

## Department of Parks – Enterprise Operations – Indoor Tennis

### SUMMARY OF FY26 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - INDOOR TENNIS

##### Summary of Revenues and Expenses

#### PROPOSED BUDGET FISCAL YEAR 2026

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	3,753	5,800	3,900	5,100	-12.1%
Charges for Services	1,874,946	1,752,000	1,922,302	1,955,200	11.6%
Rentals and Concessions	216,509	217,463	218,363	226,019	3.9%
Miscellaneous	-	-	-	-	-
Interest	649,190	65,000	196,206	177,206	172.6%
Other	-	-	-	-	-
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>2,744,398</b>	<b>2,040,263</b>	<b>2,340,771</b>	<b>2,363,525</b>	<b>15.8%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	799,123	891,051	911,848	961,715	7.9%
Goods for Resale	2,677	4,500	4,500	4,900	8.9%
Supplies and Materials	23,595	46,100	34,817	25,702	-44.2%
Other Services and Charges	364,314	331,850	401,550	391,793	18.1%
Depreciation & Amortization Expense	46,833	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	448,220	516,717	505,518	553,906	7.2%
Transfers Out	-	-	-	500,000	-
<b>Total Oper. Exp and Other Uses</b>	<b>1,684,762</b>	<b>1,790,218</b>	<b>1,858,233</b>	<b>2,438,016</b>	<b>36.2%</b>
<b>Gain (Loss)</b>	<b>\$ 1,059,636</b>	<b>\$ 250,045</b>	<b>\$ 482,538</b>	<b>\$ (74,491)</b>	<b>-129.8%</b>

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

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>INDOOR TENNIS</b>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	13.80	-	12.70	-	12.20
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Indoor Tennis</b>	<b>4.00</b>	<b>17.80</b>	<b>4.00</b>	<b>16.70</b>	<b>4.00</b>	<b>16.20</b>



# Montgomery County

## Department of Parks – Enterprise Operations – Indoor Tennis

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### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Increases Revenue by \$323,262 based on higher projections for seasonal court time, spot time, group lessons, camps, and interest.
- Increases Personnel cost by \$70,664 due to compensation costs including benefit increases and the salary marker for merit/COLA.
- Decreases Supplies & Materials by \$20,398 attributable to removal of one-time costs for furniture and LED lighting supplies.
- Increases Other Services & Charges by \$59,943 due to higher utility costs.
- Increases Chargebacks by \$37,189 for the tennis facilities share of the divisional allocation.
- Adds transfer to the CIP of \$500,000 for replacement of the Wheaton Indoor Tennis exterior skin.



# Montgomery County

## Department of Parks – Enterprise Operations – Event Centers

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### OVERVIEW

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

### MISSION

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

### PROGRAMS AND SERVICES PROVIDED

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

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

### ACCOMPLISHMENTS

- Rockwood Manor improvements include a new roof on the Skyview Lodge overnight building and new landscaping across the property.
- The Event Centers hosted over 160 events in FY24 with a total attendance of 20,185.





# Montgomery County

## Department of Parks – Enterprise Operations – Event Centers

### SUMMARY OF FY26 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - EVENT CENTERS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	(24)	500	250	250	-50.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	483,947	615,000	500,000	560,000	-8.9%
Miscellaneous	-	-	-	-	-
Interest	11,973	1,000	-	1,005	0.5%
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>495,896</b>	<b>616,500</b>	<b>500,250</b>	<b>561,255</b>	<b>-9.0%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	450,640	469,070	458,565	473,962	1.0%
Goods for Resale	173	150	175	175	16.7%
Supplies and Materials	35,593	24,450	35,450	26,450	8.2%
Other Services and Charges	172,435	131,090	142,190	142,190	8.5%
Depreciation & Amortization Expense	1,457	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	81,909	94,430	92,384	101,226	7.2%
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>742,207</b>	<b>719,190</b>	<b>728,764</b>	<b>744,003</b>	<b>3.5%</b>
<b>Gain (Loss)</b>	<b>\$ (246,311)</b>	<b>\$ (102,690)</b>	<b>\$ (228,514)</b>	<b>\$ (182,748)</b>	<b>78.0%</b>

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

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>EVENT CENTERS</b>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	3.80	-	3.30	-	2.80
Chargebacks	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Event Centers</b>	<b>3.00</b>	<b>6.80</b>	<b>3.00</b>	<b>6.30</b>	<b>3.00</b>	<b>5.80</b>



# Montgomery County

## Department of Parks – Enterprise Operations – Event Centers

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### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Decreases Revenue by \$55,245 based on projected rentals at the Lodge at Little Seneca Creek and Rockwood Manor.
- Increases Personnel cost by \$4,892 due to compensation costs including benefit increases and the salary marker for merit/COLA.
- Increases Other Services and Charges \$11,100 due to higher utility costs.
- Increases Chargebacks \$6,796 for the event center’s share of the divisional allocation.



# Montgomery County

## Department of Parks – Enterprise Operations – Park Facilities

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### OVERVIEW

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

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

### MISSION

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

### PROGRAMS AND SERVICES PROVIDED

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

- 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
- Canoe, Kayak, Paddleboard, Pedal Boat Rentals
- Special Events
- Carousel Rides
- Tent Rental Areas at Splash Park
- Camper Ready Tent Rentals
- Pedal Karts at Campground
- Mining Sluice at Campground
- Pontoon Boat Tours
- Jumping Pillow at Splash Park and Campground

### ACCOMPLISHMENTS

- South Germantown Splash Park completed maintenance by replacing a pump on a motor, painted the mini golf river, and upgraded LED lighting on the building and in the bathrooms. Additional facility improvements included new siding installed on the exterior wall of the splash park and new carpet installed throughout the mini golf course.
- South Germantown Driving Range made repairs to the golf ball dispenser, purchased a new picker, and relocated four tee bays to provide better customer service.
- South Germantown Driving Range conducted golf and archery classes with over 313 participants and 112 participants in Golf camps.
- Brookside Gardens Enterprise operations renovated their office area in FY24 creating individual spaces for the Rentals and Gift Shop functions after conducting an internal needs assessment. The renovation established secure storage for merchandise, improved inventory and asset monitoring systems and provided dedicated consultation and meeting spaces for clients.
- Brookside Rentals renovated the auditorium space with the installation of new carpeting and an upgrade to the AV system.



## Montgomery County

### Department of Parks – Enterprise Operations – Park Facilities

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- Cabin John Train and the Wheaton Train and Carousel held successful Eye Spy events during the spring and fall by providing over 732 rides. Throughout the season over 122,677 participants enjoyed the train and carousel amenities.
- Improvements were made to the Cabin John Train facility by installing a new heat pump, replacing the rotten wood on the exterior as well as painting the exterior of the building. The Wheaton Train facility had new gutters and vinyl soffits installed on the building, track repairs completed as well as an overhaul to the gearbox on one of the locomotives.
- The Little Bennett Campground purchased a new Kubota, purchased three canvas tents, and added electric, as well as installed a new stone retaining wall at the camp store.
- A Campground Manager was hired to oversee the campground reservations, camp store, amenities, and plan activities.



# Montgomery County

## Department of Parks – Enterprise Operations – Park Facilities

### SUMMARY OF FY26 PROPOSED BUDGET

#### MONTGOMERY COUNTY ENTERPRISE FUND - PARK FACILITIES

##### Summary of Revenues and Expenses

##### PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	432,538	422,900	450,900	459,400	8.6%
Charges for Services	3,115,875	2,402,980	2,554,760	2,871,160	19.5%
Rentals and Concessions	1,049,584	979,775	1,042,074	1,087,450	11.0%
Miscellaneous	-	836,747	890,215	905,390	8.2%
Interest	650,585	82,000	251,079	196,079	139.1%
Transfers In	-	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>5,248,582</b>	<b>4,724,402</b>	<b>5,189,028</b>	<b>5,519,479</b>	<b>16.8%</b>
<b>Operating Expenses and Other Uses</b>					
Personnel Services	1,934,014	2,091,854	2,226,955	2,572,942	23.0%
Goods for Resale	195,077	189,885	215,690	218,015	14.8%
Supplies and Materials	349,814	216,150	318,728	321,845	48.9%
Other Services and Charges	353,639	354,394	517,385	406,432	14.7%
Depreciation & Amortization Expense	27,817	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	1,091,396	1,257,341	1,231,736	1,345,350	7.0%
Transfers Out	-	-	-	650,000	-
<b>Total Oper. Exp and Other Uses</b>	<b>3,951,757</b>	<b>4,109,624</b>	<b>4,510,494</b>	<b>5,514,584</b>	<b>34.2%</b>
<b>Gain (Loss)</b>	<b>\$ 1,296,825</b>	<b>\$ 614,778</b>	<b>\$ 678,534</b>	<b>\$ 4,895</b>	<b>-99.2%</b>

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

	FY 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FACILITIES</b>						
Full-Time Career	7.00	7.00	8.00	8.00	9.00	9.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	35.00	-	28.30	-	31.40
Chargebacks	-	0.70	-	0.70	-	0.40
Less Lapse	-	-	-	-	-	-
<b>Subtotal Park Facilities</b>	<b>8.00</b>	<b>43.70</b>	<b>9.00</b>	<b>38.00</b>	<b>9.00</b>	<b>40.80</b>



# Montgomery County

## Department of Parks – Enterprise Operations – Park Facilities

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### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Increases Revenue by \$795,077 due to increased rentals, admissions, as well as ticket sales to Wings of Fancy and Garden of Light special events. Also, an increase in interest.
- Increases Personnel cost by \$481,088 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 \$28,130 in Goods for Resale due to projected increase in artwork and plant sales at Brookside Gardens.
- Increases Supplies and Materials \$105,695 due to program costs associated with Brookside Gardens Wings of Fancy and Garden of Light special events.
- Increase in Other Services & Charges of \$52,038 includes higher utility costs, additional instructor costs associated with increased programming and advertising for Wings of Fancy special event.
- Increases Chargebacks by \$88,009 for the park facilities share of the divisional allocation.
- A position at Brookside Gardens is being converted from a term contract to a full-time career position based on increased program needs.
- Adds transfer to the CIP of \$650,000. \$425,000 of the transfer is for a feasibility study and design at Wheaton Sports Pavilion. \$125,000 of the transfer is for sewer improvements at Little Bennett Campground. The remaining \$100,000 is for the Ovid Hazen Wells carousel relocation.



# Montgomery County

## Department of Parks – Enterprise Operations – Administration

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### 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

- Seneca (Administrative) Office Building had new vinyl siding, shutters, and gutters installed as well as new office spaces were created for additional support staff.
- Hired an Administrative Specialist to assist the Human Resources Business Partner with human resource activities.



# Montgomery County

## Department of Parks – Enterprise Operations – Administration

### SUMMARY OF FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY ENTERPRISE FUND - ADMINISTRATION**  
**Summary of Revenues and Expenses**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	-	-	-	-	-
<b>Operating Expenses and Other Uses</b>					
Personnel Services	1,606,777	1,793,668	1,679,168	1,937,071	8.0%
Goods for Resale	-	-	-	-	-
Supplies and Materials	34,656	32,550	37,700	33,200	2.0%
Other Services and Charges	184,431	146,391	199,890	149,400	2.1%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Assets	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	742,619	245,306	245,306	291,173	18.7%
Indirect Charges (Admin Chargeback)	(2,367,315)	(2,217,915)	(2,162,064)	(2,410,844)	8.7%
Transfers Out	-	-	-	100,000	-
Total Oper. Exp and Other Uses	201,168	-	-	100,000	-
Gain (Loss)	\$ (201,168)	\$ -	\$ -	\$ (100,000)	-

*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 24 Budget		FY 25 Adopted		FY 26 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION</b>						
Full-Time Career	10.00	10.00	12.00	12.00	12.00	12.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>10.00</b>	<b>10.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	0.10	-	-
Chargebacks	-	2.10	-	5.00	-	5.00
Less Lapse	-	-	-	-	-	-
<b>Subtotal Administration</b>	<b>10.00</b>	<b>12.10</b>	<b>12.00</b>	<b>17.10</b>	<b>12.00</b>	<b>17.00</b>





# Montgomery County

## Department of Parks – Enterprise Operations – Administration

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### HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

- Increases personnel cost by \$143,403 due to compensation costs including benefit increases and the salary marker for merit/COLA.
- No new positions are proposed for the Enterprise Fund. However, a portion of the cost (40%) for the Park Fund new position request for an ActiveMontgomery Training and Support Analyst is being allocated to the Enterprise Fund.
- Adds transfer to the CIP of \$100,000 for an updated feasibility study for an ice rink at Ridge Road Recreational Park.



# Montgomery County

## Department of Parks – Capital Improvement Program

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### OVERVIEW

The Capital Improvement Program (CIP) implements the County’s master plans, functional plans, park plans, Land Preservation, Parks and Recreation Plan, 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 Biennial FY25-30 CIP totals \$313,196,000.

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 FY26 CAPITAL BUDGET

The major highlights of the FY26 Capital Budget include:

- Completed Park Refresher construction projects at Caroline Freeland Urban Park, Columbia Local Park, and Strathmore Local Park. Began construction for the Ovid Hazen Wells Recreational Park Expansion.
- Completed construction of the Long Branch Bridge Replacement and Stream Restoration.
- Completed permitting for the new North Branch Trail near Lake Frank and for the Powerline Trail Phase 1 SWM Retrofit and Trailhead in Cabin John Regional Park.
- Completed facility plan for a new park at Lyttonsville Neighborhood Green. Initiated design for Bethesda Market Park, Elm Street Urban Park, and Wheaton Regional Park Action Sports Park.
- Continued detailed design for Park Refreshers at Carroll Knolls Local Park, Long Branch-Wayne Local Park, Long Branch Local Park, Long Branch-Garland Neighborhood Park, Gunner’s Lake Local Park, Stonehedge Local Park, Fox Chapel Local Park, Greenwood Local Park, Jessup Blair Local Park, Wheaton Regional Park Rubini Area Complex, and Valley Mill Special Park group picnic area.
- Completed design and began demolition work for a new park at South Silver Spring Urban Recreational Park. Continued design for mini-refresher projects for North End Courts at



## Montgomery County Department of Parks – Capital Improvement Program

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Fairland Rec Park, Ellsworth Dog Park Renovation, and the renovation of South Germantown Adventure Playground. Began design for a new Disc Golf Course at Northwest Branch Recreational Park.

- Began construction of building envelope improvements at the historic Waters House.
- Completed multiple ADA improvement projects that involve trails, parking lots, sidewalks, and numerous amenities.
- Completed multiple sports court renovations, constructed two new soccer courts, and completed multiple athletic field renovations. Created six dedicated pickleball courts at East Norbeck Local Park.
- Began construction on playgrounds at Olney Manor Recreational Park, Olney Mill Neighborhood Park, McKnew Local Park, and Valleywood Neighborhood Park. Completed a playground renovation at Centerway Local Park.
- Began construction on the Athletic Field Team Building at Laytonia Recreational Park. Completed locker room renovations at the Olney Manor Maintenance Yard.
- Completed NCPD process for Vision Zero and Traffic Calming along northern portions of Little Falls Parkway.
- Completed restoration of streams and outfalls in various Stream Valley Parks.



# 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	Park/Project Location	FY26 OBI Expenditures	FY26 Career Workyears	FY26 Seasonal Workyears
<b>CIP PROJECTS</b>				
South Silver Spring Urban Recreational Park - Demolition & New Urban Park	Silver Spring	\$129,851	1.09	0.19
Ovid Hazen Wells Recreational Park - Park Expansion with Carousel Roundhouse and Skatepark	Clarksburg	\$106,134	0.58	0.13
Royce Hanson Conservation Park (Formerly Broad Run)	Poolesville	\$100,101	0.96	0.21
Stonehedge Local Park - Park Refresher with new community gardens	White Oak	\$79,447	0.37	0.24
Springfield Neighborhood Green Urban Park (Westwood Shopping Center) - New developer-built park	Bethesda	\$55,804	0.35	0.02
Carroll Knolls Local Park - Park Refresher with Bike Pump Track	Silver Spring	\$48,619	0.21	0.03
Long Branch-Garland Neighborhood Park - Park Refresher w/ Bridge Upgrade	Silver Spring	\$43,114	0.33	0.05
South Germantown Recreational Park - Adventure Playground Renovation	Boyds	\$39,503	0.31	0.13
Northwest Branch Recreational Park - Disc Golf Course	Aspen Hill	\$24,306	0.23	0.02
Long Branch-Wayne Local Park - Park Refresher	Silver Spring	\$19,401		
Cabin John Regional Park - Power Line Trailheads	Rockville	\$18,062	0.11	
McKnew Local Park - Mini-Refresher Phase 2	Burtonsville	\$14,349	0.16	0.06
Fox Chapel Neighborhood Park - Mini-Refresher with shelters and formal lawn	Germantown	\$10,838	0.11	0.02
Little Falls Stream Valley Park - Vision Zero Road Diet	Bethesda	\$10,066	0.12	
Fairland Recreational Park - Artificial Turf Field Renovation	Silver Spring	\$5,762	0.05	
Cabin John Regional Park - Povich Field Irrigation	Rockville	\$3,706	0.02	
Olney Family Neighborhood Park - Playground renovation	Olney	\$2,333		
<b>SUB-TOTAL</b>		<b>\$711,396</b>	<b>5.0</b>	<b>1.1</b>
<b>CIP - WQPF PROJECTS (Stormwater Management)</b>				
Fox Chapel Neighborhood Park - Mini-Refresher with shelters and formal lawn	Germantown	\$18,316	0.2	
Damascus Recreational Park - Ballfield lighting (Fields 1&2)	Damascus	\$18,229	0.2	
Ovid Hazen Wells Recreational Park - Park Expansion with Carousel Roundhouse and Skatepark	Clarksburg	\$9,389	0.1	
Olney Family Neighborhood Park - Playground renovation	Olney	\$8,961	0.1	
McKnew Local Park - Mini-Refresher Phase 2	Burtonsville	\$8,949	0.1	
Northwest Branch Recreational Park - Disc Golf Course	Aspen Hill	\$8,949	0.1	
Fairland Recreational Park - Artificial Turf Field Renovation	Silver Spring	\$8,949	0.1	
South Germantown Recreational Park - Adventure Playground Renovation	Boyds	\$8,875	0.1	
Long Branch-Wayne Local Park - Park Refresher	Silver Spring	\$6,060		0.1
South Silver Spring Urban Recreational Park - Demolition & New Urban Park	Silver Spring	\$4,988		0.1
Carroll Knolls Local Park - Park Refresher with Bike Pump Track	Silver Spring	\$4,443		0.1
Glenfield Local Park - SWM Retrofit	Wheaton	\$3,788		0.1
Little Falls Stream Valley Park - Vision Zero Road Diet	Bethesda	\$3,068		0.1
Stonehedge Local Park - Park Refresher with new community gardens	White Oak	\$2,853		0.1
<b>SUB-TOTAL</b>		<b>\$115,817</b>	<b>1.0</b>	<b>0.6</b>
<b>GRAND TOTAL</b>		<b>\$827,213</b>	<b>6.0</b>	<b>1.7</b>

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, FY26 Request (\$000)**

		Total	Thru FY24	Rem FY24	6 Yr Total	FY25	FY26	FY27	FY28	FY29	FY30	Beyond 6 Years	FY26 Approp
<b>Acquisition</b>													
P767828	Acquisition: Local Parks	9,369	8,110	1,259	0	0	0	0	0	0	0	0	0
P998798	Acquisition: Non-Local Parks *	22,105	10,159	11,946	0	0	0	0	0	0	0	0	0
P727007	ALARP: M-NCPPC	32,398	16,798	3,000	12,600	2,100	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	0	2,500
P018710	Legacy Open Space	100,000	79,038	4,710	6,749	674	1,215	1,215	1,215	1,215	1,215	9,503	1,215
P872104	Legacy Urban Space		15,333	2,242	20,496	2,600	3,785	3,611	3,500	3,500	3,500	111,929	3,785
P872201	Mid-County Park Benefit Payments	3,500	0	3,500	0	0	0	0	0	0	0	0	0
P872301	Park Acquisitions	14,383	2,585	3,948	7,850	900	1,400	1,400	1,400	1,375	1,375	0	1,400
P872502	Silver Spring Park Benefit Payment	2,000	0	0	2,000	1,000	1,000	0	0	0	0	0	1,000
	<b>Acquisition Subtotal:</b>	<b>355,755</b>	<b>141,754</b>	<b>36,374</b>	<b>56,195</b>	<b>11,274</b>	<b>12,000</b>	<b>8,326</b>	<b>8,215</b>	<b>8,190</b>	<b>8,190</b>	<b>121,432</b>	<b>12,000</b>
<b>Development</b>													
P128701	ADA Compliance: Local Parks	11,767	6,033	1,184	4,550	800	750	750	750	750	750	0	750
P128702	ADA Compliance: Non-Local Parks	14,748	6,820	1,928	6,000	1,000	1,000	1,000	1,000	1,000	1,000	0	1,000
P008720	Ballfield Initiatives	29,722	11,188	4,734	13,800	2,300	2,300	2,300	2,300	2,300	2,300	0	2,300
P872302	Bethesda Lots 10 - 24 Parks	9,432	22	1,760	7,650	350	2,300	3,600	1,400	0	0	0	100
P872101	Black Hill Regional Park: SEED Classroom *	650	485	165	0	0	0	0	0	0	0	0	0
P872105	Blair HS Field Renovations and Lights *	2,900	1,494	1,406	0	0	0	0	0	0	0	0	0
P078702	Brookside Gardens Master Plan Implementation	11,911	10,447	1,464	0	0	0	0	0	0	0	0	0
P977748	Cost Sharing: Local Parks	1,151	698	3	450	75	75	75	75	75	75	0	75
P761682	Cost Sharing: Non-Local Parks	756	444	12	300	50	50	50	50	50	50	0	50
P138701	Elm Street Urban Park *	1,613	246	425	0	0	0	0	0	0	0	942	0
P998710	Energy Conservation - Local Parks	1,597	499	348	750	125	125	125	125	125	125	0	125
P998711	Energy Conservation - Non-Local Parks	2,620	396	424	1,800	300	300	300	300	300	300	0	300
P998773	Enterprise Facilities' Improvements	39,012	9,443	5,819	3,750	2,500	1,250	0	0	0	0	20,000	1,250
P957775	Facility Planning: Local Parks	5,929	2,751	778	2,400	400	400	400	400	400	400	0	400
P958776	Facility Planning: Non-Local Parks	4,908	1,766	1,342	1,800	300	300	300	300	300	300	0	300
P078704	Germantown Town Center Urban Park *	7,806	7,602	204	0	0	0	0	0	0	0	0	0
P871742	Hilldale Local Park *	6,500	6,407	93	0	0	0	0	0	0	0	0	0
P871552	Josiah Henson Historic Park *	7,712	6,927	785	0	0	0	0	0	0	0	0	0
P038703	Laytonia Recreational Park *	12,579	12,230	349	0	0	0	0	0	0	0	0	0
P872501	Lyttonsville Civic Green	1,900	0	0	1,900	0	0	300	1,000	600	0	0	0
P998799	Minor New Construction - Local Parks	8,542	2,701	2,691	3,150	650	500	500	500	500	500	0	500
P998763	Minor New Construction - Non-Local Parks	13,185	4,332	2,953	5,900	1,400	900	900	900	900	900	0	900
P871541	North Branch Trail *	5,272	901	4,371	0	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	0	4,600	0
P871745	Ovid Hazen Wells Recreational Park	9,500	1,286	6,740	1,474	794	680	0	0	0	0	0	0
P871902	Park Refreshers	60,309	9,118	19,451	31,740	6,700	5,205	4,900	4,935	5,000	5,000	0	5,205
P872503	Planned Lifecycle Asset Replacement (PLAR): Local Parks	23,860	0	0	23,860	4,085	4,108	4,001	4,026	3,906	3,734	0	4,108
P872504	Planned Lifecycle Asset Replacement (PLAR): Non-Local Parks	40,829	0	0	40,829	6,930	6,830	6,630	6,879	6,780	6,780	0	6,830
P967754	Planned Lifecycle Asset Replacement: Local Parks	38,267	29,637	8,630	0	0	0	0	0	0	0	0	0
P968755	Planned Lifecycle Asset Replacement: NL Parks	35,532	25,088	10,444	0	0	0	0	0	0	0	0	0
P078701	Pollution Prevention and Repairs to Ponds & Lakes	17,739	6,464	836	10,439	4,152	1,425	1,262	1,200	1,200	1,200	0	300
P872202	Power Line Trail	11,700	348	9,202	2,150	2,150	0	0	0	0	0	0	0
P808494	Restoration Of Historic Structures	8,296	3,373	1,113	3,810	635	635	635	635	635	635	0	635
P118702	Rock Creek Maintenance Facility *	9,655	9,635	20	0	0	0	0	0	0	0	0	0
P048703	Rock Creek Trail Pedestrian Bridge *	7,943	7,094	849	0	0	0	0	0	0	0	0	0
P871746	S. Germantown Recreational Park: Cricket Field	5,418	2,258	923	2,237	350	1,530	357	0	0	0	0	0
P058755	Small Grant/Donor-Assisted Capital Improvements	14,586	3,401	4,585	6,600	1,100	1,100	1,100	1,100	1,100	1,100	0	1,100
P818571	Stream Protection: SVP	32,349	6,124	1,873	24,352	7,002	3,866	3,434	3,350	3,350	3,350	0	350
P768673	Trails: Hard Surface Design & Construction	13,058	3,565	1,493	8,000	4,250	750	750	750	750	750	0	750
P888754	Trails: Hard Surface Renovation	20,136	4,515	3,621	12,000	2,000	2,000	2,000	2,000	2,000	2,000	0	2,000
P858710	Trails: Natural Surface & Resource-based Recreation	8,688	4,113	375	4,200	700	700	700	700	700	700	0	700
P871540	Urban Park Elements	8,550	2,113	1,937	4,500	750	750	750	750	750	750	0	750
P871905	Vision Zero	10,800	1,238	1,562	8,000	4,250	750	750	750	750	750	0	750
P118703	Warner Circle Special Park	6,177	975	250	0	0	0	0	0	0	0	4,952	0
P871904	Wheaton Regional Park Improvements	35,869	142	7,095	18,360	2,500	3,860	3,000	3,000	3,000	3,000	10,272	3,860
P138705	Woodside Urban Park *	885	797	88	0	0	0	0	0	0	0	0	0
	<b>Development Subtotal:</b>	<b>627,558</b>	<b>215,466</b>	<b>114,325</b>	<b>257,001</b>	<b>58,598</b>	<b>44,439</b>	<b>40,869</b>	<b>39,425</b>	<b>37,221</b>	<b>36,449</b>	<b>40,766</b>	<b>35,388</b>
	<b>M-NCPPC Total:</b>	<b>983,313</b>	<b>357,220</b>	<b>150,699</b>	<b>313,196</b>	<b>69,872</b>	<b>56,439</b>	<b>49,195</b>	<b>47,640</b>	<b>45,411</b>	<b>44,639</b>	<b>162,198</b>	<b>47,388</b>

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](https://montgomerycountymd.gov) ([montgomerycountymd.gov](https://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 FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY CAPITAL PROJECTS FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental:	\$	\$	\$	\$	
Federal	-	9,500,000	9,500,000	-	-100.0%
State (POS)	20,051,686	5,600,000	5,600,000	8,643,000	54.3%
State (Other)	1,534,827	3,300,000	1,150,000	-	-100.0%
County	12,894,321	34,674,000	28,289,000	22,430,000	-35.3%
Interest	266,959	25,000	25,000	175,000	600.0%
Contributions	2,281,439	6,100,000	6,100,000	4,600,000	-24.6%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>37,029,232</u>	<u>59,199,000</u>	<u>50,664,000</u>	<u>35,848,000</u>	<u>-39.4%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	46,649,403	63,624,000	61,524,000	45,288,000	-28.8%
Park Acquisition	17,887,605	11,274,000	9,174,000	9,900,000	-12.2%
Park Development	28,761,798	52,350,000	52,350,000	35,388,000	-32.4%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>46,649,403</u>	<u>63,624,000</u>	<u>61,524,000</u>	<u>45,288,000</u>	<u>-28.8%</u>
Excess of Revenues over Expenditures	<u>(9,620,171)</u>	<u>(4,425,000)</u>	<u>(10,860,000)</u>	<u>(9,440,000)</u>	<u>113.3%</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	9,480,471	4,000,000	7,935,000	7,915,000	97.9%
Transfers In					
Transfer from Park Fund (Pay-Go)	920,003	450,000	450,000	450,000	0.0%
Transfer from Enterprise Fund	-	-	2,500,000	1,250,000	-
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>920,003</u>	<u>450,000</u>	<u>2,950,000</u>	<u>1,700,000</u>	<u>277.8%</u>
Transfers Out					
Transfer to Park Fund	<u>(266,239)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(175,000)</u>	<u>600.0%</u>
Total Transfers Out	<u>(266,239)</u>	<u>(25,000)</u>	<u>(25,000)</u>	<u>(175,000)</u>	<u>600.0%</u>
Total Other Financing Sources (Uses)	<u>10,134,235</u>	<u>4,425,000</u>	<u>10,860,000</u>	<u>9,440,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>514,064</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>18,070,770</u>	<u>18,070,770</u>	<u>18,584,834</u>	<u>18,584,834</u>	<u>2.8%</u>
Fund Balance, Ending	<u>\$ 18,584,834</u>	<u>\$ 18,070,770</u>	<u>\$ 18,584,834</u>	<u>\$ 18,584,834</u>	<u>2.8%</u>



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**OTHER FUNDS**

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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 the Development Review (Planning Department). The FY26 proposed revenue budget is \$8,525,834, representing a 13.1% increase from the FY25 Adopted Budget. FY26 expenditures are proposed at \$9,455,222, representing a 4.8% increase from the FY25 Adopted Budget.

## SUMMARY OF FY26 PROPOSED BUDGET

### MONTGOMERY COUNTY SPECIAL REVENUE FUNDS SUMMARY BY SPECIAL REVENUE PROGRAMS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues and Other Sources:</b>					
Planning Department:					
Traffic Mitigation Program	\$ -	\$ -	\$ -	\$ -	-
Historic Preservation-County Non-Dept	-	-	-	-	-
GIS Data Sales	-	-	-	-	-
Environmental/Forest Conserv. Penalties	14,105	9,100	9,100	10,800	18.7%
Development Review	2,989,528	3,578,200	3,578,200	4,160,000	16.3%
Forest Conservation	459,409	501,700	510,000	510,000	1.7%
Subtotal Planning:	3,463,042	4,089,000	4,097,300	4,680,800	14.5%
Parks Department:					
Historic Renovations- Property Mngmt.	4,109	30	2,160	60	100.0%
Park Police- Drug Enforcement	598	20	200	150	650.0%
Park Police- Federally Forfeited Prop.	1,170	35	20,500	100,400	286757.1%
Interagency Agreements	2,349,331	2,603,153	2,591,980	2,860,684	9.9%
Park Cultural Resources	93,816	160,000	133,650	219,650	37.3%
Special Events	180,009	198,600	213,100	217,900	9.7%
Nature Programs and Facilities	276,786	331,000	310,550	314,750	-4.9%
Special Donations and Programs	143,767	157,475	103,470	131,440	-16.5%
Subtotal Parks:	3,049,586	3,450,313	3,375,610	3,845,034	11.4%
Total Revenues and Other Sources	6,512,628	7,539,313	7,472,910	8,525,834	13.1%
<b>Expenditures and Other Uses:</b>					
Planning Department:					
Traffic Mitigation Program	-	-	-	-	-
Historic Preservation-County Non-Dept	-	-	-	-	-
GIS Data Sales	-	-	-	-	-
Environmental/Forest Conserv. Penalties	5	47,000	47,000	41,000	-12.8%
Development Review	3,696,576	4,166,388	4,166,688	4,192,103	0.6%
Forest Conservation	480,339	720,600	720,600	720,600	0.0%
Subtotal Planning:	4,176,920	4,933,988	4,934,288	4,953,703	0.4%
Parks Department:					
Historic Renovations- Property Mngmt.	71,109	16,015	21,015	1	-100.0%
Park Police- Drug Enforcement	2	5	2	2	-60.0%
Park Police- Federally Forfeited Prop.	3	5	20,004	100,005	2000000.0%
Interagency Agreements	2,313,930	3,156,789	2,490,354	3,422,368	8.4%
Park Cultural Resources	67,828	197,082	163,502	271,830	37.9%
Special Events	162,286	204,547	224,647	244,572	19.6%
Nature Programs and Facilities	251,399	399,336	334,178	338,635	-15.2%
Special Donations and Programs	85,328	116,314	160,316	124,106	6.7%
Subtotal Parks:	2,951,885	4,090,093	3,414,018	4,501,519	10.1%
Total Expenditures and Other Uses	7,128,805	9,024,081	8,348,306	9,455,222	4.8%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(616,177)	(1,484,768)	(875,396)	(929,388)	-37.4%
Fund Balance - Beginning	5,418,014	4,712,407	4,801,837	3,926,441	-16.7%
Fund Balance - Ending	\$ 4,801,837	\$ 3,227,639	\$ 3,926,441	\$ 2,997,053	-7.1%



# Montgomery County Special Revenue Funds: Traffic Mitigation Program

## OVERVIEW

The **Traffic Mitigation SRF** 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 the two current agreements are completed, this SRF will be closed.

## SUMMARY OF FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
TRAFFIC MITIGATION PROGRAM  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
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>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	(2,610)	-	(2,610)	(2,610)	-
Fund Balance - Ending	<u>\$ (2,610)</u>	<u>\$ -</u>	<u>\$ (2,610)</u>	<u>\$ (2,610)</u>	<u>-</u>



# Montgomery County

## Special Revenue Funds: Environmental/Forest Conservation Penalties

### OVERVIEW

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

### SUMMARY OF FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
ENVIRONMENTAL/FOREST CONSERVATION PENALTIES  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	2,505	100	100	1,300	1200.0%
Miscellaneous	11,600	9,000	9,000	9,500	5.6%
<b>Total Revenues</b>	<b>14,105</b>	<b>9,100</b>	<b>9,100</b>	<b>10,800</b>	<b>18.7%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	22,000	22,000	20,000	-9.1%
Supplies and Materials	-	10,000	10,000	9,000	-10.0%
Other Services and Charges	5	15,000	15,000	12,000	-20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>5</b>	<b>47,000</b>	<b>47,000</b>	<b>41,000</b>	<b>-12.8%</b>
Excess of Revenues over Expenditures	14,100	(37,900)	(37,900)	(30,200)	-20.3%
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	14,100	(37,900)	(37,900)	(30,200)	-20.3%
Fund Balance - Beginning	54,643	38,743	68,743	30,843	-20.4%
Fund Balance - Ending	\$ 68,743	\$ 843	\$ 30,843	\$ 643	-23.8%



# Montgomery County

## Special Revenue Funds: Development Review

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### OVERVIEW

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

For FY26, the Planning Department is proposing to increase the chargeback to the DR-SRF by \$25,415. This includes chargeback increases of \$16,835 from the Legal Department, \$3,920 from the Finance Department, and \$4,660 from Corporate IT for their services. The Planning Department is not proposing to increase the chargebacks in FY26.

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, FY21 and FY24 which depleted some of the gains from previous years. The transfer from the Administration Fund to the DR-SRF fund in FY22, FY23 and FY24 was \$500,000 per year. In FY25, the transfer was increased to \$950,000 to cover compensation increases and new work years added in FY25. in the proposed FY26 chargebacks. For FY26, the Planning Department is proposing to increase the transfer by \$550,000 to a total of \$1,500,000 to cover the difference between the budgeted revenues and the budgeted chargebacks.



# Montgomery County Special Revenue Funds: Development Review

## SUMMARY OF FY26 PROPOSED BUDGET

### MONTGOMERY COUNTY SPECIAL REVENUE FUNDS DEVELOPMENT REVIEW Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	2,399,568	2,625,000	2,625,000	2,625,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	89,960	3,200	3,200	35,000	993.8%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>2,489,528</b>	<b>2,628,200</b>	<b>2,628,200</b>	<b>2,660,000</b>	<b>1.2%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	4,178	1,150	1,450	1,450	26.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,692,398	4,165,238	4,165,238	4,190,653	0.6%
<b>Total Expenditures</b>	<b>3,696,576</b>	<b>4,166,388</b>	<b>4,166,688</b>	<b>4,192,103</b>	<b>0.6%</b>
Excess of Revenues over Expenditures	(1,207,048)	(1,538,188)	(1,538,488)	(1,532,103)	-0.4%
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	500,000	950,000	950,000	1,500,000	57.9%
<b>Total Transfers In</b>	<b>500,000</b>	<b>950,000</b>	<b>950,000</b>	<b>1,500,000</b>	<b>57.9%</b>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>500,000</b>	<b>950,000</b>	<b>950,000</b>	<b>1,500,000</b>	<b>57.9%</b>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(707,048)	(588,188)	(588,488)	(32,103)	-94.5%
Fund Balance - Beginning	2,584,125	2,019,227	1,877,077	1,288,589	-36.2%
<b>Fund Balance - Ending</b>	<b>\$ 1,877,077</b>	<b>\$ 1,431,039</b>	<b>\$ 1,288,589</b>	<b>\$ 1,256,486</b>	<b>-12.2%</b>



# Montgomery County

## Special Revenue Funds: Forest Conservation

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### OVERVIEW

The **Forest Conservation SRF** 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 FY26 PROPOSED BUDGET

### MONTGOMERY COUNTY SPECIAL REVENUE FUNDS FOREST CONSERVATION Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	130,269	1,700	10,000	10,000	488.2%
Miscellaneous	329,140	500,000	500,000	500,000	0.0%
<b>Total Revenues</b>	<b>459,409</b>	<b>501,700</b>	<b>510,000</b>	<b>510,000</b>	<b>1.7%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	12,162	20,000	20,000	20,000	0.0%
Other Services and Charges	468,177	700,600	700,600	700,600	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>480,339</b>	<b>720,600</b>	<b>720,600</b>	<b>720,600</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(20,930)</b>	<b>(218,900)</b>	<b>(210,600)</b>	<b>(210,600)</b>	<b>-3.8%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(20,930)</b>	<b>(218,900)</b>	<b>(210,600)</b>	<b>(210,600)</b>	<b>-3.8%</b>
<b>Fund Balance - Beginning</b>	<b>1,382,250</b>	<b>1,262,850</b>	<b>1,361,320</b>	<b>1,150,720</b>	<b>-8.9%</b>
<b>Fund Balance - Ending</b>	<b>\$ 1,361,320</b>	<b>\$ 1,043,950</b>	<b>\$ 1,150,720</b>	<b>\$ 940,120</b>	<b>-9.9%</b>



# 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 FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS  
HISTORIC RENOVATIONS - PROPERTY MANAGEMENT  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	4,109	30	2,160	60	100.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>4,109</u>	<u>30</u>	<u>2,160</u>	<u>60</u>	<u>100.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	71,009	16,015	21,015	1	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	100	-	-	-	-
<b>Total Expenditures</b>	<u>71,109</u>	<u>16,015</u>	<u>21,015</u>	<u>1</u>	<u>-100.0%</u>
Excess of Revenues over Expenditures	<u>(67,000)</u>	<u>(15,985)</u>	<u>(18,855)</u>	<u>59</u>	<u>-100.4%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Property Management Fund	-	-	-	-	-
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(67,000)</u>	<u>(15,985)</u>	<u>(18,855)</u>	<u>59</u>	<u>-100.4%</u>
Fund Balance - Beginning	86,277	16,178	19,277	422	-97.4%
Fund Balance - Ending	<u>\$ 19,277</u>	<u>\$ 193</u>	<u>\$ 422</u>	<u>\$ 481</u>	<u>149.2%</u>





# 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 FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**PARK POLICE - DRUG ENFORCEMENT**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	598	20	200	150	650.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>598</u>	<u>20</u>	<u>200</u>	<u>150</u>	<u>650.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	2	5	-	-	-100.0%
Other Services and Charges	-	-	2	2	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>2</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>-60.0%</u>
Excess of Revenues over Expenditures	<u>596</u>	<u>15</u>	<u>198</u>	<u>148</u>	<u>886.7%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>596</u>	<u>15</u>	<u>198</u>	<u>148</u>	<u>886.7%</u>
Fund Balance - Beginning	2,001	2,097	2,597	2,795	33.3%
Fund Balance - Ending	<u>\$ 2,597</u>	<u>\$ 2,112</u>	<u>\$ 2,795</u>	<u>\$ 2,943</u>	<u>39.3%</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 FY26 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 2026**

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,170	35	500	400	1042.9%
Miscellaneous	-	-	20,000	100,000	-
<b>Total Revenues</b>	<b>1,170</b>	<b>35</b>	<b>20,500</b>	<b>100,400</b>	<b>286757.1%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	20,000	100,000	-
Other Services and Charges	3	5	4	5	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>3</b>	<b>5</b>	<b>20,004</b>	<b>100,005</b>	<b>2000000.0%</b>
Excess of Revenues over Expenditures	1,167	30	496	395	1216.7%
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,167	30	496	395	1216.7%
Fund Balance - Beginning	8,517	8,812	9,684	10,180	15.5%
Fund Balance - Ending	\$ 9,684	\$ 8,842	\$ 10,180	\$ 10,575	19.6%



# 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 FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**INTERAGENCY AGREEMENTS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ 2,165,640	\$ 2,523,980	\$ 2,487,980	\$ 2,716,002	7.6%
Sales	94,826	50,173	50,000	52,682	5.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	66,085	12,000	37,000	30,000	150.0%
Miscellaneous	22,780	17,000	17,000	62,000	264.7%
<b>Total Revenues</b>	<b>2,349,331</b>	<b>2,603,153</b>	<b>2,591,980</b>	<b>2,860,684</b>	<b>9.9%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	182,051	266,756	252,000	263,650	-1.2%
Supplies and Materials	66,441	133,500	60,000	62,000	-53.6%
Other Services and Charges	1,764,959	2,383,964	1,805,785	2,716,602	14.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	300,479	372,569	372,569	380,116	2.0%
<b>Total Expenditures</b>	<b>2,313,930</b>	<b>3,156,789</b>	<b>2,490,354</b>	<b>3,422,368</b>	<b>8.4%</b>
<b>Excess of Revenues over Expenditures</b>	<b>35,401</b>	<b>(553,636)</b>	<b>101,626</b>	<b>(561,684)</b>	<b>1.5%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>35,401</b>	<b>(553,636)</b>	<b>101,626</b>	<b>(561,684)</b>	<b>1.5%</b>
Fund Balance - Beginning	606,489	704,149	641,890	743,516	5.6%
<b>Fund Balance - Ending</b>	<b>\$ 641,890</b>	<b>\$ 150,513</b>	<b>\$ 743,516</b>	<b>\$ 181,832</b>	<b>20.8%</b>



# Montgomery County

## Special Revenue Funds: Park Cultural Resources

### OVERVIEW

The **Park Cultural Resources Fund** provides supplemental funding for expanding and enhancing historic interpretation and archaeology-educational camps and programs. Revenues are generated through seasonal employee-led archaeological programs, archaeological camps, special events and admissions at public historic sites, guided historical tours, and school programs. Expenditures are used for seasonal salaries as well as other expenses such as supplies and materials, performers, scholars, interpretive displays, and volunteer docent materials related to historic and archaeological programs.

### SUMMARY OF FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**PARK CULTURAL RESOURCES**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	300	650	150	1,650	153.8%
Charges for Services	75,233	127,000	104,000	175,000	37.8%
Rentals and Concessions	3,658	14,000	8,500	21,500	53.6%
Interest	5,522	250	3,000	2,500	900.0%
Miscellaneous	9,103	18,100	18,000	19,000	5.0%
Total Revenues	<u>93,816</u>	<u>160,000</u>	<u>133,650</u>	<u>219,650</u>	<u>37.3%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	37,675	151,500	126,500	233,041	53.8%
Supplies and Materials	13,686	25,000	19,500	22,000	-12.0%
Other Services and Charges	8,482	14,500	11,420	8,000	-44.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	7,985	6,082	6,082	8,789	44.5%
Total Expenditures	<u>67,828</u>	<u>197,082</u>	<u>163,502</u>	<u>271,830</u>	<u>37.9%</u>
Excess of Revenues over Expenditures	<u>25,988</u>	<u>(37,082)</u>	<u>(29,852)</u>	<u>(52,180)</u>	<u>40.7%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>25,988</u>	<u>(37,082)</u>	<u>(29,852)</u>	<u>(52,180)</u>	<u>40.7%</u>
Fund Balance - Beginning	111,344	118,503	137,332	107,480	-9.3%
Fund Balance - Ending	<u>\$ 137,332</u>	<u>\$ 81,421</u>	<u>\$ 107,480</u>	<u>\$ 55,300</u>	<u>-32.1%</u>



# Montgomery County

## Special Revenue Funds: Special Events

### OVERVIEW

The **Special Events Fund** is for work the Commission performs on a “reimbursement for service” basis for special events and tournaments in the parks. Examples include the Avon Breast Cancer Walk and the Half Marathon in the Parks.

### SUMMARY OF FY26 PROPOSED BUDGET

MONTGOMERY COUNTY SPECIAL REVENUE FUNDS SPECIAL EVENTS					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2026					
	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	166,537	180,000	200,000	205,000	13.9%
Rentals and Concessions	7,325	18,000	10,000	10,000	-44.4%
Interest	6,115	600	3,100	2,900	383.3%
Miscellaneous	32	-	-	-	-
<b>Total Revenues</b>	<u>180,009</u>	<u>198,600</u>	<u>213,100</u>	<u>217,900</u>	<u>9.7%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	137,828	182,915	199,000	217,102	18.7%
Supplies and Materials	395	-	3,000	3,000	-
Other Services and Charges	14,584	14,085	15,100	15,750	11.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	9,479	7,547	7,547	8,720	15.5%
<b>Total Expenditures</b>	<u>162,286</u>	<u>204,547</u>	<u>224,647</u>	<u>244,572</u>	<u>19.6%</u>
<b>Excess of Revenues over Expenditures</b>	<u>17,723</u>	<u>(5,947)</u>	<u>(11,547)</u>	<u>(26,672)</u>	<u>348.5%</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-Administration Account</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>17,723</u>	<u>(5,947)</u>	<u>(11,547)</u>	<u>(26,672)</u>	<u>348.5%</u>
<b>Fund Balance - Beginning</b>	<u>100,891</u>	<u>116,753</u>	<u>118,614</u>	<u>107,067</u>	<u>-8.3%</u>
<b>Fund Balance - Ending</b>	<u>\$ 118,614</u>	<u>\$ 110,806</u>	<u>\$ 107,067</u>	<u>\$ 80,395</u>	<u>-27.4%</u>



# 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 FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**NATURE PROGRAMS AND FACILITIES**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	58,571	65,500	62,250	63,250	-3.4%
Charges for Services	143,778	202,000	174,000	179,000	-11.4%
Rentals and Concessions	54,922	57,000	64,300	64,300	12.8%
Interest	19,515	1,500	10,000	8,200	446.7%
Miscellaneous	-	5,000	-	-	-100.0%
Total Revenues	<u>276,786</u>	<u>331,000</u>	<u>310,550</u>	<u>314,750</u>	<u>-4.9%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	212,836	247,183	208,000	214,240	-13.3%
Supplies and Materials	12,657	100,100	91,300	95,500	-4.6%
Other Services and Charges	9,096	39,475	22,300	16,300	-58.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	16,810	12,578	12,578	12,595	0.1%
Total Expenditures	<u>251,399</u>	<u>399,336</u>	<u>334,178</u>	<u>338,635</u>	<u>-15.2%</u>
Excess of Revenues over Expenditures	<u>25,387</u>	<u>(68,336)</u>	<u>(23,628)</u>	<u>(23,885)</u>	<u>-65.0%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Account	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Administration Account	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>25,387</u>	<u>(68,336)</u>	<u>(23,628)</u>	<u>(23,885)</u>	<u>-65.0%</u>
Fund Balance - Beginning	432,060	361,517	457,447	433,819	20.0%
Fund Balance - Ending	<u>\$ 457,447</u>	<u>\$ 293,181</u>	<u>\$ 433,819</u>	<u>\$ 409,934</u>	<u>39.8%</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 FY26 PROPOSED BUDGET

**MONTGOMERY COUNTY SPECIAL REVENUE FUNDS**  
**SPECIAL DONATIONS AND PROGRAMS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2026**

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	29,648	60,000	35,000	35,000	-41.7%
Charges for Services	1,690	-	-	-	-
Rentals and Concessions	53,113	61,800	56,000	62,000	0.3%
Interest	4,414	175	2,470	2,440	1294.3%
Miscellaneous	54,902	35,500	10,000	32,000	-9.9%
<b>Total Revenues</b>	<b>143,767</b>	<b>157,475</b>	<b>103,470</b>	<b>131,440</b>	<b>-16.5%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	50,037	44,000	59,000	69,000	56.8%
Supplies and Materials	22,930	38,650	23,958	40,469	4.7%
Other Services and Charges	9,278	31,309	75,003	12,067	-61.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	3,083	2,355	2,355	2,570	9.1%
<b>Total Expenditures</b>	<b>85,328</b>	<b>116,314</b>	<b>160,316</b>	<b>124,106</b>	<b>6.7%</b>
<b>Excess of Revenues over Expenditures</b>	<b>58,439</b>	<b>41,161</b>	<b>(56,846)</b>	<b>7,334</b>	<b>-82.2%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Administration Account	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>58,439</b>	<b>41,161</b>	<b>(56,846)</b>	<b>7,334</b>	<b>-82.2%</b>
<b>Fund Balance - Beginning</b>	<b>52,027</b>	<b>63,578</b>	<b>110,466</b>	<b>53,620</b>	<b>-15.7%</b>
<b>Fund Balance - Ending</b>	<b>\$ 110,466</b>	<b>\$ 104,739</b>	<b>\$ 53,620</b>	<b>\$ 60,954</b>	<b>-41.8%</b>



# Montgomery County

## Advance Land Acquisition Funds

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### EXECUTIVE OVERVIEW

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

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

### HIGHLIGHTS AND MAJOR CHANGES IN FY26 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 and FY25 is the final year of payment. In FY26, the contribution to the Advance Land Acquisition Revolving Fund is proposed at \$2,539,599.

The Land Use Article limits the annual rate of the Advance Land Acquisition tax to a maximum of 3.0 cents personal property tax and 1.2 cents real property tax on each \$100 of assessed valuation. There is no minimum noted under State law. Coupled with continuing annual increases in the assessable base, the tax rate has been sufficient to pay the debt service.

Since the Commission cannot fully anticipate the future needs and requests of other governmental agencies for specific acquisitions, the Commission proposes, in accordance with its authority as prescribed by Land Use Article, Sections 18-401 and 18-402 to expend the entire balance in the ALARF for Advance Land purchases. Since, by law, the District Council has final approval for all land acquisitions by the ALARF, the proposed expenditures from this fund should serve as an estimate only. If no request for land acquisition comes from other agencies and the Commission does not make subsequent purchases, the proposed expenditures will not be made, and therefore will not affect fund balance. Total appropriated funds in the ALA Revolving Fund for FY26 are \$152,045.





# Montgomery County Advance Land Acquisition Funds

## SUMMARY OF FY26 PROPOSED BUDGET

### MONTGOMERY COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 2,257,191	\$ 2,398,786	\$ 2,398,786	\$ 2,539,599	5.9%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>2,257,191</u>	<u>2,398,786</u>	<u>2,398,786</u>	<u>2,539,599</u>	<u>5.9%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	2,133,236	2,277,586	2,277,586	2,539,599	11.5%
Debt Service:	123,600	121,200	121,200	-	-100.0%
Debt Service Principal	120,000	120,000	120,000	-	-100.0%
Debt Service Interest	3,600	1,200	1,200	-	-100.0%
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>2,256,836</u>	<u>2,398,786</u>	<u>2,398,786</u>	<u>2,539,599</u>	<u>5.9%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>355</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds					
Premiums, Bond Issued	-	-	-	-	-
Proceeds, Refunding Bond	-	-	-	-	-
Payment, Refunded Bond Esc Agent	-	-	-	-	-
Transfers In/(Out)-					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>355</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	5,381	5,381	5,736	5,736	6.6%
Fund Balance, Ending	<u>\$ 5,736</u>	<u>\$ 5,381</u>	<u>\$ 5,736</u>	<u>\$ 5,736</u>	<u>6.6%</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 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	129,617	1,000	1,000	1,000	0.0%
Miscellaneous (Contributions)	2,133,236	2,277,586	2,277,586	2,538,599	11.5%
<b>Total Revenues</b>	<b>2,262,853</b>	<b>2,278,586</b>	<b>2,278,586</b>	<b>2,539,599</b>	<b>11.5%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	286	150	150	300	100.0%
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	8,323,734	8,323,734	2,691,344	-67.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>286</b>	<b>8,323,884</b>	<b>8,323,884</b>	<b>2,691,644</b>	<b>-67.7%</b>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<b>2,262,567</b>	<b>(6,045,298)</b>	<b>(6,045,298)</b>	<b>(152,045)</b>	<b>-97.5%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In/(Out):					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>2,262,567</b>	<b>(6,045,298)</b>	<b>(6,045,298)</b>	<b>(152,045)</b>	<b>-97.5%</b>
<b>Total Net Position - Beginning</b>	<b>3,934,776</b>	<b>6,045,298</b>	<b>6,197,343</b>	<b>152,045</b>	<b>-97.5%</b>
<b>Total Net Position - Ending</b>	<b>\$ 6,197,343</b>	<b>\$ -</b>	<b>\$ 152,045</b>	<b>\$ -</b>	<b>-</b>



# 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 FY26 PROPOSED BUDGET

The FY26 Proposed Budget includes debt service on an expected \$8.0 million issue in the spring of 2026.

## SUMMARY OF FY26 PROPOSED BUDGET

### MONTGOMERY COUNTY PARK DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental:					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Water Quality Protection	-	200,000	200,000	200,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	7,024,404	8,151,690	8,151,690	8,226,057	0.9%
Debt Service Principal	4,765,154	5,556,880	5,556,880	5,561,269	0.1%
Debt Service Interest	2,039,908	2,369,810	2,369,810	2,454,788	3.6%
Debt Service Fees	219,342	225,000	225,000	210,000	-6.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>7,024,404</u>	<u>8,151,690</u>	<u>8,151,690</u>	<u>8,226,057</u>	<u>0.9%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>(7,024,404)</u>	<u>(7,951,690)</u>	<u>(7,951,690)</u>	<u>(8,026,057)</u>	<u>0.9%</u>
<b>Other Financing Sources (Uses):</b>					
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	6,934,404	7,861,690	7,861,690	7,936,057	0.9%
<b>Total Transfers In</b>	<u>6,934,404</u>	<u>7,861,690</u>	<u>7,861,690</u>	<u>7,936,057</u>	<u>0.9%</u>
Transfer to CIP	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>7,024,404</u>	<u>7,951,690</u>	<u>7,951,690</u>	<u>8,026,057</u>	<u>0.9%</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

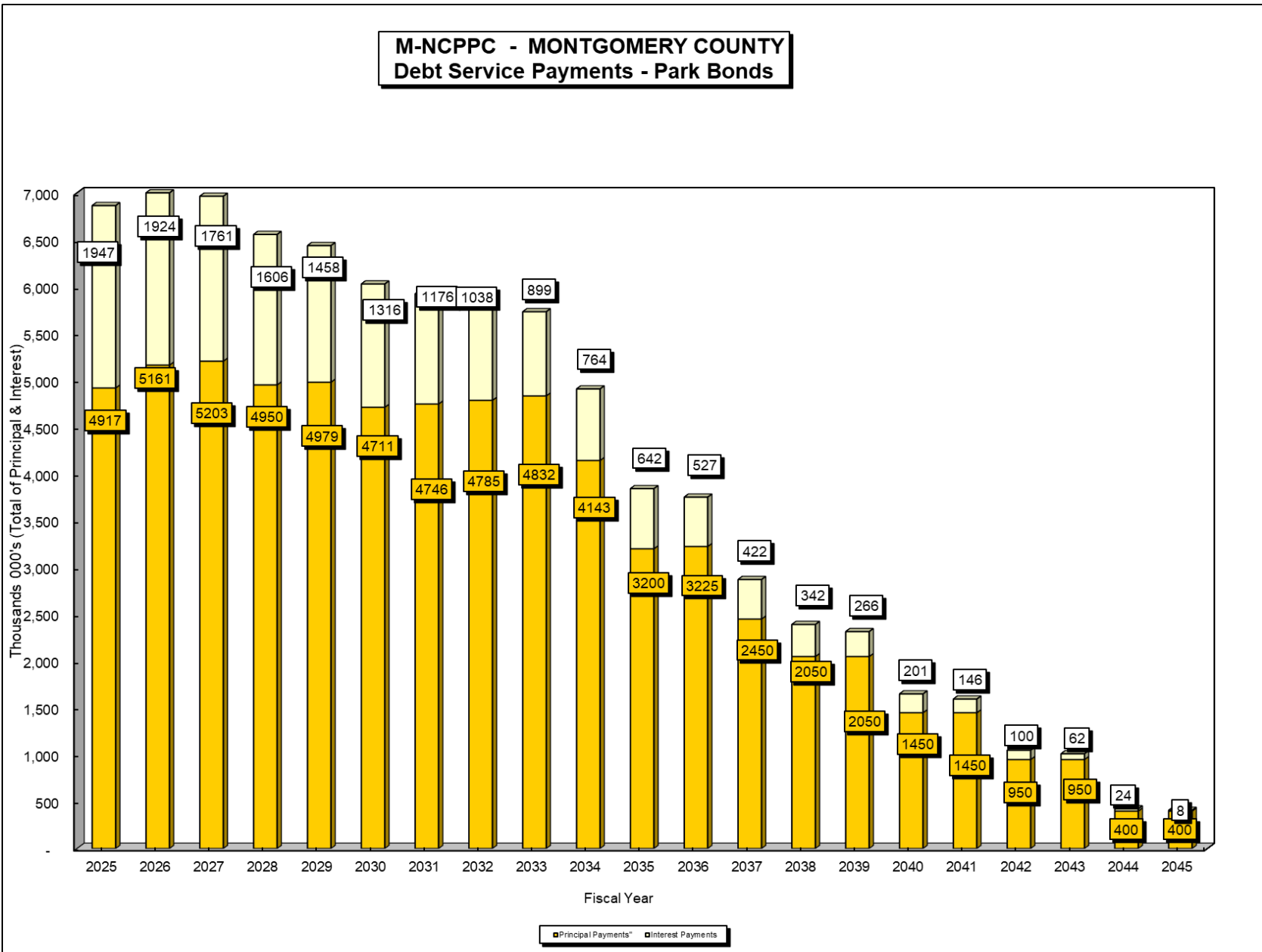


**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
MONTGOMERY COUNTY  
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2026

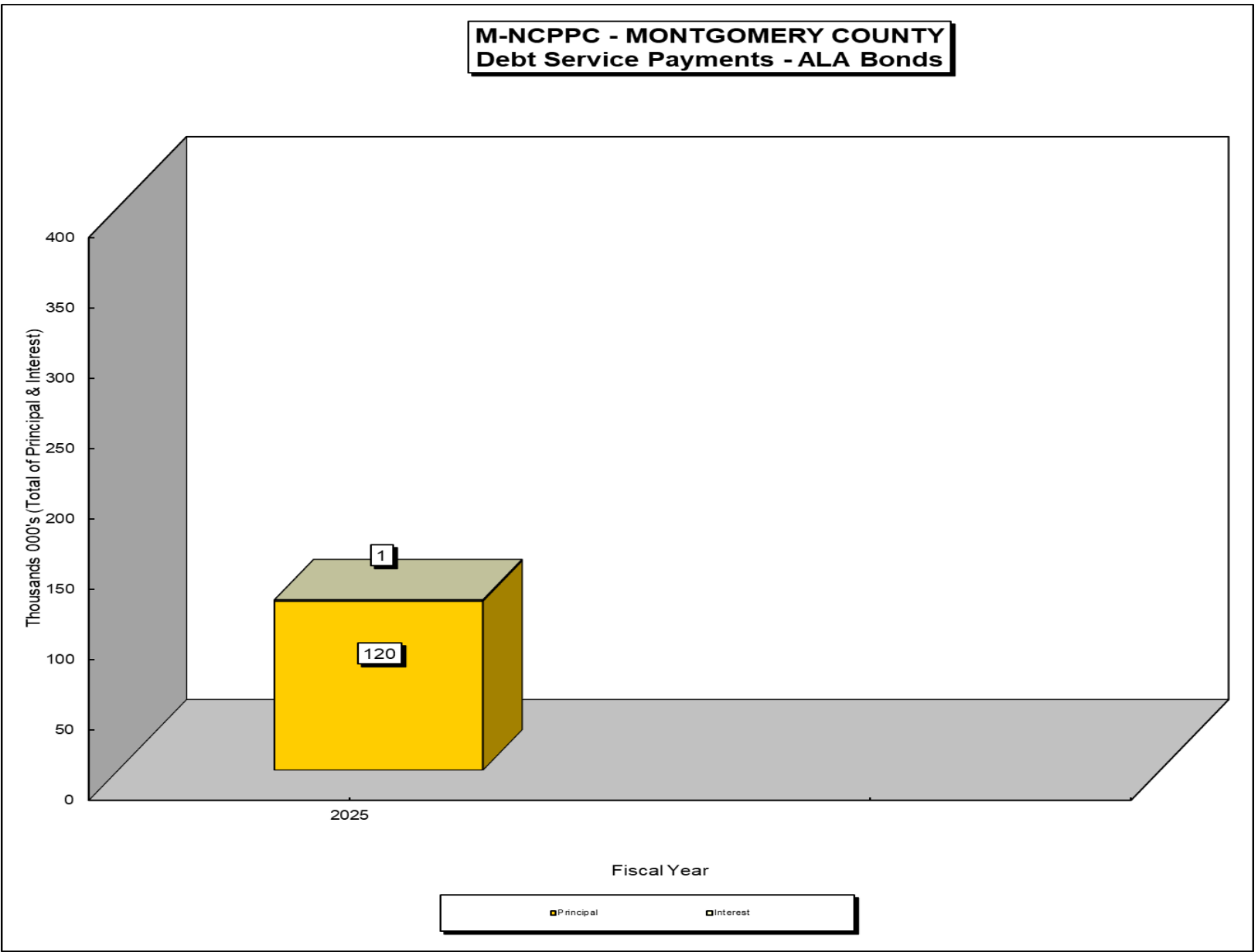
Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/25	FY 2026 Payments			Balance
						Principal	Interest	Total	
MC- 2016A Park Acquisition and Development	2.2959%	04/14/16	11/01/35	12,000,000	8,080,000	605,000	180,781	785,781	7,475,000
MC-2016B Park Acquisition and Development	1.5876%	04/14/16	11/01/28	6,120,000	2,680,000	620,000	34,000	654,000	2,060,000
MC-2017A Park Acquisition and Development	2.5862%	05/04/17	11/01/36	8,000,000	5,200,000	400,000	158,000	558,000	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	336,750	936,750	8,400,000
MC-2020A Park Acquisition and Development	2.4901%	06/01/20	11/01/40	10,000,000	8,500,000	500,000	192,975	692,975	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	471,115	54,290	525,405	3,972,958
MC-2020C Park Acquisition and Development Project Refunding Bond	1.4500%	10/01/20	12/01/32	1,866,095	1,728,858	185,362	21,072	206,434	1,543,496
MC-2020D Park Acquisition and Development Project Refunding Bond	1.5000%	10/01/20	12/01/33	9,655,588	8,919,085	829,792	115,420	945,212	8,089,293
MC-2022A Park Acquisition and Development	3.4323%	09/13/22	01/15/43	11,000,000	10,450,000	550,000	456,500	1,006,500	9,900,000
MC-2024A Park Acquisition and Development	3.5866%	05/31/24	07/15/24	8,000,000	8,000,000	400,000	374,000	774,000	7,600,000
Proposed Debt Service- \$8.0M Spring 2025				8,000,000	8,000,000	400,000	351,000	751,000	7,600,000
Proposed Debt Service- \$8.0M Spring 2026				8,000,000	-	-	180,000	180,000	8,000,000
				<u>99,537,170</u>	<u>75,002,016</u>	<u>5,561,269</u>	<u>2,454,788</u>	<u>8,016,057</u>	<u>77,440,747</u>
Issuance Costs (includes underwriters disc.)								<u>210,000</u>	<u>-</u>
Total Park Fund Debt Service								<u>8,226,057</u>	<u>77,440,747</u>



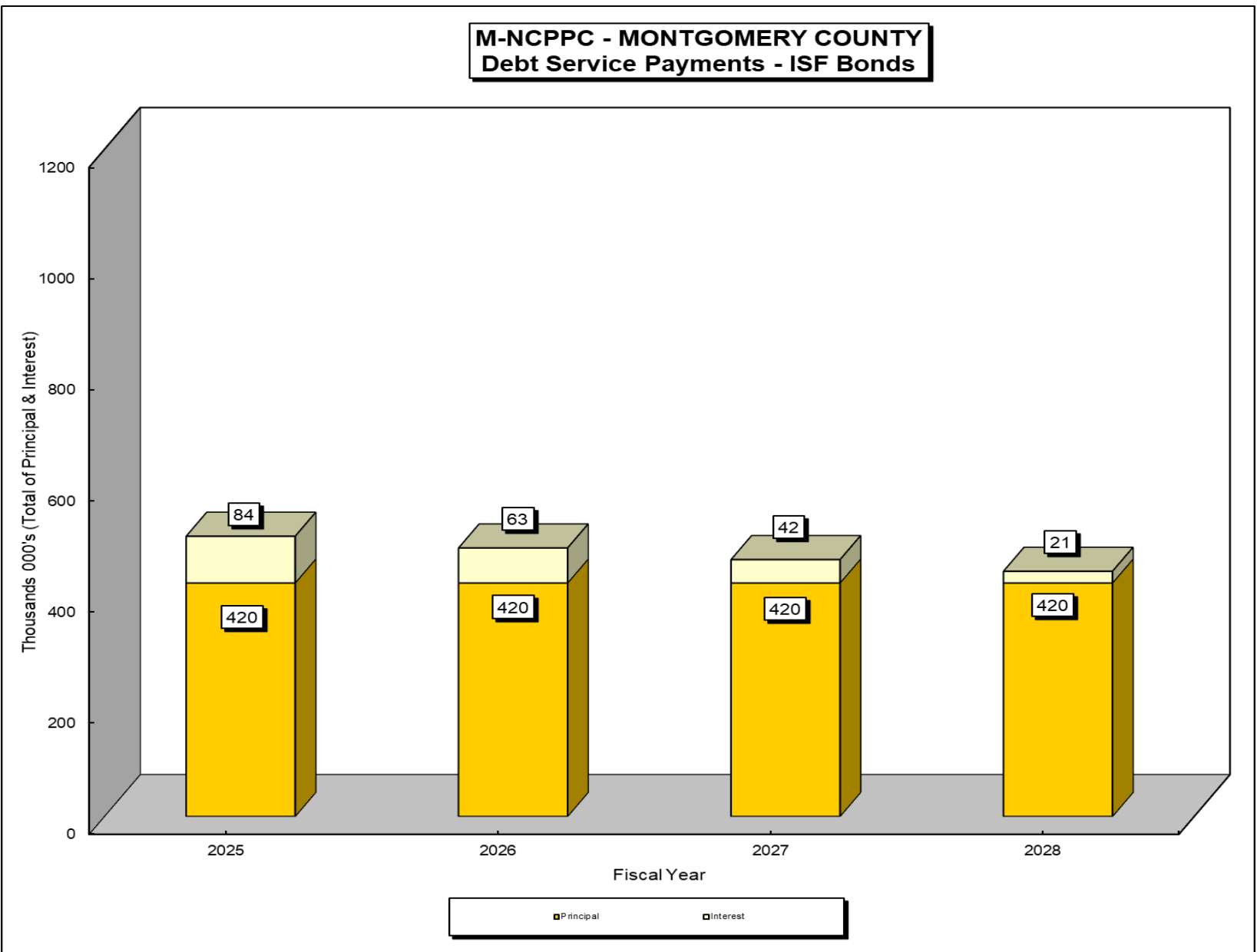
Montgomery County  
Debt Service Payments - Park Bonds



Montgomery County  
Debt Service Payments - ALA Bonds



Montgomery County  
Debt Service Payments - ISF Bonds



# Montgomery County

## Risk Management Internal Service Fund

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### MISSION AND OVERVIEW

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).

### FY24 WORK PROGRAM ACCOMPLISHMENTS

The Office continued to address occupational health and workers' compensation claims:

- Reviewed and processed 294 workers' compensation cases.
- Reviewed and/or processed 131 liability claims (property, auto and general liability).
- Tracked 3,694 workers' compensation loss workdays.
- Received and reviewed 851 Drug and Alcohol test results
- Trained over 3,000 Employees in Drug/Alcohol policies.

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

- Conducted 147 site-specific emergency action plans submitted and reviewed.
- Conducted 33 Workplace Safety Facility/Program Inspections/Audits.
- Conducted 40 Safety compliance and awareness trainings.
- Reviewed and responded to 15 safety complaints.

### FY25-26 WORK PROGRAM PRIORITIES

- **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.
- **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.
- **Hazardous Spill Response Program:** Implement updated hazardous spill response procedures for agency facilities and operations.
- **Conduct Commission-wide Active Assailant Training:** Continue implementation of agency-wide Active Assailant Training in partnership with Park Police.
- **Training:** Conduct specialized agency-wide Controlled Substance training to incorporate changes in laws and relevant policies.





# Montgomery County

## Risk Management Internal Service Fund

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### HIGHLIGHTS AND MAJOR CHANGES IN FY26 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 FY26 Proposed Budget is \$7,101,400, which is a 2.4% decrease under FY25 due to:

- Increase in total workers compensation claims with decreased costs of medical treatment (surgeries, increases in medical treatment expenses/wages, etc.).
- Increase in workers' compensation case reserves and actuarial reserves for claims that have been incurred but not reported (IBNR).
- Increase in internal administrative expenses
- Increase in budgeted interest income

To offset the total expense to each county, unrestricted fund balance and interest income have been applied against the expenses, resulting in an 11% decrease to Montgomery and a 5% increase to Prince George's.



# Montgomery County Risk Management Internal Service Fund

## BUDGET AT A GLANCE

		<b>FY25 Adjusted Adopted</b>	<b>FY26 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>					
<b>Budget</b>	Expenditures	\$3,997,628	\$4,271,979	6.9%	45.0%
<b>Staffing</b>	Funded Career Positions	4.00	4.00	0.0%	50.0%
	Funded Workyears	4.00	4.00	0.0%	50.0%
<b>Prince George's County Budget</b>					
<b>Budget</b>	Expenditures	\$5,469,216	\$5,211,956	-4.7%	55.0%
<b>Staffing</b>	Funded Career Positions	4.00	4.00	0.0%	50.0%
	Funded Workyears	4.00	4.00	0.0%	50.0%
<b>Combined Department Total Budget</b>					
<b>Budget</b>	Expenditures	\$9,466,844	\$9,483,935	0.2%	100.0%
<b>Staffing</b>	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 FY26 PROPOSED BUDGET

### MONTGOMERY COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
<b>Charges for Services:</b>					
Parks	4,630,300	3,471,600	3,471,600	3,088,100	-11.0%
Planning	192,700	61,300	61,300	58,900	-3.9%
CAS	24,000	50,100	50,100	57,800	15.4%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	413,052	-	-	-	-
<b>Total Operating Revenues</b>	<b>5,260,052</b>	<b>3,583,000</b>	<b>3,583,000</b>	<b>3,204,800</b>	<b>-10.6%</b>
<b>Operating Expenses:</b>					
Personnel Services	751,172	731,707	731,707	766,805	4.8%
Supplies and Materials	16,261	36,000	36,000	31,000	-13.9%
<b>Other Services and Charges:</b>					
<b>Insurance Claims:</b>					
Parks	3,167,854	2,000,200	2,000,200	2,161,800	8.1%
Planning	-	43,500	43,500	49,100	12.9%
CAS	-	16,500	16,500	22,100	33.9%
Enterprise	-	200	200	200	0.0%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	710,543	782,121	782,121	816,371	4.4%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	374,503	387,400	387,400	424,603	9.6%
<b>Total Operating Expenses</b>	<b>5,020,333</b>	<b>3,997,628</b>	<b>3,997,628</b>	<b>4,271,979</b>	<b>6.9%</b>
<b>Operating Income (Loss)</b>	<b>239,719</b>	<b>(414,628)</b>	<b>(414,628)</b>	<b>(1,067,179)</b>	<b>157.4%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	520,973	8,000	8,000	200,000	2400.0%
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>520,973</b>	<b>8,000</b>	<b>8,000</b>	<b>200,000</b>	<b>2400.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>760,692</b>	<b>(406,628)</b>	<b>(406,628)</b>	<b>(867,179)</b>	<b>113.3%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>760,692</b>	<b>(406,628)</b>	<b>(406,628)</b>	<b>(867,179)</b>	<b>113.3%</b>
<b>Total Net Position - Beginning</b>	<b>5,238,860</b>	<b>4,633,040</b>	<b>5,999,552</b>	<b>5,592,924</b>	<b>20.7%</b>
<b>Total Net Position - Ending</b>	<b>\$ 5,999,552</b>	<b>\$ 4,226,412</b>	<b>\$ 5,592,924</b>	<b>\$ 4,725,745</b>	<b>11.8%</b>
<b>Designated Position</b>	<b>1,291,647</b>	<b>1,647,253</b>	<b>1,633,917</b>	<b>1,157,727</b>	<b>-29.7%</b>
<b>Unrestricted Position</b>	<b>4,707,905</b>	<b>2,579,159</b>	<b>3,959,007</b>	<b>3,568,018</b>	<b>38.3%</b>
<b>Total Net Position, June 30</b>	<b>\$ 5,999,552</b>	<b>\$ 4,226,412</b>	<b>\$ 5,592,924</b>	<b>\$ 4,725,745</b>	<b>11.8%</b>

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

Parks	\$ 605,200	\$ 638,000	\$ 638,000	\$ 675,200	5.8%
Planning	10,500	13,900	13,900	15,300	10.1%
CAS	4,200	5,200	5,200	6,100	17.3%
Enterprise	100	100	100	100	0.0%
<b>Total</b>	<b>\$ 620,000</b>	<b>\$ 657,200</b>	<b>\$ 657,200</b>	<b>\$ 696,700</b>	<b>6.0%</b>

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



# Montgomery County

## Capital Equipment Internal Service Fund

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### EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (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 FY26 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 FY26, the Commission is proposing new purchases of \$497,500 for the Montgomery Department of Planning, consisting of:

- \$435,000 for the completion of phase 2 of the Wheaton HQ Auditorium audio-visual upgrade that provides for replacement of the A/V mixer.
- \$62,500 for the replacement of the Core Switch at Saddlebrook that reaches end of life December 2025.

For FY26, the Commission is proposing new purchases of \$2,200,000 for the Montgomery Department of Parks, consisting of:

- \$62,500 for the replacement of the Core Switch at Saddlebrook. The total cost will be split 50/50 with Planning.
- \$2,137,500 for equipment and vehicles plus OBI needs for the FY26 budget.

For FY26, the Corporate IT Division of the OCIO is proposing \$225,000 of new capital purchases, split 50/50 between Montgomery and Prince George's, for a firewall.



# Montgomery County Capital Equipment Internal Service Fund

## SUMMARY OF FY26 PROPOSED BUDGET

### MONTGOMERY COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges to Departments					
Planning	-	-	-	-	-
Parks	2,181,283	1,122,300	1,064,000	1,697,600	51.3%
Finance	-	-	-	-	-
Corporate IT	95,000	128,250	128,250	102,125	-20.4%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,276,283</u>	<u>1,250,550</u>	<u>1,192,250</u>	<u>1,799,725</u>	<u>43.9%</u>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges:	145,984	555	555	495	-10.8%
Debt Service:					
Debt Service Principal	-	420,000	420,000	781,300	86.0%
Debt Service Interest	-	84,000	84,000	156,300	86.1%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	2,463,631	2,175,000	2,175,000	2,810,000	29.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	65,309	65,309	52,601	-19.5%
Total Operating Expenses	<u>2,609,615</u>	<u>2,744,864</u>	<u>2,744,864</u>	<u>3,800,696</u>	<u>38.5%</u>
Operating Income (Loss)	<u>(333,332)</u>	<u>(1,494,314)</u>	<u>(1,552,614)</u>	<u>(2,000,971)</u>	<u>33.9%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	50,854	-	-	-	-
Interest Income	217,471	-	100,000	100,000	-
Interest Expense, Net of Amortization	(105,404)	-	-	-	-
Gain (Loss) on Sale/Disposal Assets	338,212	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>501,133</u>	<u>-</u>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>167,801</u>	<u>(1,494,314)</u>	<u>(1,452,614)</u>	<u>(1,900,971)</u>	<u>27.2%</u>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	167,801	(1,494,314)	(1,452,614)	(1,900,971)	27.2%
Total Net Position - Beginning	<u>10,663,011</u>	<u>7,983,306</u>	<u>10,830,812</u>	<u>9,378,198</u>	<u>17.5%</u>
Total Net Position - Ending	<u>\$ 10,830,812</u>	<u>\$ 6,488,992</u>	<u>\$ 9,378,198</u>	<u>\$ 7,477,227</u>	<u>15.2%</u>

**Note: Future Financing Plans**

Capital equipment financed for Planning	\$ 210,543	\$ -	\$ -	\$ 497,500
Capital equipment financed for Parks	2,138,356	2,000,000	2,000,000	2,200,000
Capital equipment financed for Corporate IT	-	175,000	175,000	112,500

*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

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### OVERVIEW

Construction of the Wheaton Headquarters Building (Wheaton HQ) was completed in August 2020. This Commission-owned facility consolidated the headquarters of both the Montgomery Department of Parks and 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 3<sup>rd</sup> floor. This building accommodates nearly 1,000 staff, including approximately 360 Commission employees.

To account for this Commission-owned facility that is being utilized by both the Commission and the County, an enterprise fund was created. The Wheaton Headquarters Building Enterprise Fund accounts for all building-related expenses and is funded by “rental” charges of the building’s shared cost for 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 FY26 PROPOSED BUDGET

For FY26, the Wheaton HQ budget is increasing by \$15,000 for a total of \$2,952,103.

- **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 FY26 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 services budget for FY26 is \$2,567,103, a decrease of \$2,400. 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

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- **Capital Outlay:** No capital outlay is proposed here.
- **Chargebacks:** The chargeback cost of \$240,000 is for salaries, uniform allowance, and equipment for two Park Police positions. This total is an increase of \$17,400 over the FY25 budget. The increase is mainly due to increased compensation costs.



# Montgomery County Wheaton Headquarters Building Fund

## SUMMARY OF FY26 PROPOSED BUDGET

### WHEATON HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2026

	FY 24	FY 25	FY 25	FY 26	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ 1,688,833	\$ 1,688,833	\$ 1,688,833	0.0%
Montgomery County	-	1,688,833	1,688,833	1,688,833	0.0%
<b>Charges for Services (Office Space Rental):</b>					
MC Planning	-	624,135	624,135	624,135	0.0%
MC Parks	-	624,135	624,135	624,135	0.0%
Rental Revenues	2,508,829	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>2,508,829</b>	<b>2,937,103</b>	<b>2,937,103</b>	<b>2,937,103</b>	<b>0.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	22,531	45,000	51,111	45,000	0.0%
Supplies and Materials	74,784	100,000	72,200	100,000	0.0%
Other Services and Charges	2,209,271	2,569,503	2,606,192	2,567,103	-0.1%
Depreciation & Amortization Expense	4,454,248	-	-	-	-
Capital Outlay	-	-	-	-	-
Chargebacks	212,000	222,600	222,600	240,000	7.8%
<b>Total Operating Expenses</b>	<b>6,972,834</b>	<b>2,937,103</b>	<b>2,952,103</b>	<b>2,952,103</b>	<b>0.5%</b>
<b>Operating Income (Loss)</b>	<b>(4,464,005)</b>	<b>-</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	37,639	-	15,000	15,000	100.0%
<b>Total Nonoperating Revenue (Expenses):</b>	<b>37,639</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>100.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(4,426,366)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Capital Contribution:</b>	<b>(4,426,366)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Contributions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(4,426,366)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Net Position - Beginning</b>	<b>122,736,539</b>	<b>122,736,539</b>	<b>118,310,173</b>	<b>118,310,173</b>	<b>-3.6%</b>
<b>Total Net Position - Ending</b>	<b>\$ 118,310,173</b>	<b>\$ 122,736,539</b>	<b>\$ 118,310,173</b>	<b>\$ 118,310,173</b>	<b>-3.6%</b>

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





# Montgomery County

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

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### EXECUTIVE OVERVIEW

The Chief Information Officer (CIO) is responsible for developing and executing strategic plans for the agency's Information Technology (IT) systems. Through collaboration with various departments, the CIO ensures that business requirements are thoroughly addressed while remaining informed about the latest technological advancements. In addition to this role, the CIO functions as the Commission's Chief Technology Security Officer, offering recommendations for compliance with best practices, prudent resource allocation, and delivering exceptional customer service. Possessing a comprehensive understanding of the distinct programs within each operating department, the CIO adeptly guides the agency toward enhanced efficiency, effectiveness, and overall success.

The Program Management Office (PMO) is part of the Office of the Chief Information Officer (OCIO). The PMO plans, organizes, and manages information technology (IT) projects that benefit the whole agency in a matrix IT environment. Under the Chief Information Officer (CIO), the PMO team focuses on being flexible and providing cost-effective, innovative solutions. This helps the agency get the most out of 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.

### FY25 PROGRAM ACCOMPLISHMENTS

Continuous progress has been made during FY25 to advance the agency's IT infrastructure, systems and security.

#### ERP Project

In January 2023, the Commission leadership sanctioned the Enterprise Project Roadmap, initiating plans for an open solicitation process to replace the existing Enterprise Resource Planning (ERP) solution. By July 2023, our ERP vendor extended the support for the product until December 2030, providing us with additional time for implementation. In October 2023, a cost estimate for the new ERP solution was finalized, and a multi-year internal funding plan was developed and approved by the relevant departments within the Commission.

Our business objectives are to simplify processes in our organization to improve efficiency and reduce costs. Our main goal is to stay flexible and help everyone make informed decisions. By providing timely and accurate data, we enable quick and effective choices. We are confident that increased productivity and efficiency can enhance the quality of our services. We also stress the importance of community support in managing our resources effectively.

Through this project, the agency aims to support the transition to a new ERP system in the coming years. This new ERP system is designed to enhance critical business processes, including payroll management, human resources management, procurement, budgeting, and finance. The M-NCPPC



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

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is committed to improving its internal processes to achieve greater efficiency. Implementing the ERP system will automate various tasks, fostering a more productive work environment and promoting enhanced collaboration among staff members.

### **External Website Redesign**

Earlier this year, the Department of Parks and Recreation for Prince George's County launched a new main website. The update involved working closely with staff to review many web pages, which reduced the average number of clicks needed to find information from seven to just three. The website is now easier to use, offers multiple language options, meets the latest Americans with Disabilities Act (ADA) standards, and reflects the community's diverse needs. Additionally, the Prince George's Planning and Central Administrative Services website redesigns were completed December 2023

### **Cybersecurity Improvements**

Significant progress has been made in enhancing our enterprise IT systems' capabilities in the face of modern security threats and breaches. Under the leadership of the CIO and the Chief Information Security Officer, the organization has focused on updating and improving Security Policies and Standard Operating Procedures. This effort aligns with National Security Standards by implementing the latest governance initiatives.

Our commitment to strengthening security measures includes continuously upgrading security settings within our Microsoft 365 environment, conducting annual cyber security assessments, and providing comprehensive security awareness training to all employees that use our networks. These initiatives demonstrate our dedication to maintaining a secure and compliant IT infrastructure.

### **Collaborations with the Inspector General**

The OCIO and the Inspector General collaborated to improve our information technology systems and policies. This collaboration is essential to keeping our agency's data safe and confidential.

## **FY25-26 STRATEGIC GOALS**

### **Enterprise Resource Planning (ERP) Replacement Project**

The Agency will transition to a new Enterprise Resource Planning (ERP) system in the coming years. This new system will support payroll, human resources, procurement, budgeting, and finance.

M-NCPPC is committed to improving our operations. The ERP system will automate manual tasks, making our work more efficient and boosting staff confidence. This change could transform how we work together and pursue our mission in the future.

By improving collaboration and sharing information across departments, we will have better access to accurate data, which will help us make informed decisions quickly. The ERP will also allow staff to focus on more valuable tasks instead of repetitive ones, making us more agile and responsive to change.



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

## Systems Enhancements and Upgrades

### 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. 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

The OCIO is committed to protecting confidential information by implementing solid measures to prevent unauthorized access. We will also ensure that individuals with the necessary clearance have access to the information they need for their work. Our approach will carefully balance security protocols and accessibility, fostering a secure environment that meets the needs of all stakeholders involved.

## HIGHLIGHTS AND MAJOR CHANGES IN FY26 PROPOSED BUDGET

Combined, the CIO and CWIT funds increased 8.8% over FY25:

	FY25 Adjusted Adopted	FY26 Proposed	\$ Change	% Change
CIO & Licenses	\$ 7,244,538	\$ 7,944,003	\$ 699,465	9.7%
CWIT	\$ 742,987	\$ 742,987	\$ -	0.00%
Total	\$ 7,987,525	\$ 8,686,990	\$ 699,465	8.8%

### Chief Information Officer Internal Service Fund

The proposed FY26 budget is \$7,944,003 and funds the OCIO operations and agency-wide licenses and subscriptions.

### Base Budget Request

The proposed budget for the OCIO is \$2,095,731 and includes an increase of 4.9% over FY25 adopted levels. This increase can be attributed to changes in compensation and the escalation of expert consulting costs. No new initiatives are proposed for FY26.

The FY26 CIO budget allocation is 44.2% to Montgomery and 55.8% to Prince George's, which remains unchanged from FY25. This equates to \$926,216 to Montgomery and \$1,169,515 to Prince George's.

### Licenses and Subscriptions

The proposed budget for licenses and subscriptions is \$5,848,272 and includes an increase of 11.5%. This increase is mainly due to the restructuring of licenses for subscriptions under the new Microsoft Enterprise Agreement (EA) and the addition of CoPilot licenses, and inflationary adjustments to our other licenses. The cost allocation for licenses and subscriptions is calculated



# Montgomery County

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

based on license and/or employee counts. The FY26 distribution is \$2,348,244 to Montgomery and \$3,500,028 to Prince George's.

### BUDGET AT A GLANCE

		<b>FY25 Adjusted Adopted</b>	<b>FY26 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>					
	Expenditures	\$3,108,225	\$3,274,460	5.3%	41.2%
<b>Staffing</b>					
	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
<b>Prince George's County Budget</b>					
	Expenditures	\$4,136,313	\$4,669,543	12.9%	58.8%
<b>Staffing</b>					
	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
<b>Combined Department Total Budget</b>					
	Expenditures	\$7,244,538	\$7,944,003	9.7%	100.0%
<b>Staffing</b>					
	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 FY26 PROPOSED BUDGET

### MONTGOMERY COUNTY COMMISSION-WIDE CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	-	-	-	-	-
Charges to Departments/Funds:					
DHRM	51,613	65,081	65,081	69,743	7.2%
CIO	3,840	3,089	3,089	3,123	1.1%
Finance	47,811	60,740	60,740	65,267	7.5%
Legal	24,080	31,879	31,879	33,813	6.1%
Inspector General	6,073	6,208	6,208	6,530	5.2%
Corporate IT	121,657	168,741	168,741	204,985	21.5%
Parks	1,943,816	2,205,358	2,205,358	2,252,986	2.2%
Planning	491,284	552,724	552,724	638,013	15.4%
Enterprise	-	-	-	-	-
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<u>2,690,174</u>	<u>3,093,820</u>	<u>3,093,820</u>	<u>3,274,460</u>	<u>5.8%</u>
<b>Operating Expenses:</b>					
Personnel Services	656,183	726,462	726,462	722,343	-0.6%
Supplies and Materials	19,493	22,098	22,098	22,319	1.0%
Other Services and Charges:	808,359	2,359,665	2,359,665	2,529,798	7.2%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	42,845	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	962,745	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Operating Expenses</b>	<u>2,489,625</u>	<u>3,108,225</u>	<u>3,108,225</u>	<u>3,274,460</u>	<u>5.3%</u>
<b>Operating Income (Loss)</b>	<u>200,549</u>	<u>(14,405)</u>	<u>(14,405)</u>	<u>-</u>	<u>-100.0%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	48,056	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<u>48,056</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Income (Loss) Before Operating Transfers</b>	<u>248,605</u>	<u>(14,405)</u>	<u>(14,405)</u>	<u>-</u>	<u>-100.0%</u>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Change in Net Position</b>	248,605	(14,405)	(14,405)	-	-100.0%
<b>Total Net Position - Beginning</b>	<u>284,437</u>	<u>161,228</u>	<u>533,042</u>	<u>518,637</u>	<u>221.7%</u>
<b>Total Net Position - Ending</b>	<u>\$ 533,042</u>	<u>\$ 146,823</u>	<u>\$ 518,637</u>	<u>\$ 518,637</u>	<u>253.2%</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 by the Chief Information Officer (CIO) and presented to the IT Council to support agency-wide programs and systems. Continuous evaluation and updates to these systems are essential to ensure the security of the agency’s assets, improve the efficiency of systems that enhance employee productivity, and maintain effective operations during times of crisis. The budget is funded through direct contributions from 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 FY26.

### Financed Continuing Project Budget Requests

The only financed project is the ERP Replacement Project. The requested prepayment amount for FY26 is \$742,987, representing the fifth year of six for financing.

### New Project Budget Requests

There are no new project requests in FY26.

## BUDGET AT A GLANCE

	<b>FY25 <u>Adjusted Adopted</u></b>	<b>FY26 <u>Proposed</u></b>	<b>% <u>Change</u></b>	<b>% <u>Allocated *</u></b>
<b>Montgomery County Budget</b>				
Expenditures	\$287,198	\$287,198	0.00%	38.7%
<b>Prince George's County Budget</b>				
Expenditures	\$455,789	\$455,789	0.00%	61.3%
<b>Combined Department Total Budget</b>				
Expenditures	\$742,987	\$742,987	0.00%	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 FY26 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 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	164,128	-	-	-	-
CIO	321	-	-	-	-
Finance	89,193	-	-	-	-
Legal	30,188	-	-	-	-
Inspector General	32,387	-	-	-	-
Corporate IT	7,275	-	-	-	-
Parks	395,086	278,564	278,564	278,564	0.0%
Planning	89,932	8,634	8,634	8,634	0.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>808,510</u>	<u>287,198</u>	<u>287,198</u>	<u>287,198</u>	<u>0.0%</u>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	2,538	-	-	-	-
Other Services and Charges:	445,605	287,198	287,198	287,198	0.0%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	3,680	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>451,824</u>	<u>287,198</u>	<u>287,198</u>	<u>287,198</u>	<u>0.0%</u>
Operating Income (Loss)	<u>356,686</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	148,007	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>148,007</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>504,694</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Operating Transfers In (Out):</b>					
Transfer in	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	504,694	-	-	-	-
Total Net Position - Beginning	<u>2,796,963</u>	<u>3,621,419</u>	<u>3,301,657</u>	<u>3,301,657</u>	<u>-8.8%</u>
Total Net Position - Ending	<u>\$ 3,301,657</u>	<u>\$ 3,621,419</u>	<u>\$ 3,301,657</u>	<u>\$ 3,301,657</u>	<u>-8.8%</u>

**Note: Future Financing Plans**

Capital equipment financed for IT Initiatives \$ - \$ - \$ - \$ -

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



# Montgomery County

## Commission-wide Executive Office Building Internal Service Fund

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### MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for the expenses of operating the Executive Office Building (EOB) in Riverdale, MD. This facility houses the bi-county operations of the agency including the departments of Finance, Legal, Human Resources and Management (“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 FY26 PROPOSED BUDGET

The FY26 Proposed Budget is \$1,694,509 and includes an increase of 0.5% (or \$9,013) over FY25 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. Due to increased financial constraints of the tenants, the proposed budget includes an occupancy rate of \$29.83 per square foot, which is flat compared to the FY25 adopted rate.

**Interest:** Interest income is projected to remain flat compared to FY25.

**Fund Balance:** Fund balance of \$139,277 will be used to absorb the proposed FY26 budget balance.

#### Expenditures

**Personnel Services:** This category includes remains flat compared to FY25. The proposed budget includes 2 career positions and workyears as well as one 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 seasonal position provides main lobby desk receptionist services and security.

**Other Operating Charges:** This category remains flat compared to FY25 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 FY25 levels and provides funding for any major structural building improvements, machinery, or equipment necessary to maintain the building and grounds.





# Montgomery County

## Commission-wide Executive Office Building Internal Service Fund

**Chargebacks:** This category includes an increase of 7.4% (\$9,713) 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.

### FY26 WORK PROGRAM PRIORITIES

**Maintain Operations:** Continue to ensure the facility is clean, safe, and functional. This includes preventative measures such as routine cleaning, HVAC system servicing, plumbing checks, and electrical inspections that help prevent costly repairs and maintain a comfortable working environment. Routine maintenance also includes monitoring and updating safety systems, managing waste disposal, and addressing any wear and tear to infrastructure systems such as plumbing, electrical, and HVAC to ensure compliance with health and safety regulations.

**Building Infrastructure Repairs and Upgrades:** Make upgrades to building infrastructure to ensure adequate building operations and employee safety. This would include:

- Upgrades and repairs of the electrical systems, many of which are past their expected lifespan.
- Modernize building infrastructure such as installing high-efficiency LED light fixtures, low-flow sinks and toilets, and HVAC systems.
- Make incremental and needed upgrades to the building ductwork and vents to provide improved airflow and heating/cooling.

**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, and accommodation 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 electrical systems.

### FY26 Staffing

No changes in positions or workyears are proposed.

### Executive Office Building

	<b>FY25 Adjusted Adopted</b>	<b>FY26 Proposed</b>	<b>% Change</b>
<b>Staffing</b>			
Funded Career Positions	2.00	2.00	-
Funded Workyears	2.00	2.00	-



# Montgomery County

## Commission-wide Executive Office Building Internal Service Fund

### SUMMARY OF FY26 PROPOSED BUDGET

#### COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	-	-	-	-	-
Retirement System	136,339	126,396	126,396	126,396	0.0%
Chief Information Office	37,143	44,807	44,807	14,975	-66.6%
Risk Management	65,717	66,792	66,792	66,792	0.0%
Group Insurance	80,428	81,738	81,738	81,738	0.0%
CAS Departments	1,213,611	1,231,500	1,231,500	1,261,331	2.4%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,533,238</b>	<b>1,551,233</b>	<b>1,551,233</b>	<b>1,551,232</b>	<b>0.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	272,363	325,112	325,112	323,432	-0.5%
Supplies and Materials	63,269	68,500	68,500	68,500	0.0%
Other Services and Charges:	1,766,340	1,070,720	1,070,720	1,071,700	0.1%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	42,640	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	131,164	131,164	140,877	7.4%
<b>Total Operating Expenses</b>	<b>2,144,612</b>	<b>1,685,496</b>	<b>1,685,496</b>	<b>1,694,509</b>	<b>0.5%</b>
<b>Operating Income (Loss)</b>	<b>(611,374)</b>	<b>(134,263)</b>	<b>(134,263)</b>	<b>(143,277)</b>	<b>6.7%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	306,965	4,000	4,000	4,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>306,965</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(304,409)</b>	<b>(130,263)</b>	<b>(130,263)</b>	<b>(139,277)</b>	<b>6.9%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(304,409)</b>	<b>(130,263)</b>	<b>(130,263)</b>	<b>(139,277)</b>	<b>6.9%</b>
<b>Total Net Position - Beginning</b>	<b>6,935,511</b>	<b>6,846,204</b>	<b>6,631,102</b>	<b>6,500,839</b>	<b>-5.0%</b>
<b>Total Net Position - Ending</b>	<b>\$ 6,631,102</b>	<b>\$ 6,715,941</b>	<b>\$ 6,500,839</b>	<b>\$ 6,361,562</b>	<b>-5.3%</b>

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



# Montgomery County Commission-wide Group Insurance Internal Service Fund

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## EXECUTIVE OVERVIEW

The Commission’s Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The 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 of seven full-time positions.

## HIGHLIGHTS AND MAJOR CHANGES IN THE FY26 PROPOSED BUDGET

The proposed FY26 expenditure budget is \$87.5 million, which reflects a 2.9% increase over FY25 budget levels.

The FY26 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 FY26 Proposed Budget contains a designated reserve of \$10.5 million, which is enough to meet the 12.0% of total operating expenses reserve policy.

### Proposed New Initiatives

The FY26 Proposed Budget includes an increase of \$500,000 to expand Stop Loss coverage to include prescription drugs, and to conduct requests for proposals for our medical, prescription and 457 deferred compensation plans.

<u>Staffing</u>	<u>FY25 Adjusted Adopted</u>	<u>FY26 Proposed</u>	<u>% Change</u>
Funded Career Positions	7.00	7.00	-
Funded Workyears	7.00	7.00	-



# Montgomery County Commission-wide Group Insurance Internal Service Fund

## SUMMARY OF FY26 PROPOSED BUDGET

### COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2026

	FY 24 Actual	FY 25 Adjusted Adopted	FY 25 Estimate	FY 26 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 3,478,549	\$ 3,500,000	\$ 3,500,000	\$ 5,600,000	60.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	14,860,733	16,600,000	16,600,000	16,581,700	-0.1%
Employer Contributions/Premiums	49,065,469	64,930,559	64,930,559	64,858,980	-0.1%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>67,404,751</u>	<u>85,030,559</u>	<u>85,030,559</u>	<u>87,040,680</u>	<u>2.4%</u>
Operating Expenses:					
Personnel Services	1,083,517	1,196,376	1,196,376	1,258,538	5.2%
Supplies and Materials	26,232	51,200	51,200	40,200	-21.5%
Other Services and Charges:					
Professional Services	986,826	1,000,799	1,000,799	1,184,999	18.4%
Insurance Claims and Fees	55,752,962	73,404,144	73,404,144	73,699,300	0.4%
Insurance Premiums	9,814,438	8,900,000	8,900,000	10,810,000	21.5%
Change in IBNR	(67,000)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	486,532	502,101	502,101	522,643	4.1%
Total Operating Expenses	<u>68,083,507</u>	<u>85,054,620</u>	<u>85,054,620</u>	<u>87,515,680</u>	<u>2.9%</u>
Operating Income (Loss)	<u>(678,756)</u>	<u>(24,061)</u>	<u>(24,061)</u>	<u>(475,000)</u>	<u>1874.1%</u>
Non-operating Revenue (Expenses):					
Interest Income	926,823	8,000	8,000	475,000	5837.5%
Total Non-operating Revenue (Expenses)	<u>926,823</u>	<u>8,000</u>	<u>8,000</u>	<u>475,000</u>	<u>5837.5%</u>
Income (Loss) Before Operating Transfers	<u>248,067</u>	<u>(16,061)</u>	<u>(16,061)</u>	<u>-</u>	<u>-100.0%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	248,067	(16,061)	(16,061)	-	-100.0%
Total Net Position, Beginning	13,899,040	13,883,040	14,147,107	14,131,046	1.8%
Total Net Position, Ending	<u>14,147,107</u>	<u>13,866,979</u>	<u>14,131,046</u>	<u>14,131,046</u>	<u>1.9%</u>
Designated Position	6,808,351	8,505,462	8,505,462	10,501,882	23.5%
Unrestricted Position	7,338,756	5,361,517	5,625,584	3,629,164	-32.3%
Total Net Position, June 30	<u>\$ 14,147,107</u>	<u>\$ 13,866,979</u>	<u>\$ 14,131,046</u>	<u>\$ 14,131,046</u>	<u>1.9%</u>

Policy requires a reserve equal to 12% of Total Operating Expense



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# Montgomery County

## Appendices - Glossary

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**Accrual Basis of Accounting** – Method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned 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

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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

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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

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*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

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### 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

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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

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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

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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		Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	Assessed Value (2)	Advance Land Acquisition Bonds General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
		Assessed Value (2)	Bonded Debt Outstanding (1)						
2015	1,033,370	\$ 142,418,524	41,464	0.03	\$ 40.13	\$ 163,656,758	\$ 1,200	0.001	\$ 1.16
2016	1,039,327	151,113,059	51,857	0.03	49.89	174,057,795	1,075	0.001	1.03
2017	1,047,239	157,476,558	56,953	0.04	54.38	181,546,725	1,020	0.001	0.97
2018	1,048,794	163,053,038	52,924	0.03	50.46	188,182,436	885	0.000	0.84
2019	1,051,129	167,427,077	64,917	0.04	61.76	193,106,472	750	0.000	0.71
2020	1,062,061	171,202,657	69,749	0.04	65.67	197,588,106	620	0.000	0.58
2021	1,069,095	175,812,274	65,965	0.04	61.70	203,030,055	490	0.000	0.46
2022	1,076,176	178,388,570	60,728	0.03	56.43	206,800,000	365	0.000	0.34
2023	1,068,846	185,401,357	69,719	0.04	65.23	214,054,758	240	0.000	0.22
2024	1,061,096	192,685,651	72,448	0.04	68.28	222,629,770	120	0.000	0.11

### PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds		Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita	Assessed Value (2)	Advance Land Acquisition Bonds General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt Per Capita
		Assessed Value (2)	Bonded Debt Outstanding (1)						
2015	909,535	\$ 71,578,363	58,860	0.08	\$ 64.71	\$ 76,747,781	\$ -	-	n.a.
2016	908,049	74,240,911	73,329	0.10	80.75	79,385,919	-	-	n.a.
2017	912,756	78,488,744	64,534	0.08	70.70	83,863,174	-	-	n.a.
2018	909,308	84,361,738	92,162	0.11	101.35	90,065,188	-	-	n.a.
2019	909,327	89,052,828	110,946	0.12	122.01	95,038,631	-	-	n.a.
2020	909,612	100,289,916	110,946	0.11	121.97	100,289,916	-	-	n.a.
2021	910,551	99,283,346	103,467	0.10	113.63	105,862,549	-	-	n.a.
2022	946,971	110,821,221	125,092	0.11	132.10	110,821,221	-	-	n.a.
2023	947,430	116,239,006	129,297	0.11	136.47	116,239,005	-	-	n.a.
2024	n.a.	122,936,839	119,870	0.10	n.a.	122,936,839	-	-	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated.

(1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums.

(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments.  
Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch.



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

Ratios of Outstanding Debt by Type  
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental	Business-Type	Total	Ratios		Advance Land	Total	Ratios	
	Activities (1)	Activities (1)		Percentage	Outstanding			Acquisition	Debt (1)
	General	Revenue	Primary	Of Personal	Debt Per	General		Of Personal	Debt Per
	Obligation	Bonds and	Government(1)	Income	Capita	Obligation Bonds(1)		Income	Capita
	Bonds	Notes							
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	0.08	65.24	620	70,369	0.08	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	-	60,728	0.07	65.23	240	69,959	0.07	65.45
2024	72,448	-	72,448	0.07	68.28	120	72,568	0.07	68.39

PRINCE GEORGE'S COUNTY

Year	Governmental	Business-	Total	Ratios		Advance Land	Total	Ratios	
	Activities (1)	Type		Percentage	Outstanding			Acquisition	Debt (1)
	General	Revenue	Primary	Of Personal	Debt Per	General		Of Personal	Debt Per
	Obligation	Bonds and	Government(1)	Income (2)	Capita (2)	Obligation Bonds(1)		Income (2)	Capita (2)
	Bonds	Notes							
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
2024	119,870	-	119,870	na	na	-	119,870	na	na

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 14 for personal income and population data. Data are not available for Prince George's County for FY 2023-FY 2024.

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	2024			2015		
	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	6.01 %	25,000 - 30,000	1	6.04 %
Montgomery County Public Schools	25,000 - 30,000	2	6.01	20,000 - 25,000	2	6.04
Montgomery County Government	10,000 - 15,000	3	2.73	10,000 - 15,000	4	2.75
U.S. Department of Commerce	5,000 - 10,000	4	1.64	5,000 - 10,000	5	1.65
U.S. Department of Defense	5,000 - 10,000	5	1.64	10,000 - 15,000	3	2.75
Adventist Healthcare	5,000 - 10,000	6	1.64	2,500 - 5,000	6	0.82
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	0.82
Montgomery College	2,500 - 5,000	9	0.82	2,500 - 5,000	9	0.82
Giant of Maryland, LLC	2,500 - 5,000	10	0.82	*		-
Marriott International Admin Svcs, Inc.	*		-	2,500 - 5,000	7	0.82
Lockheed Martin Corporation	*		-	2,500 - 5,000	8	0.82
Total			22.95 %			23.33 %

#### PRINCE GEORGE'S COUNTY

Employer	2023 <sup>(1)</sup>			2014		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
University System of Maryland <sup>(2)</sup>	20,250	1	4.03 %	18,562	1	3.96 %
Joint Base Andrews Naval Air Facility Washington*	11,650	2	2.32	13,500	2	2.88
Prince George's County Government	7,433	3	1.48	6,000	3	1.28
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	**		-
MGM National Harbor	2,000	10	0.40	2,665	10	0.57
Giant Food, Inc.	**		-	3,000	8	0.64
Verizon	**		-	2,738	9	0.58
Total	62,264		12.38 %	64,035		13.66 %

Note:

- (1) 2024 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 <sup>-1</sup>	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
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
2024	1,061,096	104,270,000	98,266	552,627	2.5	160,223

#### PRINCE GEORGE'S COUNTY

Year	Population <sup>(8)</sup>	Total Personal Income 000's omitted (2)	Per Capita Income (2) (4)	Labor Force (9)	Unemployment Rate <sup>(6)</sup>	Registered Pupils (10)
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	947,430	n. a.	57,096	n. a.	n. a.	n. a.
2024	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 2015-2024 estimated by the Montgomery County, Department of Finance.
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2024 is not currently available for Prince George's County).
- (3) Source: Data for 2015-2024 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 2015-2024 estimated by the Montgomery County, Department of Finance.
- (8) Source: Data for 2015-2024 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Updated November 16, 2024
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2023.
- (10) Source: [www.mdreportcard.org](http://www.mdreportcard.org), updated August 14, 2024.



# Montgomery County

## Appendices – Historical Data

### MONTGOMERY COUNTY TAX RATES BY FUND: FY12 THRU FY26

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARK</u>	<u>PARK MAINTENANCE</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<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</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 ADOPTED</u>	Real	0.0198	0.0522	0.0080	0.0010	0.0810
	Personal	0.0495	0.1305	0.0200	0.0025	0.2025
<u>FY26 PROPOSED</u>	Real	0.0198	0.0540	0.0080	0.0010	0.0828
	Personal	0.0495	0.1350	0.0200	0.0025	0.2070

NOTE: Rates are per \$100 of assessed valuation



# Montgomery County

## Appendices – Historical Data

### MONTGOMERY COUNTY REVENUES BY FUND: FY12 THRU FY26

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	\$41,994,995	\$139,220,774	\$2,257,191	\$14,476,551	\$6,512,628	\$204,462,139
FY25 ADOPTED	\$41,959,358	\$135,066,148	\$2,398,786	\$12,918,910	\$7,539,313	\$199,882,515
FY26 PROPOSED	\$44,442,219	\$147,153,816	\$2,539,599	\$14,246,584	\$8,525,834	\$216,908,052

\*Includes Property Management Fund



# Montgomery County

## Appendices – Historical Data

### MONTGOMERY COUNTY EXPENDITURES BY FUND: FY12 THRU FY26

YEAR	ADMINISTRATION	PARK*	ADVANCE LAND ACQUISITION	ENTERPRISE	SPECIAL REVENUE	TOTAL
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	\$38,817,117	\$134,863,585	\$2,256,836	\$11,352,886	\$7,128,805	\$194,419,229
FY25 ADOPTED**	\$45,705,150	\$146,245,484	\$2,398,786	\$11,283,610	\$9,024,081	\$214,657,111
FY26 PROPOSED**	\$50,348,558	\$157,177,552	\$2,539,599	\$13,848,355	\$9,455,222	\$233,369,286

\*Includes Property Management Fund

\*\*Includes Reserves for Administration & Park Funds



# Montgomery County

## Appendices – Historical Data

### MONTGOMERY COUNTY WORKYEARS BY FUND: FY12 THRU FY26

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK*</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
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	193.14	778.10	121.70	43.40	1,136.34
FY25 ADOPTED	198.77	789.20	115.80	41.60	1,145.37
FY26 PROPOSED	204.95	801.80	115.40	42.30	1,164.45

\*Includes Property Management Fund



# Montgomery County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**General Service Pay Schedule**  
**Effective July 7, 2024**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<b>10</b>	\$33,980 \$16.3365	\$48,599 \$23.3649	\$63,219 \$30.3938
<b>12</b>	\$38,176 \$18.3538	\$52,893 \$25.4293	\$67,609 \$32.5043
<b>14</b>	\$42,237 \$20.3063	\$58,521 \$28.1351	\$74,805 \$35.9639
<b>16</b>	\$47,395 \$22.7861	\$65,667 \$31.5707	\$83,939 \$40.3553
<b>18</b>	\$53,675 \$25.8053	\$74,367 \$35.7534	\$95,060 \$45.7019
<b>20</b>	\$56,358 \$27.0952	\$78,087 \$37.5418	\$99,814 \$47.9875
<b>22</b>	\$60,849 \$29.2543	\$84,308 \$40.5327	\$107,768 \$51.8115
<b>24</b>	\$63,891 \$30.7168	\$88,521 \$42.5582	\$113,151 \$54.3995
<b>26</b>	\$68,912 \$33.1308	\$95,599 \$45.9611	\$122,285 \$58.7909
<b>28</b>	\$73,523 \$35.3476	\$103,068 \$49.5519	\$132,614 \$63.7567
<b>30</b>	\$80,206 \$38.5606	\$112,442 \$54.0587	\$144,677 \$69.5563
<b>32</b>	\$89,092 \$42.8327	\$123,395 \$59.3245	\$157,697 \$75.8159
<b>34</b>	\$96,052 \$46.1788	\$133,081 \$63.9813	\$170,112 \$81.7846
<b>36</b>	\$106,279 \$51.0957	\$147,253 \$70.7947	\$188,227 \$90.4938
<b>38</b>	\$116,505 \$56.0120	\$161,423 \$77.6072	\$206,340 \$99.2019
<b>40</b>	\$128,155 \$61.6130	\$172,405 \$82.8870	\$216,656 \$104.1615

**Approved by the Commission**  
**July 17, 2024**



**Montgomery County  
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Service/Labor Bargaining Unit Pay Schedule  
Effective July 7, 2024**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$30,351 \$14.5918	\$42,054 \$20.2183	\$53,756 \$25.8442	\$55,503 \$26.6841
HL2	\$33,896 \$16.2962	\$48,480 \$23.3077	\$63,064 \$30.3192	\$65,113 \$31.3043
HL3/HL4	\$38,083 \$18.3091	\$52,764 \$25.3673	\$67,448 \$32.4269	\$69,640 \$33.4808
HL5/HL6	\$42,135 \$20.2572	\$58,379 \$28.0668	\$74,625 \$35.8774	\$77,050 \$37.0433
HL7	\$47,281 \$22.7313	\$65,508 \$31.4942	\$83,737 \$40.2582	\$86,458 \$41.5663

**Approved by the Commission  
July 17, 2024**





# Montgomery County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
Office/Clerical Bargaining Unit Pay Schedule  
Effective July 7, 2024

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$30,441 \$14.6351	\$42,177 \$20.2774	\$53,914 \$25.9202	\$55,666 \$26.7625
HC2	\$32,517 \$15.6332	\$45,054 \$21.6606	\$57,588 \$27.6865	\$59,460 \$28.5865
HC3	\$33,996 \$16.3442	\$48,623 \$23.3764	\$63,250 \$30.4087	\$65,306 \$31.3971
HC4	\$38,195 \$18.3630	\$52,917 \$25.4409	\$67,641 \$32.5197	\$69,840 \$33.5769
HC5	\$42,260 \$20.3173	\$58,552 \$28.1500	\$74,845 \$35.9832	\$77,277 \$37.1524
HC6	\$47,419 \$22.7976	\$65,701 \$31.5870	\$83,983 \$40.3764	\$86,712 \$41.6885
HC7	\$51,236 \$24.6327	\$70,989 \$34.1293	\$90,739 \$43.6245	\$93,689 \$45.0428

**Approved by the Commission**  
July 17, 2024



# Montgomery County Appendices – Pay Schedules

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**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Trades Bargaining Unit Pay Schedule**  
**Effective July 7, 2024**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$32,517 \$15.6332	\$45,054 \$21.6606	\$57,588 \$27.6865	\$59,460 \$28.5865
HT2	\$38,195 \$18.3630	\$52,917 \$25.4409	\$67,641 \$32.5197	\$69,840 \$33.5769
HT3	\$42,260 \$20.3173	\$58,551 \$28.1495	\$74,843 \$35.9822	\$77,275 \$37.1514
HT4	\$47,419 \$22.7976	\$65,701 \$31.5870	\$83,983 \$40.3764	\$86,712 \$41.6885
HT5	\$51,235 \$24.6322	\$70,989 \$34.1293	\$90,741 \$43.6255	\$93,690 \$45.0433

**Approved by the Commission**  
**July 17, 2024**



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**FOP Park Police**  
**Effective July 7, 2024**

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
P02 (annual) (hourly)		\$63,264 \$30.4154	\$65,484 \$31.4827	\$67,777 \$32.5851	\$70,151 \$33.7264	\$72,599 \$34.9034	\$75,145 \$36.1274	\$77,772 \$37.3904	\$80,496 \$38.7000	\$83,309 \$40.0524	\$86,231 \$41.4572	\$89,251 \$42.9091	\$92,367 \$44.4072	\$95,601 \$45.9620	\$98,948 \$47.5712	\$102,411 \$49.2361	
P03 (annual) (hourly)	\$63,239 \$30.4034	\$66,430 \$31.9375	\$68,759 \$33.0572	\$71,173 \$34.2178	\$73,655 \$35.4111	\$76,223 \$36.6457	\$78,901 \$37.9332	\$81,659 \$39.2591	\$84,524 \$40.6365	\$87,479 \$42.0572	\$90,541 \$43.5293	\$93,715 \$45.0553	\$96,996 \$46.6327	\$100,384 \$48.2615	\$103,897 \$49.9505	\$107,533 \$51.6986	
P04 (annual) (hourly)	\$66,400 \$31.9231	\$69,749 \$33.5332	\$72,198 \$34.7106	\$74,723 \$35.9245	\$77,335 \$37.1803	\$80,044 \$38.4827	\$82,843 \$39.8284	\$85,741 \$41.2216	\$88,747 \$42.6668	\$91,847 \$44.1572	\$95,067 \$45.7053	\$98,395 \$47.3053	\$101,835 \$48.9591	\$105,404 \$50.6750	\$109,097 \$52.4505	\$112,915 \$54.2861	
P05 (annual) (hourly)	\$73,205 \$35.1947	\$76,907 \$36.9745	\$79,594 \$38.2663	\$82,382 \$39.6067	\$85,261 \$40.9909	\$88,248 \$42.4269	\$91,336 \$43.9115	\$94,537 \$45.4505	\$97,847 \$47.0418	\$101,267 \$48.6861	\$104,815 \$50.3918	\$108,488 \$52.1577	\$112,276 \$53.9788	\$116,207 \$55.8688	\$120,269 \$57.8216	\$124,478 \$59.8452	\$128,835 \$61.9399

Rank	ASI 1* (3.5%)	ASI 2** (3.5%)	ASI 3** (3.5%)
P02 (annual) (hourly)	\$105,995 \$50.9591	\$109,705 \$52.7428	\$113,545 \$54.5888
P03 (annual) (hourly)	\$111,297 \$53.5082	\$115,192 \$55.3808	\$119,224 \$57.3191
P04 (annual) (hourly)	\$116,867 \$56.1861	\$120,957 \$58.1524	\$125,190 \$60.1877
P05 (annual) (hourly)	\$133,344 \$64.1077	\$138,011 \$66.3514	\$142,841 \$68.6737

\*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**  
**September 18, 2024**

**Montgomery County  
 Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
 Park Police Command Officers  
 Effective July 7, 2024**

<u>Title</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Lieutenant [P06]	(annual)	\$ 85,759	\$ 121,078	\$ 156,397
	(hourly)	\$ 41.2303	\$ 58.2106	\$ 75.1909
Captain [P07]	(annual)	\$ 99,219	\$ 140,076	\$ 180,931
	(hourly)	\$ 47.7014	\$ 67.3442	\$ 86.9861
Commander [P09]	(annual)	\$ 121,207	\$ 164,427	\$ 207,647
	(hourly)	\$ 58.2726	\$ 79.0514	\$ 99.8303

**Officer Candidate Pay Scale  
 Effective July 7, 2024**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$ 63,264
	(hourly)	\$ 30.4154

**Approved by the Commission  
 September 18, 2024**



# 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 5/12/24 (B1) and 5/5/24 (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	\$16.00	\$16.80	\$17.64	\$18.52
906 - Shallow Water Lifeguard	AQ3	\$17.20	\$18.06	\$18.96	\$19.91
901 - Lifeguard	AQ4	\$18.50	\$19.43	\$20.40	\$21.42
902 - Instructor Aide/Swim Lessons	AQ5	\$19.50	\$20.48	\$21.50	\$22.57
903 - Assistant Pool Manager	AQ6	\$21.00	\$22.05	\$23.15	\$24.31
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$23.00	\$24.15	\$25.36	\$26.63
907 - Senior Pool Manager	AQ8	\$26.00	\$27.30	\$28.67	\$30.10

**Approved by the Commission  
March 20, 2024**



# Montgomery County Appendices – Pay Schedules

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**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

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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  
2024 Summer Camp/Playground/Playtime and Safe Summer Staff  
Effective: 4/14/24 (B1) and 4/7/24 (B2)**

<b>JOB TITLE</b>	<b>JOB CODE</b>	<b>GRADE</b>	<b>RATES</b>
Playground Manager/Camp Director	940	S11	\$22.25
Camp Health Supervisor	941	S15	\$20.1711 - \$31.2647
Camp/Playground Asst Director	943	S7	\$19.25
Camp/Playground Administrator	944	S5	\$18.00
Camp/Playground Senior Counselor	945	S4	\$17.25
Camp/Playground Counselor	946	S3	\$16.75
Camp/Playground Assistant Counselor	947	S1	\$16.50
Summer Youth Employment Program Counselor	962	S1	\$15.00
Safe Summer Staff	948	S13	\$21.75

**Approved by the Commission  
September 15, 2021**

